

Chelsea Selectboard Meeting
Thursday May 28, 2020
6:30PM
Via Zoom Conference

I. Call meeting to order:

The Zoom meeting was called to order at 6:31PM by Sanderson.

Selectboard present included Deb Sanderson, Ben Smith and Mike Pushard

Others present included Scott Tilton, Steve Langsdorf, Palmer Sargent, Lee Burns, Carl Merrill, Wayne Watson and Sheri Truman

II. Adjustments to the Agenda:

Move V. Legal:

B. Narrow Gauge Railroad Discussion to after Consent Agenda

Move IV. Scheduled Item:

A. New Business –

2. Discussion with Clyde Fowler regarding access to the discontinued portion of Birmingham Road to after Consent Agenda

III. Consent Agenda:

A. Approval of Payroll Warrant #50 in the amount of \$6,926.80

B. Approval of Payroll Warrant # 51 in the amount of \$34,712.32

C. Approval of May 14, 2020 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. A roll call vote was taken. The vote was unanimous.

IV. Scheduled Items:

A. New Business –

1. 07/01/2018 to June 30, 2019 Fiscal Year Audit and Letter

The Manager presented the Selectboard with the final June 30, 2019 Town Fiscal Year Audit. Two items that need to be addressed by management are: all employees need to have on file a copy of a Federal and State W-4 and an I-9. These will be taken care of before the next audit. No formal action was taken. The Manager explained that Chelsea also added to its UFB.

2. Discussion with Clyde Fowler regarding access to the discontinued portion of Birmingham Road

Steve Langsdorf explained the situation as he interpreted it. The road was discontinued in 1943 without a public easement to the road. The Selectboard were advised that this was a matter to be settled between property owners and that Chelsea should not get involved. No formal action was taken.

B. Old Business:

1. Reopening the Town Office to regular business discussion

The Manager presented the Selectboard with a revised reopening plan for June 1, 2020. The plan included service by appointment with walk ups being serviced as time allowed. Proper social distancing and face covering would be requested. Residents would be allowed into the office for service with limited continuation of window service. Proper disinfection guidelines would be followed before and after service.

A motion was made by Sanderson that was seconded by Pushard to open the office officially on June 2, 2020 by appointment with limited service also provided to residents waiting in line outside the Town Office. Lines and signage would be installed outside for that desiring walk up service to guide residents on where to stand while they wait.

A roll call vote was taken. The vote was 2 – 1 (Smith) on favor of the motion.

2. Contracting with an Assessors Agent for 2020-21

The Manager informed the Selectboard of the positives references he had received for RJD Appraisal. He had received references from Industry, Mt. Vernon and Milford. A draft contract was presented to the Select Board for their review. The Selectmen wanted time to review the contract and had questions for the Manager to get answered before taking formal action on June 11, 2020.

3. Summer Intern JD and hiring approval

The Manager presented the Selectboard with a proposed plan and a list of projects and grants the intern would be working on this summer. A motion was made by Smith that was seconded by Sanderson to authorize the hiring of a summer intern with funds not to exceed \$6300 being paid out of the TIF Account.

A roll call vote was taken. The vote was 2 – 1 (Pushard) in favor of the motion

4. 2020 Summer Roads Paving Bids

The Town received five bids paving bid back from vendors. The low bidder was Allstate Asphalt. The low bid was \$71.10 per ton for 9.5mm mix and \$69.40 per ton for 12.5mm mix. The Manager reviewed the paving program again and will be meeting with the low bidder to start paving ASAP. No formal action was required.

5. Spirit of America Award Recipient Selection

The Manager reminded the Select Board that a recipient of the Spirit of America Award still needed to be selected. The Select Board asked for additional time to recommend someone.

6. 2020-21 Revenues and Undesignated Fund Balance

The Manager reviewed the projected 2020-21 revenues with Selectboard. The revenue budget, despite the current slow economy, seems to be correct in the amounts being projected as available for offsetting expenses. The Undesignated Fund Balance was reviewed with the Select Board. The current balance is at a level which would provide some amount for the Select Board to use to offset expenses and lower the tax rate.

V. Legal:

A. Winter Maintenance Contract revision and renewal

The Manager discussed with the Select Board the winter contractors request to forego the need of a performance bond for next winter contract with Chelsea. The Select Board supported working with the contractor to get something in place to provide some guarantee of performance from the contractor. No action was taken.

B. Narrow Gauge Railroad Discussion

There was a discussion with Steve Langsdorf regarding how best to obtain possession of the Narrow Gauge Railroad property for future use by Chelsea. Currently ownership of the railroad bed is unknown and is being tax as unknown owner. The property taxes are not being paid and therefore an automatic foreclosure will occur 18 months from the date the lien is filed. The Select Board supported this plan of action.

C. Assessing Ratio and Reimbursement Application Approval

The Manager discussed with the Selectboard Chelsea Assessment ration of 85%. The Select Board agreed to use the ratio of 94% on the application.

VI. Verbal Communication:

- A. Town Manager – shared the highlights of his written report with the Select Board
- B. Chelsea RSU #12 Representative – NONE
- C. Boards and Committees – NONE
- D. Selectboard – NONE

VII. Executive Session:

VIII. 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 to adjourn. The meeting was adjourned at 8:31PM

Approved remotely by the Selectboard on June 11, 2020

Deborah Sanderson

Michael Pushard

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.