

**Chelsea Selectboard Meeting**  
**Tuesday July 28, 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 and Marion Bowman

**II. Public Comment on Items Not on Agenda: NONE**

**III. Adjustments to the Agenda:**

**IV. Consent Agenda:**

- A. Approval of Payroll Warrant #03 in the amount of **\$8,925.33**
- B. Approval of Accounts Payable Warrant #04 in the amount of **\$231,538.36**
- C. Approval of Accounts Payable Warrant #60 in the amount of **\$32,158.87**
- D. Approval of July 13, 2021 Selectboard Meeting Minutes.
- E. Approval of 2021-22 Investment Policy
- F. Approval of 2021-22 Credit Card Policy
- G. Approval of 2021-22 Returned Check Policy
- H. Approval of 2021-22 Fund Balance Policy
- I. Approval of 2021-22 Policy for Contacting Town Attorney
- J. Approval of 2021-22 Maine Municipal Association Legal Services Contact Policy
- K. Approval of 2021-22 State Fee Reimbursement Policy
- L. Approval of 2021-22 Wages and Benefits Disbursement Policy
- M. Approval of 2021-22 Social Media Policy
- N. Approval of 2021-22 Tax Receipting Policy

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

A motion was made by Truman that was seconded by Mills to approve Consent Agenda Items E, F, G, H, J, K, L, M and N as presented. The vote was unanimous.

The adoption of the Town Attorney Contact Policy was tabled to August 10. Changes need to be made.

**V. Scheduled Items:**

**A. New Business –**

**1. Review and Approval of 2020-21 Municipal Budget Overdraft(s)**

The Manager review the estimated revenue and expense with the Board. Revenue collections exceeded projections by over \$450,000. Expenditure came in under budget by over \$40,000 after recommended carry forwards.

A motion was made by Pushard that was seconded by Truman to approve funding overdrafts in 2020-21 budget from UFB in the amount of **\$4,780.19**. The approved overdrafts were in the flowing budgets: **\$3,682.71** in Legal and **\$1097.48** in Recycling. The vote was unanimous.

**2. Review and Approval of 2020-21 Municipal Budget Carry Forwards to 2021-22**

A motion was made by Pushard that was seconded by Truman to approve the carry forward of **\$14,000** from the 2020-21 budget in the category of Summer Roads. The vote was unanimous.

**3. Authorization of Remote Meeting Policy Discussion**

The Manager discussed with the Selectboard the adoption of a Policy allowing for the continuation of remote meeting under specific circumstances. A motion was made by Pushard that was seconded by Truman to adopt a remote meeting policy for 2021-22. The vote was unanimous.

**4. Cast vote for MMA Vice President and Executive Committee**

The Manager presented the Selectboard with a ballot for the town to vote for MMA Vice President and Executive Committee. A motion was made by Pushard that was seconded by Truman to authorize the Town Manager to vote for the candidates nominated. The vote was unanimous.

**B. Old Business:**

**1. Review revised commitment and set date for commitment of 2022 taxes**

The Manager reviewed with the Board of Selectmen the potential use of UFB to reduce the mil rate with the Board of Selectmen. In order to keep the milrate at the current level the Selectboard would need to use \$425,000 from UFB. The commitment of taxes will take place on August 10, 2021.

**VI. Legal:**

**A. Approval of a Solar Net Energy Billing Contract with Ameresco**

The Manager and the Selectboard reviewed a Net Energy Billing proposal from Ameresco Inc which would save the Town 20% on its Hallowell Fire Station and Town Office electricity budget. The Selectboard wanted to review the contract before agreeing to sign it.

**B. Approval of the Ambulance Service Agreement with City of Gardiner**

The Manager and the Selectboard reviewed the 2021-22 Gardiner Ambulance Service Agreement with Chelsea. A motion was made by Pushard that was seconded by Truman to approve the agreement. The vote was unanimous.

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

1. Board of Appeals
  - a. Benjamin Smith

A motion was made by Pushard that was seconded by Truman to appoint Benjamin Smith to a one year appointment on the Board of Appeals. The vote was unanimous.

2. Board of Assessment Review
  - a. Benjamin Smith

A motion was made by Pushard that was seconded by Truman to appoint Benjamin Smith to a one year appointment on the Board of Assessment Review. The vote was unanimous.

**VII. Written Reports and Communication:**

- A. The Board reviewed the July 28, 2021 Town Manager Report
- B. The Board reviewed a letter from Kennebec Valley Council of Governments.

**VIII. Verbal Communication :**

- A. Town Manager - None
- B. Chelsea's RSU #12 Representative - None
- C. Boards and Committees –  
**Heart and Soul** – Marion Bowman provided the Selectboard with a report on all the projects she has been working on.

**D. Board of Selectmen/Assessors Comments and Concerns**

Sheri – None

Jason – None

Mike – Asked when Roadside mowing would be getting underway. Asked about the plans the Town had for the tax acquired property on Tinkham Pond. Wanted to get a discussion on the sale of the cell tower lease, the sale of a portion of Butternut Park and dedication of the park put on the agenda.

**IX. Executive Session: None**

**X. Adjournment:**

A motion was made by Mills that was seconded by Truman to adjourn the meeting. The vote was unanimous. The meeting was adjourned at 8:10PM

Approved by the Selectboard on August 10, 2021

\_\_\_\_\_  
Michael Pushard

\_\_\_\_\_  
Sheri Truman

\_\_\_\_\_  
Jason Mills