

Chelsea Selectboard Meeting Minutes (draft)

October 10, 2023

Present: Kevin Marshia, Chair, Leyna Hoyt, Jesse Kay, Bill Lyon, Karen Lathrop, Clerk, Gayle Durkee, Rick Ackerman,

Others present: Sydney Steinle, TRORC, Shenia Covey Lyford, Planning Commission.

1. Call meeting to order: Kevin called the meeting to order at 6:32 pm
2. Conflict of Interest: None
3. Additions to agenda
 - a. Permits (2) Tim Carter, Deborah Baker
 - b. Emergency Watershed Program
 - c. Executive Session if necessary
4. Public Comments- None
5. Benjamin Willing - Home health concern- Kevin read the letter from Mr. Willing. Board accepted the letter as a matter of public comment. Complaint about living conditions. Kevin reported Health Officer made an inspection. Kevin to reach out to the Health Officer.
6. Treasurer:
 - a. Warrants – Gayle submitted the orders for signature. Contractor work bills, regular bills.

 - b. Sinking Funds – Treasurer reported Sewer & Water accounts are running low. She noted water bills were going out next week. She reported speaking with prior Sewer/Water Department heads who said sinking funds were used for emergency/ repairs. Treasurer to move \$12,000 from Sewer Sinking Fund \$2,000 out of Water Sinking Fund for emergency/repairs necessary to for each dept to bring items up to code. She questioned whether hiring Symons as interim stopgap to keeping the Water/Sewer department going after the Town lost their long time department head qualified as an

emergency. Gayle to look into it. Board to continue a discussion on making a policy for the sinking fund going forward.

7. Town Clerk:

a. Digitization of Town Records – Handed RFP out for Board review. Clerk to come to the next meeting with some anticipated costs.

b. Town Hall Repair List – Discussion on prioritization. Kevin would like to find a grant to get an overall evaluation for the hall. Karen to scan the Fire Inspection list and send to the Board. Clerk to look for contractors and costs to bring to the Board. Discussion on electrical needs for the hall and ADA compliance piece. Could be a historical grant if possible. Leyna concerned about the roof slates also. Board discussion on whether a grant for an eval would kick us out of getting any other grant. Kevin mentioned sometimes it helps to have a plan in place.

8. Approve minutes: 19 September 2023 – **Jesse moved to approve minutes of September 29, 2023 with Bill seconding the motion. No discussion. Motion passed.**

9. Highway:

a. Edwards Road – Kevin provided the sketch on Edwards Road which Chris Bump sent for temporary fix to the road. Discussion with Rick on the sites. Rick queried if FEMA will cover it. Kevin said he was under the impression they would.

Discussion about a call to Emergency Management and the FEMA person. More info to come on whether there will be a site visit. Leyna & Kevin to work with Kasey and Rick to either get the work completed or another bid package out.

Jesse moved Kevin, Kasey and Rick to look at Edwards road site and determine whether Rick would do the work himself or put the work to bid. Bill seconded the motion. No Discussion. Motion passed.

b. Municipal Roads General Permit – Administrative signature on annual report.

c. Brook Road Sites 1 & 2 – Kevin reported there were 3 bids on the sites. JLSmith- \$17,850. K&S- \$65,000 and Galfetti Grading \$38,480. Jesse Kay recused herself from the vote.

Leyna moved to award John Smith the Brook Road site 1 & 2 contract for \$17,850. Bill seconded the motion. Discussion on the culverts. Rick to work with Mr. Smith about the culverts with Leyna or Kevin. No further discussion. Motion passed.

d. Ben Canonica Contract- Board stated it was emergency work done in July. **Leyna move to approve the Canonica contract in the amount of \$20,912.50 for the emergency work. Jesse Kay seconded the motion. Motion passed.**

Leyna & Rick stated the excavator arrived on 10/9/2023, so a little behind on the work.

10. Town Plan Hearing- Sydney from TRORC said Board could make minor changes. The major part input necessary was on page 10, the implementation table costs. Planning Commission felt uncomfortable with the implementation table costs. Sydney explained the cost factor to the board. Jesse reported she had worked on it. Kevin and Jessie to send edits on the implementation cost table to Sydney by Friday. Jesse said all the comments were good except we only had one cell tower, which Sydney already corrected.

Jesse moved approve Town Plan with edits pending further edits from Jesse and Kevin . Leyna seconded the motion. Motion passed.

Leyna moved to approve the Town Plan hearing on November 7, 2023 at the Town Hall at 6 pm. Jesse seconded the motion. No discussion. Motion passed.

Kevin just went over the updated timeline. There is a template for the resolution in the timeline. Sydney to contact Kasey as necessary. Sydney went over the end process to the plan. Board thanked Sydney and Shenia for all their work.

11. Avery Contract for FD Paving- Board reviewed contract with Avery Excavation for paving by the Fire Department. Fire Department to reimburse the Town a percentage of cost. (70/30%)

Jesse moved to approve the contract for \$21,578 for Avery Construction for the fire department paving. Leyna Hoyt seconded the motion. No Discussion. Motion Passed.

***Added *Permits** - Tim Carter Letter. Kevin read the letter. Concerns of whether it is a Town owned culvert or an owner culvert. Karen to request Kasey to reach

out to Tim Carter to fill out an application and for clarification on the culvert. Board to contact Rick for clarification. Add to next meeting agenda for approval.

Deborah Baker Application for Curb Cut at 29 Weswind Road. Bill Lyon recused himself from voting on the application a curb cut for Deborah Baker. He supplied information the Board as to location. Board wants to ensure Rick looks at it and signs off on permit. Add to next meeting agenda for approval.

Added -EWP (Emergency Watershed Protection) NRCS provides evaluations. Kevin reported he spoke with Ally Hook who brought the request to the Board on behalf of Kevin Braman. Natural Resources Conservation Services (NRCS) must have a letter from the Town stating they are a Sponsor. Kevin reported a Town would be able to bow out if they do not wish to continue. This is step one. Concerns were about financial costs. Kevin read the template letter. The template letter has wording in it that states financial obligations. Bill & Leyna had concerns as to who is responsible for a private citizen's land. Kevin looking at the broader picture of potential safety to the watershed. Board felt the template letter wording made the Town responsible and liable. Jesse wanted to know if verbiage could be changed. Kevin felt it could be but only two days to get it written and signed. Board discussion on letter and potential financial concerns. Board feels the first step is worth taking. Karen to request Kasey to contact Ally about the verbiage in the letter.

Jesse moved to send the letter with edits to move forward with the EWP Program evaluation not binding. Bill second the motion. Motion passed.

12. Transfer Station – Jesse gave an update. A draft letter to go out after a public comment period. Set a date for public comment period. Board decided to have it the same night as the Town Plan Hearing. (Nov 7). Bill in favor of sending everyone a letter by the end of the year, so we can implement the new process with the new year. Discussion on website purchases. Jesse went through some guidance documents, Board to review the document and send feedback to Jesse for next meeting. Discussion on punch cards/sticker costs, administration.

13. Substance Use Preventive Education – Website links- they would like to have the link on the website. **Leyna move to approve the Substance Use Prevention link on the website. Jesse second. Motion passed. Jesse will put it on the website.**

14. Parks Commission- clarification- Kasey suggested there be some clarification of what persons are signing up for with the parks commission. She received some emails back and person's were confused as to what they were signing up for. Many responses but varied with confusion on what they would be signing on for. Board received responses, with good feedback. There was a suggestions of making sub-committees with a sub-committees with a specific focus. Leyna thought that was a good idea and they would only have to meet a couple times a year. Jesse thought maybe we need to change the ordinance to reflect both Parks and Forests. Kevin thought maybe the Board give some ground rules and give them the opportunity to come up with a draft ordinance going forward for the Board to look at. Jesse and Bill the point person to work with Kasey on this.

15. October Meeting Dates – Oct 17th , 31st to be decided on Oct 17, and Nov 7

*** Added – Executive Session for Personnel***

Jesse moved to enter executive session at 8:51 pm for Personnel inviting Karen Lathrop. Leyna seconded the motion. Motion passed.

Jesse moved to exit executive session at 9:09 pm. Leyna seconded the motion. Motion passed.

No Action taken

16. Adjourn – **Jesse moved to adjourn at 10:10 pm. Leyna seconded the motion. Motion passed.**