

**Town of Chelsea
Board of Selectmen Minutes
April 22, 2015
6:45PM, Chelsea Elementary School**

I. Call regular meeting to order:

The meeting was called to order at 7:08PM by Chairman Smith.

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

Others present: Scott Tilton, Palmer Sargent, Craig Hitchings, Maria Jacques, Elizabeth Cousins, Edwin Tobias, Barbara Skehan, Skip Skehan, Ron Smith, Libby Doak, Sharon Burns, Lee Burns and Molly Alexander.

The Pledge of Allegiance was recited.

II. Consent Agenda:

- A. Approval of Payroll Warrant # 46 in the amount of \$ 5,311.40
- B. Approval of Accounts Payable Warrant # 47 in the amount of \$ 36,089.43
- C. Approval of Board of Selectmen April 8, 2015 Meeting Minutes.

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to approve Consent Agenda items A, B and C as presented. The vote was unanimous.

III. Public Comment: NONE

IV. Scheduled Items:

A. New Business:

- 1. Review the 2013-14 Town Audit and Management Letter with the Town's Auditor.**

Ron Smith, Auditor, provided the Selectmen with the highlights from the audit. He explained He emphasized how much better the Town was doing financially compared to a few years ago.

2. Public Hearing on proposed ordinances.

A. Subdivision Ordinance:

Members of the Planning Board, Chaired by Elizabeth Cousins, were present to answer questions and explain the changes being proposed. Various comments and observations made will require minor editorial changes before being placed on the Town Meeting warrant. The proposed changes were supported by all present.

A meeting recess was declared at 7:41PM.

The meeting began again at 7:45PM

B. Building Permit Ordinance:

The Town Manager, in the absence of the regular Code Enforcement Officer, was present to answer questions and explain the changes being proposed. The primary purpose of the change is to increase the cost of a building permit by 5 cents per gross square foot. The increase would more closely align the fee with the current amount of time it takes to administer the permit and perform building inspections. A request was made to better define what remodeling means before the changes be approved at Town Meeting. The proposed changes were supported by all present.

C. Road Design Standards Ordinance:

The Town Manager presented to all in attendance why this ordinance needed to be changed. The primary reason is to remove the Planning Boards authority to waive the requirements of the ordinance. The authority to waive a requirement needs to be obtained at the Board of Appeals level. The proposed changes were supported by all present.

D. Fire Department Rescue Billing Ordinance:

The Town Manager presented to all in attendance why this ordinance needed to be changed. The primary reason for the change is to provide greater latitude to the Fire Chief and Town Manager on when to send a bill. The ordinance is difficult to administer and more discretion as to who would get billed would lessen the administrative burden. The proposed changes were supported by all present

IV. Scheduled Items: continued

E. Camper Trailer Ordinance:

Recently there has been an increase in people using camper trailers as long term residences. The lack of potable water and proper sewage disposal has the Board of Selectmen concerned. In response to this concern an ordinance was created. There was concern from all present that this ordinance needed a lot more work or some felt it wasn't needed.

3. Town Report Dedication

The deadline for submitting the Town Report to the printer is May 15, 2015. Selectmen will think about who the report should be dedicated to in order to take action at the next meeting.

4. Town Meeting Donation Request Policy

Members of the Board would like to review the policy and make changes as needed. It was decided by consensus that review would be done after the completion of the Town Meeting.

B. Old Business:

1. Final Review of the Selectmen 2015-16 Budget

The Town Manager wanted to review and update the TIF Budget with the Selectmen. The TIF Budget needs to include a payment for half of the new Fire Tanker as was outlined in the TIF Plan. No action was required.

2. 2015 Summer Roads Construction

The Town Manager presented the Selectmen with RFP's for road paving, crack sealing and stump grinding. The RFP's should be ready to send out the first week of May.

3. Spirit of America Tribute Nominations

After having time to consider who should be nominated, recipients were selected.

A motion was made by Mr. Danforth that was seconded by Mr. Smith to nominate Diana McKenzie for her efforts promoting and implementing the Backpack Program. The vote was unanimous.

A motion was made by Mr. Danforth that was seconded by Mr. Smith to nominate Peter Hanson for his efforts with Historical Societies donating benches around town commemorating Chelsea residents. The vote was unanimous.

V. Legal:

1. Set date time and place for Annual Election and Open Town Meeting

The Manager presented to the Selectmen with the most likely dates to hold the Annual Election and Business Meeting. The dates presented were Tuesday June 9th for the election and Thursday June 11 for the Business Meeting. After the Selectmen had reviewed other possible dates, including a Saturday and it was determined the June 11 would not conflict with the RSU 12 School Board meeting.

A motion was made by Mr. Danforth that was seconded by Mr. Smith to schedule the Election portion of the Town Meeting for June 9, 2015 at the Chelsea School with the polls open from 8AM to 8PM. Vote was unanimous.

A motion was made by Mr. Danforth that was seconded by Mr. Smith to schedule the Business portion of the Town Meeting for June 11, 2015 at the Chelsea School from 6:30PM until concluded. Vote was unanimous.

2. Animal Control Officer Job Description

The Town Manager presented the Board with a proposed ACO Job Description. After some discussion the Selectmen by consensus decided to leave decisions concerning hiring practices up to the Town Manager. No action on this matter was taken by the Board of Selectmen.

3. Certification of Ordinances for the Town Meeting Warrant

A. Subdivision Ordinance

Due to the need for minor revisions the Selectmen will not be able to take action to certify this ordinance. Action tabled to next meeting.

B. Building Permit Ordinance

Due to the need for an additional definition of the word remodel the Selectmen will not be able to take action to certify this ordinance. Action tabled to next meeting.

C. Road Design Standards Ordinance

Due to the need for minor revisions the Selectmen will not be able to take action to certify this ordinance. Action tabled to next meeting.

D. Fire Department Rescue Billing Ordinance

Due to the need for minor revisions the Selectmen will not be able to take action to certify this ordinance. Action tabled to next meeting.

V. Legal: continued

E. Camper Trailer Ordinance

Due to the need for major revisions and the decreased urgency the Selectmen by consensus decided not to certify this ordinance for vote at this year's town meeting.

VI. Written Communication:

1. The Board reviewed the monthly letter from Time Warner Cable dated April 15, 2015.
2. The Board reviewed the report from the Treasurer outlining balances in the Chelsea Reserve Accounts.
3. The Board reviewed an action alert sent to them from Kennebec County asking Chelsea to contact our Legislators concerning not turning the cost to run the jails back to the Counties.
4. The Board reviewed the agenda for the upcoming RSU 12 Board Meeting which also contained information on the 2015-16 Adult Education budget request.
5. The Board reviewed the Planning Board Minutes dated April 14, 2015

VII. Verbal Communication:

Town Manager – None

Committees and Boards – Mr. Danforth explained that the Solid Waste and recycling Committee had not met in a while but that plans were under way for a meeting

Board of Selectmen – None

VIII. Executive Session: NONE

IX. Adjournment:

A motion was made by Mr. Danforth and seconded by Mr. Pushard to adjourn the meeting. Mr. Smith declared the meeting adjourned at 9:19PM.

Approved by the Chelsea Board of Selectmen on May 13, 2015

Benjamin Smith, Chair

Michael Pushard

Richard Danforth, Vice Chair