

Chelsea Selectboard Meeting Minutes (draft)  
May 21, 2024

Present: Kevin Marshia (remotely), Leyna Hoyt, Jesse Kay, Gregg Herrin

Not Present: Kelly Lyford

Others Present: Karen Lathrop, Clerk, Gayle Durkee, Treasurer, Clint Rodger Frigid Frost Fighter Rep, Susan Elder, Forest and Parks Rep, Rick Ackerman

1. Call meeting to order – Meeting called to order at 6:30 PM by Kevin M.
2. Additions to the Agenda- None
3. Conflict of Interest Disclosure -None
4. Public Comments – None
5. Approve May 7, 2024, Meeting Minutes – Jesse K. moved to approve the May 7, 2024, minutes. Leyna H. seconded the motion. All were in favor, motion passed.
6. Frigid Frost fighter Snow Machine Club – Class 4 Town Road – Clint Rodger, Frigid Frost Fighter Rep, spoke about Lighthouse Road which is a Class 4 Town Road with washouts and exposes ledges. Clint has repaired it over the years. The length of the road is 100-250 yards long. Clint's request was for gravel and the known width of the Right of Way. He said the road is 100 to 250 yards in length. Clint explained the Club would do the work. Rick Ackerman stated he had no problem with hauling material. Kevin M. went over what the Town was responsible for concerning Class 4 road. Clint reported it was passable at this time. The Club would have an excavator come in to ditch and resurface, and the Town haul the gravel. Rick said drainage would help but was concerned about having to upgrade all the Class 4 roads. Clint stated drainage would help the Town Road below in the long run. Clint stated a rough estimate of 3 loads of gravel needed. Jesse, Leyna and Gregg were all in favor of the request. Clint stated they wanted to put in severe water bars. Kevin M. stated as long as a four-wheel drive vehicles could go over them. Clint stated he has two culverts that could be put in place. Kevin noted a statutory ROW was 24 ¾ ft each side of road from center. Rick agreed with that. Kevin M. noted Rick Ackerman to work with the Club and ensure the work is complete. **Jesse Kay moved to approve the Frigid Frost Fighters Snow Machine Club's request for 3 loads of gravel to work on the Lighthouse Road and complete work within the Town right of way. Leyna H. seconded the motion. All were in favor and the motion passed.** The Board signed off on the VAST ROW permission letter. The Board thanked the club for taking on that work. Clint thanked the Board.
7. Town Administrator
  - a. Town Treasurer- VMERS – Kevin M. explained that having spoken with Gayle, the Board needed to make a motion as to a category A for Town Administrator as they did not have that category. Gayle noted once you make a category, that the person has to take it in VMERS, so the Board needs to ensure Tierney wants VMERS. It would not start until October 1st as it takes a quarter to get it approved. **Pending discussion with Tierney, Jesse Kay moved to approve creation of Town Administrator category in VMERS effective October1, 2024. Leyna Hoyt seconded the motion. All were in favor, motion passed.**

8. Farmers Market Parking – Jesse spoke with Emilie as she could not make it to the meeting. The last year when they were given permission to use the green they added an addendum reserving parking prior to the Farmers Market for the vendors by setting out cones. She wanted clarification on whether she needed to ask for permission to do that every year going forward and Emilie wanted to ensure they had asked for it for this year. The Board felt it could just be written in the application. No motion necessary. The second part – driving on the green could be addressed with the Forest and Parks agenda item.

9. Forest and Parks Commission - Susan had 4 items to the Board.

First, she reported Leyna had asked if there was a person interested in Tree Warden. Susan said Pete Amber suggested Zeb Allen and had approached him on it and Zeb was interested in doing that. **Jesse K. moved to appoint Zeb Allen as Tree Warden. Leyna H. seconded the motion. All were in favor, motion passed.**

Second was the health of the Commons- It was suggested that the commons be aerated, and it be done prior to the busy summer. The current person mowing does not have an aerator and Town does not have one. The Board was in favor of having it aerated and asked Susan if she had costs on an aerator. Susan stated they did not have costs for renting one. Susan to look into it.

Third was signage for the Town Forest up Jenkins Brook Road. She asked if it would be possible to put up signage for the parking area and for mapping trails and what were the future logging needs were and if the forest plan had been signed off by the Board. The Board asked if there was parking there? Susan stated there was an area that was open for it. The Board stated they were supportive of signage for parking. Mapping and signage for trails would wait until any logging was completed. There was discussion about past logging and what had been done. The Board thought the small section was done. They were unsure if the logging plan was signed but it was thought not. They had been discussing a trail system. It was suggested to invite David Paganelli back to a future meeting for a clear answer. Kevin asked if maybe Kate could contact him. She remembered Kate having a copy of the plan but was not sure if it was a signed copy.

Fourth was driving on the Town Greens. Susan reported Phyllis from the Flea Market Committee said they were grandfathered in, and Farmers Market had gotten to permission to let persons drive on to unload and drive off. She stated the Town has an ordinance about it and the Commission is hot about it as driving on the greens compressed the tree roots and there were trees already dying on the green and they were not in favor of driving on the greens at all. The Commission wanted to know if there was grandfathered permission and if not could the ordinance be enforced. She said the Commission was trying to come up with creative ideas like putting a fence up, putting out notices and doing public education. Kevin M. said he had read the 1984 ordinance and section 1 d said no one could drive on it without written permission from the Board. It does not mention any grandfathering so it's a matter of whether this Board had given permission for driving on it. Jesse K. thought they had approved the use of the green for the Flea Market in February of this year The Board approved last year with driving on the green and if it was on this year's application, the Board might have already approved it, though going forward, though Board could make changes. Leyna H. noted if the Board spent money on aerating, then they were wasting money if people drove on it. Gregg H. asked Susan if there were areas of the Green that were less sensitive and thought maybe there could be lanes that were not near the trees that a person could drive to unload. Susan was unsure of an answer to it. She noted it was really hard to balance Town traditions as Flea Market is only one day, but it was the largest problem with everything on the greens. Kevin M. noted maybe it was a question Pete Amber could answer. where there could be a spot to drive in. Susan Elder maybe a plan and thought public education should be done. Leyna felt a letter should be sent to people who drive on the green to let them know what is happening and also thought the Town should look into buying an aerator and maybe they could ameliorate the Flea Market by aerating more times a year. The Board thanked Susan for her work.

## 10. Highway

- a. New Truck- Rick spoke with vendors – he stated it would be fall of 2025 before getting a plow package on a truck and they could order a truck, but it would not be built until next fall either. Kevin M. asked if he had truck specs for rfp. Board discussion on whether there should be two rfp's, one for the truck and the other for the plow package. Rick stated many Towns don't do a bid process anymore according to Mike Murray, a Vendor for Viking due to length of time to get one. Discussion on when the Warranty would begin if the truck sat waiting for the plow package, whether the truck could be parked at the drying bed while awaiting the plow package and what needed to be modified on the bid package. Rick stated the Truck could sit at the Garage and just the dates that would need to be modified in the bid package. Leyna H. asked if they could do the bid process but take ownership of the truck in the spring **Leyna H. moved to approve the posting of the notice of the bid package for the new truck with amended dates for the timeline. Jesse K. seconded the motion. All were in favor, motion passed.** Kevin M. suggested having the new Town Administrator go through the bid process on this one when she starts.
- b. Highway Position - Rick reported Paul has decided to retire after 7 years with the Town. The board asked Rick to pass their thanks to him. Leyna spoke with Kelly, the other Liaison, and she felt the Town needed to go to 3 full time. Paul's position was part time and Leyna H. said the Board should make a decision on what type of position they would be hiring for. She recommended a full-time position. Rick stated he had emailed Kelly what other Towns have for mileage and crew. Rick stated Town has 60.30 miles of roads. He reported our Town has always had a smaller crew and it was harder to hire a part time person. Leyna stated the Road Crew also has other duties tacked on to their other duties. Kevin, asked was there a budget concern? Leyna had not spoken with the Treasurer yet but felt it would take time to find another person as other Towns were looking for them too so it might be some time before they could find a good candidate. She felt without looking at the numbers she could not answer that. Rick noted it depended on when they were hired. She noted having spoken to Kelly L. and she agreed a third full time was necessary. **Leyna H. moved to approve the hiring of a third full-time highway employee. Jesse K. seconded the motion. All were in favor, motion passed.**
- c. Roadside mowing- Rick stated Chervil is starting to get high. Vershire's tractor is being fixed. Pete's upped tractor rental to \$4900 a week. Rick has not spoken to Doug in Vershire yet but maybe could pay half the bill and then use their tractor, and he estimated it would be \$8,000 to \$10,000 to fix. Rick thought maybe he could call Adam and see if they had any slots left and rent it for a week but was hoping to use Vershire's tractor. Town budgeted \$12,000.00 for mowing. Discussion on what to do. Leyna H. felt it was a priority. **Leyna H. moved to approve Rick the ability to offer up \$5000.00 in repair costs to the Town of Vershire towards their tractor for road side mowing with the understanding that we get the use of the tractor for mowing Chervil and second mowing later in the year and if that doesn't work out permission to rent a piece of equipment to mow Chervil. Gregg seconded motion. All were in favor, motion passed.**

## 11. Transfer Station – Punch Cards - tabled.

12. Use of the Village Greens – Chelsea Area Senior Center- Gregg H. gave a synopsis of the request. Chelsea Area Senior Center requesting croquet on North Common on Mondays with rain dates of Thursday, 1-3 pm **Leyna H. moved to approve the use of the North Common for Chelsea Area Senior Center for croquet for June 17-through the summer with rain date Thursday. Gregg second the motion. All were in favor, the motion passed.**

13. Schedule Health Center Site Visit – Board discussed the dates available. Board discussion on who attends. Kevin M. felt the Liasons should do the first visit followed up with a second visit by the entire

Board. Gregg H. and Leyna H. are the Liasons. Kevin M. felt it was a big decision and felt the Board needed to decide what their space needs were. Leyna noted the time constraint of the person leasing the agreement. Leyna had a conversation with David Savidge that if the Town were interested in the building, would it be possible for the lease agreement with the current tenant not be for a year. No answer yet. Jesse K. felt if Town wanted the building it would take quite awhile until a move to the building. Gregg H. said had not spoken Keisha yet, but felt there could be concerns about weight of stacks and noticed a plaque dedicating the Library from Alden Speare. What were the ramifications of that? Karen stated Alden Speare donated \$5000.00 for the library if the Town would match the amount to build the building to be shared. She was not sure of the legality of whether the library could relocate. Kevin M. stated the process would be long and there would be many steps and part of it would be checking the building's structural capacity amongst other items.

- 14. Approve Orders – Leyna H move to approve orders. Jesse K. seconded the motion. All were in favor, motion passed.**
15. Executive Session if Necessary – none
- 16. Adjourn – Leyna H. moved to adjourn at 8:04 PM. Jesse K. seconded the motion. All were in favor, motion passed.**