

**Town of Chelsea
Board of Selectmen Minutes
January 13, 2016
6:30PM, Chelsea Town Office**

I. Call regular meeting to order:

The meeting was called to order at 6:32PM by Chairman Danforth.

Selectmen present: Richard Danforth and Benjamin Smith. Michael Pushard was absent and excused.

Others present: Scott Tilton , Brian Meader, Amanda Monteith, Geoff Monteith, Melonda Turner and Scott Laliberte

The Pledge of Allegiance was recited.

II. Consent Agenda:

- A. Approval of Payroll Warrant # 29 for \$ 5,457.18
- B. Approval of Payroll Warrant #30 for \$ 4,456.65
- C. Approval of Payroll Warrant # 31 for \$1,306.13
- D. Approval of Accounts Payable Warrant # 32 for \$ 217,410.67
- E. Approval of Board of Selectmen December23, 2015 Meeting Minutes

A motion was made by Mr. Smith that was seconded by Mr. Danforth to approve Consent Agenda Items A through E as presented. Vote was unanimous.

III. Public Comment on Items not part of the Agenda: NONE

V. Legal:

2. Cemetery and Grounds Maintenance Bid Results

The Manager explained to the Board the process that was used in obtaining bids to mow town cemeteries and municipal property. A special effort was made to include the grounds in other towns as a way to entice lower bids. This effort had limited success. Bids were received for mowing in Chelsea from AJ Mowing and More for \$8,000 and Maurice Soucy & Sons Landscaping for \$13,225. The Manager asked if the Selectmen had any questions or concerns before the Manager made the selection. The Manager explained to the Board that he would be selecting AJ Mowing and More as the contractor to maintain cemeteries and grounds this summer. No action was taken.

3. Curbside Collection of Solid Waste and Recycling Bids

The Manager reviewed the results of the bids to provide town wide curbside collection of solid waste and recycling. Three contractors provided bids. The Manager requested that the Board along with the Solid Waste Committee meet after February 1 with Ross Nason to review the bid and determine the next step of the process. The cost for collection and disposal will increase the budget and taxes but collection service would be available to every Chelsea resident. More on solid waste will be decided during the budget review process. No action was taken.

IV. Scheduled Items:

A. New Business:

1. Review of a Streamed Selectmen's meeting – Moultonborough, NH

The Manager introduced to the Board a different service that could be contracted with to stream board and committee meetings live over the internet. The Selectmen reviewed several streaming sites and though they did see benefits to streaming they were not convinced that streaming was right for Chelsea at this time. No action was taken.

2. Records Retention

Mr. Danforth explained that he was concerned with the current state of the town records and especially of the maps and commitment books stored out in the Assessor's Office vault. The Board agreed that they could take sometime in the near future to concentrate their organizational efforts on the Assessor's Office. They also wanted an effort made by town staff to catalog and record the locations of town records in order to be able to better locate items. The possibility of getting a grant to assist with the cost of cataloging was introduced.

3. Town Office Building needs discussion

The Manager was beginning the budget process which includes making improvements to the current building and wanted to make sure that the Selectmen did not have any short term plans to construct a new town. A letter expressing the Town's interest in having a student assist them with building planning and utilization has been sent to the UMA Architecture Program. There were not any short term plans to relocate or build a new Town Office. No action was taken.

4. Timeline for Printing and Distributing of 2016 Town Report

The Manager presented the RFP he was proposing be sent out for town report printing service. The Manager asked for the Board's input on the dates for submission and number of printed reports. No action was taken.

5. Timeline for 2016 Local and State Election and Annual Town Meeting

The Manager presented to the Board the timeline for elections and town meeting. The June State Primary and local ballot voting is scheduled for June 14, 2016. The annual town meeting would follow the election and be held June 16, 2016. No action was taken.

B. Old Business:

1. Approve 2014-15 Financial Audit and Management Letter

The Selectmen reviewed the management letter and discussed the items which were determined by the auditor to be concerns and needed to be addressed. The Manager explained that a couple of the items have been addressed.

A motion was made by Mr. Smith that was seconded by Mr. Danforth to authorize Scott Tilton, Town Manager, to sign on behalf of the Board the letter to RHR Smith accepting the audit as the final result of the town engagement. The vote was unanimous.

2. Approve the 2016 – 17 Budget Review Schedule

The Board made a final review of the 2016-17 BOS budget review schedule. The dates of February 25, March 10 and March 24 were acceptable dates for the two members present. The Town Manager was asked to check Mr. Pushard schedule to determine if the dates were acceptable to him before making the dates public. No action was taken.

3. Approve adding Dental Coverage to Chelsea's Health Trust Plan

The Manager confirmed with the Board that the Town would be adding the dental coverage to its current health insurance plan. The cost of the coverage would be paid for by the employee in the form of a payroll deduction. No action was taken.

4. Adoption of the Sexton Job Description

The Manager reviewed with the Board his plans to use a Cemetery Sexton to assist the Cemetery Committee and him in organizing the cemetery records and to spend more time meeting with lot owners and funeral homes. A job description for a sexton was presented to the Board. The Board expressed concern over the immediate need and wanted to review this position and job description as part of the 2016-17 Budget process. No action was taken.

5. Sand for Seniors Update

The Board discussed how better to spread the word to seniors in Chelsea that they could receive a free bucket of winter sand. It was mentioned that the Senior Citizens who meet on a regular basis should be contacted. The Manager informed the Board that 3 seniors have requested sand. The names of these residents will be sent to the Selectmen who will make the deliveries. No action was taken.

6. Clearing additional land at Chelsea Heights and pending I.R.T. Request

The Manager provided an update on the IRT Application to the National Guard for clearing land at Chelsea Heights. The guard has agreed to participate in the project but would not be willing to do the portion of the project which involved tree cutting and removal. Chelsea has received a quote from a local arborist to do the removal work. The Cemetery Committee is recommending that the work be done and it will be included in the 2016-17 Cemetery budget. No action was taken.

V. Legal:

1. Approve the use of Fire Building Reserve Account

The upstairs floor tiles at the Hallowell Road Fire Station are in need of replacement. The Chief and Firemen have agreed to install the tiles but money is needed to purchase them. The Manager explained that there is currently \$4,460 in the reserve account. The Board reviewed the Fire Department operating budget. The Board decided at this time that because the balance in the reserve account is so low the money for the tiles should be expended out of the operating budget and that if the Chief did not feel the remaining amount in the operating budget was adequate that the cost should be budgeted in the upcoming operating budget. The Board emphasized that operating budget for next year should be sufficient to meet the Fire Department needs and that the Board supports the Fire Department.

VI. Written Communication:

1. The Board reviewed a letter from TWC dated January 6, 2016
2. The Board reviewed the Chelsea Elementary School January 2016 Newsletter
3. The Board reviewed the December 2015 Code Enforcement Activity Report
4. The Board reviewed the December 2015 Town Clerks Activity Report
5. The Board reviewed the December 2015 State Agent Activity Report
6. The Board reviewed the Chelsea Expense and Revenue Report through December 31, 2015

VII. Verbal Communication:

1. Town Manager - None
2. Chelsea's RSU #12 Representative - None
3. Boards and Committee - None
4. Board of Selectmen/Assessors - None

VIII. Executive Session: NONE

IX. Adjournment:

A motion was made by Mr. Smith that was seconded by Mr. Smith to adjourn the meeting. Mr. Danforth declared the meeting adjourned at 8:21PM.

Approved by the Board of Selectmen on February 10, 2016.

Richard Danforth

Benjamin Smith

_____ Absent _____
Michael Pushard