

**Town of Chelsea
Public Hearing &
Board of Selectmen Meeting Minutes
July 24, 2013**

Call to Order:

Chairperson Ben Smith called the meeting to order at 6:34p.m.

Select Board members present included Benjamin Smith and Richard Danforth. Scott Tilton, Town Manager. Several residents of Chelsea were also present.

Ben Smith led the attendees in the Pledge of Allegiance.

Public Hearing:

- A. Comments from public on changes to the General Assistance Ordinance.
 - Town Manager Scott Tilton explained this was an annual update to the General Assistance Ordinance and that it was advertised as required by law. No further discussion. Motion by Rick Danforth to close the public hearing, seconded by Ben Smith. Motion carried.

Regular Meeting:

Call to order:

Chairperson Ben Smith called the meeting to order at 6:37 p.m.

Consent Agenda:

- A. Approve Accounts Payable Warrant #03 for \$13,430.23
 - B. Approve Payroll Warrant #04 for \$5,111.94
 - C. Approve Payroll Warrant #5 for \$6,090.63
 - D. Accounts Payable Warrant #6 for \$200,926.45
 - E. Approve Board of Selectmen Meeting Minutes of July 10, 2013
- Motion made by Rick Danforth to approve Consent Agenda items A, B, C, D, and E as read. Motion seconded by Ben Smith. No discussion. Motion carried 2-0, it was noted by Ben Smith that Selectman Michael Pushard was absent from the meeting.

Public Comment on Items not part of the Agenda:

A resident spoke about an issue he has with Hallett Road. He said he is very concerned about someone who has been cutting trees, moving large stones around, and stacking some large stones on an already existing rock wall. He stated that Rick Danforth had stopped by to take a look at the property. Ben Smith also stated that the Town Manager had brought this issue to the attention of the Select Board. Discussion continued. Ben Smith said the Town would follow up on this issue and would address it in the near future.

Scheduled Items:

A. New Business:

- 1. Review the draft of the Chelsea Capital Improvements Program Handbook.
 - Town Manager Scott Tilton reviewed this item with the Selectmen and residents. Discussion followed. Ben Smith & Rick Danforth agreed to table this item until next meeting.

Scheduled Items:

B. Old Business:

1. Board of Selectmen Secretary Position.
 - Ben Smith noted that it was discussed at the last Select Board Meeting that Barbara Skehan, who has been taking the minutes for the Select Board Meetings, would no longer be able to perform that duty. Ben Smith noted that because of this the meetings would be recorded for transcription. It was suggested to have Town Clerk Lisa Gilliam transcribe the minutes, it would be an extra duty to perform, but if it did not interfere with her regular duties she could continue doing them. Ben Smith & Rick Danforth agreed to allow this on a trial basis and to revisit this issue again in a few weeks to see how it is working out.
2. Repair of Replacement of Chelsea Fire Department Tank 2.
 - Ben Smith noted that Assistant Fire Chief Jim Gagnon was present to answer any questions. Selectman Smith spoke of a used 2012 truck with only 5,000 miles for the price of \$275,000. Discussion followed. Ben Smith & Rick Danforth agreed to not make a decision due to the absence of Selectman Pushard. They agreed to revisit this item at the next meeting of the Select Board.
3. Tax Bill Inserts.
 - Ben Smith reviewed some of the items that may be included with the mailing of tax bills. These items could include information from the Town Meeting including the new ordinances passed; it was also suggested to include the Junkyard Ordinance that was passed at last years Town Meeting. Discussion followed. Town Manager Scott Tilton suggested including tax exemption information that is available through the state. He feels that most residents might not be aware of these programs and this would be an excellent way to inform the community. Discussion followed. No action taken by the Selectmen.
4. Tax Assessing.
 - A. Purchasing Computer Assessing Software.
 - Ben Smith brought new Selectman Rick Danforth up-to-date on previous discussions about this subject. A brief discussion followed. Motion made by Rick Danforth to authorize Town Manager Scott Tilton to purchase the \$1,300 Trio Interface program, \$1,200 Cama Software and the licensing software to enable the accounts necessary to run the equipment, at a minimum of three accounts. Motion seconded by Ben Smith. A brief discussion followed. Motion carried.
 - B. Other Assessing Related Items.
 - Ben Smith suggested that Town Manager Scott Tilton set up an Assessing Meeting to meet with O'Donnell to discuss the feedback and comments they received when reviewing accounts with residents. Discussion followed, it was decided that a Wednesday night would be preferred.
5. Local Road Assistance Program Certification.
 - Town Manager Scott Tilton spoke on this item. He said it's an annual certification that the Town needs to make with Department of Transportation. In return for completing this certification, the Town will receive a check quarterly. In previous years the Town received as much as \$30,180; due to budget cuts the Town will now receive \$29,476. Motion by Ben Smith stating the Selectmen authorize Town Manager Scott Tilton to certify the Local Road Assistance Program Funds that the Town of Chelsea will receive in the amount of \$29,476. Motion seconded by Rick Danforth, no further discussion. Motion carried.

**Selectman Ben Smith noted that he had misquoted the price to upgrade Trio as a part of the Assessing software upgrade. This was discussed under Item 4 Tax Assessing, Letter A. Selectman Smith said the correct amount would be \$1,625 for the Trio Interface program. Ben Smith asked if the public had any questions or comments regarding this change. No questions were asked.*

Legal Issues:

- A. Adoption of a Chelsea General Assistance Ordinance.
 - Ben Smith noted that a Public Hearing on this matter was held prior to the start of the Selectmen's Meeting and there was no discussion from the public on this item at that time. Rick Danforth made a motion to approve the amended General Assistance Ordinance based on the revisions made by the State of Maine. Motion seconded by Ben Smith. No discussion followed. Motion carried.

- B. Board of Selectmen Appointments to Town Positions per the Chelsea Charter.
 - Ben Smith asked the Town Manager if there has been any contact with Marshall Swan regarding his position on the Planning Board and if he plans to continue his position. Mr. Smith thought it might be a good idea for the Town Manager to follow up with Marshall Swan's attorney and ask if it's Mr. Swan's intention to continue as a member of the Planning Board. Discussion followed. Rick Danforth felt that by following the Town Charter the issue will be resolved due to Mr. Swan's absence from these meetings. Ben Smith feels it would be a good idea to reach out to Walter McKee, who is Mr. Swan's Attorney, to see if the Town can find out if Mr. Swan will continue to be a member of the Planning Board. No further discussion, no action taken on this topic.
 1. Planning Board – One Year Term.
 2. Board of Appeals – One Year Term.
 3. Board of Assessment Review – One Year Term.
 - Town Manager Scott Tilton informed the Selectmen that no one had requested an appointment to the Board of Appeals. Discussion followed. Ben Smith requested the vacancies be listed on the Town's web site, which they hope will bring some interest from the residents in these Boards & Committees. No action was taken of items 1, 2 & 3.

- C. Confirmation of Town Manager Appointments per the Chelsea Charter.
 1. Road Advisory Committee – One Year Term.
 - Town Manager Scott Tilton informed the Selectmen that the Road Advisory Committee will be meeting on August 6th or 7th to discuss the roads. There are two openings available on this committee. Manager Tilton said he would be meeting with the newest member Randy McGee to bring him up-to-date on road issues. Discussion followed. The Town Manager said due to previous history he is reluctant to move forward with upgrading roads without having input from the members of the Road Advisory Committee. Rick Danforth said he would trust the judgment of the Town Manager, who also serves as the Road Commissioner. Ben Smith agreed and stated he would like to see these issues move forward.
 2. Scott Tilton – Town Manager, Treasurer, Tax Collector, Road Commissioner, General Assistance Administrator, Deputy Registrar of Voters, Deputy Town Clerk, Cemetery System Superintendent, Purchasing Officer & Deputy Public Access Officer.
 - Ben Smith said there would be no need to appoint Scott Tilton to these positions because these are covered in his written contract with the Town. Rick Danforth agreed and no action was taken on this item.
 3. Shawn Ramage – Fire Chief, EMA Director & Purchasing Officer.
 - Town Manager Scott Tilton recommended the appointment of Shawn Ramage to these positions. The Selectmen questioned whether the Town Charter would affect the approval of these positions without the Fire Department having a vote to appoint Shawn Ramage for another year as the Town's Fire Chief. Discussion followed. Ben Smith asked Assistant Fire Chief Jim Gagnon to address this issue at their next Fire Department Meeting; after that formality is done the Selectmen will make the formal approval.
 4. Lisa Gilliam – Town Clerk, Registrar of Voters, Deputy Treasurer, Deputy Tax Collector, Deputy General Assistance Administrator, Public Access Officer.
 - After reviewing the Town Charter, Ben Smith noted that the Town Manager would appoint these positions, they would not be appointed by the Selectmen. Town Manager Scott Tilton said he would recommend Lisa Gilliam to be appointed to these positions. Based on this recommendation, Ben Smith & Rick Danforth support this appointment.

Confirmation of Town Manager Appointments per the Chelsea Charter.

5. Chris Martinez – Animal Control Officer.
 - Ben Smith noted this is also a Manager's appointment. Selectman Smith moved to approve this Manager's Appointment of Chris Martinez, seconded by Rick Danforth. No further discussion. Motion carried.
 6. Gary Quintal – Code Enforcement, Local Health Officer, Plumbing Inspector & E911 Addressing Officer.
 - Ben Smith again stated this would be a Manager's Appointment. Selectman Smith moved to approve this Manager's Appointment of Gary Quintal, seconded by Rick Danforth. No discussion. Motion carried.
- D. Status of Request to Ford Motor Company for Reimbursement of Repairs made to the 2005 Ford Squad.
- Town Manager Scott Tilton updated the Selectmen on this item. He said he spoke with Steve Langsdorf about this issue. He said that Mr. Langsdorf would have more information for the Selectmen by September 11, 2013. Discussion followed. No action taken by Selectmen.

Written Communication:

- A. Letter from Time Warner dated July 17, 2013.
- Ben Smith stated this was a routine letter which addressed no new changes. No discussion from the residents and no action taken by the Selectmen.
- B. Town Clerk Report.
- Manager Tilton stated if the Selectmen have any questions regarding the Clerk's report they are welcome to stop by the office or to contact her for more information. No discussion from the residents or action taken by the Selectmen.
- C. Code Enforcement Report.
- Manager Tilton stated that the Code Enforcement Officer has been very busy and working on the development of a new subdivision. Again, if the Selectmen have any questions please contact Gary Quintal or the Town Manager can forward them to him. No discussion from the residents and no action taken by the Selectmen.
- E. Town Manager Report.
- Before beginning the Town Manager Report, Scott Tilton addressed the monthly report from the Fire Department. It was not included in the meeting packet given to the Selectmen. Again, Manager Tilton said for them to review it and if they have any questions the Selectmen can contact Fire Chief Shawn Ramage or relay questions to the Town Manager. No discussion by the residents and no action taken by the Selectmen.
 - Manager Tilton also addressed the RSU #12 Agenda that was included in the Selectmen's packet. He informed the Selectmen that the Regional School Budget Meeting has been rescheduled to Monday, August 12th at 7:00 p.m. Discussion followed. No action taken by the Selectmen.
 - Manager Tilton spoke about the Town doing a bond. He feels it would be best to hold off on the application until the February deadline and the May funding. Manager Tilton feels it would be best for the Town because that would be closer to construction season. Discussion followed. No action taken.
 - The Manager's Institute will be August 14, 15 & 16. Due to this conference the Town Manager will not be able to attend the Selectman's Meeting on August 14th. He did suggest changing the meeting date to August 7th at 6:30 p.m., which would allow him to attend.
 - Manager Tilton informed the Selectmen that the roadside mowing has begun. Tony Barry was the contractor who was awarded the bid.
 - Manager Tilton informed the Selectmen that he would like to set up a workshop for goal-setting and has suggested the date of August 21st for the meeting. The Selectmen suggested this meeting be arranged prior to a regular scheduled Selectman's meeting. Discussion followed. Ben Smith suggested the notes from the last goal-setting meeting be brought to the next one for review. Discussion followed. It was decided to schedule this meeting at 5:45 p.m. on August 28th which is prior to the regular

E. Town Manager Report.

- scheduled Selectmen's Meeting at 6:30 p.m. that same evening. No further action taken.
- Manager Tilton spoke about the Volunteers of America would like to come back to the community. They plan on constructing housing for elderly veterans. Discussion followed. Manager Tilton said this is a non-profit organization that is also tax exempt. They are looking for the Town to be supportive of this project due to it being financed by a grant. No further action taken.

Verbal Communication:

A. Town Manager.

- Manager Tilton said that Rick Danforth and Mike Pushard would need to attend a workshop through MMA, which would be beneficial to them both as elected officials. Selectman Danforth said he did have some certifications that would apply to this workshop and that he would forward them to the Town Manager. No discussion from the residents and no action taken by the Selectmen.

B. Chelsea's RSU #12 Representative

- Chelsea's School Board Member Barbara Skehan gave an update on the RSU. She also spoke about the Regional School Budget Meeting being rescheduled a day earlier on August 12th at the Whitefield Elementary School. The upcoming election and school budget were briefly discussed. No action taken by the Selectmen.

C. Board of Selectmen/Assessors.

- Rick Danforth requested an update on the gas line company and the condition of the road work that is being done. Discussion followed. Manager Tilton said the gas line company is aware the work necessary they need to finish up on.

Adjournment:

- Motion made by Rick Danforth seconded by Ben Smith to adjourn. Motion carried.

Ben Smith declared the meeting adjourned at 8:31p.m.

Approved by the Chelsea Board of Selectmen on August _____, 2013

Benjamin Smith – Chair

Richard Danforth Vice-Chair

Michael Pushard