



Agenda
Selectboard Meeting
January 11, 2023
Chelsea Town Office
Regular Meeting
6:30PM

Present: Chair Michael Pushard, Vice-chair Sheri Truman, Selectboard member Jason Mills, and Town Manager Christine Landes.

I. Call Meeting to Order | Pledge of Allegiance

Chair Pushard called the meeting to order at 6:00pm.

II. Public Comment on Items Not on Agenda

None

III. Public Hearing:

A. None

IV. Adjustments to the Agenda

None

V. Approval Consent Agenda Items:

- A. Payroll Warrant #35 in the amount of **\$15,675.91**
- B. A/P Warrant #34 in the amount of **\$19,702.29**
- C. A/P Warrant #36 in the amount of **\$9,451.99**
- D. A/P Warrant #37 in the amount of **\$12,840.43**
- E. Payroll Warrant #38 in the amount of **\$8,477.47**
- F. A/P Warrant #39 in the amount of **\$285,155.82**

- G. Minutes of November 30, 2022 Meeting
- H. Minutes of December 15, 2022 Meeting
- I. Minutes of December 28, 2022 Meeting (None/lack of a quorum)

Action: Vice-chair Truman motioned to approve the consent agenda items A-I as read. Selectboard member Mills seconded. No discussion. 3-0-0.

VI. Scheduled Items:

A. New Business:

1. Appointment of Budget Committee Member(s)

The Town Manager reminded the board of who is currently appointed to the Budget Committee and what seats needed to be filled.

Action: Chair Pushard motioned to appoint Rick Danforth to the Budget Committee for a two-year term expiring June 30, 2024. Vice-chair Truman seconded. No discussion. 3-0-0.

Action: Vice-chair Truman motioned to appoint Marion Bowman to the Budget Committee for a two-year term expiring June 30, 2024. Chair Pushard seconded. No discussion. 3-0-0.

Action: Vice-chair Truman motioned to appoint Jake Soucy to the Budget Committee for a three-year term expiring June 30, 2025. Selectboard member Mills seconded. No discussion. 3-0-0.

2. Approval of FY24 Budget Review Schedule

The Town Manager reviewed the proposed budget schedule and requested a slight change in the dates. After some discussion the board decided whatever was developed as of 2/1/2023 would work for the planned schedule.

Action: Chair Pushard motioned to adopt the working budget schedule. Vice-chair Truman seconded. No discussion. 3-0-0.

3. Approve Meeting Calendar for 2023 (two options available)

The item was first skipped over until item VI.B.2. could be discussed.

Action: Chair Pushard motioned to adopt the once-a-month meeting schedule (second Wednesday of the month) until June 2023 then to be reevaluated based on attendance. The meetings will also start at 6pm. Vice-chair Truman seconded. No discussion. 3-0-0.

4. Discussion Surrounding the Comprehensive Plan

The Town Manager explained the research she conducted that included that the comprehensive plan was never officially adopted by the state. The voters approved it and then it was sent to the state. It should have been sent to the state for approval prior to the voters adopting it. The Town Manager asked for the development of a comprehensive plan committee to work on the updated plan.

The board was in consensus that the manager should contact the prior committee members to see if they were interested in serving again. She will send out a letter to each of them. It will also be published on social media and in upcoming newsletters.

5. Request from Town Manager to Accept Bangor Payroll Pricing Proposal

The Town Manager explained that the process for making sure payroll was correct has become very convoluted and would like to ask the board to outsource this process to protect the town and all the employees. Vice-chair Truman did detail that she felt this was a good idea as the IRS requirements are getting very detailed and this would be a great protection for the town. The Town Manager explained where the funding would come from until the end of the fiscal year (contingency). For the next fiscal year, it will be placed in the banking fees line.

Action: Chair Pushard motioned to approve the Bangor Payroll pricing proposal and allow the Town Manager to sign the agreement. Vice-chair Truman seconded. No discussion. 3-0-0.

B. Old Business:

1. Discussion Surrounding Possible Expansion of Town Facilities (from 12/15/22 meeting)

Chair Pushard detailed some future visions of how the expansion of the Town Office could be handled. He explained some options that the town could consider with various town owned properties. Vice-chair Truman liked the thought of two phases on increasing the town office property at 560 Togus Road. Various attendees spoke of options surrounding the expansion for voting, emergency shelter space, etc.

Action: None taken.

2. Discussion Surrounding the Possibility of Once-a-Month Meetings (from 12/15/22 meeting)

Selectboard member Mills had asked for the boards consideration to move meetings to once-a-month to possibly increase efficiency and increase participation. The Town Manager explained how approving the warrants could work to alleviate delay in disbursement. The board moved back to the prior agenda item for a decision.

3. Discussion and Possible Acceptance of Economic Development Position Proposal
(from 12/15/22 meeting)

The Town Manager detailed the proposal from Matt Drost, as Chelsea's current EDD. Not a lot was accomplished in 2022. The Town Manager was looking forward to working with him to grow the tax base and spur development. His proposal included economic development and to be an assistant with the Planning Board. Planning Board Chair Alexander spoke to the board regarding the benefits of having Mr. Drost's experience and help available.

Action: Chair Pushard motioned to allow the Town Manager to negotiate a contract with Matt Drost to supply EDD and Planning Board assistance. Vice-chair Turman seconded. No discussion. 3-0-0.

4. Discussion of the Governor's Office of Policy, Innovation, and the Future's
Community Resilience Partnership Grant Opportunity (from 12/15/22
meeting)

The Town Manager explained what has occurred so far regarding the resiliency grant process. The board was asked to choose 5-6 items that will be a focus on the upcoming resolution. After the resolution is signed, there will be a community involvement meeting and then the grant will be applied for. The board discussed a grant opportunity for a new furnace and LED lighting in the town office.

Action: None taken

5. Continue Discussion Surrounding Disbursement of Food Bank Funds | \$3,500
Remaining (from 12/15/22 meeting)

The Town Manager explained that \$1,000 had been distributed to the Chelsea Food Bank. The Board had an opportunity to decide where the rest of the money would be distributed to. The Town Manager was asked to contact the school to see what the school needs to meet the demand of the backpack program. The Town Manager was also asked to have the food bank director come speak to the board and provide a monthly report.

Action: None taken

VII. Legal:

- A. NONE

VIII. Written Communication:

- A. Town Manager Report

The Town Manager reminded the board that a Boston Post Cane recipient is to be appointed. Also needed is a recipient for the Town Report dedication. The marijuana ordinance needs to be amended to include medical retail and dispensary. This will be brought back to the February meeting.

Action: Chair Pushard motioned to grant the Town Manager to work with Preti Flaherty on updating the marijuana ordinance to accommodate needed changes. Vice-chair Truman seconded. No discussion. 3-0-0.

- B. Town Clerk Report

These were provided for the board's benefit.

- C. Code Enforcement Report

Provided for the board's benefit.

- D. Animal Control Report

Provided for the board's benefit.

IX. Verbal Communication:

- A. SVRSU #12 School Board

School board Vice-chair Danforth briefed the board on happenings at the school board meetings. They are currently working on the budget and the expected fund balance. Also upcoming is a plan to purchase two electric buses.

B. Boards and Committees

Dot Grady provided a report for the Age Friendly committee work.

C. Municipal Officers/Assessors Comments and Concerns

None

X. Adjournment

Chair Pushard motioned to adjourn at 8:49pm. Vice-chair Truman seconded. No discussion. 3-0-0.

Respectfully submitted:

Christine M. Landes

Christine M. Landes, Town Manager

Chair Michael Pushard

[Signature]

Selectboard member Jason Mills

[Signature]

Vice-chair Sheri Truman

[Signature]

A True Copy, Attest
Cheryl Mitchell, Town Clerk