

**Town of Chelsea
Board of Selectmen Minutes
August 23, 2018
Regular Meeting
Chelsea Town Office**

I. Call to order:

The regular meeting was called to order at 6:30M by Sanderson.

Selectmen present included Benjamin Smith, Deborah Sanderson and Michael Pushard

Members of the public present included Scott Tilton, Cindy Clyatt, Jim Clyatt, Dolly Lothrop, Sheri Truman, Hank Mastrianno, Judy Mastrianno, Rick Danforth, Richard Cote, Judy Williams, Molly Alexander, Deborah Johnson – DECD, Maria Jacques and Carol Belanger.

The Pledge of Allegiance was recited

II. Public Comment on items not part of the agenda: NONE

III. Adjustments to the agenda:

Move the following to before the Consent Agenda

- VI. Legal A. VOA CDBG Funding Request**
- V. Old Business B. 1. Review and Approve the Chelsea Food Banks Funding Request**
- V. Old Business B. 3. Production of Paper and Electronic Newsletter**
- VIII. Verbal Communication B. Chelsea RSU #12 Représentatives Report**
- VI. Legal E. Commitment of 2018-19 Property Taxes**

VI. Legal:

A. VOA CDBG Funding Request

Deborah Johnson was at the meeting to explain to the Selectboard and members of the public the request recently made to the Town form the VOA-Cabins in the Woods Project. The VOA needs to borrow up to \$400,000 to finish construction of all 21 cabins. The funds being requested are borrowed by Chelsea on behalf of the VOA. The funds are passed through Chelsea for the VOA with no debt or cost incurred by Chelsea

A motion was made by Smith that was seconded by Pushard to authorize the Town Manager on behalf of the Town to complete the required CDBG documents, coordinate funding and disburse up to \$400,000 to the VOA as needed. The vote was unanimous.

V. Scheduled Items:

B. Old Business:

1. Review and Approve the Chelsea Food Banks Funding Request

Representatives from the Chelsea Food Bank explained to the Selectboard their mission and operational principles. The funds being requested are essential to their services and feeding the families from Chelsea and the surrounding areas.

A motion was made by Smith that was seconded by Pushard to approve the Chelsea Food Bank receiving \$1000 from Chelsea towards purchasing food and operations. The vote was unanimous.

3. Production of a Paper and Electronic Newsletter

No action was taken. The item was tabled to a future meeting.

VIII. Verbal Communication :

- B. Chelsea's RSU #12 Representative** – Rick Cote presented the Selectboard with a report on some of the issues the RSU #12 Board of Directors are working on.

VI. Legal:

E. Commitment of 2018-19 Property Taxes

The Selectboard were presented with options regarding the amount of the mil rate which could be used to commit taxes. The Selectboard expressed concern that the mil rate could exceed .02000 mils. This to them was not acceptable. It was decided to use \$150,000 of UFB to lower the rate.

A motion was made by Pushard that was seconded by Smith to set the mil rate at .01995 and to commit taxes to the tax collector for collection. The vote was 2 – 1 (Sanderson).

IV. Consent Agenda:

- A. Approval of Payroll Warrant # 07 in the amount of \$7,621.48
- B. Approval of Accounts Payable Warrant # 08 in the amount of \$180,509.11
- C. Approval of August 9, 2018 Selectboard Meeting Minutes
- D. Approval of August 9, 2018 Board of Assessors Meeting Minutes
- E. Approval of August 16, 2018 Board of Assessors Meeting Minutes

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

V. Scheduled Items:

A. New Business:

1. Clarification of Planning Board Organization and Member Voting

The Town Manager presented the Selectboard with a Legal Opinion from MMA regarding the relationship between the section of the Charter that establishes and defines the Planning Board and an older ordinance which established a Planning Board. According to the opinion the language in the Charter supersedes the previous organizational language regarding prior Boards and Committees.

2. Review and Approval of the Town Attorney Contact Policy.

A policy for who may contact the Town Attorney was adopted by the Selectboard in 2012. The Manager and the current Selectboard reviewed the policy and no changes were made. No formal action was taken

3. Review, discussion and possible modification of the hours the Town Office is open to the public.

The Manager presented various scenarios regarding the hiring a part time person and the expansion of office hours or keeping the hours the same but still hiring a part time person to assist in providing more time regular staff time to complete existing work. The scenarios were reviewed by the Selectboard. No formal action was taken.

4. Board of Selectmen Annual Appointments

- a. Shawn Ramage – Chelsea Fire Department Chief
- b. Shawn Ramage – Gardiner Ambulance Advisory Board.

A motion was made by Pushard that was seconded by Smith to appoint Shawn Ramage to the Chelsea Fire Chief and the Gardiner Ambulance Advisory Board positions for the 2018 – 19 fiscal year. The vote was unanimous.

- c. Michael Nicholas – Gardiner Ambulance Advisory Brd. Alternate

A motion was made by Pushard that was seconded by Smith to appoint Michael Nicholas to the Gardiner Ambulance Advisory Board Alternate positions for the 2018 – 19 fiscal year. The vote was unanimous.

5. Ad Hoc Committee Appointment

- a. Carl Merrill – Conservation Committee

A motion was made by Pushard that was seconded by Smith to appoint Carl Merrill to the Ad Hoc Conservation Committee. The vote was unanimous.

6. Ad Hoc Committee Appointment
RSU #12 Withdrawal Exploration Committee

Selectboard members nominated the following residents to the committee:
Dick Condon, Henry Truman, Sheri Truman and Rick Danforth

A motion was made by Smith that was seconded by Pushard to appoint Dick Condon, Henry Truman, Sheri Truman and Rick Danforth to the Ad Hoc RSU #12 Withdrawal Exploration Committee. The vote was unanimous.

7. Sending out an Ambulance Service RFP discussion

There were talks during budget season about sending out an RFP to contractors to provide ambulance services to Chelsea. The increase in the cost to contract with Gardiner Fire was the major reason. After discussion and reviewing the objections of the Fire Chief no action on this matter was taken.

8. 2018-19 Winter Sand resident distribution method

The Manager and the Selectboard discussed how to most effectively supply winter sand to residents. The two options discussed were the purchase of a storage building and placement of five-gallon bucket in the building at the Town Office or construction of container for placement of sand for the public to fill their own buckets. No action on this matter was taken.

B. Old Business:

2. Sound Quality Upgrades to the Chelsea Elementary School sound system

The Manager presented the Selectboard with a price to purchase 4 microphones, 4 stands and cables to use with the sound system at the Elementary School. The price was a little over \$1,700 and included installation. No action on this matter was taken.

VI. Legal:

B. Review and Approve the 2017-18 Municipal Budget Carry Forwards to 2018-19

The manager reviewed with the Selectboard the expenses in the 2017-18 Budget that could be eligible to carry forward to fund projects not completed.

A motion was made by Smith that was seconded by Pushard to approve the following 2017-18

Carry Forwards: Administration (Repairs and Maintenance) \$4,700

Winter Roads (Winter Sand and Salt) \$8,100

Cemetery/Parks (Maintenance Other) \$6,400

The vote was unanimous.

C. Review and Approve the Funding Source of 2017-18 Overdrafts
The Manager reviewed with the Selectboard two accounts that were over expended in the 2017-18 Budget. The two accounts are Insurance by \$118.06 and Street Lights by \$180.33
It was decided to use the remaining balance in the Selectboard Contingency Fun to cover the over expenditures. No formal action was taken.

D. Review of Everest Infrastructure Services offer to acquire the lease to the cell tower
The Selectboard discussed the offer from Everest Infrastructure Partners to acquire Chelsea lease to the cell tower. The Selectboard reviewed the current terms of the original lease and have decided at this point to ask the Court to obtain a Declaratory Judgement and reopen the terms of the lease. No formal Action was taken.

VII. Written Communication:

- A. The Selectboard reviewed a letter from Sharon Burns dated August 10, 2018
- B. The Selectboard reviewed a letter from Time Warner Cable dated August 15, 2018
- C. The Selectboard reviewed the Deputy Clerks Report for July 2018

VIII. Verbal Communication:

- A. **Town Manager** – NONE
- C. **Boards and Committee** – NONE
- D. **Board of Selectmen/Assessors** –

Mr. Smith – NONE

Mr. Pushard – requested that the Manager reach out to the new owners of the former Senior Citizens Building about starting a food bank.

Ms. Sanderson – NONE

IX. Executive Session:

- A. Executive Session to discuss a confidential matter in accordance with 1 MRSA § 405(6)(F)
A motion was made by Pushard that was seconded by Smith to go into executive session to discuss a confidential matter in accordance with 1 MRSA § 405(6)(F). The vote was unanimous. In at 8:42PM.

A motion was made by Smith that was seconded by Pushard to come out of executive session. The vote was unanimous. Out at 8:56PM.

A motion was made by Smith that was seconded by Pushard to abate the 2017 - 2018 Property taxes of Edward Austin in the amount of \$2,314.81 plus costs and interest.

The vote was unanimous.

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 8:57PM.

Approved by the Board of Selectmen on September 13, 2018.

Deborah Sanderson

Michael Pushard

Benjamin Smith