

Chelsea Selectboard Meeting
Tuesday July 13, 2021
Chelsea Elementary School Library
6:30PM

I. Call meeting to order:

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

Selectboard present included Michael Pushard, Sheri Truman and Jason Mills

Others present included Scott Tilton, Gordon Libby, Molly Alexander, Carol Belanger

II. Public Comment on Items Not on Agenda:

The Selectboard discussed with Gordon Libby the winter plowing and sanding contract. The discussion was mostly about improving methods of communication between the town and the contractor, working together to eliminate the unnecessary hitting of mailboxes and pushing back snowbanks during warm periods to prevent shoulder erosion from melting water.

III. Adjustments to the Agenda: None

IV. Consent Agenda:

- A. Approval of Payroll Warrant #01 in the amount of **\$9,178.71**
- B. Approval of Accounts Payable Warrant #02 in the amount of **\$47,625.29**
- C. Approval of Accounts Payable Warrant #58 in the amount of **\$9,033.52**
- D. Approval of Accounts Payable Warrant #59 in the amount of **\$35,790.97**
- E. Approval of June 23, 2021 Selectboard Meeting Minutes.
- F. Approval of 2021-22 Investment Policy
- G. Approval of 2021-22 Credit Card Policy
- H. Approval of 2021-22 Returned Check Policy
- I. Approval of 2021-22 Fund Balance Policy
- J. Approval of 2021-22 Policy for Contacting Town Attorney
- K. Approval of 2021-22 Maine Municipal Association Legal Services Contact Policy
- L. Approval of 2021-22 State Fee Reimbursement Policy
- M. Approval of 2021-22 Wages and Benefits Disbursement Policy
- N. Approval of 2021-22 Social Media Policy
- O. Approval of 2021-22 Tax Receipting Policy

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

Consent agenda items F through O were tabled until the meeting on July 28, 2021

V. Scheduled Items:

A. New Business –

1. Selection of Selectboard Chair and Vice Chair

A motion was made by Truman that was seconded by Mills to elect Mike Pushard as Chair of the Selectboard. The vote was 2-0-1(Pushard).

A motion was made by Pushard that was seconded by Mills to elect Sheri Truman as Vice Chair of the Selectboard. The vote was 2-0-1(Truman).

2. Set Date and Time of Regular Meetings

By consensus the Selectboard set meeting dates for the 2nd and 4th Wednesdays of every month. The meeting start time would be 6:30. Meetings will be at the school in either in the cafeteria or library.

3. Selectboard Members Ad Hoc Committee and Board Assignments

Selectboard representation on the Solid Waste and Recycling will be Mike Pushard.
Selectboard representation on the Conservation Committee will be Jason Mills
Selectboard representation on the Building Committee will be Sheri Truman
Selectboard representation on the Economic Development Committee will be Mike Pushard
Selectboard representation on the Community Spirit and Celebration Committee will be Sheri Truman.

4. Review draft Tax Commitment

In preparation of committing taxes and setting the milrate, the Selectboard reviewed 4 possible amounts of UFB that could be used to reduce taxes. The current UFB was reviewed as well as the expected Target Fund Balance. No action was taken.

B. Old Business:

1. Adoption of the Workers Compensation Safety Incentive Program Resolution.

The Manager reviewed with the Selectboard the next steps to enrolling in the MMA Workers Compensation Fund Safety Incentive Program. The next step is adopting a resolution.

A motion was made by Pushard that was seconded by Truman to adopt the MMA Workers Compensation Fund Safety Incentive Program resolution. The vote to adopt the resolution was unanimous.

2. Approve a letter of support for Community Concepts application for a 523 Self Help Home Ownership application.

The Selectboard reviewed the letter supporting Community Concepts application to the USDA for a 523 Self Help Home Ownership Grant.

A motion was made by Pushard that was seconded by Truman to sign the letter of support. The vote was unanimous.

VI. Legal:

A. Crystal Falls Bottle Club Registration Approval

The Manager reviewed the Crystal Fall's application for a Bottle Club License.

A motion was made by Pushard that was seconded by Truman to approve the application for the period August 1, 2021 to August 1, 2022. The vote was unanimous.

B. Annual Appointment(s)

1. Shawn Ramage – Fire Chief

A motion was made by Pushard that was seconded by Truman to approve the one-year appointment of Shawn Ramage as Chelsea Fire Chief. Term to expire June 30, 2022. The vote was unanimous.

2. Cheryl Mitchell – Registrar of Voters

A motion was made by Pushard that was seconded by Truman to approve the one-year appointment of Cheryl Mitchell as Registrar of Voters. Term to expire June 30, 2022. The vote was unanimous.

C. Annual Confirmation of Appointments by Town Manager

The Town Manager informed the Selectboard that he has appointed the following individuals to one year terms and that he was seeking Selectboard confirmation:

Gretchen Patrick - Animal Control Officer(ACO)

Timber Patrick - Alternate ACO

Jarrold Pinkham – CEO, LHO, E911 Officer, Building Inspector and Licensed Plumbing Inspector.

Greg Lumbert – Alternate Licensed Plumbing Inspector

Angie Ellis – Cemetery Sexton

Cheryl Mitchell – Town Clerk, Public I.O., Deputy Tax Collector, Deputy Treasurer

Brenda Arnold – Deputy Tax Collector

Laurie Mullens – Deputy Tax Collector

Shawn Ramage – EMA Director

A motion was made by Pushard that was seconded by Truman to confirm the Town Managers appointment. The vote was 3 - 0.

D. Annual One Year Appointments effective July 1, 2021 to June 30, 2022

1. Planning Board – 4 Vacancies

a. Benjamin Smith

A motion was made by Pushard that was seconded by Truman to appoint Benjamin Smith to a one-year term on the Planning Board. The vote was unanimous.

b. Travis McGuire

A motion was made by Pushard that was seconded by Truman to appoint Travis McGuire to a one-year term on the Planning Board. The vote was unanimous.

2. Budget Committee – 3 Vacancies

a. Benjamin Smith

A motion was made by Pushard that was seconded by Truman to appoint Benjamin Smith to a one-year term on the Budget Committee. The vote was unanimous.

E. Annual Three-Year Appointments

1. Cemetery Committee – 2 Vacancies

a. Judy Mastrianno

A motion was made by Pushard that was seconded by Truman to appoint Judy Mastrianno to a three-year term to the Cemetery Committee. The vote was unanimous.

2. Road Advisory Committee – 3 Vacancies
a. Travis McGuire

A motion was made by Pushard that was seconded by Truman to appoint Travis McGuire to a three-year term on the Road Committee. The vote was unanimous.

b. Peter Hanson

A motion was made by Pushard that was seconded by Truman to appoint Peter Hanson to a two-year term on the Road Committee. The vote was unanimous.

c. Rick Danforth

A motion was made by Pushard that was seconded by Truman to appoint Rick Danforth to a three-year term on the Road Committee. The vote was unanimous.

F. New Town Office Update and next steps

The Manager provided the Selectboard with deeds to the Town from Togus VA all the way back to 1950 for the property the Town Office currently sits on. The Selectboard requested the Manager go to the RSU 12 Offices to review the 2010 school regionalization plan before getting the Town Attorney involved. No formal action was taken

VII. Written Reports and Communication:

- A.** The Selectboard reviewed the report from the Town Clerk.
- B.** The Selectboard reviewed the report from the Deputy Clerk.
- C.** The Selectboard reviewed the report from the Code Enforcement.
- D.** The Selectboard reviewed the report from the Historical Society.
- E.** The Selectboard reviewed the report from the Heart and Soul Coordinator.
- F.** The Selectboard reviewed the report from the Animal Control.
- G.** The Selectboard reviewed the report from the Town Manager.

VIII. Verbal Communication :

- A.** Town Manager - **None**
- B.** Summer Intern - **None**
- C.** Economic Development Coordinator - **None**
- D.** Chelsea's RSU #12 Representative - **None**
- E.** Boards and Committees - **None**

VIII. Verbal Communication :

F. Board of Selectmen/Assessors Comments and Concerns

Sheri – None

Jason – None

Mike – None

IX. Executive Session: None

X. Adjournment:

A motion was made by Truman that was seconded by Mills to adjourn the meeting. The vote was 3 – 0. The meeting was adjourned at 8:21PM

Approved by the Selectboard on July 28, 2021

Michael Pushard

Sheri Truman

Jason Mills