

Board of Selectmen Meeting
Thursday January 10, 2019
6:30PM
Chelsea Town Office

I. Call to regular meeting to order:

Selectboard present included Michael Pushard, Deborah Sanderson and Benjamin Smith.

The meeting was called to order at 6:32PM by Sanderson.

Members of the public present included Scott Tilton, Cliff Wells, Molly Alexander, Shawn Ramage, Phil Alexander, Rick Danforth and Lisa Montagna

The Pledge of Allegiance was recited.

II. Public Comment on items not part of the agenda: None

III. Adjustments to the agenda: None

IV. Consent Agenda:

- A. Approval of Accounts Payable Warrant # 29 in the amount of \$52,394.22
- B. Approval of Payroll Warrant # 30 in the amount of \$8,073.57
- C. Approval of Accounts Payable Warrant # 31 in the amount of \$3,744.75
- D. Approval of Payroll Warrant # 32 in the amount of \$7,225.17
- E. Approval of Accounts Payable Warrant # 33 in the amount of \$206,675.95
- F. Approval of December 13, 2018 Selectboard Meeting Minutes

A motion was made by Smith that was seconded by Pushard to approve Consent Agenda Items B, C, D, E and F as presented. The vote was unanimous.

A motion was made by Smith that was seconded by Sanderson to approve Consent Agenda Item A as presented. The vote was 2 – 0 – 1 (Pushard)

V. Scheduled Items:

A. New Business:

1. Website Theme and Design Review and Comment – Lisa Montagna
Lisa Montagna, from Dimensions Web Design, highlighted the changes being made to the Chelsea Website. The changes will eliminate advertising, make the pages more user friendly and make the site mobile device friendly. The Selectboard liked what they were shown but had a few minor changes they wanted implemented. Final changes will be made before the new site goes live. No formal action was taken

2. Regional Dispatch Continuation of Services - Cliff Wells
Cliff Wells, from the Regional Communication System, outlined the services his agency provides regarding PSAP and Emergency Dispatch. Chelsea will be contracting his agencies services for 2019-20. A formal request was approved for submission to the RCC.

A motion was made by Smith that was seconded by Pushard to authorize the Town Manager to execute a Letter of Intent to use the RCC as Chelsea's PSAP and MSP Dispatch provider. The vote was unanimous.

3. Nelson Road Culvert Replacement Bids and Project Update
The Manager presented the Selectboard with the results of the bids to replace the culvert on the Nelson Road. The low bid was from Farley and Son. The projected cost last year was \$160,000. The manager informed the Selectboard that the cost will need to be budgeted for at \$240,000. How to fund the required amount will be a topic of upcoming budget talks. No formal motion was required.

4. Cemetery and Grounds Bid Results
The Manager presented the Selectboard with the results of the 2019-20 Cemetery and Parks Maintenance bids. Only one contractor responded timely to Chelsea's request. AJ Mowing and More presented a bid of \$6600 for Cemeteries and \$2000 for the Parks and Grounds. No formal motion was required.

5. Adoption of a New Selectboard Meeting Agenda Format
The Manager presented the Selectboard with a new meeting agenda format. The new format was presented as a way to better keep the public informed and engaged during the new live streamed meetings. Selectboard reaction to the proposed agenda was mixed. No formal action to implement the new format was taken.

6. Town Providing Cell Phones to Key Town Positions

The Manager proposed that the Town assign town owned cell phones to the CEO, ACO and Fire Department. Currently, with the exception of the Fire Department, employees use their personal cell phones to conduct Town Business. The are costs and benefits associated with use of a personal cell phone. The decision to convert over to town owned phones will be discussed during budget deliberations.

B. Old Business:

1. Former Trask Road status and enforcement decision

The Manager presented the Selectboard with an interpretation of the road abandonment law provided by the towns counsel. The interpretation did clarify the issue but did not provide a clear answer. Further research will be needed to determine the date Trask Road stopped being maintained as a road. The Selectboard requested that old town reports be reviewed to determine when the town ceased funding maintenance of the Trask Road.

2. Street Light Conversion to LED

The Manager presented the Selectboard with a proposal from Affinity LED Lighting to convert Chelsea's street lights to LED. The proposal as presented would save Chelsea a considerable amount of money in the street light budget. The proposed cost will be considered during upcoming 2019-20 budget deliberations. No formal action was taken.

VI. Legal:

A. Tax Abatements -

1. Darren Ayotte – Map 9 Lot 101 – Incorrect Assessment
2. Jean Brochu – Map 9 Lot 101-01 – Incorrect Assessment
3. Romeo Gaboury – Map 04 Lot 260-1 Duplicate Assessment

Action on abatements was tabled to the next meeting.

B. Supplemental Tax –

1. Darren Ayotte – Map 9 Lot 101-01
2. Jean Brochu – Map 9 Lot 101

Action on supplemental taxes was tabled to the next meeting.

C. Wing Tax Payment Refund Decision – Map 16 Lot 33

Action on refunding taxes was tabled to the next meeting.

D. Floodplain Ordinance – 1st Reading

The Selectboard was presented with the most recent version of the Floodplain Ordinance with the recommended changes from the State of Maine Floodplain Management Agency. Most of the changes are mandatory and are a result of mapping and other Federal and State Law amendments. A public hearing to get comments will be scheduled for some time in February with voting on approval to be scheduled for the June Annual Town Meeting

E. Naming a Right of Way off Birmingham Road – Dennis’s Way

The Selectboard received a letter from Dennis Rideout requesting that the driveway into his development be named Dennis’s Way. A motion was made by Smith that was seconded by Pushard to approve the request and name the entrance Dennis’s Way. The vote was unanimous.

F. Traffic Control Ordinance – 1st Reading

An amendment to the current Traffic Control ordinance is being requested that would prohibit traffic from making a right turn off from the lower section of Cheney Road toward Augusta. A public hearing to receive comments on this change will be scheduled for February 14, 2019 followed by a vote of the Selectboard

G. Personnel Policy amendments – 1st Reading

The Manager presented the Selectboard with two proposed amendments to Chelsea’s Personnel Policy. Changes include adding an Anti-Bullying Policy and an Active Shooter Policy. The amendments will be reviewed by the Selectboard at the January 24, 2019 meeting with adoption to follow

H. Cable TV Ordinance – 1st Reading

The Manager presented the Selectboard with the proposed Cable TV Ordinance. The ordinance establishes the framework and requirements that any future franchise agreement and franchisee needs to comply with. A public hearing to receive comments on this change will be scheduled for February 14, 2019 followed by a vote of the Selectboard.

I. Confirm Town Managers appointment of Jarrod Pinkham as Code Enforcement Officer

A motion was made by Smith that was seconded by Pushard to confirm the Town Managers appointment of Jarrod Pinkham to the positions of CEO, LPI, LHO and E911 Addressing Officer. The vote was unanimous.

J. Renewal of Mughal Palace Malt and Spiritous Sales License

The Selectboard were presented with application from Mughal Palace to renew their Malt and Spiritous Sales License. A motion was made by Pushard that was seconded by Smith to approve the application. The vote was unanimous.

VII. Written Communication:

- A. The Selectboard reviewed the Programming Notice from Charter Communication dated December 12, 2018
- B. The Selectboard reviewed the Programming Notice from Charter Communication dated January 2, 2019
- C. The Selectboard reviewed the Town Clerk Report for December 2018
- D. The Selectboard reviewed the Deputy Clerk Report for December 2018
- E. The Selectboard reviewed the Code Enforcement Officers Report for December 2018
- F. The Selectboard reviewed the Treasurer Report on Investments for December 2018
- G. The Selectboard reviewed the 2019 MMA Unemployment Compensation Fund Contribution Letter
- H. The Selectboard reviewed the Letter from Senator Shenna Bellows dated December 14, 2018

VIII. Verbal Communication:

- A. **Town Manager – NONE**
- B. **RSU #12 School Representative – NONE**
- C. **Boards and Committee – NONE**
- D. **Board of Selectmen/Assessors –**

Mr. Pushard – NONE

Mr. Smith – NONE

Ms. Sanderson – NONE

IX. Executive Session:

- A. Executive session to discuss a confidential matter pursuant to M.R.S. 1 § 405(6)(F)

A motion was made by Smith that was seconded by Pushard to go into executive session pursuant to M.R.S. 1 § 405(6)(F). The vote was unanimous. In at 8:50PM.

A motion was made by Smith that was seconded by Pushard to come out of executive session. The vote was unanimous. Out at 9:01PM

A motion was made by Smith that was seconded by Pushard to abate the 2017 Real Estate taxes of Account 789 in the amount of \$3,023.82. The vote was unanimous.

IX. Executive Session:

- B.** Executive Session pursuant to M.R.S. 1 § 405 (6)(C)
- C.** Executive Session pursuant to M.R.S. 1§ 405 (6)(A)

Items B and C were tabled to the January 24, 2019 meeting.

X. Adjournment:

A motion was made by Pushard that was seconded by Smith to adjourn the meeting. The vote was unanimous. Sanderson declared the meeting adjourned at 9:02PM.

Approved by the Board of Selectmen on January 24, 2019

Deborah Sanderson

Michael Pushard

Benjamin Smith