

Chelsea Selectboard Meeting Minutes (draft)
March 19, 2024

Present: Full Board

Others Present: Karen Lathrop, Susan Elder, Marianne McCann, Gayle Durkee, Rick Ackerman (8 pm)

1. Kevin called meeting to order 6:30
2. Additions – Leyna, mowing/maintenance
3. No conflicts
4. Public Comments

Ms. McCann stated she had two comments. The first comment concerned the \$2000 allocated to the Chelsea Spotlight after the Town Meeting. She maintained the petition was illegal as they were not a non-profit entity and the Board had placed it on the Warning. She requested money be refunded to voters by a reduction of taxes for the current year. Ms. McCann felt they had broken a federal law. She requested Selectboard make motions to seek a legal opinion on the petition and for Board learn the process of correcting illegal property tax expenditures. The Board Chair disagreed, and the Board declined to make a motion on a public comment. Ms. McCann stated she would take the next steps.

Her second comment concerned the Town Administrative position and the increased funding for the position. She read an excerpt from the job description and the Board Chair stated they had increased the amount for the position (\$20,000) in consideration of what they felt the position would require going forward. They made the job description broad for many people to apply. There was a brief discussion on the duties of the position with regard to social media. When asked if the Board had a Facebook page, they stated they had a page. The Board stated their social media platform was for communications when Ms. McCann stated they should not use taxpayer money for what she thought was advertising, aka Facebook. Board also stated they created the page for communication after the summer flooding as it was a broad way to reach many Townspeople.

5. Approve minutes – **Jesse K. moved to approve the March 6, 2024, meeting minutes with Leyna H. seconding the motion.** Under discussion, Gregg reported he had some minor edits as to a few typos and spacing. Kevin shared the process for making the edits with Gregg. **Jesse K. amended the motion to read” approve the March 6, 2024, meeting minutes with edits from Gregg” with Jesse K. seconding the motion. All were in favor, motion passed.**

Agenda items taken out of order-

13. Forest & Parks- Susan Elder went over a grant application the Forest & Park Committee put together. They hoped to use a “lot” the Town owns from buying FEMA property (Maple Avenue property) to create a community flower garden. She noted the lot was at street level which would make it handicapped accessible. The grant amount was \$3,000, there was money in the Keyzer Fund (\$300) and there would be an in-kind match of (\$700). Gayle stated there might be more interest money as she had the Keyzer Fund in a CD, and she had no issues with the grant proposal. Jesse K. asked if the abutting properties had been notified about the proposed changes that might happen if the Committee received the grant. Susan stated she talked with some neighbors. Some are more enthusiastic than others. Mr. Keene was worried about cars parking on the road. Leyna H. felt it would be a good use of the space. Kevin M. had concerns with the tight timeline of “April 5, 2024, by 5 pm” submission but felt the Board could make a motion granting

permission to submit the grant and still have it warned for the next meeting for any persons to address any issues with the grant. Susan felt that would work for the Forest & Park Committee as they could always refuse the grant if there was a lot of protest about it. Leyna H felt it would be better than having an empty lot that cars would use as extended parking. **Jesse K. moved to approve the Forests and Park Committees Maple Avenue Pollinator Garden Grant request, with Kelly L. seconding the motion. All were in favor, motion passed.**

12. Listers- Response to appeal to the State- Susan stated she had not brought the paperwork as she thought Phyllis would be at the meeting. Tabled until the next meeting.
6. Treasurer – Gayle D. explained she had contracts for FEMA emergency work from the summer that had yet to be signed to meet the needs of the payroll audit. One contract was for Ken DeGrasse’s FEMA work. When questioned about the total amount she stated that the contracts list the amount per hour for equipment used. Kevin M. listed the amounts. **Leyna H. moved to sign the contract for Ken DeGrasse for work performed after the flood with Jesse seconding the motion. All in favor, the motion passed.**

Gayle stated the second contract was for Brian Farnham mowing for Robert’s Gould Field. The contract was for two years and after the last AA left, the contract could not be found, and she thought it had been misfiled and the Board needed to resign it. Kevin asked what the stated costs were, which Gayle D. state \$225.00/mowing. **Leyna H. moved to resign the lawn care contract with Farnham’s Lawn Care for Roberts Gould Field with Jesse K. seconding the motion. All were in favor, the motion passed.**

7. Highway
 - a. New Truck- Leyna H. no update
 - b. Revisions and clarifications of Work in ROW Permit - Leyna spoke with Kasey but the Board had to go over the forms and incorporate them into our Town forms. Discussion on who would work on it. Leyna/Kelly offered to help. Kevin to ask Theresa Gilman to a meeting.
 - c. Ben Canonica Permit- The Board went over permit application for a landing. **Leyna H. moved to approve Ben Canonica Highway Access permit with Gregg seconding the motion. All in favor, the motion passed.**
 - d. East Randolph Road Municipal Invoice Cover memo- corrected- **Administratively signed.**
 - e. Municipal Roads Grant Permit- Annual report through VTRANS for updates to the culverts/ditches. Board certified there was no update this year. **Administratively signed.**
 - f. VTRANS Grant Project – **Board and Rick had agreed at a prior meeting not to apply for the structures grant but would apply for the paving grant for Upper Village Road.**
8. Sewer Issue on VT Rte. 113 - Kevin M. noted no real update on it. Gregg H. said he read the document. Kevin M. noted the Sewer Ordinance needed to be updated. Future Board work.

*** Added to agenda***

Mowing/maintenance- Leyna H. submitted the RFP for mowing for the Board to look at that she and Kasey put together. She explained they were locked into the RFP process last year when someone said they would be interested in mowing using the Town equipment. Leyna H. felt it would benefit the Town to move to a Maintenance person for mowing/snow blowing and maintenance of the Town Hall. She felt they were asking too much of Rick to do his highway

work and then snow blowing and taking care of the Town Hall and felt the sidewalks could not be cleared in a timely manner for Townspersons to us when there was a large storm as the highway had to come first. Leyna H. also noted she had been dealing with Town Hall items on a weekly basis. She felt they could spend money more wisely to hire a part time person. Leyna H. felt they could use the mowing budget to do it. Kelly L. liked the idea but thought it was the wrong time and was concerned as to who would do the supervision of the individual. There was a discussion about equitable overtime for employees. Kevin M. saw it as two items Mowing and Maintenance. The Board discussed having an on-call person. The Clerk noted they had a maintenance person in the past, but that person was never replaced when they finished working for the Town. The maintenance was about 10 hours a week. Kevin M. felt they needed to put the mowing contract out and figure out the rest. The Board agreed there was a need for on-call services for the Town Hall. There Board discussed the rfp sites, mandatory pre-bid meeting, frequency of mowing. Rick A. looked over the rfp mowing list and added welcome sign at Vershire town line and rec field. Leyna H. to work with Kasey to get the mowing rfp out next week and Leyna & Gregg to work on an on-call maintenance contract for the Town Hall maintenance.

9. Mitigation Proposal for Town Hall - Leyna reported they received a quote for Hazard Mitigation costs. The estimate is \$50566 from Matt Clark's Northern Basement Systems to slope the basement, install several pumps, for concrete work. It was a quote for FEMA reimbursement. Leyna stated that quote was sufficient to go forward with the hazard mitigation for the Town Hall, but they must speak to FEMA representative for mitigation. This was not to repair the damage but to invest money to improve the cellar so there was not a future problem. This would be a more permanent situation so if the basement flooded again, it would be pumped out so there would not be damage to the furnace or pellets. Gregg H. asked if there was a generator for the building, which the Town does not have but Jesse K. felt they could use AARPA money to buy a portable one. The board noted that looking for grants for the Town Hall had fallen through the cracks, but they would ask Kasey to keep on the lookout for them.
10. Digitization Proposal- Kevin noted that the RFP went out to four companies. Cotts sent in a bid. \$10,495 for the System and \$300/monthly. The Clerk noted that was in line with the costs budgeted and she felt there would not be any problems with this proposal. She asked for authorization to sign off on the contract. **Leyna H. moved to approve Cotts Land Records Management System giving Karen authority to sign with Kelly seconding the motion. All were favor, the motion passed.**
11. Development Review Board – Kevin said Patty Swahn had volunteered for the Board. **Leyna H. moved to appoint Patty Swahn to the Development Review Board, seconded by Gregg. All were in favor, the motion passed.** Board discussion if anyone had reached out to Mr. Chuck Peel who asked what was involved. Kevin to ask Kasey to notify Patty and Johanna and to reach out to Mr. Peel.
14. Rep to Central VT Waste Management – Kelly spoke with Billy who was willing to be the rep. **Leyna H. moved to appoint William Lyons representative to CVSWMD with Jesse K. seconding the motion. All were in favor, the motion passed.**
15. Approve orders - **Leyna H. moved to approve orders with Jesse K. seconding the motion. All were in favor, the motion passed.**
16. **Executive Session- Leyna H. moved to enter executive session at 8:10 pm inviting Karen with Jesse K. seconding the motion. All were in favor, the motion passed.**

Leyna H. moved to exit executive session 8:27 pm with Gregg H. seconding the motion. All were in favor, the motion passed.

Action

Board to move forward with an offer of employment for an assistant at transfer station. There was a discussion about the administrative position. Gregg H. felt draft minutes should be removed from the website when Final minutes were completed so there was no confusion. The board agreed that should happen.

17. **Jesse K. moved to adjourn at 8:31 pm with Leyna H. seconding the motion. All were in favor, the motion passed.**