

**Town of Chelsea  
Board of Selectmen Meeting Minutes  
June 27, 2013**

**Call to order:**

Chairperson Ben Smith called the meeting to order at 5:48 p.m..

Selectboard members present included Michael Pushard and Benjamin Smith. Scott Tilton, Town Manager and Stephen Langsdorf, Town Attorney. No members of the public were present.

**Executive Session:**

A. Consultation with Town's Attorney per 1 M.R.S.A. § 405(6)(E).

Motion made by Mike Pushard, which was seconded by Ben Smith, to enter into Executive Session pursuant to 1 M.R.S.A. § 405 (6) (E) in order to discuss legal issues with the Town Attorney. Both Mike and Ben voted in favor of the motion, which carried. The Board entered executive session at 5:48 p.m.

Mike Pushard moved to come out of executive session at 6:30 p.m. which was seconded by Ben Smith. Upon unanimous vote of both Ben and Mike, the Board adjourned the executive session portion of the meeting at 6:30 p.m.

Ben Smith reported to members of the public in attendance of the public session that no action would be taken by the Board as a result of the executive session.

**Call regular meeting to order:**

Chairperson Ben Smith called the meeting to order at 6:30 PM.

Ben Smith led the attendees in the Pledge of Allegiance.

Selectboard members present included Michael Pushard and Benjamin Smith. Scott Tilton, Town Manager and Shawn Ramage, Chelsea Fire Department Chief were present along with about nine (9) residents and members of the public.

**Consent Agenda:**

- A. Approve Payroll Warrant # 56 for \$7,022.68.
- B. Approve Accounts Payable Warrant # 57 for \$20,950.24.
- C. Approve Payroll Warrant # 58 for \$1,522.16.
- D. Approve Accounts Payable Warrant # 59 for \$87,105.21.
- E. Approve Board of Selectmen Public Hearing Minutes of June 12, 2013.
- F. Approve Board of Selectmen Meeting Minutes of June 12, 2013.
- G. Approve Board of Assessors Meeting Minutes of June 20, 2013.

- Motion made by Mike Pushard seconded by Ben Smith to approve Consent Agenda items A., B., C., D., E., F. and G.
- as read. Vote was two (2) in the affirmative. Motion carried.

**Public Comment on Items not part of the Agenda:**

Barbara Skehan mentioned that there is a lot of erosion at the Chelsea signs and asked if someone would discuss this with the landscape company cutting the grass perhaps leaving the grass a little longer.

Shawn Ramage asked about the anticipated evaluation of properties and if the mil rate of 18.5 that is shown in the letter from John O'Donnell could change with the school budget vote. The budget change at the municipal level is included in the mil rate of 18.5.

**Scheduled Items:**

**A. New Business:**

1. Scott Tilton, Town Manager brought to the Board of Selectmen five (5) Gardiner Ambulance Accounts that have not been paid and feels that they are uncollectible and should be written off as uncollectible. Three (3) of the patients are deceased.

No action from the Board is necessary at this time.

2. Scott Tilton developed a letter to recognize individuals that have volunteered time to help the Town. Residents helped cleanup the cemeteries, placed flags at Veteran's gravesites, made donations to the "Chelsea Cares" fund, etc.

No action from the Board is necessary at this time.

3. Shawn Ramage, Chelsea Fire Department Chief was approved by M.M.A. for a Grant for \$2,000 to purchase a Turnout Gear Washer. The machine can wash three (3) sets of gear at a time and will lengthen the life of the gear. The machine cost is approximately \$5,300 from Nelson & Small, Inc. and Shawn has been successful receiving funds from other sources such as Wal-Mart. Fund-raising will continue. Nelson & Small, Inc. will install and service the machine at Station #1.

In addition, Shawn Ramage got a call that the Forestry truck from the State is available to bring to Chelsea. This truck is a 2005 and is replacing the 1970 truck. It will be repainted, as required, and the equipment will be transferred to this truck.

**Scheduled Items:**

**B. Old Business:**

1. Tax Assessing items

- a. The Board of Selectmen are trying to keep the Assessing costs in line and will be using an Assessing Agent that is experienced. Prior to this year, the Board of Selectmen was paid for prior years assessing work. There is approximately \$7,000 in the Account and the Board members are willing to accept this amount to be split in three (3) instead of \$5,000 each [as was paid in the past].

- Motion made by Mike Pushard seconded by Ben Smith that the Board of Selectmen authorize Scott Tilton to distribute evenly the remaining \$7,123 in equal portions to Mike Pushard, Ben Smith and the estate of Linda Leotsakos, the Selectmen on record for 2012-2013. Vote was two (2) in the affirmative. Motion carried.

- b. Beatrice Lewis Tax Abatement – Map 6 Lot 106. There was information received from the mapping company about ownership of Map 6 Lot 106 that may be in error. This is still in review.

No action from the Board at this time. This item will be discussed at a future Board of Selectmen Meeting.

- c. Ben reviewed certain software and associated costs from O'Donnell to interface to the TRIO Program and provide the tax assessing agent and board members with ongoing use of the O'Donnell assessing software while allowing the Board to continue using TRIO for tax billing. After a long discussion on the benefits of the different options, which were anticipated as part of the revaluation contract and for which funds were previously appropriated, the Board members agreed to defer consideration of the different options until the next meeting at which time all board members would be present. Rick (Richard) Danforth joins the Board of Selectmen on July 1, 2013.

No action from the Board at this time. This item will be discussed at a future Board of Selectmen Meeting.

**Scheduled Items: B. Old Business: continued,**

2. The terms and the cost of the 2012-13 Auditing Services Agreement remain the same as the last contract. Following the Procurement Ordinance, the Board of Selectmen would be able to enter into agreement with RHR Smith & Company.

- Motion made by Mike Pushard seconded by Ben Smith that the Board of Selectmen authorize Scott Tilton to enter
- into agreement with RHR Smith & Company for Auditing Services for 2013-2014 [audit year ending June 30, 2013].
- Vote was two (2) in the affirmative. Motion carried.

3. P.A.C.E. brochures paid for by Efficiency Maine will be sent with the Tax Bills. This is a good time to inform owners about Chelsea Ordinances that have been approved. It costs approximately \$250 for two-sided inserts to be sent with Tax Bills.

The Board will review Ordinances to summarize and include. Passed to a future meeting.

4. The Town of Chelsea Chapter specifies how vacant town offices will be filled. There are vacancies on the Planning Board, Board of Assessment Review, and Rick Danforth's position on the Budget Committee will be open when he takes office on the Board of Selectmen. The vacancies not filled by election can be filled for a one-year term by a Board of Selectmen appointment. The vacancies will be posted on the Town of Chelsea website <http://chelseamaine.org/>

No action from the Board at this time. This item will be discussed at the July 10, 2013 Board of Selectmen Meeting.

5. 2012 – 2013 budget carry forwards to 2013 - 14 are needed as follows: \$38,840 for Assessing, \$58,167 for Summer Roads, and \$5,000 for Legal fees.

- Motion made by Mike Pushard seconded by Ben Smith that the Board of Selectmen authorize Scott Tilton to carry
- forward the remaining balance of \$58,167 from Summer Roads, \$34,840 from Assessing, and \$5,000 from Legal for
- 2013-2014 accounts. Vote was two (2) in the affirmative. Motion carried.

**Legal Issues:**

A. The Gardiner Ambulance Service Agreement for July 1, 2013 through June 30, 2014 is due. Using 2010 population census data, Chelsea's cost is \$5,632.18.

- Motion made by Ben Smith seconded by Mike Pushard that the Board of Selectmen authorize Scott Tilton to sign the
- agreement with the City of Gardiner for Gardiner Ambulance Service for July 1, 2013 through June 30, 2014. Vote
- was two (2) in the affirmative. Motion carried

B. Quitclaim Deed is needed for David and Dedra Parker – Map 2 Lot 58 because past due taxes have been paid.

- Motion made by Mike Pushard seconded by Ben Smith that the Board of Selectmen execute a Quitclaim Deed to
- convey Map 2 Lot 58 to David and Dedra Parker based on the satisfaction of taxes owed. Vote was two (2) in the
- affirmative. Motion carried.

**Written Communication:**

**Monthly reports received at the first Board of Selectmen Meeting of each month will be available for the Board of Selectmen and public to review for possible discussion and questions at the next Board of Selectmen Meeting.**

- A. Town Clerks Report dated June 26, 2013 was received. No questions at this time.
- B. CEO May Report was received June 12, 2013. No questions at this time.
- C. Treasurers Report was received June 12, 2013. No questions at this time.
- D. Road Commissioners Report was received. No questions at this time.
- E. Monthly letter from Time Warner Cable dated June 19, 2013 in regards to programming was received.
- F. Scott Tilton received a Safety Enhancement Grant Award for Road Safety from M.M.A. It is to cover 2/3rds of the cost of Traffic Safety cones and signs up to \$1,114.33. The items will be stored in the sand/salt shed and be marked to identify them as Town of Chelsea property.

Congratulations to Scott Tilton and thank you for applying for the Safety Enhancement Grant.

**Verbal Communication:**

A. Town Manager

Lisa Gilliam has passed the General Assistance basics course and is now able to help Scott Tilton with General Assistance requests.

A Forester reviewed tree growth on the town owned property on Collins Rd. and Ferry Rd. near Butternut Park for the possibility of income from selective-cutting on the land. The report should be available for next month's meeting.

A driver for McGee Company left the bed of the truck in the 'up' position and damaged the top frame of the sand/salt shed door. The door rails and door are in bad shape. The cost to replace rails and door is about \$3,779. This remains in progress.

B. Chelsea's RSU #12 Representative

Reminder to Vote June 28, 2013 Chelsea Elementary School Noon – 6 PM. regarding the RSU#12 Budget, whether to continue the process of the district-wide public meeting, and whether the budget is too high, just right or too low. Absentee ballots are available.

Next meeting July 12, 2013 Palermo School @6:30 PM

C. Board of Selectmen/Assessors

Ben Smith would like to follow up on a comment at the Annual Town Meeting regarding adding contact information to the Town's website for non-profit groups in town requesting donations. This will be added to a future agenda to allow input.

**Next Board of Selectmen Meeting is July 10, 2013 at 6:30 PM at Chelsea Elementary School.**

**Adjournment:**

- Motion made by Mike Pushard seconded by Ben Smith to adjourn. Vote was two (2) in the affirmative. Motion
- carried.

Ben Smith declared the meeting adjourned at 8:28 PM.

**Approved by the Chelsea Board of Selectmen on July 10, 2013.**

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Benjamin Smith – Chair

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Michael Pushard

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