

**Town of Chelsea
Board of Selectmen Minutes
Wednesday July 27, 2016
6:30PM, Chelsea Town Office**

I. Call regular meeting to order:

The meeting was called to order at 6:34PM by Chairman Danforth.

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

Others present: Scott Tilton, Debbie Morang, Gilbert Morang Jr. and Jason Ellis

The Pledge of Allegiance was recited.

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

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

III. Adjustments to the agenda: NONE

IV. Consent Agenda:

- A. Approval of Accounts Payable Warrant #03 for \$ 21,292.19
- B. Approval of Accounts Payable Warrant # 04 for \$ 12,407.27
- C. Approval of Accounts Payable Warrant # 5 for \$11,526.61
- D. Approval of Board of Selectmen July 13, 2016 Meeting Minutes
- E. Approval of Board of Assessors July 13, 2016 Meeting Minutes

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

No formal action was taken to approve the minutes of the July 13, 2016 Board of Selectmen meeting or the July 13, 2016 Board of Assessors Meeting (Items D and E).

V. Scheduled Items:

A. New Business:

1. Appointments to Boards and Committees to fill unelected term vacancies.

There weren't any volunteer who submitted applications for the Board of Selectmen to appoint

2. MMA Legislative Policy Committee Ballot

A motion was made by Mr. Smith that was seconded by Mr. Danforth to vote for Scott Morelli and Peter Neilson on the MMA Legislative Policy Committee Ballot for District #14
Vote was unanimous.

3. MMA Executive Committee Ballot

A motion was made by Mr. Smith that was seconded by Mr. Danforth to vote for Linda Cohen for Vice President and James Gardner Jr., Christine Landes and Mary Sabins as Directors of the MMA Executive Committee.
Vote was unanimous.

4. Selection of Chelsea Selectmen to KVCOG General Assembly

The Manager asked the Selectmen if any member was willing to be appointed to the KVCOG General Assembly representing Chelsea. The Selectmen present did not express an interest. Instead of taking action now the Selectmen wanted to wait until Mr. Pushard was present in case he was interested in being appointed.

5. Donation of Senior Citizens Club Building to Chelsea

The Manager explained to the Selectmen that he had been approached by a member of the Chelsea Senior Citizens Club about donating their land and building to Chelsea. The Selectmen discussed the idea and expressed concerns about the need and expense to bring the building up to ADA Standards. The Selectmen wanted to hear more from members of the club before moving forward. No formal action was taken.

6. Purchasing Accident Insurance for Volunteers (AIV)

The Manager explained that there are a growing number of volunteers from Chelsea Boards and Committees that are actually doing physical work to make improvements or provide a service. Insurance coverage for them would provide some benefit and could also be used as a recruitment or retention tool.

A motion was made by Mr. Smith that was seconded by Mr. Danforth to procure AIV through MMA Risk Management at a cost of \$2.25 per volunteer.

Vote was unanimous.

7. Annual Personnel Policy Review and Amendments

The Manager presented the Selectmen with the Table of Contents of the current Personnel Policy. He explained that he felt the policy did not require any changes this year except for Section 5.7 Retirement. Currently full time employees excluding the Manager by contract were not offered a retirement benefit. The Manager presented the Selectmen with wording he drafted that would add the benefit to the policy. After discussion by the Selectmen, there was consensus among the Selectmen would that the Personnel Policy not be amended and instead an addendum to the employees terms of employment be used. No formal action was taken by the Selectmen

V. Scheduled Items:

B. Old Business:

1. Review Cell Tower Lease Acquisition

The Manager presented the Selectmen with additional information regarding the possible sale of Chelsea's U.S. Cellular Lease. The Selectmen discussed the matter and by consensus agreed that the terms of the current lease were not favorable to Chelsea but the terms of the proposed lease purchase were also felt to be unfavorable. No formal action was taken by the Selectmen

2. Review 2016-17 Municipal Tax Rate Calculation Form

The Assessor's Agent prepared three separate tax rate calculations for the Selectmen to review. The projected mil rates provided were .01860, .01870 and .01880. The Selectmen expressed concern about the mil rate being much higher than last year's .01800. The Selectmen reviewed using the Undesignated Fund Balance (UFB) to reduce the mil rate. Without formally committing taxes the Selectmen agreed that \$100,000 of UFB would be used to increase the mil rate by .00010 which is an increase in the taxes on a \$100,000 home valuation of \$10. The plan also includes setting the overlay at \$27,000. The Selectmen will commit taxes to the Tax Collector on August 10. The first half of the taxes will be due October 5, 2016. No formal action was taken at this time.

VI. Legal:

A. Disposition of Tax Acquired Property - Gilbert and Nancy Morang – Map 13 Lot 12

The Board reviewed with the CEO the progress being made by Gilbert Morang Jr. in cleaning up the property on which he resides and that was formally owned by the Estate of Gilbert Morang Sr. and Nancy Morang. Some progress is being made but more needs to be done. The Selectmen set a date of August 24, 2016 for final clean-up of the property. No formal action was taken at this time.

VI. Legal:

B. Approve writing off uncollectable real estate taxes – Audrey Cote Acct 520

The Tax Collector presented the Selectmen with a formal request to write off the taxes on a mobile home formally owned by Audrey Cote. The trailer was destroyed in a fire last September so there isn't any property available to attach a lien. A motion was made by Mr. Smith that was seconded by Mr. Danforth to authorize the 2015-16 taxes assessed to Audrey Cote (Acct 520) in the amount of \$ 230.26 to be written off and no longer the responsibility of the Tax Collector to collect

Vote was unanimous.

C. Approve Budget Expense Carry Forwards

The Manager recommended, that in accordance with the wishes of the Town as voted in Article 52 of the 2015-16 Town Meeting, the Selectmen vote to carry forward to 2016-17 Budget the amounts of \$70,000 for Summer Roads and \$700 for Cemeteries and Parks. A motion was made by Mr. Smith that was seconded by Mr. Danforth to carry forward to 2016-17 budget \$70,000 for Summer Roads and \$700 for Cemeteries and Parks.

Vote was unanimous.

The Manager reviewed with the Selectmen the need to transfer the unexpended amount of \$5,713 from 2015-16 Legal Services budget to a Legal Services Reserve Account as approved by voters in Article 12 of the 2015 Town Meeting. The purpose of which is to pay for unanticipated legal expenses. A motion was made by Mr. Smith that was seconded by Mr. Danforth to carry forward to transfer the unexpended amount of \$5,713 from 2015-16 Legal Services budget to a Legal Services Reserve Account as approved by voters in Article 12 of the 2015 Town Meeting.

Vote was unanimous.

D. Approve use of Undesignated Fund Balance to cover 2015-16 Budget Overdrafts

The Manager reviewed with the Selectmen the over drafts that occurred in various budget categories. There were overdrafts in High School Transportation of \$3,488.59, Street Lights of \$129.43 and Public Safety Dispatching of \$ 0.20. This is a total of only \$ 3,618.22. A motion was made by Mr. Smith that was seconded by Mr. Danforth to approve the use of UDF to cover the \$3,618.22 in over drafted budgets.

Vote was unanimous.

VII. Verbal Communication:

Town Manager – NONE

RSU # 12 Report – NONE

Committees and Boards – NONE

Board of Selectmen

Benjamin Smith - NONE

Richard Danforth – Asked about why the Stop sign was removed from the intersection of Sylvester Ave and Keith Street and why the Dead End sign was moved. Mr. Danforth also asked from what town or where the language for the proposed Animal Control Ordinance came from.

VII. Written Communication:

A. The Selectmen reviewed the letter from Charter Communication dated July 20, 2016.

B. The Selectmen reviewed the DEP Request for Project Review for the Cabins in the Woods Application.

VIII. Executive Session Action: NONE

IX. Adjournment:

A motion was made by Mr. Smith and seconded by Mr. Danforth to adjourn the meeting. Mr. Danforth declared the meeting adjourned at 8:00PM.

Approved by the Board of Selectmen on August 10, 2016,

Richard Danforth

Absent
Michael Pushard

Benjamin Smith