

**Town of Chelsea
Board of Selectmen Minutes
Wednesday June 28, 2017
6:30PM
Chelsea Town Office**

The Pledge of Allegiance was recited.

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

Others present included Scott Tilton, Shawn Ramage, Judy Williams, Richard Cote and Molly Alexander.

I. Call regular meeting to order:

The meeting was called to order at 6:30PM by Chairman Danforth.

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

III. Adjustments to the agenda:

Move VI. Legal F.1 to before IV. Consent Agenda

Move VI. Legal A. to after IV. Consent Agenda

VI. Legal:

F. Board of Selectmen Annual Appointments to fill vacancies

1. RSU #12 School Board Directors

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to appoint Richard Cote and Alpha Williams Sr. to a one year term on the Sheepscot Valley RSU #12 School Board of Directors said term to expire June 30, 2018. The vote was unanimous.

IV. Consent Agenda:

- A. Approval of Accounts Payable Warrant # 56 in the amount of \$ 59,064.63
- B. Approval of Payroll Warrant # 57 in the amount of \$ 10,495.25
- C. Approval of June 14, 2017 Board of Selectmen Meeting Minutes.

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

VI. Legal:

A. Acceptance of FEMA Grant in the amount of \$19,810

The Fire Chief discussed with the Selectmen the Fire Department recent selection to receive a grant from FEMA.

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to accept a FEMA Grant on behalf of Chelsea in the amount of \$19,810 with a 5% match from Chelsea in the amount of \$990. The Selectmen understood that the spending of the funds would be at the discretion of the Fire Chief as the department's procurement officer and in accordance with the Procurement Ordinance. The vote was unanimous.

V. Scheduled Items:

A. New Business:

1. Road naming of private way off Hallowell Road – Beau View Drive

The Selectmen were provided with a request from residents living along a current driveway for a street name. The construction of a second residence is planned which will require the driveway be named.

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to approve the requested name of BeauView Drive. The vote was unanimous.

2. Road naming of private way off Hallowell Road – Ballington Drive

The Selectmen were presented with a request from the VOA to name the roadway into the cabins Ballington Drive. The question arose regarding Chelsea authority to name the road and also Chelsea's legal responsibility to pay for the sign and post. The Town Manager was asked to investigate this matter further and report back to the Selectmen. No action was taken.

3. Ecomaine Recycling Agreement

The proposed agreement with Ecomaine to process the recyclables from Chelsea was reviewed. The Selectmen requested more time to review the agreement. No formal action was taken.

4. Set the date and agenda topics - Future meeting with the Planning Board

The Selectmen discussed the need to meet with the Planning Board to discuss issues and concerns that the Selectmen would like to Planning Board to work on this year. There are several ordinances which need updating including: minimum lot size, change of use, RV regulation, Yard Sale regulation and economic development. The Selectmen instructed the Manager to schedule a date when the Selectmen were not already meeting to meet. No formal action was taken.

V. Scheduled Items:

B. Old Business:

1. Tax Assessing Related Action: NONE

2. Code Enforcement Related Action(s)

A. Minimum Lot Size Ordinance and its relationship to changing the use of a property i.e. Senior Citizens Building and Goodwill Hall to residential.

The Manager presented a recent MMA Legal opinion to the Selectmen which supported the CEO's decision regarding grandfathered non confirming business properties not being prevented from changing the use of the property to residential. No formal action was taken.

3. Procurement Officer Memo and Use of Town Office Reserve Funds to upgrade Town Office hardware and software.

The Town Manager/Procurement Officer presented the Selectmen with a memo in accordance with the procurement ordinance that supported and explained his reasons for wanting to contract with Chelsea's current IT provider to purchase new computer hardware and software and to use Town Office Equipment reserve funds to pay for the items.

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to approve the use of reserve funds to purchase new computers workstations and software at the Town Office. The vote was unanimous.

VI. Legal:

B. Approve Quitclaim Deed for Christopher and Kristine Canning – Map 10 Lot 071

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to approve and sign the Quitclaim Deed releasing tax acquired property back to the owners Christopher and Kristine Canning. The vote was unanimous.

C. Approval of high school bussing contract with RSU #12

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to approve and sign the 2017-18 High School bussing contract with RSU #12 in the amount of \$25,086. The vote was unanimous.

D. Crystal Falls Bottle Club Application approval in accordance with 28A MRSA § 161B

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to approve and sign the Bottle Club License for Crystal Falls for the license year expiring August 1, 2108. The vote was unanimous.

E. Disposition of Tax Acquired Property – Robin Choimard Map 13 Lot 144 - Owners' Proposal

The Manager explained that he had spoken with the former owner of the property Robin Chouinard. She has expressed an interest in buying property back over time at \$500 per month. The Selectmen did not want to enter into any payment arrangement instead by consensus they agreed to review the disposition of the property again on October 11, 2017.

F. Board of Selectmen Annual Appointments to fill vacancies
2. Planning Board

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to appoint Henry Mastrianno, Andrea Smith, Palmer Sargent and Maria Jacques to a one year term on the Planning Board said term to expire June 30, 2018. The vote was unanimous.

3. Board of Appeals

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to appoint Robert Drisko to a one year term on the Board of Assessment Review said term to expire June 30, 2018. The vote was unanimous.

4. Board of Assessment Review

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to appoint Edwin West and Peter Hanson to a one year term on the Board of Assessment Review said term to expire June 30, 2018. The vote was unanimous.

5. Budget Committee

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to appoint Edwin West to a one year term on the Budget Committee said term to expire June 30, 2018. The vote was unanimous.

G. Board of Selectmen Appointments to Statutory, Charter and Ordinance Positions

1. Building Official per 25 MRSA § 2351-1

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to appoint William Butler as Building Inspector said term to expire April 30, 2018. The vote was unanimous.

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to appoint Nathaniel White as Deputy Building Inspector said term to expire April 30, 2018. The vote was unanimous.

2. Cemetery Committee

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to appoint Sandra Mills and Peter Hanson to a three year term on the Cemetery Committee said term to expire June 30, 2020. The vote was unanimous.

3. Road Advisory Committee

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to appoint Peter Hanson to a three year term on the Road Advisory Committee said term to expire June 30, 2020. The vote was unanimous.

4. Fire Chief and Fire Department Procurement Officer

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to appoint Shawn Ramage to a one year term on the Budget Committee said term to expire June 30, 2018. The vote was unanimous.

5. Gardiner Ambulance Advisory Board

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to appoint Shawn Ramage to a one year term on the Gardiner Ambulance Advisory Board said term to expire June 30, 2018. The vote was unanimous.

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to appoint Michael Nicholas to one year term as an Alternate Gardiner Ambulance Advisory Board position said term to expire June 30, 2018. The vote was unanimous.

6. Town Manager

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to appoint Scott M. Tilton Tax Collector, Treasurer, General Assistance Administrator, Road Commissioner and Procurement Officer for the term of one year said term to expire June 30, 2018. The vote was unanimous.

F. Confirmation of Town Managers Annual Appointments

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to confirm the Town Manager appointments as follows to a one year term to expire June 30, 2018:

Gretchen Patrick – Animal Control Officer

William Butler – Code Enforcement, Health Officer, E911 Addressing Officer and Licensed Plumbing Inspector

Nathaniel White – Deputy Code Enforcement, Deputy Health Officer, Deputy E911 Addressing Officer

Paul Mitnik – Alternate Licensed Plumbing Inspector

Leonetta Burns – Cemetery Sexton

Shawn Ramage – Emergency management Director

Sheila McCarty – Town Clerk, Public Information Officer, Deputy Tax Collector, Deputy Treasurer, Deputy General Assistance Administrator

Susan Phelps – Motor Vehicle Agent, MOSES Agent and Dog License Agent

The vote was unanimous

VII. Written Communication: NONE

VIII. Verbal Communication:

A. Town Manager – NONE

C. Boards and Committee – NONE

**D. Board of Selectmen/Assessors –
Mr. Pushard – the property on the River Road is accumulating cars again**

IX. Executive Session: NONE

X. Adjournment:

A motion was made by Mr. Pushard that was seconded by Mr. Danforth to adjourn the meeting. Mr. Danforth declared the meeting adjourned at 7:32PM. The vote was unanimous.

Approved by the Board of Selectmen on July 26, 2017.

Richard Danforth

Michael Pushard

Absent
Benjamin Smith