

**Town of Chelsea
Board of Selectmen Meeting Minutes
August 7, 2013
6:30PM, Chelsea School**

I. Call to Order:

Chairperson Ben Smith called the meeting to order at 6:30 p.m.

Select Board members present included Benjamin Smith, Richard Danforth. Also present were Town Manager Scott Tilton and several Chelsea residents.

Ben Smith led the attendees in the Pledge of Allegiance.

Consent Agenda:

- A. Approve Payroll Warrant #07 for \$6,090.63
 - B. Accounts Payable Warrant #08 for \$3,554.81
 - C. Accounts Payable Warrant #09 for \$20,262.96
 - D. Approve Board of Selectmen Public Hearing and Regular Meeting Minutes of July 24, 2013.
- Motion made by Selectman Danforth to approve Consent Agenda items A, B, C and D as read. Motion seconded by Selectman Smith. A brief discussion followed. Fire Chief Shawn Ramage was present to briefly discuss the Fire Department. Motion carried 2-0, Selectman Selectman Pushard abstained from the vote.

Public Comment on Items not part of the Agenda:

- Judy Williams asked if the Selectmen still planned to meet with Joseph O'Donnell who completed the revaluation for the town. Selectmen Smith said they would be meeting on August 13, 2013.

Selectmen Smith suggested the Board take item V. Legal Issues A & B out of order. Selectmen Pushard & Danforth agreed.

V. Legal Issues:

- A. Action on Nuisance Property Complaint – J. Jellison – Map 1 Lot 117.
 - Code Enforcement Officer Gary Quintal presented the Selectmen with photos of the property in question. Mr. Quintal stated things have been picked up and made to look more orderly and that some items (lawn mower & snow blower) had been placed under tarps. He also stated that Ms. Jellison had been working with a waste disposal company who had removed a lot of items from the property. Mr. Quintal suggested they continue to remove the wood items from the property and maintain a better upkeep of the property. Discussion followed. Mr. Quintal said that on occasion the neighbors of Ms. Jellison will make complaints about the condition of her property. The Selectmen were pleased to see an improvement with the condition of Ms. Jellison's property. The Selectmen thanked Ms. Jellison for attending the meeting and for being a part of the discussion. Discussion continued. Mr. Quintal stated that any future violations would be brought before the Selectmen immediately. No motions were made.
- B. Action on Solid Waste Ordinance Complaint – J. Doyle – Map 16 Lot 55.
 - Selectmen Smith noted this complaint had been presented to the Board of Selectmen previously on June 12, 2012 and that it had been tabled at the recommendation of the Code Enforcement Officer who was working with this resident to bring the property into compliance with the Town Ordinance. Motion by Selectmen Smith to remove the previously table discussion on this matter so that it can be addressed at this time, motion seconded by Selectmen Danforth. Motion carried 3-0. Discussion followed. It was noted that Jennifer Doyle was not present for this discussion. Mr. Quintal stated that he had been working with her about resolving this matter and had spoke with Ms. Doyle as recently as today. Mr. Quintal recommended to the Selectmen to fine Ms. Doyle \$100.00 and if the debris is removed within 30 days the fine would be resolved. Discussion followed. The Selectmen discussed revisiting this item in a few weeks to see if it has been resolved and if not they would enforce the fine recommended by Mr. Quintal. No motions were made.

Selectmen Smith suggested to take item IV. Scheduled Items, B. Old Business #4 Chelsea Fire Department Tanker out of order. Selectmen Pushard & Danforth agreed.

IV. Scheduled Items:

B. Old Business:

4. Chelsea Fire Department Tanker

- Fire Chief Shawn Ramage was present to speak on the issue of the fire department's tanker truck. Chief Ramage said the tanker truck is in very bad shape. He said the Maine State Police had inspected it and found the truck to be over the required weight and he said the weight situation would keep the Town from making any changes or improvements to the vehicle. Chief Ramage said the options are to do nothing or to buy something new or used. He said the Town is required to follow the national safety standards which would also prevent any alterations being made to the truck. Discussion followed. The Selectmen and Town Manager discussed exploring the option of working with another municipality about purchasing a used truck instead of buying a new tanker. Chief Ramage expressed his concern about the Town not having planned better over the years when it concerned the needs of the Fire Department. Discussion continued. Selectman Smith moved to name Selectman Rick Danforth, Fire Chief Shawn Ramage and residents Ted Gardner, Skip Skehan & Craig Hitchings to the Ad Hoc Fire Truck Replacement Plan Committee; motion seconded by Selectman Danforth. Motion carried 3-0.

A. New Business:

1. Review the draft Board of Selectmen Bylaws.

- Town Manager Tilton spoke about the need for bylaws and reviewed a sample of one he received from another municipality. Discussion followed. Selectman Smith said he thought bylaws would be beneficial to the Board of Selectmen and to the Town. Selectman Smith suggested rewriting some of the language and removing any conflict it may have with the language of the Town Charter that was recently adopted. He also said this item should not have to be revisited at the next board meeting, but it could be brought back as collaborative updates are made to it. Discussion continued. No action taken by the Selectmen.

2. Forest Management Services Agreement:

- Town Manager Tilton reviewed the agreement and what it would cover. Discussion followed. The Selectmen agreed there would be no action at this time on this item. The Selectmen and Town Manager agreed to revisit this item at a future Board of Selectmen's Meeting, preferably either August 28th or September 11th.

3. MMA Ethel Kelley Award Nomination:

- Selectman Smith suggested the Town consider nominating Linda Leotsakos for her many years of service to the community. A brief discussion followed. The Selectmen decided to table this item for now. No action taken.

B. Old Business:

1. Chelsea Capital Improvements Program Handbook.

- The Town Manager reviewed this item with the Selectmen. He said on September 17th the Budget Committee will put together a list of items and a timeline for these items to be presented to the Selectmen. Discussion followed. Selectman Smith said he would like to review this and discuss it at a later time. Selectman Smith suggested the list be presented as a draft document for the Selectmen to review. No action taken at this time.

2. Annual Chelsea Personnel Policy Amendments.

- Manager Tilton said every year updates and changes are presented to the Selectmen for their consideration. The Town Manager said some of the changes up for consideration would be capping health insurance at \$792.53, changing the payroll date from Tuesday to Wednesday due to the day of the week the Board of Selectmen meet and updating the cost reimbursement for mileage. Selectmen also discussed using social media during working hours, which is already addressed in the current personnel policy. Selectman Smith suggested this item be considered the first reading for these updates and to approve it at an upcoming meeting; Selectmen Danforth & Pushard agreed because it would give them time to review the changes.

B. Old Business:

3. HS Bus Transportation Services.

- Manager Tilton explained the current issues that affect Chelsea students who plan to attend Cony High School; at this time there is no transportation provided by Cony to those students. Discussion followed. The Selectmen discussed the costs to provide transportation and if it would be affordable for the town to provide this service to the students. Discussion continued. The Selectmen decided to take no action on this item at this time.

Legal Issues:

C. Confirmation of Town Manager Appointments per the Chelsea Charter

1. Andrea Orne – Alternate Animal Control Officer
2. James Goulet – Roads Advisory Committee

- Selectman Smith moved to approve Andrea Orne as the Alternate ACO, motion seconded by Selectman Danforth. Motion carried 3-0.
- Selectman Danforth moved to approve James Goulet to the Roads Advisory Committee, motion seconded by Selectman Pushard. Motion carried 3-0.

D. MMA Ballot Vote – Vice President and Executive Director.

- Selectman Danforth suggested Mary Sabins be considered. Discussion followed. Selectman Pushard made a motion to designate Town Manager Scott Tilton as the person to vote the MMA ballot, motion seconded by Selectman Danforth. Motion carried 3-0.

Written Communication:

A. Letter from Time Warner dated August 1, 2013.

- Selectman Smith stated this was a routine letter about the services provided. No action taken by the Selectmen.

B. Town Clerk Report.

- Selectman Smith said he appreciated the reports from the Town Clerk and thanked her for the work she's doing, he also stated he was pleased with the filing system that is being created for the property owners and was surprised to hear there didn't appear to be a filing system already in place.

C. Code Enforcement Report.

- Selectman Smith said there were no items from the Code Enforcement Officer that needed to be revisited at this time.

D. Treasurer & Tax Collector Report.

- Town Manager Tilton said at this time it is not necessary for the Town to borrow money. The Manager did express his concerns about the timeline for committing the taxes and not wanting to wait until the September vote on the school budget before committing property taxes. Discussion followed. The Selectmen agreed that committing taxes prior to the residents voting on the school budget would be the best thing to do.
- The school will be paying the cost to provide the before and after school care program. The Town Manager said it appears the Boys & Girls Club of Gardiner will provide this program and Manager Tilton expressed how pleased he was to see this service being provided to the community.
- The Cama Computer Program from John O'Donnell & Associates has been added to the town's computer system and Assessor Jackie Robbins has been working with it. The program has been set up so there is also access to the property cards for the Town Office.
- Selectman Smith noted this report also included the Town Manager Report which is listed as item F. under this category Written Communication.

E. Animal Control Report

- The Selectmen have reviewed this report and have no comment or action at this time.

F. Town Manager Report.

- Selectman Smith stated this report was mostly discussed during the Treasurer & Tax Collector Report, which is listed above under Written Communication, Line D.

Verbal Communication:

- A. Town Manager.
 - Manager Tilton said he spoke with the School Board Chair Hilary Holm to see if she would meet with the Selectmen and our School Board Members to discuss school issues; the Town Manager thought it would be beneficial to everyone. Discussion followed. No action taken by the Selectmen.
- B. Chelsea's RSU #12 Representative.
 - School Board Member Barbara Skehan was present to bring the Selectmen up-to-date. She spoke about the \$1.5 million line of credit taken out by the school and that she was not in favor of it. She said this line of credit would cover school salaries and expenses accrued by the TIF grant. Discussion followed. Selectman Smith asked the Town Manager to look into delaying Town payments to the school and if there would be any penalty if there was a delay. Mrs. Skehan also discussed the change in polling hours for the School Referendum Vote on September 10th. She stated the polling hours would be 8am to 8pm on Election Day. Mrs. Skehan also said she did not foresee any money saving options with the school.
- C. Board of Selectmen/Assessors.
 - Selectman Pushard asked if the Town Manager had been out inspecting road conditions. Manager Tilton said he had been out exploring the roads to see which ones were in most need of repair. Discussion followed. No action taken. The gas pipeline was briefly discussed. The Selectmen were concerned with some of the unfinished areas they left behind after finishing the pipeline work in Chelsea. The Town Manager said he would follow up with the pipeline company.

Adjournment:

Selectman Danforth made the motion to adjourn, seconded by Selectman Pushard. Motion carried 3-0.

Selectman Ben Smith declared the meeting adjourned at 9:27 p.m.

Approved by the Chelsea Board of Selectmen on September 11, 2013

Benjamin Smith – Chair

Richard Danforth Vice-Chair

Michael Pushard