2.20.2024 Selectboard Meeting Minutes Final

Present: Kevin Marshia, Leyna Hoyt, William Lyon, Kelly Lyford (virtually), Jesse Kay (virtually).

Others present: Jana Meyer, Rick Allen, Road Supervisor, Karen Lathrop, Clerk.

1. Kevin called meeting to order at 6:31 pm
2. Additions to Agenda:

* Jesse- Transfer Station Punch cards & staffing
* Jesse – Request for posting on website
* Kevin -DRB Appointment
* William -Health Center Building
* Kevin-RFP for FEMA projects

1. No conflicts of interest
2. Public Comment: Jana Meyer requested signage for horses on Jenkins Brook down to 110 and up by Vershire Center Road and possibly Red Rock Road. Board just requires consistency for this going forward. Board approval provided Rick and Jana work on location and costs.
3. Treasurer- Internal Controls – Board approval required on Auditor form for Internal Controls. Kevin read them to the Board.

**Leyna moved to approve the Treasurer’s Internal Financial Controls with one edit being confirmed. Bill seconded the motion. All being in favor, motion passed.**

1. Highway:
2. **VTRANS FY 25 grants:** Board discussion on Culverts grants- Board and Rick agreed to see if FEMA would cover them. Board discussion with Rick on Paving grant. Rick tasked to work with Kasey on a paving grant. Board and Rick agreed not to put a bridge grant in at this time.
3. **Codes & Standards:** Kevin read the Certification of Compliance for Town Road and Bridge Standards and Network Inventory.

**Leyna moved to approve the Certification of Compliance for Town Road and Bridge Standards. Jesse Kay seconded the motion. All were in favor, the motion passed.**

1. **Rte 110 Paving Project Update:** Kevin updated the Board. Paving scheduled for next year, Kevin met for a walk through of the project with Chris Bump. Board Members would like to see crosswalks. Discussion on whether that could happen.
2. **Gravel Road Future Planning:** Board had a discussion on going forward with budgeting money next year for upgrading roads. Rick noted Williamstown spends about $100,00.00 year for Road Upgrades. No action taken at this time.
3. **Town Truck Replacement:** Board discussion with Rick about truck replacement. Purchase Policy requires a sealed bid. Rick speaking with several entities on prices. Rick tasked to bring specs to a future meeting for Board approval.
4. Rick gave an update on the guardrail replacement on East Randolph Road and Upper Village Road.
5. Wastewater Engineering Services Bid Selection: Kevin noted they received three proposals for the Pump Station Project- AES out of Plattsburgh Dufresne Group out of Barre, and MSK out of Bennington. Mike Whipple, Gregg Herrin and Kevin went over proposals and ranked them independently. Any that scored over 90, the Selection Board had to interview them. Dufrense Group scored the highest and they had an interview with Naomi Johnson from Dufresne Group. The Selection Committee is recommending Dufresne Group. Board discussion on timeline and multiple pieces to the project. Kevin reported they must hire and engineer and have an environmental review. Once completed it would unlock the $600,00.00 in award money for the pump station project. Once completed then would come engineering and development. The Town applied to the Clean Water Revolving Loan Fund and has funding.

Kevin went over the four parts: Pump Station- evaluate and prioritize improvements to the physical system, evaluate the manholes and sewer issues ( camera some piping issues) and automated sampling. Board had some discussion on rates.

**Leyna moved to approve the proposal for engineering contract for waste water pump station with the Dufresne Group. William seconded the motion. All were in favor, the motion passed.**

1. Town Meeting Preparation: Kevin offered to put a power point presentation together if Board was amenable. Karen suggested a sound system. Jesse offered to contact Bill Smith. Just set up of the hall. Discussion on setup
2. Use of the Village Green- Chelsea Farmer’s Market Request- 5/24/24-11 of 2024 from 2-7 pm

**Leyna moved to approve the application for Chelsea Farmer’s Market as read. Bill seconded the motion. All were in favor, motion passed.**

1. Use of the Village Green – Chelsea Flea Market Request- 7/13/2-24 with set up on 7/11&12/2024 from 6 am to 4 pm.

**Leyna moved to approve the application for Chelsea Flea Market as read. Bill seconded the motion. All were in favor, motion passed.**

1. Approve minutes- 6 February 2024-

**Leyna moved to approve the minutes of February 6, 2024. Bill seconded the motion. All were in favor, the motion passed.**

**\*\*Added\*\***

**Engineering Services RFP for FEMA Projects**: Kevin RFP sent out a month ago. Received comments from State. Board was amenable to Kevin working with Kasey to go forward with the RFP.

**Transfer Station Punch Tickets**: Jesse reported some continuing documentation issues but overall the process is working. Board discussed changing the format of the documentation but Will thought it would confuse the employees and is good going with figures from the Clerk. Leaving the logs as is.

**Transfer Station Staffing**: Bill noted Kri had given her notice and she did not give a two week notice. Board discussed hours at the Transfer Station for the second person helping Snook. Not needed so much in winter but definitely in summer. and decided to get the word out and put an ad on social media. Bill is tasked with speaking with an individual as he has spoken with Snook about the hours. Jesse tasked to put something on social media and speak with Kasey.

**DRB**: Kevin noted he spoke with Mary Ellen and there are three zoning applications that need to go before the DRB. They need another member to have a quorum. Chuck Peel, a resident, has expressed a desire to be part of the Board and emailed the Board. The Board must appoint a DRB Member. Board thought it needed to be reposted to get more people involved. Invite Mary Ellen and Johanna Welch to March 19, 2024 meeting.

**Leyna moved to approve Chuck Peel to the DRB Board pending Johanna and Mary Ellen’s approval**. **Bill seconded the motion. All were in favor, motion passed.**

**Request to Post on the Website**: Jesse noted Kasey received an email from Mary Fletcher who Higher Education advisor with Intelligent.com to post to our Website. Upon further research, Jesse felt this was not State or Town specific but did not recommend placing it on our website. Jesse noted she started working on a policy for website requests and she had stopped while transitioning the website. The Board felt it was something they should finish once they have their new AA.

**Chelsea Health Center Building**: William stated he spoke with Dave Savidge and it sounded like most of the committee would be interested in speaking with the Board about the building. Board felt inviting them to come to the meeting on March 14, would be the appropriate next step.

1. Approve Orders:

**Leyna moved to approve the orders. Bill seconded the motion. All were in favor, motion passed.**

1. Executive Session:

**Leyna moved to enter executive session for personnel at 8: 05 pm inviting Karen. Bill seconded the motion. All were in favor, motion passed**.

**Leyna moved to exit executive session at 8:09 pm. Biill seconded the motion. All were in favor, motion passed.**

**No action taken**

1. Adjourn**: Leyna moved adjourn at 8:10 pm Bill seconded the motion. All were in favor, motion passed.**