

Selectboard Meeting Minutes Draft

April 2, 2024

Present: Kevin Marshia, Leyna Hoyt, Jesse Kay, Gregg Herrin

Others present: Karen Lathrop, Gayle Durkee, Phyllis Hayward, Susan Elder, Marianne McCann, Dave Savidge, Judy Libby, and Rick Ackerman.

1. Meeting called to order at 6:30 pm by Kevin M.
2. Additions to agenda
 - a. Ginny Campbell – Neighbor Appreciation Day- discussion
3. No conflicts of interest
4. Public Comments- Marianne McCann- questioned the ordinances being in the News section of the website. Jesse K. noted the News section has the newest information in it and it scrolls constantly. Marianne McCann had read edits to the March 19th minutes to the Board and left a copy of them with the Board Clerk for revision.
5. Treasurer
 - a. Contracts – Gayle stated there was one more contract the Board needed to sign for work Tad Boardman completed for flood damage for the payroll audit. Kevin M. noted it was an after the fact contract for immediate flood response for \$1400.00 with Tad Boardman. Conversation on whether to have Gregg sign it. Rick stated there was no issue with the contract.
Leyna H. moved to approve the contract with Tad Boardman with Jesse K. seconding the motion. Gregg H. abstained from voting as he was not on the Board at the time. Motion passed.
 - b. ARPA – Gayle said her reporting of the ARPA money expenditures which is due at the end of April must include assigned line items. She noted that even though the Board voted to put it into the General Fund, she must have a list of what it is assigned to. She would have to make a list of recommendations for the Board to go over. Kevin stated that the Board voted to put it in the General Fund and use it for eligible expenses and when FEMA reimbursement funding came in it would go to our ARPA funding. Gayle reported if they did not have enough line items, they could obligate it to other areas long as they had contracts in place and signed by December 31, 2024, otherwise we would lose the money and the Town would have to send it back. **Gayle to come to the next meeting and they can go over her recommendations (ARPA Expenses).** Kevin noted it could be put towards some Highway expense. Rick questioned how much was put towards FEMA. Gayle did not have those figures at hand. Gayle noted some of it was put towards security, sheriff's contract, water/sewer. Kevin noted the Board would have to make some decisions in the next six months to draw down the rest of it.

6. Approve March 19, 2024, minutes – **Jessie K. moved to table approving minutes of March 19, 2024, until the next meeting with Gregg H. seconding the motion. Motion passed.**

7. Highways

- a. New Truck – Rick reported he has been through the spec sheet but needs to retype it when he gets a moment. **To be put on the next agenda.**
- b. Revisions & Clarification of Highway Permitting – Kevin did get a response from Theresa Gilman, and he reported he would copy Leyna and Kelly in his next email about it.
- c. Annual Financial Plan – Kevin noted it was a requirement for VTRANS. It is the town estimation of Town Class 1 & 2 road mileage which showed the income and expense side for Highways submitted annually. Gregg questioned if there was quarterly tracking. There is none. **Leyna H. moved to approve the Annual Financial Plan for Highways with Jesse K. seconding the motion. Motion passed.**

Rick noted March saw 75% of the gravel budget spent. They might be down a person with the upcoming storm. The board said they might want to get that word out on social media. He reported there might be problems getting sand as the quarry is running out, so no prices on sand yet as he is sourcing material. Discussion on investment of money in upgrading roads. The Board thanked Rick for his ongoing service.

8. Health Center Building – David Savidge & Judy Libby- Gave a history of the contract with Orange County Sheriff's Dept. The Chelsea Health Center Trustee's formed a committee to investigate the pros and cons of owning the building. Dave noted important consideration going forward was the building is a strategic location as it is the entrance to the Health Center and the Memorial tree park in development that would be in the future a booming reality, so the Board wanted to have some degree of control of the building going forward. The Board did not want it to become a financial liability to the Corporation. If the Board kept the building, they wanted it to be utilized for community use or to meet a need in the community. If the Selectboard was interested in the building, they could set up a tour of the building with the Board Committee and David Bradshaw, who is the facility manager. Dave noted there was currently a tenant on the first floor though the lease is up in June. Kevin stated they had spoken about the Health Center as a Board yet. The Board would like to schedule a tour and begin a conversation. Gregg H. asked if the Town had a list of what they were looking for space related to future needs. Kevin said there was an old report from years ago by a facilities committee that he had been on, but that would need to be reviewed with the Clerk, Treasurer, Administrative Assistant, and other departments. The Town Clerk stated historically anything to do with a land acquisition should go before the Town. Dave said the parking area out front belonged to the Preston parcel. Dave asked for someone to get back to them so he could give notice to the tenant about a walk through. Dave noted the building was handicapped accessible. The board was interested in what kind of meeting space there was. Dave also noted that the building sits on a half- acre lot. There is a parking lot in the back. Leyna noted someone should speak with the Library Board to see if they have interest as well. Gregg H. offered to do that.

9. Waste Water Contract – Kevin M. noted as Gregg was the Liaison he should know that the Town had signed a contract with Mike Whipple last June for a year and it would be up this year. Mike and he had a conversation with Mike in which Mike wanted more stability as Boards change. Mike W. sent a five- year draft contract to Kevin M. He noted all the permits,

reports, and testing have been done and there have been no complaints about performance. He wanted to update the Board that costs would be increasing 2-3% and he would send the draft contract to Gregg H. to go over it and then bring it before the Board.

10. DRB -Business conducted at the February 20, 2024, meeting.
11. Listers- Request for Redetermination – Phyllis explained she appealed three parcels, but the State determined to keep them in the Sales Study. They must sign the Redetermination Letter for the State. She went over the sales study process done with the State. The State will be sending a reappraisal notice in July. Then the reappraisal process would begin. She reported she has had conversations with other Towns about having combined reappraisal. She gave the Board a handout on the Sales Equalization Study. Kevin read the letter to the Board. Phyllis noted there was about \$80,000.00 in the Re-appraisal Fund. There was a discussion about the Coefficient of Dispersion. The Town's COD is more than 20%. She thanked the Board for their support, and she reported that she was two classes away from being a certified assessor through the State. **Jesse K. moved to approve the petitioned Redetermination results from the Tax Department of the State of Vermont with Leyna H. seconding the motion. Motion passed.**
12. Forest & Parks Commission – Susan stated the grant was approved conditionally by the Board and was submitted and could be withdrawn if there were objections. It was on tonight's agenda to give people a chance to speak to it. She reported the Commission met last night and there were concerns about persons parking on the greens She asked if there was a blanket policy on parking on the greens as the Flea Market still does it and they were thinking of inviting the Flea Market Board to one of their meetings. Board was unsure but the Clerk said there was an ordinance that spoke to it. There was a brief discussion on where the ordinances were on the website. Susan had been working to get them on and Jesse K. confirmed she had posted them correctly. Kevin M said he would be interested in having the Forest and Parks Commission bring ideas on policy to the Board. Susan felt the Forest & Parks wanted to have a discussion with the Flea Market Board before bringing any kind of policy information to the Board. The Clerk offered to work with Susan to find the ordinance. There was a discussion about encroachment of the Commons. Hopefully, there could be some recommendations from the Commission about how to reclaim it and loop Rick Ackerman in the conversation as he plows them. The Board thanked Susan for all her work.
13. CVSWMD Appointee Form – Administratively signed the form as approved at prior meeting.
14. Liquor License- VT Route 110 Quick Stop – second class liquor license. Kevin noted no application in packet. Karen noted the process is all online at this point. She reported the entity had paid the Town portion of the application and there were no issues reported by the State. **Leyna H. moved to approve the VT Route 110 Quick Stop class 2 liquor license with Jesse K. seconding the motion. Motion passed.**

15. Approve Orders - **Jesse K. moved to approve the orders with Leyna H seconding the motion. Motion passed.**

Addition to Agenda -Neighbor Appreciation Day April 19, 2024. Keivn reported Ginny Campbell was looking for folks who would like to help her out with neighbor appreciation day. She would like the Board to support it and try to get the word out to the Town. Put it on Front Porch Forum and on the sign board. The Board made a request for the person to support Ginny in this. **Add to April 16, 2024, agenda.**

Leyna H. gave a brief report on the Mowing RFP.

Jesse K. noted they needed a solution about the composting toilet at the Transfer Station as renting the porta potty is \$180.00 every two weeks. Discussion on where to take care of old composting toilet. Jesse K. stated it would be cheaper to get a new one. Leyna H. & Jesse K. to work on it.

16. Executive Session - **Leyna H. moved to enter executive session at 7:51 for human resources inviting Karen. Jesse K. seconded the motion. Motion passed.**

Leyna H. m. d to exit executive session at 8.17 PM with Jesse K. seconding the motion. Motion passed.

No action taken -discussion on town administrator position, and health officer issue brought to the Board- pending.

17. Adjourn- **Leyna H. moved to adjourn with Jesse K. seconding the motion. Motion passed.** Meeting adjourned at 8.18 PM.