



**Board of Assessors
May 15, 2024
6:00PM
Chelsea Town Office**

Board of Assessors Present: Chair Michael Pushard, Vice-chair Jason Mills, Selectboard Member Jacob Soucy and Town Manager Christine Landes. Also present was Assessors Agent Roger Peppard.

I. Call the Meeting to Order

Action: Chair Pushard called the Board of Assessors meeting to order at 6:02 p.m.

**II. Discussion with Assessors Agent Roger Peppard (Zoom)
Regarding the Certified Ratio**

Assessors Agent Peppard spoke to the Board of Assessors regarding the certified ratio in the town of Chelsea. There needs to be a 45-50% increase in the valuation of properties in the town to ensure that the Homestead Exemption stays at \$25,000 (100% certification). Anything less than this increase will affect the value of the TIF. As the TIF value stands it currently adds a \$1.05 to the mill rate. Assessors Agent Peppard asked the board if they wanted to freeze the value on the TIF instead of making it abnormally high in the sheltering of the funds. The Omnibus TIF is worth \$2.2M out of the \$9.1M total TIF. The Assessors have the option to use a natural increase and collect no less than what we did last year or use one-half of the increased valuation to make the TIF higher. The Assessors Agent suggested that the Assessors use the value as last year except for a natural increase. The state will recognize the valuation for two years so the assessors will not have to consider this next year. The town contracts to have the assessors agent keep the valuation at 100%.

**III. Discussion with Assessors Agent Roger Peppard (Zoom)
Regarding the Amount of TIF to Use in the Upcoming
Commitment**

See above description.

IV. Abatement Trio Account #194 in the amount of \$254.75

Action: Chair Pushard motioned to approve an abatement for account #194 in the amount of \$254.75. Vice-chair Mills seconded. No discussion. 3-0-0.

V. Adjournment

Action: Chair Pushard motioned to adjourn the Board of Assessors meeting at 6:34 p.m. Vice-chair Mills seconded. No discussion. 3-0-0.

Adjourned at 6:34 p.m.

**Selectboard of Chelsea Maine
Agenda
Immediately Following Meeting**

Board Present: Chair Michael Pushard, Vice-chair Jason Mills, Selectboard member Jacob Soucy and Town Manager Christine Landes.

I. Call Meeting to Order | Pledge of Allegiance

Chair Pushard called the meeting to order at 6:34 p.m.

II. Public Comment on Items Not on Agenda

III. Public Hearing

IV. Adjustments to the Agenda

None

V. Approval Consent Agenda Items

A. A/P Warrant #30 in the amount of \$20,831.91

- B. A/P Warrant #31 in the amount of **\$8,160.15**
- C. Payroll Warrant Week #16 in the amount of **\$11,092.72**
- D. Payroll Warrant Week #17 in the amount of **\$3,659.88**
- E. Payroll Warrant Week #18 in the amount of **\$3,656.33**
- F. Payroll Warrant Week #19 in the amount of **\$3,882.31**
- G. Payroll Warrant Week #20 in the amount of **\$8,275.54**

The Town Manager asked to add item H. to the consent agenda: A/P Warrant #32 in the amount of \$320,035.96. Selectboard member Soucy asked about the airline ticket and reimbursement process of two tickets for another town manager. The Town Manager explained that the other town purchased the two tickets and Chelsea reimbursed that town for one ticket. This would allow the two managers to sit together on the flight(s) to the ICMA conference.

Action: Vice-chair Mills motioned to approve the consent agenda A-G with the addition of item H. Chair Pushard seconded. No discussion. 3-0-0.

VI. Scheduled Items

A. New Business:

1. Review, Discuss and Consider Proposed Town of Chelsea Land Use Ordinance | Joel Alexander, Planning Board Chair

Planning Board Chair Joel Alexander was present and explained to the board the proposal behind the Town of Chelsea's Land Use Ordinance that will go to the town meeting in June. He will be present on the 29th of May when the town meeting warrant is signed in case there are more questions on the full ordinance. This proposed new ordinance will condense five current ordinances into one.

Action: None taken.

2. Consider New Road Name- Morse Road

The Town Manager explained the request for the new name road. It does not conflict with any abutting municipalities even though the new proposed road goes through Randolph.

Action: Selectboard member Soucy motioned to approve the road name Morse Road. Vice-chair Mills seconded. No discussion. 3-0-0.

3. Paving Bid

See next item (#4).

4. Ditching Bid

The Town Manager reviewed and read aloud the paving and ditching bids received. She will come forward with a recommendation on the 22nd of May as all bids have not been reviewed by the road committee. Selectboard member Soucy would like the manager to come back with a recommendation at the May 22nd meeting.

5. Dorothy Grady | Request for Review of Age-Friendly Budget FY2025

Dot Grady reviewed with the board the proposed FY2025 budget of the Age-Friendly committee. There was a discussion surrounding how the format of upcoming newsletters should be published. Some felt it should all be digital, and some felt that the written form mailed to all households in Chelsea was the preferred format.

Action: Vice-chair Mills motioned to approve funds for a five- and one-half page newsletter and overall Age-Friendly newsletter budget in the amount of \$4,922.00 total. Chair Pushard seconded. No discussion. 2-1-0.

6. Consideration of Nominations to Legislative Policy Committee

Action: Chair Pushard motioned to approve the ballot nominations as suggested by the Town Manager (official ballot to come at a later date). Vice-chair Mills seconded the motion. No discussion. 3-0-0.

7. Appointment to Board of Appeals:

1. Tamra Pierce
2. Scott Grady
3. Richard Danforth
4. Ben Smith

5. Travis McGuire

The Town Manager explained that an appeal was filed so the town needed a full board of appeals.

Action: Chair Pushard motioned to appoint Tamra Pierce, Scott Grady, Richard Danforth, Ben Smith, and Travis McGuire to the Board of Appeals until June 30, 2024. Vice-chair Mills seconded. No discussion. 3-0-0.

B. Old Business

VII. Legal

A. NONE

VIII. Written Communication

A. Town Manager Report

The Town Manager said that staff were hired, and the office was busy training all the new employees. The intern was starting on the 29th. The Town Manager also met with a possible engineer for the town office expansion. She had been working with CEO Lumbert on property violations. The waterway on Windsor Road was blocked for spawning issues. She had been working with Marine Resources to have the culvert temporarily fixed to allow for spawning. FEMA and BMR were also made aware. The town will pay for the repair and then make a claim on FEMA. Willett construction was asked to do an emergency repair with the blessing of BMR. The next morning repairs will commence.

- B. Town Clerk Report
- C. Code Enforcement Report
- D. Animal Control Report

IX. Verbal Communication

- A. SVRSU #12 School Board
- B. Boards and Committees

Dot Grady briefed the board about a planned 'Meet the Candidates' night and the process of making sure candidates were present for the event. Age Friendly held a Chat with the Manager event the night before where the proposed budget was

reviewed. Those present at the event had expressed their desire to have extra police coverage. The monthly luncheon was scheduled for the next day. The community garden continues to expand. The summer concert series is planned for the summer for four Mondays in a row. The reading connection has finished for the year but will continue in September. Reading is happening at Togus VA Hospital still. Butternut Park continues to have problems with trash and people filling the dog waste containers with regular trash. The scouts are not taking care of it as originally planned. The 175th committee has scaled back their event to a one-day celebration. The committee will also be starting a cookbook to highlight 'old' recipes. The committee would also like to place a bottle bin at the town office. The board had no issues with that as the school has had one for over a year and had plenty of time to raise funds for their electronic sign.

C. Municipal Officers/Assessors Comments and Concerns

Selectboard member Soucy spoke regarding the mowing contract and the fact that some of the contract requirements are not being met by the contractor specifically about leaving materials on site. The Town Manager stated that the contractor will remove all materials off site.

Chair Pushard spoke regarding the placement of political signs near the gateway signs, Butternut Park clean-up and using the school grounds for the 175th celebration.

X. Executive Session

A. Pursuant to M.R.S.A. § 405(6)(F) Poverty Abatement Application 2024-2

Action: Chair Pushard motioned to enter executive session pursuant to MRSA § 405(6)(F) to consider a poverty abatement application. Selectboard member Soucy seconded. No discussion. 3-0-0.

The board entered executive session at 8:23 p.m.

Action: Chair Pushard motioned to exit the executive session at 8:29 p.m. Selectboard member Soucy seconded. 3-0-0.

The board exited the executive session at 8:27 p.m.

Action: Selectboard member Soucy motioned to deny the poverty abatement application for applicant 2024-2. Vice-chair Mills seconded. No discussion. 3-0-0.

B. Pursuant to M.R.S.A. § 405(6)(A) Contract Renewal Negotiations with the Town Manager

Action: Chair Pushard motioned to enter executive session at 8:23 p.m. pursuant to MRSA § 405(6)(A) to discuss contract renewal negotiations with the Town Manager. Selectboard member Soucy seconded. No discussion. 3-0-0.

The board entered executive session at 8:28 p.m.

Action: Chair Pushard motioned to exit the executive session at 9:04 p.m. Selectboard member Soucy seconded. No discussion. 3-0-0.

The board exited the executive session at 9:04 p.m.

No action taken.

XI. Adjournment

Action: Chair Pushard motioned to adjourn at 9:04 p.m. Selectboard member Soucy seconded. No discussion. 3-0-0.

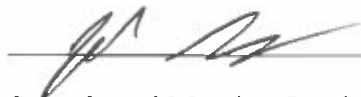
The board adjourned at 9:04 p.m.

Respectfully submitted:




Christine M. Landes, Town Manager

Chair Michael Pushard



Selectboard Member Jacob Soucy



~~Vice-chair Jason Mills~~
Selectboard Member Sheri Trunton

A true copy attest:



Sally Lester, Town Clerk