

Selectboard Meeting
Thursday July 25, 2019
Executive Session 6:00PM
Regular Meeting to follow
Chelsea Town Office

IX. Executive Session:

A. Pursuant to 1 MRSA § 405(6)(A)

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

A motion was made by Smith that was seconded by Smith to go into executive session pursuant to 1 MRSA § 405(6)(A). The vote was unanimous. In at 6:02PM.

A motion was made by Smith that was seconded by Pushard to come out of executive session. The vote was unanimous. Out at 6:34PM.

No action was taken

I. Call regular meeting to order:

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

The regular meeting was called to order at 6:36PM by Sanderson.

Members of the public present included Scott Tilton, Jarrod Pinkham and Rick Danforth

The Pledge of Allegiance was recited.

A motion was made by Smith that was seconded by Pushard to nominate Deborah Sanderson as Selectboard Chair. Smith made a motion to close nominations. The vote electing Deborah Sanderson as Selectboard Chair was 2 – 0 – 1 (Sanderson)

A motion was made by Pushard that was seconded by Sanderson to nominate Benjamin Smith as Selectboard Vice Chair. Pushard made a motion to close nominations. The vote electing Benjamin Smith as Selectboard Vice Chair was 2 – 0 – 1 (Smith)

II. Public Comment on items not part of the agenda:

Mr. Danforth requested clarification from Board regarding when the corrective adjustments to Chelsea's low sale ratio would be implemented.

III. Adjustments to the agenda: None

IV. Consent Agenda:

- A. Approval of Payroll Warrant #03 in the amount of \$14,699.34
- B. Approval of Accounts Payable Warrant #04 in the amount of \$239,576.17
- C. Approval of June 27, 2019 Selectboard Meeting Minutes
- D. Approval of July 11, 2019 Selectboard Meeting Minutes

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

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

V. Scheduled Items:

A. New Business:

1. August Selectboard Meeting Schedule Changes

- a.** Proposed new meeting dates: August 15 and 29

As a result of the Town Manager's having prior commitments on August 8 and August 22, the Selectboard rescheduled their meetings for August 15 and 29. No vote was required.

2. Tax Bill Insert

The Manager reminded the Selectboard of the need to create an insert to place in the upcoming tax bills. The Chair agreed to create the insert before the next meeting and share the draft with the other members before it would be finalized.

B. Old Business:

1. Update on restoration of 1865 Plan of Chelsea

The Manager reviewed with the Selectboard the two prices provided by Northeast Document Conservation Center to work on the 1865 Plan of Chelsea. Plan A, preservation with framing, would cost as much as \$12,620. Plan B, conservation, would cost as much as \$7,455. Both amounts were considerably above what was budgeted. The Selectboard requested the Manager pursue three courses of action including getting another price for preservation, use Facebook to gather input from residents, get a cost to simply frame the plan in it's current condition.

2. Brown Tail Moth declaration of public health nuisance

The Manager and the Selectboard reviewed options available to control the Brown Tail Moth. Members were empathetic regarding the health issues caused by the moths but determined that this was a property owner issue to address on their own. No action was taken.

3. Adopt Heart and Soul Resolution

The changes to the resolution requested by the Selectboard have been made.

A motion was made by Smith that was seconded by Pushard to support Chelsea's Heart and Soul efforts and adopt the Chelsea Community Heart and Soul Resolution. The vote was unanimous.

VI. Legal:

A. Annual Review and Adoption of Chelsea Financial Policies

The Selectboard performed their annual review of Chelsea's current financial policies

1. Investment Policy
2. Credit Card Policy
3. Tax Receipting Policy
4. Wages and Benefits Disbursement Policy
5. State Fees Disbursement Policy
6. Returned Check Policy

A motion was made by Pushard that was seconded by Smith to readopt for 2019-20 the Investment Policy Credit Card Policy, Tax Receipting Policy, Wages and Benefits Disbursement Policy, State Fees Disbursement Policy and Returned Check Policy as presented. The vote was unanimous.

B. Annual Review of Legal Services Use Policy

1. Town Attorney Use Policy
2. MMA Legal Services Use Policy

A motion was made by Smith that was seconded by Pushard to readopt for 2019-20 the Town Attorney Use Policy and the MMA Legal Services Use Policy. The vote was unanimous.

C. Confirmation of Town Manager Appointments

A motion was made by Smith that was seconded by Pushard to confirm the 2019-20 appointments made by the Town Manager to the positions of ACO (Gretchen Patrick) and Alternate ACO (Timber Patrick), CEO/LPI, Health Officer and E911 Officer (Jarrod Pinkham) and Alternate CEO/LPI (Greg Lumbert), Town Clerk, Public Information Officer, Deputy Tax Collector, Deputy Treasurer, Deputy GA Administrator, MOSES Agent, Dog License Agent (Sheila McCarty) , Deputy Town Clerk, Deputy Treasurer, Deputy Tax Collector (Joyce Tillson), and EMA Director(Shawn Ramage) The vote was unanimous.

D. Appointments to Vacant Elected Positions

1. Sheepscoot Valley RSU #12 School Board Director

A motion was made by Smith that was seconded by Pushard to appoint Michael Lemelin to the RSU #12 School Board of Directors for the term ending June 30, 2020. The vote was unanimous.

2. Planning Board

A motion was made by Smith that was seconded by Pushard to appoint Michael Lemelin to the Planning Board for the term ending June 30, 2020. The vote was unanimous.

3. Budget Advisory Committee

A motion was made by Smith that was seconded by Pushard to appoint Edwin West to the Budget Advisory Committee for the term ending June 30, 2020. The vote was unanimous.

A motion was made by Smith that was seconded by Pushard to appoint Michael Brunelle to the Budget Advisory Committee for the term ending June 30, 2020. The vote was unanimous.

4. Board Assessment Review

A motion was made by Smith that was seconded by Pushard to appoint Richard “Dick” Condon to the Board of Assessment Review for the term ending June 30, 2020. The vote was unanimous.

5. Board of Appeals

A motion was made by Smith that was seconded by Pushard to appoint Edwin West to the Board of Appeals for the term ending June 30, 2020. The vote was unanimous.

Appointments to Selectboard Appointed Positions

A motion was made by Smith that was seconded by Pushard to appoint Hank Mastrianno to the Roads Committee for the term ending June 30, 2022. The vote was unanimous.

A motion was made by Smith that was seconded by Pushard to appoint Randal Magee to the Roads Committee for the term ending June 30, 2022. The vote was unanimous.

A motion was made by Smith that was seconded by Pushard to appoint Robert Edgerton to the Cemetery Committee for the term ending June 30, 2022. The vote was unanimous.

E. Consent Agreement with Janet Jellison for town cleanup of property

The Code Enforcement Officer reviewed with the Selectboard a Consent Agreement he had negotiated with Janet Jellison. The agreement authorizes Chelsea to clean up her property and to supplementally assess the cost of cleanup as a tax. The Selectboard requested the agreement include the costs for the cleanup. A new agreement will be written containing the specific cost language.

F. Tax Abatements

1. Hallowell Water District Tax Abatement

The Tax Collector explained to the Selectboard that the Hallowell Water District was incorrectly assessed for the land and building they purchased from Willis and Nancy Grover. It has been determined that the District is exempt and that the Grover's should have been assessed for the property. The Selectboard will not take action to approve the abatement until the supplemental tax to the Grover's is ready to be approved

2. Melissa Geroux

It was determined that more research on the tax status of this account needed to be done before a decision on an abatement could be made.

G. Municipal Quitclaim Deed – Stephen Benne, III – M03 L053

During a Title search on this property it was discovered that 1982 and 1983 tax liens were not discharged in in a timely manner. A motion was made by Smith that was seconded by Pushard to execute a Municipal Quitclaim Deed for Stephen Benne III on property located at M3 L53. The vote was unanimous.

VII. Written Communication:

- A. The Selectboard reviewed a letter from Charter Communication dated July 3, 2019
- B. The Selectboard reviewed a letter from Charter Communication dated July 19, 2019
- C. The Selectboard reviewed a letter from Chelsea Elementary Food Pantry Coordinator

- D. The Selectboard reviewed a report on recycling from ecomaine
- E. The Selectboard reviewed a letter from MMA Property and Casualty Insurance
- F. The Selectboard reviewed a letter from MDOT
- G. The Selectboard reviewed the Town Manager Report

VIII. Verbal Communication:

- A. Town Manager - NONE
- B. Chelsea’s RSU #12 Representatives - NONE
- C. Boards and Committee –
Rick Danforth told the Selectboard that the Board of Assessment Review has received an appeal. He also told the Selectboard that the Budget Committee would begin meeting so that it could be ready for the review of the 2020/21 municipal budget
- D. Board of Selectmen/Assessors

Smith – NONE

Pushard – NONE

Sanderson – reported that she received complaints from Chelsea residents regarding the volume of the music coming from events in Hallowell

X. Adjournment:

A motion was made by Smith that was seconded by Pushard to adjourn the meeting. The vote was unanimous. Sanderson declared the meeting adjourned at 7:49PM.

Approved by the Board of Selectmen on August 15, 2019

Deborah Sanderson

Michael Pushard

Benjamin Smith