

**Town of Chelsea  
Board of Selectmen Minutes  
Wednesday July 13, 2016  
6:30PM, Chelsea Town Office**

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

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

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

Others present: Scott Tilton, Judy Williams, Lee Burns and Richard Cote. Jacki Robbins arrived at 6:47PM.

The Pledge of Allegiance was recited.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to nominate Richard Danforth as Chairman. Vote was unanimous.

No formal action was taken to elect a Vice Chair, the members present preferring to wait until Mr. Danforth is present.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to schedule regular Board meeting for the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month starting at 6:30PM. Vote was unanimous.

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

**III. Adjustments to the agenda:**

A motion was made by Mr. Smith that was seconded by Mr. Pushard to adjust agenda moving discussion and action on Scheduled Items – New Business - Items 2 and 3 to after the Consent Agenda. Vote was unanimous.

**IV. Consent Agenda:**

- A. Approval of Payroll Warrant # 55 in the amount of \$ 7,500.67
- B. Approval of Accounts Payable Warrant # 56 in the amount of \$ 4,621.83
- C. Approval of Accounts Payable Warrant # 57 in the amount of \$ 27,204.80
- D. Approval of Payroll Warrant # 01 in the amount of \$ 6,267.56
- E. Approval of Accounts Payable Warrant # 02 in the amount of \$ 47,191.28
- F. Approval of Board of Selectmen June 22, 2016 Meeting Minutes.

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

**V. Scheduled Items:**

**A. New Business:**

**2. Confirmation of Appointments**

The Town Manager presented the Board with the appointments he has made and requested that Board take action to confirm them.

A motion was made by Mr. Pushard that was seconded by Mr. Smith to confirm the appointment of Leonetta "Lee" Burns to the position of Cemetery Sexton.  
Vote was unanimous.

A motion was made by Mr. Pushard that was seconded by Mr. Smith to confirm the appointment of Sheila McCarty to the positions of Town Clerk and Public Access Officer.  
Vote was unanimous.

A motion was made by Mr. Pushard that was seconded by Mr. Smith to confirm the appointment of Christopher Baker to the position of Animal Control Officer.  
Vote was unanimous.

A motion was made by Mr. Pushard that was seconded by Mr. Smith to confirm the appointment of William w. Butler to the positions of Code Enforcement Officer, Licensed Plumbing Inspector, E911 Addressing Officer and Local Health Officer.  
Vote was unanimous.

**V. Scheduled Items:**

**A. New Business:**

**3. Appointments to unfilled vacancies**

The Town Manager presented the Board with a list containing the names of residents who are willing to volunteer to serve and be appointed to fill unelected vacant positions.

**Sheepscot Valley RSU #12**

A motion was made by Mr. Smith that was seconded by Mr. Pushard to appoint to a one year term Richard Cote as Chelsea's Representative on the Sheepscot Valley RSU #12 Board of Directors.

Vote was unanimous.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to appoint to a one year term Jared Heath as Chelsea's Representative on the Sheepscot Valley RSU #12 Board of Directors.

Vote was unanimous.

**Budget Committee**

A motion was made by Mr. Smith that was seconded by Mr. Pushard to appoint Jared Heath to a one year term on the Budget Committee.

Vote was unanimous.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to appoint Nathan Grant to a one year term on the Budget Committee.

Vote was unanimous.

**Planning Board**

A motion was made by Mr. Smith that was seconded by Mr. Pushard to appoint Jared Heath to a one year term on the Planning Board.

Vote was unanimous.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to appoint Palmer Sargent to a one year term on the Planning Board.

Vote was unanimous.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to appoint Nathan Grant to a one year term on the Planning Board.

Vote was unanimous.

**V. Scheduled Items:**

**A. New Business:**

**3. Appointments to unfilled vacancies**

**Planning Board**

A motion was made by Mr. Smith that was seconded by Mr. Pushard to appoint Andrea Smith to a one year term on the Planning Board.

Vote was unanimous.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to appoint Maria Jacques to a one year term on the Planning Board.

Vote was unanimous.

**Board of Appeals**

A motion was made by Mr. Smith that was seconded by Mr. Pushard to appoint Robert Drisko to a one year term on the Board of Appeals.

Vote was unanimous.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to appoint Leonetta Burns to a one year term on the Board of Appeals.

Vote was unanimous.

**Economic Development Committee**

A motion was made by Mr. Smith that was seconded by Mr. Pushard to appoint Andrea Smith to the Economic Development Committee.

Vote was unanimous.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to appoint Charles "Skip" Skehan to Economic Development Committee.

Vote was unanimous.

**Solid Waste and Recycling Committee**

A motion was made by Mr. Smith that was seconded by Mr. Pushard to appoint Celeste Turner to a one year term on the Solid Waste and Recycling Committee.

Vote was unanimous.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to appoint Maria Jacques to a one year term on the Solid Waste and Recycling Committee.

Vote was unanimous.

### **Solid Waste and Recycling Committee**

A motion was made by Mr. Smith that was seconded by Mr. Pushard to appoint G. Chris Evans to a one year term on the Solid Waste and Recycling Committee.

Vote was unanimous.

#### **1. Animal Control Ordinance**

The manager presented the Selectmen with a draft of a new Animal Control Ordinance. Certain sections were reviewed and changes were proposed. No formal action was taken.

#### **4. MME Legislative Policy Ballot**

The Board reviewed the ballot and the slate of officers being proposed. The ballot is due back to Maine Municipal Assoc. before August 5, 2016. The full Board will take action at the meeting July 27, 2016.

### **V. Scheduled Items:**

#### **B. Old Business:**

#### **1. Cell Tower Lease Acquisition**

The Manager and the Board further discussed positive and negative aspects of selling the cell tower lease. The two members present wanted to get Mr. Danforth's comments on the matter prior to taking formal action.

### **VI. Legal:**

#### **1. Life Safety Ordinance**

The Manager presented the Board with information on what the enforcement of the Life Safety Code would include. The Board wanted additional time to review the standards before recommending the ordinance for approval at Town Meeting,

### **VII. Verbal Communication:**

**Town Manager – None**

**RSU # 12 Report – None**

**Committees and Boards – None**

**Board of Selectmen – None**

**VII. Written Communication:**

- A. The Selectmen reviewed the Treasurers Report which contained information on Reserve Account Balances Report & an ICS Balance Report.
- B. The Selectmen reviewed the Town Clerks June 2016 Activity Report
- C. The Selectmen reviewed the BMV, MOSES and Animal Welfare Clerk June 2016 Activity Report
- D. The Selectmen reviewed the letter from MDOT dated June 27, 2016
- E. The Selectmen reviewed the letter from Charter Communication dated July 6, 2016
- F. The Selectmen reviewed the CEO's Report on July 2<sup>nd</sup> Inspections
- G. The Selectmen reviewed the letter from the Kennebec Land Trust dated June 30, 2016
- H. The Selectmen reviewed the MMA Risk Management Insurance Coverage Breakdown
- I. The Selectmen reviewed the CEO's June 2016 Activity Report

**VIII. Executive Session Action: NONE**

**IX. Adjournment:**

A motion was made by Mr. Pushard and seconded by Mr. Smith to adjourn the meeting. Mr. Smith declared the meeting adjourned at 7:22PM.

Approved by the Board of Selectmen on July 27, 2016,

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Absent  
Richard Danforth

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Michael Pushard

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Benjamin Smith