

Chelsea Selectboard Meeting Minutes (FINAL)  
Tuesday, May 21, 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), John Parker (recreation committee chair)

**Members of the Public Present:** Marianne McCann (The Herald)

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**I. Call Meeting to Order:** Susan Elder called the meeting to order at 6:30pm.

**II. Changes/Additions to the Agenda**

Heath Field Mowing

**III. Conflict of Interest Disclosure**

None

**IV. Approve Selectboard Meeting Minutes of May 7, 2019**

Karen moved to approve the Selectboard Meeting Minutes of May 7, 2019; Kent seconded; approved.

**V. Heath Field Mowing** (added to original Agenda)

John Parker stated he would like to know the cost of the mowing so that it can be properly itemized and requested from the Vermont Community Foundation.

Mowing once a week is fine. John would like to receive either monthly or quarterly reports of expenses from Gayle. He does not need copies of the expense receipts. Gayle will e-mail the reports to John.

Susan mentioned that there was a ladder and other trash in the river.

**VI. Town Treasurer** (differs from Original Agenda)

Gayle submitted a Board resolution approving her and Caroline (assistant) as the signatories on the Town's Mascoma Bank checking account. Susan moved to approve the resolution; Karen seconded.

Approved appropriations for the entities listed in the 2018 Annual Town Report will be distributed on November 1, 2019.

**VII. Custodial Position Update** (differs from Original Agenda)

Karen and Phyllis have taken up some of the custodial duties. Susan reviewed the most recent application submitted by Erin XXXX. Susan will call the of the applicants' references this weekend.

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**VIII. EC Fiber representative for Chelsea** (differs from Original Agenda)

Marianne McCann will not be assuming the EC Fiber representative position for the Town.

**IX. Roberts Poor Fund Guidelines Policy** (differs from Original Agenda)

No discussion

**X. Tree Warden Appointment** (differs from Original Agenda)

Karen has sent tree warden information to Mark who is interested in the position. Zeb is also interested in the position. Tabled until the next Board meeting.

**XI. Administrative Assistant's Report** (differs from Original Agenda)

Katherine presented the Serving Permit Application of the North Common Arts for June 8, 2019 for signature. Susan moved to approve the application; Karen seconded; the permit was signed. Katherine also presented several excess weight permits for signature. Susan moved to have Katherine be the authorized signatory on the permits. Kent seconded. Prior to signing them, she will consult with Rick, the road foreman.

Susan moved to approve and sign the HMGP award for \$9724 administrative costs. Karen seconded. Katherine will inquire as to the legal fees incurred by the Town and whether they are considered to be an administrative cost. Susan moved to sign the \$9724 HMGP Grant award detail; Karen seconded; all in favor; signed.

Susan moved to approve and sign the Subrecipient Agreement re. the \$486,188 HMGP Award Amount. Kent seconded; approved and signed.

Susan moved to approve and sign the Advance Notice to Proceed re. the HMGP; Karen seconded; all in favor; signed.

Katherine will post and send the RFP for Audit Services to The Herald.

**XII. Town Clerk** (differs from Original Agenda)

See X. above.

**XIII. Transfer Station** (differs from Original Agenda)

**a. Myers Container Service contract**

Katherine has contacted Myers several times to get a copy of the Town's contract. To date, it has not been received. She will contact Myers again. She will have a copy of the contract for the next Selectboard meeting.

**XIV. Water/Wastewater** (differs from Original Agenda)

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No discussion

**XV. Highway Department** (differs from Original Agenda)

Kent spoke to Rita Seto/TRORC (Two Rivers Ottawaquechee Regional Commission) re. the town roads and the state study relating to town signs which will be put up warning drivers of critical curves. Susan moved to sign the Systemic Local Road Safety Program Participation Form relating to the state study of high-accident prone roads; Karen seconded; signed.

The Better Back Roads Grant Award has yet to be issued.

**a. Roberts-Gould Field Mowing**

Brian Farnham has signed the mowing contract and non-employee agreement and will be providing a copy of his insurance policy.

**XVI. Executive Session – Legal** (differs from Original Agenda)

Susan moved to enter Executive Session at 8:09 pm; Kent seconded; so moved.

No action taken.

Susan moved to exit Executive Session at 8:20 pm; Kent seconded; so moved.

**XVII. Approve Orders** (differs from Original Agenda)

Susan moved to approve the Orders at 8:21 pm; Kent seconded; so moved; Orders were approved.

**XVIII. Adjourn** (differs from Original Agenda)

Kent moved to adjourn at 8:22 pm; Susan seconded; adjourned.