

**Chelsea Selectboard Meeting
November 24, 2021 @ 6:30PM
Chelsea Elementary School
And via Zoom**

I. Call meeting to order:

The regular meeting was called to order at 6:30PM by Chairperson Pushard.

Selectboard present in person included Michael Pushard and Sheri Truman. In attendance via Zoom was Jason Mills.

Also present was Scott Tilton, Rick Cote, Molly Alexander and Carol Belanger.

II. Public Comment on Items Not on Agenda:

Carol Belanger presented the Selectboard with a picture of the intersection of Hankerson and Togus Road looking right toward the Grange Hall. The picture revealed that the intersection has obstacles that obstruct the view from the intersection of vehicles travelling from Randolph. The Selectboard instructed the Manager to contact the MDOT and request that the utility pole closest to the intersection be removed as quickly as possible and the Rte. 226 sign be relocated to a location that does not block the view from Hankerson Road.

III. Adjustments to the Agenda:

The agenda was adjusted so that Rick Cote could deliver his SVRSU #12 Report after Agenda Item V. Scheduled Items: A. New Business 1. Review Town Properties.

IV. Consent Agenda:

- A. Payroll Warrant #20 in the amount of **\$7,694.76**
- B. Accounts Payable Warrant #21 in the amount of **\$157,943.32**
- C. October 13, 2021 Selectboard Meeting Minutes.
- D. October 27, 2021 Selectboard Meeting Minutes
- E. November 10, 2021 Selectboard Meeting Minutes

A motion was made by Truman that was seconded by Mills to approve Consent Agenda Items A and B as presented. The roll call vote was unanimous of those voting.

A motion was made by Pushard that was seconded by Mills to approve Consent Agenda Item C as presented. The roll call vote was 2 – 0 – 1 (Truman) of those voting.

A motion was made by Truman that was seconded by Pushard to approve Consent Agenda Item D as presented. The roll call vote was 2 – 0 – 1 (Mills) of those voting.

A motion was made by Mills that was seconded by Truman to approve Consent Agenda Item E as presented. The roll call vote was 2 – 0 – 1 (Pushard) of those voting.

V. Scheduled Items:

A. New Business –

1. Review Town Properties and current Tax Acquired Properties to determine plan for future

Salt Shed Property (31Collins Rd) – by consensus it was decided to keep the property as a possible future location of a small public works operation. The Town has a grant from the Forest Service which will partially cover the cost of performing a Forest Management Plan that will help with developing a future wood harvesting plan.

Butternut Park (Ferry Rd) – the property was purchased and developed with Grants from the Coastal Management Program and must be kept and maintained as a park facility. The land will be maintained and with upgrades continuing to be made by the Conservation Committee and Age Friendly Chelsea Committee. The Town has a grant from the Forest Service which will partially cover the cost of performing a Forest Management Plan that will help with developing a future wood harvesting plan.

Radio Tower Property (Off Autumn Heights) – by consensus it was decided to keep the property. The lease of the property to US Cellular will be reviewed and possibly sold or leased to an interested party for an increase in the lease or an upfront cash amount.

Fire Station (21 Hallowell Rd) – by consensus it was decided to keep the property given its current use and great location as a 2nd Fire Station.

Fire Station (237 Togus Rd) – by consensus it was decided to keep the property given its current use and great location as a 2nd Fire Station.

Tax Acquired (60 Smith Rd) – this property is an unbuildable house lot located on a discontinued road. The Selectboard requested the Manager contact the abutors at Map 9 Lots 108, 110 and 120 to determine their interest in purchasing the property.

Tax Acquired (1419 Togus Rd) – this property is an unbuildable house lot and located in a wetland. The Selectboard requested the Manager contact the abutors at Map 11 Lot 110 in Chelsea and Map 18 Lot 23B in Whitefield to determine their interest in purchasing the property.

Tax Acquired (330 Togus Rd) – this property is 79 +/- acres and holds the most potential as mixed-use property. There is value in harvesting the wood as a revenue source. The Town has a grant from the Forest Service which will partially cover the cost of performing a Forest Management Plan that will help with developing a future wood harvesting plan. There are concerns about the boundary lines, especially the line between the abutors at Map 6 Lot 12 and 14. The Selectboard requested the Manager contact Surveyor Kane Coffin to locate the property pin at the Togus Road between Map 6 Lot 12 and the Town Property and to have an appraisal done to determine the potential value of the property.

Tax Acquired (137 Togus Rd) – this property abuts the Morrill Cemetery in front and on one side. The property could be cleared and converted into cemetery property. It could also be sold to abutors at Map 2 Lot 120 and Lot 114.

Tax Acquired (Map 7 Lot 031 Tinkham Pond) – this property has frontage on Tinkham Pond. The access to the property is yet to be determined. The value to the Town increases if access is available. The Selectboard requested the research currently being undertaken be continued and the right of access be determined before final disposition of property be determined.

VII. Written Reports and Communication:

A. SVRSU #12 Report from Richard Cote - Chelsea Representative

Mr. Cote an SVRSU #12 Director representing the Town of Chelsea presented the highlights of his written report to the Selectboard

V. Scheduled Items:

A. New Business –

2. Review the implementation of the Maine Community Foundation Grant.

Chelsea's Economic Development Consultant was unable to attend the meeting and review the implementation of the Maine Community Foundation Grant with the Selectboard.

3. Review the implementation of the Chelsea Business Revolving Loan Program.

Chelsea's Economic Development Consultant was unable to attend the meeting and review the implementation of the Maine Community Foundation Grant with the Selectboard.

4. Review the updated Tobacco Free Policy

The Manager presented the Selectboard with an updated Smoking and Tobacco Free Policy. The revised policy will make all Chelsea Properties smoke and tobacco. The adoption of the policy will make Chelsea eligible for funds to purchase the proper signage that will provide notice to the public of the smoke free designation

A motion was made by Pushard that was seconded by Truman to adopt the revised Smoke and Tobacco Free Policy as presented. The roll call vote was unanimous.

5. 2022-23 Municipal Budget Priorities

The 2022-22 Fiscal Budge is required to be presented to the Selectboard on or before February 15, 2022. The Manager has started preparing the budget and is requesting the Selectboard present him with their budget priorities so that they can thoroughly be presented to them at budget time. The Selectboard will think of their priorities and be ready to discuss them at the December 15, 2021 Selectboard meeting

B. Old Business –

1. Personnel Policy – Vacation Time Review and Action

In April of 2021, the Personnel Policy was amended to provide earned paid leave to eligible Chelsea employees. At the time the up to 40 hours of paid leave was approved the Selectboard also voted to eliminate 40mhours of paid vacation time. The change was made to eliminate adding an entire week of additional time off. The extra week was eliminated to address Chelsea's potential staffing shortages. Before deciding to restore the week's vacation benefit, Sheri Truman requested that the vacation policy of other area towns be reviewed to determine what the standard is.

2. Brown Tail Moth Eradication Involvement

Based on the State of Maine's research, Chelsea has one of the highest levels of Brown Tail Moth infestation in Kennebec County. The Manager presented information and options to the Selectboard to determine what level of involvement they wanted to take in eradicating the moth. It was decided by consensus to manage the moths on Chelsea properties and to let individual homeowners manage the issue on their properties as they deem appropriate. The towns role would also be to provide Brown Tail Moth education to residents.

3. Hiring a consultant to assist with the creation of a TIF

The Selectboard support the creation of a TIF to promote Economic Development in Chelsea. To achieve this objective, the Selectboard agreed that a professional consultant should be hired to assist in this effort.

A motion was made by Mills that was seconded by Pushard to authorize the Manager on behalf of the Selectboard to enter into a professional services agreement with Raegan LaRoche of LaRoche Consulting, LLC. The roll call vote was unanimous.

Selectboard member Jason Mills, who was participating via Zoom had to leave the meeting to respond to an incident related to his work.

VI. Legal:

A. Confirm Managers Appointment of Alternate CEO

A. Mark Roberts

A motion was made by Pushard that was seconded by Truman to confirm the Town Managers appointment of Mark Roberts to the position of Alternate CEO for the term expiring June 30, 2022. The vote was unanimous of those present and voting.

B. Appointment of an E911 Addressing Officer

A. Peter Coughlin

A motion was made by Pushard that was seconded by Truman to confirm the Manager's appointment of Peter Coughlin as E911 Addressing Officer for the term to June 30, 2022. The vote was unanimous of those present and voting.

C. Appointment of SVRSU #12 Board of Director to unexpired June 30, 2022 Term

A. Kathryn Temple

A motion was made by Pushard that was seconded by Truman to appoint Kathryn Temple to the SVRSU #12 Board of Directors to the term expiring June 30, 2022. The vote was unanimous of those present and voting.

D. Appointment to Board of Assessment Review – June 30, 2022

A. Bill Hiltz

A motion was made by Pushard that was seconded by Truman to appoint William Hiltz to the Board of Assessment Review for the term expiring June 30, 2022. The vote was unanimous of those present and voting.

E. ecomaine Silver Bullet Monthly Rental Fee Request

The Manager explained to the Selectboard that he had received a notice from ecomaine that stated that they would begin charging a rental fee for the recycling container of \$125 per month. The fee was needed so that repair and replacement of the containers could be undertaken. To keep the containers in operation, ecomaine offered to deduct the rental fee from the recycling revenues that ecomaine shared with Chelsea for the year as of June 30, 2022. No action was taken.

F. Approve 1% loan for up to \$14,500 from CDBG Home Improvement Fund to replace roof shingles at 1244 Eastern Ave.

The Selectboard continued to search for options to assist the homeowner with her need for a roof replacement. She is currently on a KVCAP waiting list which she could be on until Spring before her request is approved and work can be done. The Selectboard requested the Manager to further pursue the proper placement of tarps and contacting KVCAP to determine if they would reimburse the Town for the funds it spends in the Spring once the application with them is approved.

Selectboard member Jason Mills returned to participate in the meeting via Zoom

G. 2021 – 22 Public Sand Salt Shed Use Policy adoption and distribution plan

The Manager presented the Public Sand Salt Shed Use Policy to the Selectboard for annual review and adoption.

A motion was made by Pushard that was seconded by Truman to approve Public Sand Salt Shed Use Policy as presented. The roll call vote was unanimous of those voting.

H. 2022 and 2023 Chelsea Property Mowing and Maintenance Bids Review

The Manager reviewed the results of the 2022 and 2023 Cemetery and Grounds Maintenance Bid. The low bidder was First Alarm Lawncare. The Manager expressed to the Selectboard his concern with the low bidder's lack of municipal experience. The Manager stated that he spoke with the vendor to ensure that additional staff would be hired next Spring to meet the demands of the contract.

The Manager stated that he would hiring First Alarm Lawncare to maintain the Cemetery and parks for the 2022 season only.

VII. Written Reports and Communication:

- B. Code Enforcement Officer - None
- C. The Selectboard reviewed the Treasurer Report covering Expenses and Revenues through October 31, 2021

VIII. Verbal Communication:

- A. Town Manager -
- B. Chelsea's RSU #12 Representative
- C. Boards and Committees
- D. Board of Selectmen/Assessors Comments and Concerns

Sheri – requested the Manager to have a Sheriff's detail be assigned to the Hankerson Road to deter speeding

Jason – None

Mike – requested the Manager have the CEO work to get the several boats parked across the Windsor Road from Willett's Auto Sales.

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 of those voting. The meeting was adjourned at 8:41PM.

Approved by the Selectboard on December 15, 2021

Michael Pushard

Sheri Truman

Jason Mills