

Chelsea Selectboard Meeting Minutes Final
March 6, 2024 -Chelsea Town Hall

Board present: Kevin Marshia, Kelly Lyford, Leyna Hoyt, Jesse Kay, Gregg Herrin

Others present: Karen Lathrop, Chintana Herrin, Rick Ackerman

1. Meeting called to order at 6:30 PM by Kevin M.
2. No conflicts of interest
3. Addition of approval of orders
4. Jesse K. moved to appoint Kevin M. Chair, seconded by Leyna H. Kelly L. asked for discussion, there being none, she called the motion. All were in favor, motion passed. Leyna H. moved to appoint Kelly L. as Vice Chair, seconded by Jesse K. Discussion as to whether Gregg would like to be appointed. Not at this time. There being no more discussion Kevin M. called the motion. All were in favor, motion passed.
5. Leyna M. moved to adopt Robert's Rules of Order, seconded by Jesse K. All were in favor, motion passed.
6. Leyna H. moved to hold Selectboard meetings on the 1st, 3rd and 5th Tuesday of the month 6:30 pm at the Chelsea Town Hall, seconded by Jesse K. Discussion on the language for the 5th Tuesday of the month. Leyna H. amended her motion to " 5th Tuesday of the month if needed", seconded by Jesse K. All were in favor, motion passed.
7. Jesse K. moved to adopt the VLCT's recommended process for calling special and emergency meetings except for calling the radio stations and sending to newspapers, seconded by Leyna H. All were in favor, motion passed.
8. No public comments – Kevin noted the Board received an email thanking the Board for their presentation at the Town Meeting.
9. Leyna H. moved to use the Herald as the newspaper of record, seconded by Jesse K. All were in favor, motion passed.
10. Organizational Process
 - Jesse K. moved to have Administrative Assistant record meeting minutes and have the Town Clerk fill in until an Admin is hired, seconded by Leyna H. All were in favor, motion passed.
 - Jesse K. moved to designate Leyna H. to sign orders on off weeks with Kelly L. as backup, seconded by Gregg H. All were in favor, motion passed.
 - Board discussed agenda content and coordination. Kevin felt no motion was necessary, Gregg H. is good with a flexible agenda. Kevin noted all items sent to Kasey by Thursday afternoon, so she can post before leaving. She is not in on Fridays. Kelly noted added items should just be informational. Jesse K. noted the approval of minutes should be at the top of the agenda. Gregg H. questioned whether there were any violations if persons spoke outside of public comments. Kelly noted they were working on a process earlier and then the flood hit. A former Board member had said people could come in and take over a meeting, but Kelly L. felt that had not happened. Kevin stated they could implement it if it became an issue but had not seen an issue and everyone had been respectful.

- Kevin lumped Approval of Village Green requests and approval of Roberts Gould field requests. The board felt they could address this issue further down the road when an Admin was hired but they just wanted a consistent process.
 - Board discussion on Liaison positions. Please see attached document on Liaisons. Brief discussion on E:911 Coordinator.
11. Discussion with Rick about specs for new truck. Rick received Bid Docs from Barre town which had specs which he shared with the Board. Board discussion on which companies Rick would send them too. Board tasked Kasey to scan and send to Board for future agenda item. Rick gave an update on the roads. He would work Thursday night and Friday night on roads if it froze. Leyna asked if there were extra trucks available, to which Rick said no, Rick stated he was stockpiling gravel when they could when not get on the roads Rick said roads had been posted in January. He noted his truck was going to the garage on Wednesday. The Board discussed getting general information out on social media to residents about roads. Rick had no problem with that. The Board thanked Rick for his work.
 12. Kevin paraphrased the letter from Central Vermont Solid Waste District. Town must appoint a person to represent the Town. Kelly reported Bill had enjoyed working with the Transfer Station and Snook and she would reach out to him to see if he would consider being our representative.
 13. Board discussion on putting out an RFP for annual town mowing contract. Rick was asked if he had places to add, which Rick replied not at this time. Leyna noted there was not a fall cleanup so a spring clean-up would be necessary and needed to be added to the rfp. Leyna and Kevin were tasked to work with Kasey on the mowing rfp and Leyna and Rick to do the walk through.
 14. Jesse K. moved to approve February 20, 2024, minutes, seconded by Leyna H. All were in favor, motion passed.
- *Addition* Leyna H. moved to approve orders, seconded by Jesse K. All were in favor, motion passed.
15. Leyna H. moved to enter executive session at 7:36 pm for human resources inviting Karen L. Motion seconded by Jesse K. Jesse K. moved to exit executive session at 7:58 pm, seconded by Gregg H.

Action: Discussion on applications for Admin and approval of bereavement leave for an employee.

16. Jesse K. moved to adjourn at 7:59 pm, seconded by Leyna H. All were in favor, motion passed.