

**Town of Chelsea
Board of Selectmen Minutes
August 5, 2015
6:30PM, Chelsea Town Office**

I. Call regular meeting to order:

The meeting was called to order at 6:31PM by Chairman Danforth.

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

Others present: Scott Tilton, Ed Tobias, Judy Williams, Betty McKay, Romeo Gaboury, Barbara Skehan, Linda Rideout, Jackie Robbins and one other member of the public.

The Pledge of Allegiance was recited.

II. Consent Agenda:

- A. Approval of Payroll Warrant # 04 in the amount of \$ 5,126.61.
- B. Approval of Accounts Payable Warrant # 05 in the amount of \$ 463,810.07.
- C. Approval of Board of Selectmen June 22, 2015 Meeting Minutes.

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

III. Public Comment: NONE

IV. Scheduled Items:

A. New Business:

1. Review Annual Board of Selectmen Goals –

The Selectmen reviewed last year's goals. By consensus it was decided that the Town Manager would modify the goals including revised completion dates and bring back the new goals including the Roads Plan at a regularly scheduled meeting in September.

No formal vote was taken

IV. Scheduled Items:

B. Old Business:

4. 2015-16 Tax Commitment

The Selectmen reviewed tax rate options presented to them by the Assessor Agent. Each compared the mil rate and its impact on taxes and overlay.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to set the 2015-16 mil rate at .0180 mils and to further commit the taxes to the Tax Collector for collections. Vote was unanimous.

IV. Scheduled Items:

A. New Business:

2. Tax Receipting Policy –

The Selectmen reviewed the current policy and did not make any changes

A motion was made by Mr. Smith that was seconded by Mr. Pushard to continue the existing Tax Receipting Policy for the fiscal year 2015-16. Vote was unanimous.

3. Disbursement of Wages Policy –

The Selectmen reviewed the current policy and did not make any changes

A motion was made by Mr. Smith that was seconded by Mr. Pushard to continue the existing Disbursement of Wages Policy for the fiscal year 2015-16. Vote was unanimous.

4. Disbursement of State Fees Policy –

The Selectmen reviewed the current policy and did not make any changes.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to continue the existing Disbursement of State Fees Policy for the fiscal year 2015-16. Vote was unanimous.

5. Investment Policy –

The Selectmen reviewed the current policy and did not make any changes.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to continue the existing Investment Policy for the fiscal year 2015-16. Vote was unanimous.

6. Credit Card Acceptance Policy –

The Manager presented several changes to the Credit Card Acceptance Policy. The changes were to accept credit card payment as for all town related services and to allow payment of credit by phone.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to approve the changes to the Credit Card Acceptance Policy as presented by the Manager for the fiscal year 2015-16. Vote was unanimous.

IV. Scheduled Items:

B. Old Business:

1. RSU 12 Transportation Contract –

The changes in the wording of the Transportation Contract recommended on July 22 had not been made. No action was taken.

2. Approval of Innovative Readiness Training Applications –

The Selectmen reviewed the two IRT Application prepared by Craig Hitchings. One is to demolish the abandoned bridge between Spruce Lane and Old Thomaston Road. Another is to clear some town owned property at Chelsea Heights Cemetery of trees and rocks to make room for the sale of cemetery plots.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to approve both applications and to sign a Letter of Support. The vote was unanimous.

3. Personnel Policy –

The Selectmen reviewed the changes incorporated into the Personnel Policy from the last meeting. They requested that the Manager send the policy to the Town Attorney for a quick review prior to approval. No action was taken.

5. Hallowell /Gardiner Water District Merger Update –

The action required by the Maine State to move the merger forward did not happen. It appears the request will be made again next session. The Selectmen plan to get involved more closely the next time the matter is presented.

6. Property Tax Matters –

A. Abatement – Map 7 Lot 9MH

No action was taken

B. Supplemental Tax – Map 7 Lot 42

The Assessor Agent explained that Chelsea had not been assessing a trailer at his location for at least three years.

A motion was made by Mr. Smith that was seconded by Mr. Danforth to approve a supplemental tax to Manley Hiltz for **2012-13** tax year in the amount of \$10,902 in assessed value at Map 7 Lot 42. The vote was unanimous.

A motion was made by Mr. Smith that was seconded by Mr. Danforth to approve a supplemental tax to Manley Hiltz for **2013-14** tax year in the amount of \$10,902 in assessed value at Map 7 Lot 42. The vote was unanimous.

A motion was made by Mr. Smith that was seconded by Mr. Danforth to approve a supplemental tax to Manley Hiltz for **2014-15** tax year in the amount of \$10,902 in assessed value at Map 7 Lot 42. The vote was unanimous.

V. Legal:

1. 2014-15 Budget Carry Forwards to 2015-16 Budget

The Manager presented the Selectmen with a budget as of June 30, 2015. Several accounts were under expended. Unexpended funds for summer roads and cemeteries were to be spent on planned projects that did not happen in the year budgeted. The Manager recommended that \$13,000 for summer roads and \$2,000 for cemeteries be carried forward.

A motion was made by Mr. Danforth and seconded by Mr. Smith to approve \$13,000 for summer roads and \$2,000 for cemeteries be carried forward. The vote was unanimous.

2. Junkyard Permit – Delores Messer – Birmingham Road

The Selectmen reviewed the application presented and the inspection form submitted by the CEO. The inspection did not turn up any violations of the Junkyard Ordinance.

A motion was made by Mr. Danforth and seconded by Mr. Pushard to issue a Junkyard Permit to Delores Messer to expire December 31, 2015. The vote was unanimous.

3. Corrective Quit Claim Deed – Map 5 Lot 238

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. Pushard to execute the Quit Claim Deed to discharge the 1976 and 1977 liens. The vote was unanimous.

VI. Written Communication:

1. The Board reviewed a letter from MDOT dated July 24, 2015

VII. Verbal Communication:

Town Manager – None

RSU # 12 Report – None

Committees and Boards –

It was reported that the Small Community Consolidation Group would be meeting again on September 14, 2015. The time and place is to be determined.

Board of Selectmen –

Mr. Pushard – stated that there was currently no garbage can with a lid at Butternut Park and that the park was a mess. A request was made that the Manager have a garbage can placed at the park and to have it emptied in a regular basis. He then expressed an interest in having the bid the town receives for tax acquired property not include an amount for back taxes. Instead the back taxes would need to be paid separately and be in addition to the purchase price. He asked that the Manager do more to encourage others to bid on town work especially Chelsea business owners.

Mr. Smith – stated that he and the rest of the Selectmen were going to miss having Barbara Skehan come to the meetings and provide them with a report on RSU #12 business.

Mr. Danforth – informed members of the Selectmen and the public that Chelsea Facebook Page was now active again.

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 8:01PM.

Approved by the Chelsea Board of Selectmen on August 26, 2015

Richard Danforth, Chair

Michael Pushard

Benjamin Smith, Vice Chair