

Chelsea Selectboard Minutes (DRAFT)
Tuesday October 2, 2018 6:30PM

October 2, 2018

Selectboard Members Present: Michael Kuban (Chair), Susan Elder (Vice Chair), Cynthia Masterman, Kent Gilman

Other Town Officials/Employees Present: Karen Lathrop (Town Clerk), Rick Ackerman (Road Foreman), Katherine Zachary (Selectboard Administrative Assistant)

Others Present: Kenneth Kennedy

I. Call Meeting to Order: Michael Kuban called the meeting to order at 6:30PM

II. Changes/Additions to the Agenda: Ken Kennedy's road use for logging; Public Urination; Smoking Policy/signage; Town Hall basement water issue; Trees

III. Conflict of Interest Disclosure: None

IV. Approve Selectboard meeting minutes of 9/18/2018 meeting

Susan moved to approve the Selectboard minutes of September 18, 2018; Cynthia seconded; all were in favor.

November 6th Selectboard meeting will be changed to November 7th, due to November 6th being election night.

V. Added Agenda Item: Kenneth Kennedy/Logging

Mr. Kennedy stated that he wants to log his land on Brocklebank Road and asked about any needed permits/ permissions. He was advised that if he wished to have trees cut, he would need the permission of adjacent landowners; Access Permit(s) would be needed if large trucks would be used.

VI. 2019 Budget Committee

The entire Selectboard is on the Budget Committee. Cynthia stated that a Sharon Academy student would like to help with the budget and will assist in identifying trends in Town spending over the last five (5) years. The Board was in favor of having the student help.

Town Departments/committees will be notified that the budget process will be beginning shortly so that they may submit their proposed budgets.

VII. Use of Baseball Field by TSA Varsity Team

Cynthia will have The Sharon Academy Director send a letter to the Selectboard requesting the use of the Town's baseball field.

VIII. FEMA Update

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Three (3) appraisals have been received. Cynthia will be in contact with FEMA and will send out bid requests for the demolition of the properties. Burning the property(ies) as drills for the Fire Department is not advisable due to the close proximity of the house(s) to Rte. 110.

Once the subject buildings are torn down, there may be a Grant available to restore the land(s) as parkland. Mike reminded the Board of the Grant that would include artistic themes to parks.

IX. Town Clerk

(a) Records Retention Policy

Karen stated that every Town record should have a retention policy. Many of the Town documents have to be retained for at least two (2) years. The Board will review the Vermont Secretary of State's website relating to Records Retention Policies.

(b) Town Hall basement water issue

Karen brought to the Board's attention the puddle of water that is in the Town Hall basement near the dressing room. She is worried about the creation of mold. Katherine will investigate water services that deal with curing the problem.

(c) Trees

Karen mentioned that the trees along the road by the Commons will be trimmed by Asplundh. Green Mountain Power has a 15' right of way from the center line of the road. Mike will be speaking with Asplundh tomorrow

(d) Smoking Policy

Federal Law prohibits smoking within 50' of municipal buildings. The Town will put "NO SMOKING" signs up, including the Town garage and the sewage treatment plan.

(e) Karen mentioned that she had seen someone urinate on Town Hall property during the day.

Karen stated that it may be a good idea to have the Library put the Wi-Fi router on a timer so that people do not congregate around Town Hall. This possibility depends on how the Library got its funding for its internet connection.

X. Transfer Station

Question was raised as to whether money should be set aside for the purchase of a new compactor. Maintenance on the present compactor was two (2) years ago. Rick stated that he will have the compactor cleaned in the next few weeks.

Katherine will call Safety-Kleen about removal of the oil at the transfer station.

XI. Water/Wastewater

Nothing to Report

XII. Highway Department

The seven (7) sealed bids for the Culvert installation at TH#4 and Williamstown Road were opened. Bids were higher than expected. It was decided by the Board and Rick's input that the

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town would reapply for a Grant to have the work done in the Spring as the costs were underestimated. This Motion was put forward by Susan and seconded by Kent. All were in favor. Katherine will send letters to each of the bidding parties advising o the Board's decision. A Jet-Dryer will be drying the pavement at Upper Village Road and Beacon Hill Road tomorrow

The Town is waiting for the Agency of Transportation to complete the plans for the Moxley Bridge project. Rick will e-mail Chris Bump tomorrow about its status. Rick stated that there is some friction between his workers due to perceived unfair wages given to recent hire(s). Rick stated that all of these individuals are good workers and that losing any one of them would be a hardship to his department and the Town. Mike stated that that the Town has not budgeted for benefits and that this needs to be done for all of the Town's employees next year. Susan stated that it was difficult and frustrating to find good employees and that the wage offer given to the recent Highway Department hire was necessitated by this difficulty.

XIII. Executive Session-Legal

The Board went into Executive Session at 8:07pm and adjourned from Executive Session at 8:22pm.

XIV. Administrative Assistant's Report

Katherine submitted brochures for upcoming conferences and training sessions. She advised the Board of the several appropriations requests for 2019, including that from the Orange County Parent Child Center. There is a Local Hazard Mitigation Plan Grant being developed by the State. Chelsea's plan is set to expire on November 18, 2020. The Board took no position on this. The EC Fiber rates will be increasing. Katherine shared the Participant List from the Office of Drug Testing and also the recent test results for a Town employee. The renewal application for VLCT PACIF is due by October 12, 2018. Katherine will work on this with Gayle and other Department head and will contact VLCT/PACIF to determine whether the stated employee wages/salaries include benefits. Katherine also advised the Board of the Highway list relative to the excess weight permit submitted by Grizzly Mountain Trucking, LLC. The permit was signed by Mike. Katherine submitted an apology letter from Katelyn Tatham relative to the Bobbinshop Road sign damage. The co-defendant was not offered diversion and will be processed through the Court. Katherine submitted documents relating to free flu vaccine clinics. She will post the clinic locations in Town.

XIV. Approve Orders

Motion was made by Susan to approve Orders; motion was seconded by Kent. Order(s), Payroll were signed.

XVI. Adjourn

Motion was made by Mike at 9:07 to adjourn; Cynthia seconded the motion. All were in favor.