

**Town of Chelsea  
Board of Selectmen Minutes  
July 11, 2018  
Regular Meeting  
Chelsea Town Office**

**I. Call to order:**

The regular meeting was called to order at 6:30PM by current Vice Chair Smith

Selectmen present included Benjamin Smith, Deborah Sanderson and Michael Pushard.

Members of the public present included Scott Tilton, Lee Burns, Maria Jacques, Andrea Smith, Scott Brooke, Judy Williams, Molly Alexander, Sheri Truman, Tanya Condon and Dickie Condon.

The Pledge of Allegiance was recited

**II. Public Comment on items not part of the agenda:**

**Tonia Burns (CEO)** – requested that the Selectmen consider having the Planning Board develop an ordinance to address the increase in the use of Tiny Houses and camper trailers as permanent residences.

**Molly Alexander** – reminded those in attendance of the July 17 set up and escort of “The Wall That Heals” taking place at the Chelsea Town Office at 3PM.

**Tanya Condon** – asked about the status off her Freedom of Information Act request. To date she has not received a response regarding the estimated cost to fulfill her request or the receiving of any requested documents.

**III. Adjustments to the agenda: None**

**IV. Consent Agenda:**

- A. Approval of Accounts Payable Warrant # 60 in the amount of \$ 8,447.71
- B. Approval of Payroll Warrant # 01 in the amount of \$ 7,180.39
- C. Approval of Accounts Payable Warrant # 02 in the amount of \$ 20,308.51
- D. Approval of June 27, 2018 Selectboard Meeting Minutes

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

A motion was made by Pushard that was seconded by Smith to approve Consent Agenda Item D as presented. The vote was unanimous.

**V. Scheduled Items:**

**A. New Business:**

**1. Board Organization for 2018-19**

**a. Selection of Board Chair and Vice Chair**

A motion was made by Pushard that was seconded by Smith to nominate Deborah Sanderson to position of Board Chair.

A motion was made by Smith that was seconded by Sanderson to nominate Michael Pushard to position of Board Chair.

A motion was made by Smith that was seconded by Sanderson to close nominations.

The vote was 2 – 0 – 1 (Sanderson) to elect Deborah Sanderson Chair of the Board.

A motion was made by Smith that was seconded by Sanderson to nominate Michael Pushard to the position of Board Vice Chair

A motion was made by Smith that was seconded by Sanderson to close nominations.

The vote was 2 – 0 – 1 (Pushard) to elect Michael Pushard Vice Chair of the Board.

**b. Establish Meeting dates and times**

A motion was made by Smith that was seconded by Pushard to schedule Board meeting for the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month at 6:30PM beginning July 26, 2018

**c. Ad Hoc Committee Representation**

There are currently three Ad Hoc Committees that have a Board member serving on them. The Committees include: Solid Waste, Economic Development and Conservation Committee.

By consent it was agreed that Deb Sanderson would represent the Board on the Economic Development Committee and Michael Pushard would represent the Board on the Solid Waste Committee. A representative on the Conservation Committee would be considered at a future meeting.

**A. New Business:**

**1. Board Organization for 2018-19**

**d. Board Goals and Expectations**

Without working out the details the following goals were suggested by Board members:

Withdrawal from RSU #12

Lower the mil rate

Extending water and sewer services to Chelsea to enable economic development

**2. Boards and Committees Appointments – One-year Term**

**a. Planning Board – Need 4**

Henry Mastrianno

Palmer Sargent

Maria Jacques

Andrea Smith

Sheri Truman

A motion was made by Smith that was seconded by Pushard to appoint Maria Jacques and Andrea Smith to the Planning Board for a term expiring June 30, 2019. The vote was unanimous.

A motion was made by Pushard that was seconded by Sanderson to appoint Sheri Truman to the Planning Board for a term expiring June 30, 2019. The vote was 2 – 1 (Smith).

A motion was made by Pushard that was seconded by Sanderson to appoint Henry Mastrianno to the Planning Board for a term expiring June 30, 2019. The vote was unanimous.

**V. Scheduled Items:**

**A. New Business:**

**b. Budget Committee - Need 6**

Marion Bowman

Scott Brooke

Sheri Truman

Edwin West

Elizabeth Jean

A motion was made by Smith that was seconded by Pushard to appoint Marion Bowman, Scott Brooke, Sheri Truman, Edwin West, and Elizabeth Jean to the Budget Committee for a term expiring June 30, 2019. The vote was unanimous.

**V. Scheduled Items:**

**A. New Business:**

**c. Board of Assessment Review – Need 5**

Scott Brooke  
Edwin West  
Peter Hanson  
Tanya Condon

A motion was made by Smith that was seconded by Pushard to appoint Scott Brooke, Edwin West, Peter Hanson and Tanya Condon to the Board of Assessment Review for a term expiring June 30, 2019. The vote was unanimous.

**V. Scheduled Items:**

**A. New Business:**

**d. Board of Appeals – Need 5**

Marion Bowman  
Robert Drisko  
Tanya Condon

A motion was made by Smith that was seconded by Pushard to appoint Marion Bowman, Robert Drisko and Tanya Condon to the Board of Assessment Review for a term expiring June 30, 2019. The vote was unanimous.

**3. Boards and Committees Appointments – Multiple year Terms**

**a. Cemetery Committee – Need 3**

Judy Mastrianno – Three-year term  
Robert Edgerton – One Year Term

A motion was made by Smith that was seconded by Pushard to appoint Judy Mastrianno to the 3 year Cemetery Committee term and Robert Edgerton to the 1-year term. The vote was unanimous.

**4. Assist Planning Board in determining the need to develop new ordinances or amend existing ordinances**

The Board discussed the need to update and create new land use ordinances in town. A preliminary list of ordinances that the Board instructed the Planning Board to review and improve includes: Minimum Lot Size, Certificate of Occupancy and Tiny Homes and Camper Trailer Use. No formal action was taken.

**V. Scheduled Items:**

**A. New Business:**

**5. MMA LPC Official Ballot**

The Board reviewed the ballot and the nomination for the MMA LPC.

A motion was made by Smith that was seconded by Pushard to vote for Nate Rudy and Rita Moran to represent District 14 on the LPC. The vote was unanimous.

**B. Old Business: None**

**VI. Legal:**

**A. Contracting with “The Write Approach” for Website, Newsletter and Grant Writing services**

The Board reviewed the proposed hiring of “The write Approach” to assist in Grant Writing, Newsletter Preparation and Website Improvements. The item was tabled to July 26 meeting.

**B. Contract with KVCOG for TIF Revolving Loan Fund services**

The Board reviewed the proposed hiring of KVCOG to provide RLF Loan services. The item was tabled to July 26 meeting.

**VII. Written Communication:**

- A. The Board reviewed a letter from Charter Communication dated June 28, 2018
- B. The Board reviewed a letter from Charter Communication dated June 29, 2018
- C. The Board reviewed the Code Enforcement Officer Report for June 2018
- D. The Board reviewed a Notice from Maine Municipal Health Trust dated June 25, 2018
- E. The Board reviewed the Treasurer Report on Investments dated June 30, 2018
- F. The Board reviewed a memo from MMA concerning Property and Casualty Insurance Renewal

**VIII. Verbal Communication:**

- A. **Town Manager** – None
- B. **Chelsea’s RSU #12 Representative** - None
- C. **Boards and Committee** – None

**D. Board of Selectmen/Assessors –**

**Mr. Smith** – None

**Mr. Pushard** – requested that someone at Togus VA be contacted about patching another pothole on their section of the Hallowell Road near Togus Road

**Ms. Sanderson** – None

**IX. Executive Session: None**

**X. Adjournment:**

A motion was made by Smith that was seconded by Pushard to adjourn the meeting. The vote was unanimous. Sanderson declared the meeting adjourned at 8:11PM.

Approved by the Board of Selectmen on July 26, 2018.

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Deborah Sanderson

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Michael Pushard

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Benjamin Smith