

**Town of Chelsea
Board of Selectmen Minutes
July 26, 2018
Regular Meeting
Chelsea Town Office**

I. Call to order:

Selectmen present included Benjamin Smith, Deborah Sanderson and Michael Pushard

Members of the public present included Scott Tilton, Judy Williams, Linda Weston, Deb Violette, Molly Alexander, Ron Goodheart, Carol Belanger, Tonia Burns, Lee Burns and Rick Danforth.

The regular meeting was called to order at 6:33PM by Sanderson.

The Pledge of Allegiance was recited

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

Ron Goodheart, business owner, was present to answer questions regarding his need for a License from the Chelsea to install utility poles and lines within the 25' buffer of Chelsea Heights Cemetery to service the electrical needs of his business. Mr. Goodheart expressed a willingness to work with the town. The license will be prepared by Mr. Goodheart's attorney with the assistance of the Town's attorney. The plan is to have a draft for the Selectboard to review at their August 9, 2018 meeting.

III. Adjustments to the agenda: NONE

IV. Consent Agenda:

- A. Approval of Accounts Payable Warrant # 03 in the amount of \$236,930.03
- B. Approval of Payroll Warrant # 04 in the amount of \$13,432.80
- C. Approval of July 11, 2018 Selectboard Meeting Minutes

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

V. Scheduled Items:

A. New Business:

1. Board Organization for 2018-19
 - a. Ad Hoc Committee Representation – Conservation Committee

Mr. Smith agreed to represent the Selectboard on the Conservation Committee

- b. Board Goals and Expectations – Schedule Workshop

A goal setting workshop was scheduled for August 2, 2018 at 6:30PM at the Town Office

- c. Designate Seacoast Security First Responder

Mr. Smith agreed to be the Seacoast Security Alarm first responder in the event of an alarm being triggered at the Town Office.

2. Annual Review and Adoption of Town Policies

The Selectboard provided an annual review of Chelsea Policies.

A motion was made by Smith that was seconded by Pushard to approve the following policies for 2018-19: Treasurer's Disbursement Warrants for State Fees, Treasurer's Disbursement Warrants for Employee Wages and Benefits, Tax Receipting, Investment, Credit Card Acceptance. The vote was unanimous.

3. Tax Bill Insert

The Board discussed the need to provide an informational insert with the tax bills. There was agreement that one should be included and that Deb Sanderson would take on the task of creating it.

4. Community Celebration – Input and Ideas

The Manager requested ideas from the Board on events they would like to conduct in Chelsea. The Manager wanted the Board to take a more active role in organizing an event. Board members agreed to help get an event started.

5. Boards and Committees Appointments – Multiple year Terms
 - a. Cemetery Committee – Need 1 – 3yr Term
Jani Clark

A motion was made by Smith that was seconded by Pushard to appoint Jani Clark to a 3-year term on the Cemetery Maintenance Committee. The vote was unanimous.

6. Confirmation of Appointments by Town Manager

A motion was made by Smith that was seconded by Pushard to confirm the following appointments made by the Town Manager: Gretchen Patrick – ACO, Tonia Burns – CEO, LPI, LHO and E911 Officer, Paul Mitnik – Alternate LPI, Lee Burns – Sexton, Sheila McCarty – Town Clerk, PIO, Dep. Tax Collector, Dep. Treasurer and Dep. GA Administrator. Shawn Ramage – EMD and Sheila McCarty – BMV, Dog and MOSES Agent. The vote was unanimous.

7. MMA Annual Election Ballot

The Board reviewed the MMA Municipal Election Ballot

A motion was made by Smith that was seconded by Pushard to designate the Town Manager to cast the ballot vote on behalf of Chelsea. The vote was unanimous.

B. Old Business:

1. Action on Chelsea Food Bank 2018-19 funding request

The Representative of the Chelsea Food Bank were unable to attend the meeting. No action was taken

VI. Legal:

A. Discussion with CEO regarding interpretation of the Minimum Lot Size Ordinance Road Frontage requirement

The CEO was present to clarify for the Public and the Board the road frontage requirements in the Minimum Lot Size Ordinance. No action was taken.

B. Action on Land Use Violation – 355 Hallowell Road

The CEO was present to discuss a violation of the Certificate of Occupancy Ordinance. In conjunction with the issuance of the certificate it was agreed by the owner, Linda Weston, that the second residence on the same property would be removed after occupancy of the new home. Ms. Weston explained her revised plans for removal of the old home and requested more time. By consensus the Board postponed enforcement of the ordinance until the Fall

C. 2018-19 High School Bussing Contract with RSU #12

The Manager presented the Board with the RSU 12 Bus Contract for their review. A motion was made by Smith that was seconded by Pushard to enter into a contract with RSU to provide HS Bus Services for the 2018-19 school year. The vote was unanimous.

- E. Contract with KVGOC for TIF Revolving Loan Fund services.

There was further discussion on contracting with KVCOG to provide Revolving Loan Fund administration for Chelsea. No action was taken.

VII. Written Communication:

- A. The Board reviewed the Town Clerk Report for June 2018

VIII. Verbal Communication:

A. Town Manager – The Manager provided the Board with information on various activities underway in Chelsea.

B. Chelsea’s RSU #12 Representative – NONE

C. Boards and Committee – NONE

D. Board of Selectmen/Assessors –

Mr. Smith – None

Mr. Pushard – Expressed concern about the mess left at Butternut Park following the Hallowell Days Fireworks display.

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 8:37PM.

Approved by the Board of Selectmen on August 9, 2018.

Deborah Sanderson

Michael Pushard

Benjamin Smith