

Chelsea Selectboard Meeting Minutes
Tuesday, 31 March 2020 7:00PM
Chelsea Town Hall

Selectboard Members Present: Geoffrey Clayton, Liam Hogan, Levar Cole, Kate MacLean, Jeremy Hook
Other Town Officials/Employees Present: Kent Gilman – Administrative Assistant, Gayle Durkee - Treasurer
Members of the Public Present: Marianne McCann – Herald Reporter

- I. **Call Meeting to Order:** Meeting called to order by Geoff at 7:05
- II. **Changes/Additions to the Agenda:**
 - a. Water Disconnect Notice
 - b. Dr Rinaldi Letter
- III. **Public Comments:** Button’s Store Hours changes, along with changes of other stores hours.
- IV. **Conflict of Interest Disclosure:** None
- V. **Approve Selectboard Meeting Minutes From 17 Mar 2020:** Motion made to approve the meeting minutes by Liam, 2nd Jeremy. Approved
- VI. **Rec Committee – Sam Allen:** Playground or Play Structure for the basketball court area. Motion was made to approve the installation of the Play Structure by the Rec Committee by Levar, 2nd Liam. Approved
- VII. **Tim Courts – Water Bill:** Discussion – clarifying about more than 1 unit. Motion was made to Change Tim’s bill from 2 units to 1 unit by Liam, 2nd Jeremy. 1 Yea, 3 Nay. Motion was defeated. Kent will send a letter to Tim letting him know the board’s decision and explain why.
- VIII. **Use of North Common Road by the Food Shelf:** Discussion on using the road to help with delivery of food during the COVID-19 time. Would be used for 1-way traffic only for 1 hr on the 2nd Tuesday for 11:00-Noon, and 4th Thursday for 5-6 pm. These are the times the food shelf is open. Suggested putting up legal warning signs each time they do this because of traffic entering off 2 State roads. Motion was made to approve the Food Shelf request and to get them the proper signage by Kate, 2nd Liam. It was amended to have a time for the duration of this use to be 3 months by Kate, 2nd Liam. Approved
- IX. **Treasurer:**
 - a. Auditor – Asking for money. Need to find out about this request. Is it for basic accounting or more auditing. Motion to table until next meeting so more information could be obtained by Liam, 2nd Levar. Approved.
 - b. Water Bills are being mailed out this week. Discussion about including notice that water will not be shut off during this pandemic due to failure to pay bill. Motion was made to include a notice that water would not be shut off for lack of payment until after the pandemic was over by Liam, 2nd Kate. Approved
- X. **Town Clerk:** Nothing
- XI. **Water/Wastewater:**
 - a. Phase II/V Monitoring Waiver: Motion was made to approve and sign the waiver and the updated contact information form by Liam, 2nd Jeremy. Approved

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XII. Transfer Station/Landfill:

- a. Virus Plan – quick review of things that have been put in place to keep Snook as safe as possible and still have the station function. Report that the switched for the compactors should be inside the building by the weekend.
- b. Dr Rindaldi’s Letter – Concern over transfer station being closed every other week. Transfer Station will be open every Saturday.
- c. Discussion on picking up trash for high Risk people – consensus was not at this time.

XIII. Highway:

- a. Moxley Bridge Consultant – John Weaver, retired state engineer and designer for most of the project, to help answer questions from contractors and provide advise at the start of the project. Rate of pay is \$50/hr. Motion was made to hire John Weaver as a consultant for the Moxley Covered Bridge project by Jeremy, 2nd Liam, Amended to cap hours at 20 hours by Jeremy, 2nd Liam. Approved.
- b. TA-60 – Discussion of what this was. Motion made to approve by Liam, 2nd Jeremy. Approved.
- c. Moxley Bid Opening Deadline – 7 April, Still going forward. Discussion about what the Stay at Home order and shut down of construction project might mean for this project getting done. Bids and bids bonds being emailed in.

XIV. Appointment:

- a. Fence Viewers (3)
- b. Pound Keeper (Residency not required)
- c. Town Service Officer
- d. CVSWM Rep and Alternate
- e. Inspector/Surveyor of Wood and Lumber
- f. Town Health Officer – Assistants
- g. DRB – Johanna Welch – Motion made by Liam, 2nd Kate to appoint for 3 yr term. Approved.
- h. Planning Commission – 1 3yr term was missed earlier – Bob Brannon was in position. Kent to contact and see if he still wants to stay.
- i. Transportation Advisory Council(TAC) Rep – 1yr – Motion made to appoint Kent Gilman to position by Levar, 2nd Kate. Approved.
- j. EC Fiber Rep and Alternates – Kate to research
Kent to make a posting for the website and get a copy to Liam for posting on Facebook for volunteers for the following positions: a, b, c, d, e, f,

XV. Administrative Assistant Report:

- a. Use of Roberts-Gould Field – Request forms received from Thetford Academy, Chelsea Senior Baseball Team, and First Branch Athletes (request submitted, but form not yet received.) There are no conflicts in schedules. Motion made to approve the use of field requests by Jeremy, 2nd Liam. Approved.
- b. NBRC Economic & Infrastructure Grant- Reviewed information received.
- c. FEMA Mapping Letter - Reviewed
- d. Active Shooter Workshop – Probably not happening now, unless by webinar. Nothing has been heard
- e. Assisted Living Today email request – to post a link for them on the Town Website. Motion was made to approve request by Kate, 2nd Liam. 0 Yea, 4 Nay, Failed to Approve. Kent to let them know.

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- f. Robert Button invoice – Tabled until Executive Session.
- g. Critical Infrastructure – Survey being done by the State as part of a Federal program. It is done once every several years. Kent to complete the Survey online.
- h. Matching Highway Reserve Fund – Discussion of about what this is and how it is to be used and funded. Need to look into the minutes from Town meeting, and also look into minutes from when the Equipment Reserve fund and Resurfacing Reserve fund were established and had their funding set up.
- i. Piece of metal came off from Dybvig’s House – Judy Reed reported it to us. Need to look at. Look at FEMA rules to see if repair is allowed, as house is to be taken down. Kent will do.

XVI. Approve Orders: Motion to approve orders made by Jeremy, 2nd Levar. Approved.

XVII. Executive Session:

- a. **Personnel** - Motion was made to enter into Executive Session to Discussion a Personnel issue at 10:06pm, with Kent Gilman invited to stay, by Jeremy, 2nd Kate.
Motion was made to leave Executive Session at 10:37pm by Levar, 2nd Jeremy. Approved.
No Action was Taken.
- b. Motion was made to enter into Executive Session to Discuss Invoice at 10:37pm by Liam, 2nd Kate.
Motion was made to leave Executive Session at 10:48pm by Levar, 2nd Liam. Approve
Motion was made to Pay Robert Button Invoice for rental of excavator for \$6000 by Jeremy, 2nd Kate. Approved.

XVIII. EOC(Emergency Operations Center): Covid-19: Kate gave a quick 5 min report – She has been looking into what other towns are doing, and will give a full report at the next meeting – 7 April 2020.

XIX. Adjourn: Motion was made to adjourn at 11:00pm by Jeremy, 2nd Liam. Approved