

**Chelsea Selectboard Meeting**  
**Thursday April 9, 2020**  
**6:30PM**  
**Via Zoom Conference**  
**and Town Hall Streams**

**I. Call meeting to order:**

The meeting was called to order at 6:35 PM by Sanderson

Selectboard present via teleconference included Deborah Sanderson, Benjamin Smith and Michael Pushard

Members of the public present via teleconference included Scott Tilton, Rick Danforth and Lee Burns

**II. Adjustments to the Agenda:**

**III. Consent Agenda:**

- A. Approval of Payroll Warrant #43 in the amount of \$7,550.64
- B. Approval of Accounts Payable Warrant #42 in the amount of \$257,214.18
- C. Approval of March 26, 2020 Selectboard Meeting Minutes.

A motion was made by Smith that was seconded by Sanderson to approve Consent Agenda Items A, B and C as presented. A roll call vote was taken. The vote was unanimous of those present and voting.

#### **IV. Scheduled Items:**

##### **A. New Business:**

##### **1. Fire Department Billing Ordinance Amendments**

The amended Fire Department Billing Ordinance was presented to the Selectboard for review. The ordinance was being amended to add a section about the response by the Fire Department to false alarms which have been occurring on a regular basis. The new wording allows the Fire Department to charge a fee to any location that requires Fire Department response to a fire alarm that turns out to be a false alarm. The Selectboard will review the ordinance and ask questions of Chief Ramage before sending it forward for a vote by the town.

##### **2. Responses to the RFP for Assessing Services**

The Town received three responses to its RFP for Assessing Services. The Selectboard scheduled interviews with each company for April 16, 2020 via ZOOM Teleconferencing beginning at 5:30PM.

The Selectboard and the Manager also developed a plan to have Shirley Bartlett work to organize the files and to some assessing work to prepare for the 2020 Tax Commitment.

##### **3. Building Permit and Occupancy Ordinance**

The Selectboard were presented with a Building Permit and Occupancy Ordinance that the Planning Board has been working on. The ordinance combines and updates a few older ordinances while adding some enforcement language that was needed. The Selectboard requested that the draft be marked up to show what was deleted and added for language so that they could review it at a future meeting.

##### **B. Old Business:**

##### **1. Town Office Staffing Levels**

The Manager presented the Selectboard with the current staffing schedule at the Town Office. Every day that the office is scheduled to be open there is a full-time staff person present to assist Residents. The two current part time staff are also provided a schedule to provide specialized services including creating reports, special accounting and election projects. It was agreed that each staff member would be paid a wage equivalent to their pre COVID 19 work schedule so that their services could be maintained without there being a charge to Chelsea's Unemployment Insurance.

## **2. Changing Election and Town Meeting Date**

As of the date of this meeting the Governor and Secretary of State had not changed the date of the scheduled June 9 State Election. The situation will be monitored and future dates for the Town's Election and Annual Town Meeting may need to be selected depending on what Maine does.

a. Municipal Elections for the Selectmen if delayed beyond the June 30 term limit will be extended until an election can be held. All other unfilled elected position if not filled by the June 30 end of term will be treated as a vacancy and will be filled by appointment by the Selectboard

b. The Selectboard discussed meeting via ZOOM teleconferencing to approve recommendations for the 2020-21 Municipal Budget. Chairperson Sanderson will try to organize a time and date that each member could meet. A weekend was considered the best option.

## **V. Legal :**

### **A. Personnel Policy Update :**

The Town Manager explained the need to amend Section 5.6 of the Personnel Policy. The current policy caps the amount the Town will pay for Health Insurance on behalf of full-time employees at \$792.53. This amount is inaccurate. The new amount Chelsea will pay toward the employee's premium was changed to 80%. The policy will be changed to reflect the updated figure.

### **B. Tax Abatement(s)**

#### **1. 2019-20 – Cynthia Thompson – M13 L24MH – Acct 1395**

A motion was made by Smith that was seconded by Pushard to approve a corrective abatement for Cynthia Thompson (Acct 1395) in the amount of 29,591 in assessed value and \$575.54 in taxes. Vote was unanimous of those present and voting.

#### **2. 2018-19 – Cynthia Thompson – M13 l24MH – Acct 1395**

A motion was made by Pushard that was seconded by Smith to approve a corrective abatement for Cynthia Thompson (Acct 1395) in the amount of 29,591 in assessed value and \$590.34 in taxes. Vote was unanimous of those present and voting.

**VI. Verbal Communication :**

- A. Town Manager – NONE
- B. Chelsea RSU #12 Representative – NONE
- C. Boards and Committees – NONE
- D. Selectboard

**Ben Smith** – NONE

**Mike Pushard** – expressed his disappointment with the plowing and sanding this last storm

**Deb Sanderson** – NONE

**V. Adjournment:**

A motion was made by Smith that was seconded by Pushard to adjourn the meeting. A roll call vote was taken. The vote was unanimous of those present and voting. The meeting was adjourned.

Approved remotely by the Selectboard on April 23, 2020

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Deborah Sanderson

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Michael Pushard

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Benjamin Smith

This meeting, due to the State of Emergency currently in effect, will not be open to public attendance. Selectboard and the public will be participating via a Zoom audio and video conference.