

Chelsea Selectboard Meeting Minutes (FINAL)
Tuesday, March 19, 2019 6:30PM
Chelsea Public Library

Selectboard Members Present: Susan Elder (Chair), Kent Gilman, Karen Lathrop

Other Town Officials/Employees Present: Gayle Durkee (Town Treasurer), Katherine Zachary (Selectboard Administrative Assistant), Frank Keene (Cemetery Commission), Linda Kuban (Health Officer)

Members of the Public Present: Marianne McCann (The Herald), Roy Hayward

I. Call Meeting to Order: Susan Elder called the meeting to order at 6:31pm.

II. Changes/Additions to the Agenda

Frank Keene was added to the Agenda and informed the Board that the \$6200 testamentary bequest from Sylvia Kennedy will be used for the upkeep of the Riverside Cemetery. Gayle will review the Brighthouse financial documents pertaining to the bequest.

Linda Kuban has agreed to continue for another three (3) years as Health Officer if the Board so wishes. Kent moved to have Linda Kuban continue her position for another three (3) years as Health Officer. Susan seconded; all were in favor; approved. Asked by Marianne McCann what her tasks consisted of, Linda said that they involve responding to dog bites and resolving any owner disputes, and inspecting rental units for such items as water quality. She receives four (4) or five (5) calls a year to do such inspections.

III. Conflict of Interest Disclosure

None

IV. Approve Selectboard meeting minutes of March 5, 2019 (not the Selectboard meeting minutes of February 16, 2019 as on original Agenda)

Karen moved to approve the March 5, 2019 Selectboard minutes; Kent seconded; all were in favor; approved.

V. Town Treasurer

a. NEMRC

Gayle spoke to Chad about NEMRC. The cash-receipt module is not needed. The quote for training is very high. Chad has offered to speak to NEMRC to reduce the amount. \$14,000 has been budgeted. Karen said to go ahead and purchase NEMRC so that it is in place by July 1. It may be possible to combine with the town of Vershire. The disaster recovery module may also not be needed. Susan asked if it is possible to let the vendor know the amount that the Town has allotted for NEMRC in order to see if it can be purchased for that amount. Chad may be able to get a discount on the amount. Susan would like to get a more exact figure before the

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purchase is approved. This will be discussed further at the next Board meeting in order for Gayle to get more information.

b. Water shut-off/bill modification of current resident

Gayle told the Board that the Dixie's restaurant has been closed for over one (1) year) yet the owner's water bill has not been changed or discounted. Susan said that the applicable statute is silent on discounts; an abatement might be in order. Discounts have been given in the past. Karen will research the abatement statute and further discussion can be had at the next Board meeting. Gayle said the next billing in April will reflect the discount.

c. Other (Not on original Agenda)

The medical "bonus" will be part of next week's payroll for eligible employees as it is a quarterly payment and the first quarter ends on March 31st. Zeb's \$.50 increase will go into effect next week as, according to his employment agreement, he would receive same when he has passed both the wastewater Grade 2M and water Grade 2 sets of tests. He has done so.

VI. Use of Village Greens by Child Advocacy Group

There was no discussion as a member of the Group did not appear.

VII. Selectboard Change of Meeting Format

Susan recommended that the Administrative Assistant's Report will follow the Treasurer's Report going forward.

VIII. Special Town Meeting of April 9, 2019 Update

Susan spoke to Dickson Corbett. The date of the meeting is acceptable to him. It will not be a long meeting. Karen will not set up a sound system. Though the lighting may not be good, it will be a short meeting as it concerns one (1) article. Karen will post the meeting date and time on Front Porch Forum. Susan will post the information on Facebook.

IX. Selectboard Vacancy

Greg has given notice of his resignation from the board as of March 24, 2019.

Susan moved that Kent be Vice-Chairperson of the Board. Karen seconded; so moved.

Karen has spoken with the Town's attorney(s) in order to get clarification on her authority to sign payroll Orders. She has been advised that she can sign the Orders.

X. Posting of Vacancy – Custodian

Karen has spoken to Lynette Sherman about taking on the role of custodian. She is interested in taking on the position. Susan asked as to her rate of pay. Karen will have her put in an application and share the job description with her. Susan asked that Lynette submit a letter of interest and her rate of pay.

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XI. Conflict of Interest Policy

Karen will recuse herself from her department's budget discussions. Susan stated that the Board cannot force a member to recuse himself/herself if there is no policy in place. Having a policy makes the process easier. The Board does not have a policy in place. The proposed policy is lengthy, some four (4) pages long. The policy requirement was passed by the Legislature in order to promote uniformity. Boards of other towns have had conflicts. Chelsea has not. The conflict of interest policy will be reviewed at the April 16, 2019 meeting. Karen will send Liam a copy of the policy to review.

XII. Auditor

Susan asked what auditing tasks Chad would be doing for the Town. She will speak with Gayle to get more clarification. The Town's purchasing policy relates to both services and goods. If the highway department had to purchase over a certain amount, it would need to come to the Board for approval, for example. Services over \$10,000 would have to put out to bid. The service(s) of an auditor will have to involve publishing an RFP. The auditing would not have to be done until the end of the year. Karen stated that the appointment of an auditor would have to be within 45 days of Town Meeting. Gayle will speak to Chad re. the RFP and his services and inform him of the time restriction. Katherine will research the RFP for auditor's services.

XIII. Goal Setting for the New Board

Susan stated that her goal for the year is to have trees planted in the Commons that would replace the dead trees. There is a park fund that could possibly be used to pay for the cost of the trees. Feedback will be gotten from other towns as to solar power use. Green Lantern was going to use the Town's brown area. This would save the Town between \$1,000 and \$2,000 per year. There are many solar options available.

Kent stated that he would like to see local auditors being appointed as has been done in the past. Susan will send Katherine Cynthia's e-mail re. the subject.

Kent's goal is the completion of some of the road projects. The Blackhawk project needs to be started

XIV. Auditor Appointment Minutes

No discussion

XV. Upcoming Employee Review Procedure

Susan stated that the employee review procedure needs to be initiated. Kent will speak to Rick and will inform the Board when Zeb's review will take place.

XVI. ECVTD (East Central Vermont Telecommunications District) Appointment Resolution

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Susan moved that Liam Hogan be appointed to the ECVTD. Kent seconded; all in favor; so moved.

XVII. Town Clerk

Karen stated that she had to come in on Wednesday as the Town Hall did not have heat. It appears that the switch was flipped. A glass safety box placed over the switch would prevent the switch from being flipped. Kent moved to purchase the box; Susan seconded; all approved; so moved; approved.

A handyman that could help with such things as setting up chairs in the Town Hall would be beneficial. Susan stated that the tasks of a custodian and handyman were segregated. A handyman could be “on call”. Perhaps the highway crew could set up the chairs as this would only be needed three (3) times a year. Susan will speak to the handyman employed by the Orange County Superior Court.

There was a “thank you” in the Front Porch Forum addressed to the road crew.

XVIII. Transfer Station

Gayle has made arrangements for the repair of the compactor and the bringing of a replacement dumpster this week.

XIX. Water/Wastewater

No Discussion

XX. Highway Department

a. Rick Ackerman/excess weight permits

Katherine informed the Board that Rick completed several excess weight permits and instructed her on how to complete them.

The roads have been posted by the highway department.

XXI. Executive Session –Legal (if needed)

a. Personnel

There was no motion to enter into Executive Session. See V(c) above.

XXII. Administrative Assistant’s Report

Katherine provided the Board with the March 18, 2019 letter from Daniel Hecht of *gmwea.org*. re. the water quality brochures. The Board would like to have the pdf file so that it may provide the information to the public, most probably by way of the Town’s website. Katherine will contact Daniel Hecht/*gmwea.org*.

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Katherine will contact John Upham to assist with the update of Town Contacts requested by the Orange County Sheriff's Department.

Katherine will research previous documents filed by the Town re. "Insurance Replacement Cost of Tax Exempt Property" in order to complete the form.

Katherine shared the March 19, 2019 e-mail from "Rosemary" re. unleashed dogs on Maple Avenue. Susan will speak with Rosemary.

Katherine informed the Board of the need to appoint an employer representative as the primary liaison with Occupational Drug Testing, its drug and alcohol testing vendor. The Board designated Katherine.

Katherine will confirm with Gayle as to whether any funds have been received under the Allenville Quarry Agreement.

XXIII. Approve Orders

Susan moved to approve the Orders; Kent seconded; all were in favor; Orders were approved

XXIV Adjourn

Kent moved to adjourn at 8:46pm; Karen seconded; all were in favor; adjourned.