

**Town of Chelsea
Board of Selectmen Minutes
January 14, 2015
Chelsea Elementary School
6:45PM**

I. Call regular meeting to order:

The meeting was called to order at 7:54PM by Chairman Smith.

Selectmen present: Michael Pushard, Richard Danforth and Benjamin Smith.

Others present: Scott Tilton, David Brunelle, Carol Belanger, Skip Skehan, Barbara Skehan, Edwin Tobias, Gerard Tondreau, Mike Tondreau and Brian Condon.

The Pledge of Allegiance was recited.

II. Consent Agenda:

- A. Approval of Accounts Payable Warrant # 25 in the amount of \$ 284,474.27
- B. Approval of Payroll Warrant # 26 in the amount of \$ 12,654.66
- C. Approval of Accounts Payable Warrant # 27 in the amount of \$ 122,201.66
- D. Approval of Accounts Payable Warrant # 28 in the amount of \$ 5,063.80
- E. Approval of Payroll Warrant # 29 in the amount of \$ 5,246.26
- F. Approval of Accounts Payable Warrant # 30 in the amount of \$ 57,503.11
- G. Approval of Minutes of December 10, 2014 Board of Selectmen Meeting
- H. Confirmation of Town Managers two year appointment of Sheila McCarty as the Registrar of Voters

A motion was made by Mr. Pushard that was seconded by Mr. Danforth to approve consent agenda items A , C, D, E, F, G and H. The vote was unanimous.

A motion was made by Mr. Smith that was seconded by Mr. Danforth to approve consent agenda items B. The vote was 2 – 0 – 1 (Pushard).

III. Public Comment:

None

By consensus of the Board of Selectmen it was decided to move Legal (1) to before Scheduled Items on the Agenda.

V. Legal:

1. Michael Tondreau – Map 8 Lot 54CO – Land Use Violation

Michael Tondreau was present along with legal counsel to further present the reasons and justifications as to why the Selectmen should not pursue legal action against him on an alleged land use violation at his property at Map 8 Lot 54-CO. After much discussion it was determined that additional information and explanation had been provided.

Mr. Smith, citing the need to review the old and new information, asked that action be tabled to a future meeting.

IV. Scheduled Items:

A. New Business:

1. 2015 -16 Wage and Salary Recommendation

The manager was preparing his recommendations for employee wage and salary levels for the next budget. The plan again this year was to have a COLA increase equal to the 2015 Social Security increase which is 1.7%. He was also going to factor in an allowance for years of experience in municipal government. The Board of Selectmen did not want to offer input or take any action until salaries and wages could be reviewed along with the total town budget.

B. Old Business:

1. Final Review and Adoption of the Chelsea Personnel Policy

The Manager explained the various section of the proposed policy. This policy is more thorough than the current policy. It addresses areas that currently are not at issue but could be at issue as Chelsea's employment levels and complexity increase. This is new policy provides benefits (vacation and sick time) to part time employees. It also contains a more easily understood section on discipline and grievance process and a thorough section on drug testing.

The Board of Selectmen expressed concern on why the need for a new policy. No action was taken pending further review.

V. Legal: continued

2. MMA Risk Management decision concerning loss claim

The Manager explained to the Board of Selectmen that MMA Risk Management had denied Chelsea's claim for a loss it has suffered attributable to the legal settlement with Frank Monroe and other monetary losses. It was decided by consensus that the Manager contact legal counsel and ask them to spend a few hours reviewing Chelsea's insurance policy and determine if another course of action exists.

3. Corporate Banking Resolution

The Manager explained to the Board of Selectmen that he is currently the only on authorized to sign checks or do other banking on behalf of the town. It was explained that this would not be good should something happen to the Manager. The Manager is going to appoint Sheila McCarty the Deputy Treasurer so that she will be able to act in his absence.

A motion was made by Mr. Smith and seconded by Mr. Danforth to approve and sign a Corporate Resolution authorizing Sheila McCarty to perform all bank related transactions on behalf of the town.

4. Junkyard License Renewal – Robert Strout – Win Ro Auto Salvage

The Manager explained to the Board of Selectmen that Win Ro Auto Salvages annual license was up for renewal. The Town has not inspected the site but the State of Maine performed an inspection this past summer.

A motion was made by Mr. Smith and seconded by Mr. Pushard to approve the 2015 Junkyard License for Win Ro Salvage. The vote was unanimous.

5. Appointment of Interim Animal Control Officer

The Manager explained that despite efforts to hire a permanent Animal Control Officer (ACO) no one has expressed an interest in filling this vacancy. The need for an ACO continues and calls for services remain consistent. Chris Martinez, former ACO, has agreed to work as ACO on an interim basis until a person can be hired.

A motion was made by Mr. Smith and seconded by Mr. Pushard to appoint Chris Martinez to the position of interim ACO. Vote was unanimous.

V. Legal: continued

6. Interim Alternate Code Enforcement Officer

The Manager explained that despite efforts to hire a permanent Code Enforcement Officer (CEO) no one has expressed an interest in filling this vacancy on a permanent basis. The need for a CEO with time to assist with enforcement of local and State violations continues and calls for services remain consistent. Jacki Robbins, the current Assessors Agent, has agreed to assist the Town Manager with the enforcement of land use laws on an interim basis until a person can be hired. Mrs. Robbins has all the required CEO certifications

A motion was made by Mr. Smith and seconded by Mr. Danforth to appoint Jacqueline Robbins to the position of interim alternate CEO. Vote was unanimous.

7. Tax Increment Financing District Resolution

In conjunction with the upcoming Town Meeting vote to approve the creation of a TIF District the State of Maine is requesting that the Board of Selectmen adopt a resolution in support of the TIF. The Manager presented the resolution to the Board for their review.

A motion was made by Mr. Danforth and seconded by Mr. Pushard to adopt the Tax Increment Financing District Resolution. Vote was unanimous

VI. Written Communication:

1. The Board received and reviewed a letter from Time Warner Cable dated December 17, 2014.
2. The Board received and reviewed a letter from Time Warner Cable dated January 7, 2015.
3. The Board received and reviewed a notice from Time Warner Cable regarding pricing changes taking effect this February.
4. The Board received and reviewed a letter from the MMA Unemployment informing Chelsea of last year's fund performance and rates for 2015.
5. The Board received and reviewed a letter from the MMA Workers Compensation Fund informing Chelsea of last year's fund performance and rates for 2015.

VI. Written Communication: continued

6. The Board received a Fact Sheet from Planning Decisions regarding the potential merger of the Gardiner and Hallowell Water Districts. Members of the Board of Selectmen would like to have an item for a future agenda concerning how the consolidation would affect Chelsea.

VII. Verbal Communication:

Town Manager – NONE

Chelsea's RSU #12 Representative – NONE

Board of Selectmen:

Mike Pushard – reported that the small community regional consolidation group would be meeting February 23 with the regions legislative representatives. Mr. Pushard also requested that the dates of the meetings to review the budget be moved to the Thursdays following each regularly scheduled Board of Selectmen meeting. The Board requested that the Manager make the schedule changes.

Richard Danforth – NONE

Benjamin Smith – NONE

VIII. Executive Session:

Despite there being two abatement requests scheduled to be heard in executive session, it was decided that due to the time of the evening and the absence of the individual requesting the abatements the items would be scheduled for consideration at the January 28, 2015 meeting

No further action was taken.

IX. Adjournment:

A motion was made by Mr. Pushard and seconded by Mr. Danforth to adjourn the meeting. Mr. Smith declared the meeting adjourned at 9:42PM.

Approved by the Chelsea Board of Selectmen on February 11, 2015

Benjamin Smith, Chair

Michael Pushard

Richard Danforth, Vice Chair