



**Agenda
April 12, 2023
Chelsea Town Office
Board of Assessors
6:00PM**

Present: Chair Michael Pushard, Vice-chair Sheri Truman, Town Manager Christine Landes
Absent: Selectboard Member Jason Mills

I. Call Meeting to Order | Pledge of Allegiance

II. Consider Abatement Request

a. Map 06 Lot 144 | Account #585

Town Manager Landes explained that the account had been deleted in 2020, however for tax year 2023 it was reopened in error. The amount to be abated was \$414.09.

Action: Chair Pushard motioned to approve the abatement for account 585 in the amount of \$414.09. Vice-chair Truman seconded. No discussion. 2-0-0.

III. Adjourn

Action: Chair Pushard motioned to close the Assessor's meeting at 6:05pm. Vice-chair Truman seconded. No discussion. 2-0-0

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

I. Call Meeting to Order

Chair Pushard opened the meeting at 6:05pm.

II. Public Comment on Items Not on Agenda

A Girl Scout Leader spoke to the board regarding some proposals to clean Butternut Park and make some improvements to the park that included painting and planting flowers along with placing a doggy-doo station. Bird and squirrel feeders were also proposed along with swings. A picnic shelter was also proposed by the girls. Chair Pushard praised them for attempting to improve the park. A resident from Ferry Road submitted a letter opposing bird feeders and painting of the rocks. She was fine with bird houses. Chair Pushard asked that Selectboard member Mills be present before any decisions are made. He was afraid that some of the actions would encourage 'bad elements' to vandalize and place graffiti on the rocks. Vice-chair Truman suggested that maybe small rocks could be painted to place along the trail and build fairy houses along the trail. Chair Pushard suggested that the conservation committee also be consulted. At this time no decision was made.

III. Public Hearing

None

IV. Adjustments to the Agenda

None

V. Approval Consent Agenda Items

- A. A/P Warrant #52 in the amount of **\$18,805.74**
- B. Payroll Warrant #53 in the amount of **\$9,074.88**
- C. Payroll Warrant #54 in the amount of **\$3,120.37**
- D. A/P Warrant #55 in the amount of **\$30,771.52**
- E. Payroll Warrant #56 in the amount of **\$3,811.90**
- F. A/P Warrant #57 in the amount of **\$277,579.33**
- G. Payroll Warrant #58 in the amount of **\$4,491.81**
- H. Minutes of March 8, 2023 Meeting

Added to the consent agenda was payroll warrant #59 in the amount of \$5,043.38 and A/P warrant #60 in the amount of \$26,090.87.

Action: Chair Pushard motioned to approve the consent agenda items as presented with items I & J added. Vice-chair Truman seconded. No discussion. 2-0-0.

VI. Scheduled Items

A. New Business:

1. Discuss and Consider Approval of Dangerous Building Order/Agreement for:

- a. 10 Searls Mill Road

The Town Manager spoke of the proposed agreement available in the board's package. Mr. Cherrette has obtained a building permit and agreed to the terms specified in the proposed agreement. The board was asked to grant permission to allow the Town Manager to sign the agreement with the owner and table any further action until January 2024.

Action: Chair Pushard motioned to allow the Town Manager to enter into an agreement with ABC Fuel aka Olin Cherrette and to table the consideration of the dangerous building action until January 2024. Vice-chair Truman seconded. No discussion. 2-0-0. (The Town Manager was asked to double check a lien that appears to be on the property from taxes in the past.)

2. Open and Consider Bids to Possibly Award Roadside Mowing Project for Two-years

The Town Manager explained that only one bid was received. The bid was from Excalibur aka Tony Berry in the amount of \$2,850 for 2023 and \$2,850 for 2024 for a total of \$5,700.00.

Action: Chair Pushard motioned to award the bid to Excalibur for two years to handle the roadside mowing for the Town of Chelsea. Vice-chair Truman seconded. The only comment was to the frequency of mowing. It is only performed once a year. No discussion. 2-0-0.

3. Open and Consider Bids to Possibly Award Road Grading Project for Two-years

There were two bids submitted. One from Hagar Enterprises and one from Willett Family Construction. Due to the difference in details the Town Manager will review with parties that submitted bids and return with information at the May meeting. Birmingham and Patterson Road needs to be added to the list.

Action: Chair Pushard motioned to postpone the grading bid award until the May 10, 2023 meeting. Vice-chair Truman seconded. No discussion. 2-0-0.

4. Award Road Sweeping to Ellis Construction under Procurement Policy

The Town Manager explained that Ellis Construction has typically performed the sweeping due to preferred services and past history of Ellis Construction performing the job.

Action: Chair Pushard motioned to award the road sweeping to Ellis Construction in the amount of \$7,900.00. Vice-chair Truman seconded. No discussion. 2-0-0.

5. Discuss and Consider Congressionally Directed Spending Application

This agenda item was an opportunity to alert the board that the Town Manager submitted a congressionally directed spending application (with Chair Pushard's approval) in the amount of \$2.5M grant. The Town Manager asked for approval for the submission of this grant application.

Action: The Board gave their approval to the submission of the grant application.

6. Discuss and Consider Solar Project Building Permit with Ongoing Moratorium

The Town Manager explained that when the original moratorium was drafted the intent was to exclude the two projects that had already submitted applications and were in the process. It is unsure if it was disclosed at the time of approval. The board could allow the companies that were in process to obtain their building permits because that was the original intent. The Town Manager asked the board to direct her to allow the Code Enforcement Officer to issue the building permits for the two companies. Colin Sexton and Ben Smith were there to represent Blue Wave Solar. The Town Manager explained that the approval would be what was granted under the original approved application and not any modifications. Blue Wave Solar asked if it would be possible to have some technical modifications. The Town Manager stated that a letter was submitted stating that there was not going to be changes. Ben Smith stated that the project needs to adjust for a setback requirement and avoid a leach field. The Town Manager told the board that the decision needs to rest with the board. The Smith Road has no changes. The building permit has not been obtained. There was no time limit on when that permit was to be obtained. Vice-chair Truman felt that the previous Town Manager had a lot of information that may not have been relayed to the Board. Chair Pushard felt that there should be a full board and the town's attorney present. Numerous attendees felt that the absent board member shouldn't be voting as family members own the lot. Chair Pushard wants to make sure the process is applied correctly. Novel Energy spoke briefly on time constraints on delaying any decision of the proposed projects.

Action: Chair Pushard motioned to allow the Town Manager to direct the CEO to issue the building permit to Novel Energy and BlueWave Solar, subject to minor technical modifications not inconsistent with original town ordinances that approval was originally granted under. Vice-chair Truman seconded. No discussion. 2-0-0.

7. Consider Request for Funding from Johnson Hall

The Town Manager advised the board that Johnson Hall was submitting a request for funding in the amount of \$5,000. Chair Pushard feels that all taxpayer money should stay in the town.

Action: Chair Pushard motioned to deny the funding request. Vice-chair Truman seconded. No discussion. 2-0-0.

8. Discuss and Consider Agreement from Department of Public Safety

This agenda item just briefed the board on the requirement to pay PSAP fees for dispatch (Department of Public Safety).

Action: Chair Pushard motioned to allow the Town Manager to sign the agreement for amounts stated. Vice-chair Truman seconded. No discussion. 2-0-0.

9. Discuss and Consider Tax Warrant for FY2024 from Kennebec County

This agenda item just briefed the board on the FY2024 Kennebec County Tax Assessment.

Action: None taken- board generally approved to the agreement.

10. Accept Intern Grant in the Amount of \$3,000 from Maine Municipal Association

The Town Manager advised the board that the town was a recipient of a grant in the amount of \$3,000 to help fund the intern.

Action: Chair Pushard motioned to accept the \$3,000 grant from the Maine Municipal Association to help fund the intern. Vice-chair seconded. No discussion. 2-0-0.

11. Discuss and Consider End of Fiscal Year Early Closure

Town Manager Landes also asked to add election day, June 13, 2023 to the closure day list due to staff being at the election all day.

Action: Chair Pushard motioned to approve closure of the office on June 13, 2023 for election and June 30, 2023 at 2:30 for end of year. Vice-chair seconded. No discussion. 2-0-0.

12. Adopt Proclamation for Municipal Clerks Week April 30- May 6, 2023

Action: Chair Pushard motioned to adopt the proclamation for Municipal Clerks Week April 30-May 6, 2023. Vice-chair seconded. No discussion. 2-0-0.

13. Review Updated Proposed Changes and Budget Committee Recommendations to FY2024 Budget Prior to Public Hearing

Action: The board reviewed the updated proposed changes and budget committee recommendations for the proposed FY2024 budget. A public hearing will be held on 4/26/2023.

B.Old Business

VII. Legal

A. NONE

VIII. Written Communication

A. Town Manager Report

The Town Manager reviewed her written submitted report. A thank you note was also read from the Good Shepard Food Bank (Backpack Program). An expense report was reviewed with the whole budget being at 78%. Six accounts were foreclosed on for taxes. The office has been 'cleaned-up' by volunteers with many thanks. The accident to the back wall of the office has had an insurance close-out. A joint bid for salt was received along with culverts.

B. Town Clerk Report

C. Code Enforcement Report

D. Animal Control Report

IX. Verbal Communication

A. SVRSU #12 School Board

School Board member Danforth updated the board on happenings with the school budget. Adjusting numbers will be forthcoming with most of the increase coming from high school tuition.

B. Boards and Committees

Dot Grady from Age Friendly briefed the board on actions by the committee. She also updated on the 175th Celebration planning. She also briefed the board on some plans for Butternut Park.

C. Municipal Officers/Assessors Comments and Concerns

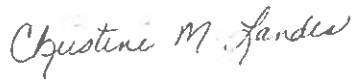
X. Executive Session

A. None

XI. Adjournment

Action: Chair Pushard motioned to adjourn. Vice-chair Truman seconded. No discussion. 2-0-0.
Adjourned at 7:42pm.

Respectfully submitted:



Christine M. Landes, Town Manager



Chair Michael Pushard



Vice-chair Sheri Truman



Selectboard Member Jason Mills

A true copy attest:



Cheryl Mitchell, Town Clerk