

**Town of Chelsea  
Board of Selectmen Minutes  
Wednesday April 26, 2017  
Chelsea Town Office**

**I. Call regular meeting to order:**

The meeting was called to order at 7:49PM by Mr. Danforth.

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

Others present included Scott Tilton, Molly Alexander, Carol Belanger, Judy Williams and Andrea Smith

The Pledge of Allegiance was recited.

**II. Public Comment on items not part of the agenda: NONE**

**III. Adjustments to the agenda: NONE**

**IV. Consent Agenda:**

- A. Approval of Payroll Warrant # 44 in the amount of \$ 6,003.89
- B. Approval of Accounts Payable Warrant # 45 in the amount of \$ 24,260.94

A motion was made by Mr. Smith that was seconded by Mr. Pushard to approve Consent Agenda Items A and B as presented. The vote was unanimous.

**V. Scheduled Items:**

**A. New Business:**

**1. Municipal Clerks Week Proclamation**

The Manager explained that Municipal Clerks Week is May 7 to 13. He presented the Selectboard with a Proclamation for them to sign to recognize Chelsea's Town Clerk and Clerks throughout the world. The Proclamation was signed.

**2. Agreement for the use of Butternut Park by Old Hallowell Days Committee.**

The Manager has received a request from the Old Hallowell Days Committee to use Butternut Park as the fireworks launch site. In return the Committee will donate \$1000 to the Chelsea Fire Department. A motion was made by Mr. Smith that was seconded by Mr. Pushard to authorize the Town Manager to sign the agreement on behalf of Chelsea. The vote was unanimous.

**B. Old Business:**

**1. Hallowell Fire Station Roof Replacement**

The Fire Chief sent a memo to the Selectboard requesting the roof at the Hallowell Fire Station be replaced. The Fire Chief, as the Fire Department Procurement Officer, is recommending that the bid of \$10,600 from Fowler Roofing be selected. Funds would come from the Fire Building Reserve Account. No action was required by the Selectboard.

**2. Economic Development Leader Job Description**

Members of the Selectboard requested more time to review the job description and staffing format. No action was taken at this time.

**3. Assessing Issue(s)**

The Selectboard reviewed the plan to send out Personal Property Declarations to all Chelsea households. The cost to send out the roughly 1200 notices was over \$700. The last time this type of mailing was done there was very little response from residents. Based on the updated information the Selectboard decided to not send anything out.

The approval of a new one year contract with Bartlett Assessing was discussed. It was decided that a contract would be prepared for both parties to review.

The Assessor's Agent requested that her office hours be moved from Wednesday to Thursday. There wasn't any objection to the day being changed. No formal action was taken.

**VI. Legal:**

**A. Quit Claim Deed to Michael Searles – Map 10 Lot 18 – Tax Acquired Property**

The Selectboard were provided with the Quit Claim Deed to sign

**B. Quit Claim Deed to Estate of Nancy D. Morang – Map13 Lot 12 – Tax Acquired Property**

The Selectboard were provided with the Quit Claim Deed to sign

**C. Countersigning of RSU #12 Regional Budget Meeting Warrant**

The Selectboard were provided with RSU #12 Budget Approval Warrants to Countersign. Upon reading the Warrant to Call the RSU #12 Budget meeting it was noticed that an article numbered 18 seemed to be added without notice. This concerned the Selectboard. Before countersigning the Selectboard asked the Manager to determine what happens if the Selectmen do not provide countersignatures.

**VII. Written Communication**

- A. The Selectboard reviewed a letter from Charter Communication dated March 17, 2017.
- B. The Selectboard reviewed a letter from Charter Communication dated March 24, 2017.
- C. The Selectboard reviewed a letter from Charter Communication dated April 20, 2017.
- D. The Selectboard reviewed the Office Clerks Report for March 2017.

**VIII. Verbal Communication:**

- A. **Town Manager - None**
- B. **Boards and Committee - None**
- C. **Board of Selectmen/Assessors - None**

**IX. Executive Session:**

- A. **Pursuant to 1 MRSA § 405(6) (D) - Assessors Agent Annual Contract Negotiation - NONE**

**X. Adjournment:**

A motion was made by Mr. Smith that was seconded by Mr. Pushard to adjourn the meeting. Mr. Danforth declared the meeting adjourned at 8:11PM. The vote was unanimous.

Approved by the Board of Selectmen on May 10, 2017.

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Richard Danforth

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Michael Pushard

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Benjamin Smith