

**Town of Chelsea
Board of Selectmen Minutes
July 22, 2015
6:45PM, Chelsea Town Office**

I. Call regular meeting to order:

The meeting was called to order at 6:45PM by Chairman Smith.

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

Others present: Scott Tilton, Ed Tobias, Judy Williams, Jim Gagnon, Romeo Gaboury, Mike Jackson, Aaron Cooper, Michael Campbell and Phil Alexander.

The Pledge of Allegiance was recited.

II. Consent Agenda:

- A. Approval of Accounts Payable Warrant # 58 in the amount of \$ 696.31
- B. Approval of Accounts Payable Warrant # 59 in the amount of \$ 39,848.76
- C. Approval of Payroll Warrant # 02 in the amount of \$ 5,493.85
- D. Approval of Accounts Payable Warrant # 03 in the amount of \$ 208,293.41
- E. Approval of Board of Selectmen June 10, 2015 Meeting Minutes.
- F. Approval of Board of Selectmen June 10, 2015 Executive Session Minutes.
- G. Approval of Board of Selectmen July 8, 2015 Meeting Minutes.

A motion was made by Mr. Smith that was seconded by Mr. Danforth to approve Consent Agenda items A, B, C, D, E and F as presented. The vote was 2 – 0 – 1 (Danforth).

A motion was made by Mr. Pushard that was seconded by Mr. Danforth to approve Consent Agenda item F as presented. The vote was 2 – 0 – 1 (Smith).

III. Public Comment: NONE

IV. Scheduled Items:

A. New Business:

1. Election of Board Officers and Other Matters –

A motion was made by Mr. Smith that was seconded by Mr. Pushard to elect Richard Danforth to Chairman of the Board of Selectmen. The vote was 2 – 0 – 1 (Danforth).

A motion was made by Mr. Pushard that was seconded by Mr. Danforth to elect Benjamin Smith to Vice Chairman of the Board of Selectmen. The vote was 2 – 0 – 1 (Smith).

There was a discussion regarding the date and time of the regular Selectmen meetings. By consensus it was determined that the new start time of the meetings would be 6:30PM. Meeting dates would continue to be the 2nd and 4th Wednesday of each month.

2. Request for Support of the Culvert Grant –

Letters of support were presented for the Selectmen to sign. The Selectmen expressed strong support of the request but wanted to hold off signing the letters until the application was completed. No action was taken at this time.

3. Request for Support of the National Guard IRT Applications –

Letters of support were presented for the Selectmen to sign. The Selectmen expressed strong support of the request but wanted to hold off signing the letters until the application was completed. No action was taken at this time.

V. Legal:

7. Adoption of Resolution to borrow funds to purchase new FD Vehicle –

A resolution authorizing Chelsea to borrow funds to purchase a Fire Truck was presented to the Selectmen.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to adopt the resolution to borrow an amount not to exceed \$280,000 to purchase a new FD Pumper/Tanker. The vote was unanimous.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to authorize the Town Manager and Fire Chief, in their capacity as Procurement Officers, to take whatever action is necessary to purchase from the bidder E One a new Pumper/Tanker for a price not to exceed \$280,000. The vote was unanimous.

V. Legal:

4. One Year Appointments –

The Selectmen reviewed the applications for appointments to the RSU #12 BOD. Two residents, Diana McKenzie and Aaron Cooper, expressed an interest.

A motion was made by Mr. Smith and seconded by Mr. Pushard to appoint Aaron Cooper to the one year vacancy on the RSU #12 Board of Directors. The vote was unanimous.

IV. Scheduled Items:

A. New Business:

4. RSU 12 Transportation Contract –

The Selectmen reviewed the proposed RSU #12 High School Bus Contract for the transportation of HS Students to and from their homes. The Selectmen recommended changes on the area of indemnification and renewal terms. Action on the item was tabled until the August 5, 2015 meeting.

B. Old Business:

1. Economic Development and joining KVCOG –

The Manager presented the Selectmen with a memorandum sent from KVCOG which outlined the work they did for both member and non-member communities. Some of the work they do involves helping communities create economic development plans. Chelsea is preparing to create an Economic Development Plan and the Selectmen expressed an interest in joining KVCOG and have them assist in writing the plan.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to authorize the Town Manager on behalf of Chelsea to join KVCOG. The vote was unanimous.

2. Personnel Policy –

The Selectmen reviewed the proposed version of the Personnel Policy. The Selectmen made additional recommendations to amend sections and add additional language to other sections. The changes will be incorporated into the final version and be voted on at the next meeting.

3. MMA Ballot –

The Selectmen were presented with the ballot for voting on MMA officers.

A motion was made by Mr. Danforth that was seconded by Mr. Smith to authorize the Town Manager to cast the ballot on behalf of Chelsea. The vote was unanimous.

B. Old Business:

4. 2015 Road Improvement Plan –

The Manager presented the Selectmen with this summer proposed road work plan. Work includes: ditching, shouldering, striping, overlay, dust control, placement of gravel, brush and tree removal and culvert replacement. The Selectmen requested that the manager prepare a 5 Year Plan for review of by the Selectmen at a future meeting.

5. Property Tax Matters –

A. Abatement – Map 7 Lot 37MH

The manager explained that Chelsea was still assessing a trailer that had not been present in Chelsea since 2006.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to approve a corrective abatement of the 2012-13 taxes on Map 7 Lot 37MH in the amount of 10,000 in value. The vote was unanimous.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to approve a corrective abatement of the 2013-14 taxes on Map 7 Lot 37MH in the amount of 10,552 in value. The vote was unanimous.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to approve a corrective abatement of the 2014-15 taxes on Map 7 Lot 37MH in the amount of 10,000 in value. The vote was unanimous.

B. Abatement – Map 7 Lot 9MH

The manager explained that Chelsea had assessed a trailer that had not been present in Chelsea since 2013. The previous owner was deceased. Upon review of the abatement request it was decided that more information was needed from the Assessors Agent prior to making a decision. No action was taken.

C. Supplemental Tax – Map 7 Lot 42

The manager explained that apparently the trailer though to be located at Map 7 Lot 37MH (see above) was located on Map 7 Lot 42. The trailer was not being assessed to the owner of this property. Upon review of the supplemental assessment form it was decided that more information was needed from the Assessors Agent prior to making a decision. No action was taken.

V. Legal:

1. Enforcement Action – Map 11 Lot 164 – Moody – Quail Run

The Selectmen discussed the progress being made by the property owners in cleaning up their property. It was determined that sufficient progress was not being made and the matter would be referred to the Chelsea CEO and Town Attorney for further corrective action.

2. Enforcement Action – Map 01 Lot 277 – Grimes – S. Dondero Road

The Selectmen discussed the progress being made by the property owners in cleaning up their property. It was determined that sufficient progress was being made but final cleanup needed to be completed. The matter would be referred to the Chelsea CEO for completion of the clean up by August 29th.

3. Approval of Town Office Walkway and Entrance Improvements –

The manager reviewed with the Board the work needing to be done to the Town Office walkway, entrances and drainage. He had received three bids to perform the work. A motion was made by Mr. Smith and seconded by Mr. Pushard to approve the work as proposed at the Town Office at a not to exceed price of \$6020. The vote was unanimous.

5. Sale of Tax Acquired Property – Map 4 Lot 236

The manager reviewed the results of the bids received. The high bid was \$6,250 from Michael S. Jackson.

A motion was made by Mr. Pushard and seconded by Mr. Smith to sell by Quit Claim Deed the tax acquired property at Map 4 Lot 236 to Michael Jackson. The vote was unanimous.

6. Sale of Tax Acquired Property – Map 9 Lot 109

The Selectmen had authorized the Manager to ask the abutters if they were interested in buying this property. There is not enough land to build a home and so the lot is non-conforming. The Manager reported that he requested bids from two abutters. One of them offered \$1,200 for the property.

A motion was made by Mr. Smith and seconded by Mr. Pushard to reject the bid received on the grounds it does not meet the minimum bid established in the Request for Bids of \$ 1,225. The vote was unanimous.

The Selectmen instructed the Manager to put the sale of the property back out to bid.

8. Corrective Quit Claim Deed – Map 5 Lot 28

A company doing a routine title search discovered that a 1976 and 1977 tax lien filed against the above property had never been discharged. Chelsea was being asked to issue a Quit Claim Deed to relinquish our claim to the property. A motion was made by Mr. Smith that was seconded by Mr. Danforth to execute the Quit Claim Deed to discharge the 1976 and 1977 liens.

Following discussion and upon closer review by the Selectmen it was discovered that the Map and Lot reference used in the deed were incorrect. The motion and the second were withdrawn. The Selectmen want the Assessors Agent to review the deed before the next meeting. No action was taken.

VI. Written Communication:

1. The Board reviewed a letter from Time Warner Cable dated July 5, 2015.
2. The Board reviewed the Town Clerks Report.
3. The Board reviewed the Office Clerks Report
4. The Board reviewed a letter from Sharon Burns reporting on progress being made to restore the condition of the cemeteries.

VII. Verbal Communication:

Town Manager – None

RSU # 12 Report – None

Committees and Boards – None

Board of Selectmen – The Board decided to schedule the next regular Selectmen meeting for 6:30PM on August 5, 2015 at the Town Office. This was done to accommodate the Managers scheduled vacation.

VIII. Executive Session Action: NONE

IX. Adjournment:

A motion was made by Mr. Pushard and seconded by Mr. Smith to adjourn the meeting. Mr. Danforth declared the meeting adjourned at 9:10PM.

Approved by the Chelsea Board of Selectmen on August 5, 2015

Richard Danforth, Chair

Michael Pushard

Benjamin Smith, Vice Chair