



**Agenda**  
**Selectboard Meeting**  
**October 12, 2022**  
**Chelsea Town Office**

**Board of Assessors Meeting**  
**6:30PM**

Selectboard Members in attendance: Chair Michael Pushard and Vice-Chair Sheri Truman  
Absent: Selectboard Member Jason Mills

Chair Pushard opened the Board of Assessors meeting at 6:30PM.

**1. Sign Certificate of Recommitment and Certificate of Settlement for the Town of Chelsea's taxes**

Town Manager Landes explained the detail surrounding the certificate of recommitment and the certificate of settlement. Former Manager Tilton would be relieved of his duties and responsibilities to collect taxes committed to him.

**Action:** Chair Pushard motioned to recommit and certify the Town of Chelsea's taxes from former Manager Tilton to relieve him of his responsibility to collect those taxes and to transfer them to Town Manager Landes.  
Vice-Chair Truman seconded the motion. No discussion. 2-0-0.

**2. Abatement Request – Account #1643**

Town Manager explained the abatement request details.

**Action:** Chair Pushard motioned to grant the abatement to account #1643 in the amount \$106.48.

Vice-Chair Truman seconded. No discussion. 2-0-0.

**3. Supplemental Tax Warrant – Map 6 Lot 2 Account #223 - \$1,954.92**

Town Manager explained the supplemental tax details.

**Action:** Chair Pushard motioned to commit the supplemental tax warrant in the amount of \$1,954.92 to account #223.

Vice-Chair Truman seconded. No discussion. 2-0-0.

The Board of Assessors meeting was closed.

**Regular Meeting  
Immediately Following Board of Assessors Meeting**

**I. Call Meeting to Order | Pledge of Allegiance**

Completed prior to the start of the Board of Assessors Meeting.

**II. Public Comment on Items Not on Agenda**

None

**III. Public Hearing:**

**A. Mughal Palace, LLC, On Premise Liquor License**

Chair Pushard opened the public hearing at 6:37pm.

No comment.

Chair Pushard closed the public hearing at 6:38pm.

**IV. Adjustments to the Agenda**

None

**V. Approval Consent Agenda Items:**

**A. Payroll Warrant #18 in the amount of \$9,665.19**

**B. A/P Warrant #19 in the amount of \$287,451.02**

**C. September 28, 2022 Selectboard Meeting Minutes**

An update to the warrants: Payroll warrant #18 in the amount of \$9,665.19.

Accounts payable #19 in the amount of \$287,451.02.

**Action:** Chair Pushard motioned to approve articles A and B on consent agenda as read.

Vice-Chair Truman seconded. No discussion. 2-0-0.

Item C consent agenda item will be reviewed at the next meeting due to absence of Selectboard Member Mills.

## VI. Scheduled Items:

### A. New Business:

#### 1. Discussion with Superintendent Tuttle regarding deed complications

Superintendent Tuttle gave a brief overview of the complications of the transfer of a deed for the Town Office property. The school board was cautious and chose not to approve the transfer until a clear deed can be established regarding deed covenants.

There were questions surrounding the septic and a boundary survey being included in the process. Manager Landes will work with the town's attorney and Congressional representation regarding the possible covenant of the property being for educational purposes only.

#### 2. Approve the 2022-2023 School Transportation Agreement

Manager Landes explained the transportation agreement that was presented.

**Action:** Chair Pushard motioned to approve the transportation agreement between the town and RSU 12 for the 2022-2023 school year.

Vice-Chair Truman seconded. No discussion. 2-0-0.

Chair Pushard moved the conversation to item #7.

#### 3. Consideration of On Premises Liquor License for Mughal Palace, LLC.

**Action:** Chair Pushard motioned to approve the on-premises liquor license for Mughal Palace, LLC. Vice-Chair Truman seconded. No discussion. 2-0-0.

#### 4. Discussion of formation of a committee to plan 175<sup>th</sup> year celebration of Chelsea in 2026

Chair Pushard wanted to establish a committee to celebrate the 175<sup>th</sup> birthday of the town. There will be a sign-up sheet at the office for those interested. Locations could be at Butternut Park or the Town Office or even at various places around the town. Events could include fireworks, a mini-fair, meet and greets, events for kids and seniors, and a birthday cake. A suggestion box could be created. A member

from every board/committee and all community groups should have representation on the committee. There could also be subcommittees to establish processes. The board endorsed having a fundraising thermometer at the town office.

5. Discussion of trash issues at Butternut Park | Ferry Road

Town Manager Landes informed the board of trash issues at Butternut Park. The trash barrels are getting filled with household trash. Manager Landes explained that Josh Howe has been cleaning them out every other day or so. A couple of the cemeteries are experiencing the same problem. Town Manager Landes also spoke about the removal for the year. The board discussed the placement of a camera at the park. It was the consensus that Mr. Howe be asked to dig through the trash and determine if there is any identifying information being thrown away.

6. Discussion surrounding the Tree Lighting Ceremony

A brief discussion was held regarding the planning of the tree lighting ceremony being held on November 26<sup>th</sup>.

7. Discussion surrounding Birmingham Road Property

Manager Landes explained that she had spoken to Assessors Agent Peppard regarding the tax foreclosed 'old railroad bed'. The account has a history from 2004-2016 and then disappears for 2017 and 2018. In 2019 it reappeared on the tax roles. Assessors Agent Peppard would just like it to disappear again so he will make an abatement form. At that point he will remove it from the tax maps.

This has been an ongoing issue according to the board. A member of the audience expressed their concerns about people using the 'path/trail'. This is the same trail that starts in Randolph. There has been an ongoing battle to find out who owns the property for some time. Former Manager Tilton had been working to find out who owns the railbed. Chair Pushard feels it is going to take some time to resolve the issue. Manager Landes will reach out to former Manager Tilton and the town of Randolph to get some history and determine some next steps. It will be brought back at a future time and those affected will be notified.

8. Discussion surrounding possible closure of office on election day  
November 8, 2022

Town Manager Landes explained the request to close the town office due to new staff and the expected turnout for the election. The board agreed to this request.

9. Brief discussion surrounding goals for Town Manager and Board

Chair Pushard and Vice-Chair Truman both have a goal of establishing a new town office.

**B. Old Business:**

1. NONE

**VII. Legal:**

- A. NONE

**VIII. Written Communication:**

- A. Town Manager Report
- B. Town Clerk Report
- C. Code Enforcement Report
- D. Animal Control Report

**IX. Verbal Communication:**

- A. Town Manager

Town Manager Landes informed the board that Windsor Road will be started on October 25, 2022. A meeting was held with Spurwink CEO. There will be an in-lieu payment sent in the near future. They would like to receive the quarterly newsletter also. The Town Manager will ask them about their faulty alarm system. Town Manager Landes has started the discussion with DOT regarding Windsor Road. There is a process that the road would have to be classified in before takeover. The Board was provided some information. Town Manager Landes started the conversation about a regionalized public works with Randolph and Pittston. The grant from Mission Broadband will have to be returned but a new grant has been applied for; Get Ready grant. She informed the board that the staff is dealing with website issues.

- B. SVRSU #12 School Board

A brief update on the school board attendance was given.

- C. Boards and Committees

The first chat with the Manager is planned. The age friendly luncheon will be on the twentieth There is a cookbook fundraiser being worked on. There will be a dessert auction at the tree lighting ceremony. There was a brief discussion about a possible hunter's breakfast.

D. Municipal Officers/Assessors Comments and Concerns

Vice-Chair Turman asked about finding out moving one of the poles at Hankerson Road. The Town Manager will see who she can contact for removal.

**X. Executive Session:**

A. None

**XI. Adjournment**

**Action:** Chair Pushard motioned to adjourn at 8:15PM. Vice-Chair Truman seconded. No discussion. 2-0-0.

Respectfully submitted:



Town Manager

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

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

\_\_\_\_\_  
Vice-Chair Sheri Truman

\_\_\_\_\_  
Selectboard Member Jason Mills (absent)