

**Chelsea Selectboard Meeting
Wednesday May 12, 2021
6:30PM
Via Zoom**

I. Call meeting to order:

The meeting was called to order at 6:34PM by Sanderson.

Selectboard present included Deborah Sanderson, Sheri Truman and Michael Pushard

Others present included Scott Tilton, Marion Bowman, Carol Belanger, Eric Tuttle and Roger Peppard.

II. Public Comment on Items Not on Agenda: NONE

III. Adjustments to the Agenda:

Move to after Consent Agenda

VI. Legal:

- A. Establish a method to improve Chelsea Real Estate Assessment Ratio**
- B. Personal Property Tax Assessment**

V. Scheduled Items:

- B. Old Business: 3. Town Office Renovation and Expansion**

IV. Consent Agenda:

- A. Approval of Accounts Payable Warrant #48 in the amount of \$7,124.18
- B. Approval of Accounts Payable #49 in the amount of \$228,550.27
- C. Approval of Payroll Warrant #50 in the amount of \$8,312.93
- D. Approval of April 28, 2021 Selectboard Meeting Minutes.

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

VI. Legal:

A. Establish a method to improve Chelsea Real Estate Assessment Ratio

Roger Peppard, of RJD Appraisal, discussed with the Selectboard various methods for improving Chelsea's Sales Ratio. The method that was recommended by Mr. Peppard was to factor the value of all properties in Chelsea up by 10%

B. Personal Property Tax Assessment

Roger Peppard, of RJD Appraisal, requested clarification of the procedure for assessing personal property. The Selectboard confirmed with Roger that the first \$5000 in assessed value would be exempt from taxation i.e. \$10,000 assessed value - \$5000 exemption = \$5000 taxable value.

V. Scheduled Items:

B. Old Business:

3. Town Office Renovation and Expansion

Eric Tuttle, Builder and Estimator, discussed with and presented the Selectboard two option for Improvements at the Town Office. The first option was the complete demolition and replacement of the Town Office at existing location. The other option was demolition of the front portion and replacement and expansion. The Selectboard agree an updated building was necessary and would meet on June 30 at 6PM to further discuss layouts and designs.

V. Scheduled Items:

A. New Business –

1. Broadband Improvements

The Manager discussed the availability of Broadband Planning Grants. The Selectboard supported the idea of applying for a Planning Grant and requested the Manager proceed with the application process.

B. Old Business:

1. 2021/22 Town Meeting Warrant Approval

The Manager presented the Selectboard with a proposed final version of the Annual Election and Business Meeting on June 8 and June 10, 2021

A motion was made by Sanderson that was seconded by Pushard to approve the warrant for calling the Annual Election and Open Town Meeting. The roll call vote was unanimous.

2. Certification of Chelsea Solar Array Ordinance

A motion was made by Pushard that was seconded by Truman to Certify the final version of Chelsea Solar Array ordinance for voting on at the June 10, 2021 Town Meeting.

VI. Legal:

C. Town Office COVID Service to Residents protocol

The Manager presented the Selectboard with the updated COVID 19 occupancy and social distancing guidelines. The Selectboard requested that different protocols for serving residents be implemented as soon as possible.

D. RSU #12 Budget Referendum Warrant Review

The Selectboard reviewed the RSU #12 Warrant prior to signing it.

E. Uncollectible RE Tax Abatements and Write Offs

1. RE - Map 06 Lot 06 –

The Town Manager/Treasurer requested that the taxes on this property be written off and abated as required to relieve the Treasurer from the collection of the taxes which cannot be collected.

A motion was made by Sanderson that was seconded by Pushard to **write off** the following taxes as uncollectable:

2015-16 – Tax \$2,036.72 plus costs and interest

2016-17 – Tax \$2,048.03 plus costs and interest

2017-18 – Tax \$2,215.50 plus costs and interest

and to **abate** the taxes below as uncollectable

2018-19 – Tax \$2,257.36 plus costs and interest

2019-20 – Tax \$2,200.79 plus costs and interest

2020-21 – Tax \$2,200.79 plus costs and interest

The roll call vote was unanimous.

2. RE - Map 09 Lot 109

The Town Manager/Treasurer requested that the taxes on this property be written off as required to relieve the Treasurer from the collection of the taxes which cannot be collected.

A motion was made by Sanderson that was seconded by Truman to **write off** the following taxes as uncollectable:

2012-13 – Tax \$288.66 plus costs and interest
2013-14 – Tax \$231.99 plus costs and interest
2014-15 – Tax \$221.64 plus costs and interest
2015-16 – Tax \$231.95 plus costs and interest
2016-17 – Tax \$250.79 plus costs and interest
2017-18 – Tax \$271.30 plus costs and interest

The roll call vote was unanimous.

3. RE - Map 02 Lot 118

The Town Manager/Treasurer requested that the taxes on this property be written off and abated as required to relieve the Treasurer from the collection of the taxes which cannot be collected.

A motion was made by Sanderson that was seconded by Pushard to **write off** the following taxes as uncollectable:

2014-15 – Tax \$257.59 plus costs and interest
2015-16 – Tax \$269.57 plus costs and interest
2016-17 – Tax \$271.07 plus costs and interest
2017-18 – Tax \$293.23 plus costs and interest

and to **abate** the taxes below as uncollectable

2018-19 – Tax \$298.77 plus costs and interest\

The roll call vote was unanimous.

F. Extend the Senior Citizen Municipal Property Tax Deferral filing deadline.

The application deadline for applying for the Senior Property Tax Deferment Program expired on March 31, 2021. The Manager requested the Selectboard extend the application deadline to June 30, 2021.

A motion was made by Pushard that was seconded by Truman to extend the application date to June 30, 2021.

The roll call vote was 2 – 0 – 1(Sanderson).

VII. Written Reports and Communication:

- A. The Selectboard reviewed the April 2021 Deputy Clerk Report
- B. The Selectboard reviewed the April 2021 Code Enforcement Officer Report
- C. The Selectboard reviewed the April 2021 Animal Control Officer Report
- D. The Town Manager did not have report.

VIII. Verbal Communication :

- A. Town Manager – NONE
- B. Chelsea’s RSU #12 Representative – NONE
- C. Boards and Committee Reports – NONE
- D. Board of Selectmen/Assessors Concerns – NONE

IX. Executive Session: NONE

X. Adjournment:

A motion was made by Pushard that was seconded by Truman to adjourn the meeting. The roll call vote was unanimous. The meeting was adjourned. at 8:16PM.

Approved by the Selectboard on May 26, 2021

Deborah Sanderson

Michael Pushard

Sheri Truman