

**Board of Selectmen Meeting**  
**Thursday November 29, 2018**  
**6:30PM**  
**Chelsea Town Office**

**I. Call to regular meeting to order:**

Selectboard present included Michael Pushard, Deborah Sanderson and Benjamin Smith

The meeting was called to order at 6:31PM by Sanderson.

Members of the public present included Scott Tilton, Jane Lafleur, Marion Bowman, Richard Cote, Carol Belanger and Molly Alexander

**The Pledge of Allegiance was recited**

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

**III. Adjustments to the agenda:**

**Move VIII Verbal B. Sheepscot Valley RSU #12 Representative to before the Consent Agenda**

**VIII. Verbal Communication:**

**B. Sheepscot Valley RSU #12 Representative** – Richard Cote presented the Selectboard with a report covering enrollment information, November CES Principal's Report and Items under discussion and deliberation at the latest RSU #12 Board Meetings.

**IV. Consent Agenda:**

- A. Approval of Accounts Payable Warrant # 23 in the amount of \$6,285.71
- B. Approval of Payroll Warrant # 24 in the amount of \$8,250.02
- C. Approval of Accounts Payable Warrant # 25 in the amount of \$19,554.94
- D. Approval of Payroll Warrant # 26 in the amount of \$7,649.80
- E. Approval of November 11, 2018 Selectboard Meeting Minutes

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

## **V. Scheduled Items:**

### **A. New Business:**

#### 1. Introduction of the Community Heart and Soul Program

Jane Lafleur, Community Heart and Soul Coach, presented the Selectboard with information on the Community Heart and Soul Program. The program is primarily volunteer driven. The Selectboard asked several questions and were receptive to supporting a Community Heart and Soul effort in Chelsea. There would be more discussion at the next Selectboard meeting. Jane Lafleur agreed to send the Selectboard more information on volunteer roles and the next steps in the formation of program in Chelsea.

#### 2. Town Report Dedication Ideas

The Manager requested the Selectboard begin to think about a Town Report Dedication. The production of the report will begin in February. The dedication portion needs to be decided early so that information on the honoree can be completed by the submission deadline.

#### 3. Spirit of America Volunteer Recipient Ideas

The Manager requested the Selectboard begin to think about a Spirit of America Volunteer Recipient. Chelsea has participated in this program for a long time. The recipient can be decided any time. The award(s) is presented at the Annual Town Meeting.

#### 4. 2019-20 Employee Wage and Benefits Plan Discussion

The Manager provided the Selectboard with a draft of the plan. This year's plan contained more details on the history of Full and Part time employees Pay. There was discussion on increases and adjustments to benefits. Final numbers and details would need to be worked out during the budget deliberations.

#### 5. Resident Sand Distribution Policy

The Manager presented the Selectboard with a draft Salt/Sand Shed Public Use Policy. The Policy was reviewed and changes recommended to make the policy more and to lessen the towns liability should injury or death occur while a resident is on town property. The recommended changes will be made and the policy finalized at a future meeting

**B. Old Business:**

1. Approval of 6 Month Contract with Town Hall Streams

The Selectboard reviewed the six-month contract with Town Hall Streams to live stream meetings from the Town Office. The meetings would also be archived for viewing at any time for up to five years. There would be no limit on the number of meetings that could be streamed per month.

A motion was made by Pushard that was seconded by Smith to authorize the Town Manager to enter into a six-month contract beginning January 1, 2019 with Town Hall Streams. The vote was unanimous.

2. Update on Regional Dispatch Services by Fire Department

There are changes coming to the agency that dispatches the Kennebec Sheriff Department. That change and how it may affect the cost of dispatching services to Chelsea as well as the agency that will dispatch Chelsea Fire and Rescue calls needs to be reviewed. The update will need to be delayed to another meeting when someone from the Chelsea Fire Department can attend.

3. Approve a Town Office and Meeting Schedule for December

The Selectboard reviewed the meeting schedule for December. By consensus it was decided to hold a Selectboard Meeting on December 13 and not meeting on December 27.

The Selectboard then reviewed the request from the Manager to close the Town Office at 12:30PM on Friday December 21, so that staff could have more time with their families. By consensus the it was decided to close the Town Office in Friday December 21 at 3PM. The public would be informed of both schedule changes.

**VI. Legal:**

**A. Real Estate Tax Abatement**

1. Richard Saulnier – Map 15 Lot 57MH – Corrective Abatement

Prior to April 1<sup>st</sup> 2016, the trailer being assessed was removed from Chelsea.

a. A motion was made by Pushard and seconded by Smith to approve a 2019 corrective abatement for (Acct# 1617) Map 15 Lot 57MH for the assessed value of 18,110 and \$361.29 in taxes. The vote was unanimous.

b. A motion was made by Pushard and seconded by Smith to approve a 2018 corrective abatement for (Acct# 1617) Map 15 Lot 57MH for the assessed value of 18,110 and \$354.59 in taxes. The vote was unanimous.

c. A motion was made by Pushard and seconded by Smith to approve a 2017 corrective abatement for (Acct# 1617) Map 15 Lot 57MH for the assessed value of 18,110 and \$327.79 in taxes. The vote was unanimous.

**B. Revised MMA Attorney Contact Letter**

The Manager provided the Selectboard with the final changes to the MMA Legal Services authorization. The revised letter provides unlimited access to advice to the Sexton and limited access to members of committees and boards other than the Chair.

**VII. Written Communication:**

- A. The Selectboard reviewed a programming notice from Spectrum Cable
- B. The Selectboard reviewed the Deputy Clerk's Report for October 2018
- C. The Selectboard reviewed a notice from MDOT regarding an Overlay project on Rte. 17
- D. The Selectboard reviewed an update from MMA regarding Cable Franchise fees and Small Cell Antennas.
- E. The Selectboard reviewed a notice from MMEHT regarding coverage changes and premium increases.
- F. The Selectboard reviewed the Treasurers Report as of November 29, 2018
- G. The Selectmen reviewed the Town Manager Report.

**VIII. Verbal Communication:**

**A. Town Manager** – highlights on important matters in the written Managers report were provided to the Selectboard

**C. Boards and Committee – NONE**

**D. Board of Selectmen/Assessors –**

**Mr. Pushard** – an update on the upcoming Christmas Festivities on December 8 was share with the Selectboard. Mike asked what if anything was going to be done to extend office hours to Mondays. He asked if it was possible for the Selectboard to have access to the live CCTV feed at the Town Office. He expressed his pleasure with the number of baskets that were provided to Chelsea residents at Thanksgiving. He requested the more information be obtained regarding the \$360K the Town owed to the RSU for upgrades at CES

**Mr. Smith – NONE**

**Ms. Sanderson – NONE**

**IX. Executive Session: NONE**

**X. Adjournment:**

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

Approved by the Board of Selectmen on December 13, 2018

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Deborah Sanderson

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Michael Pushard

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Benjamin Smith