

**Town of Chelsea
Board of Selectmen Meeting Minutes
August 28, 2013**

I. Call Regular Meeting To Order:

Selectman Danforth called the meeting to order at 6:33 p.m.

Selectman Danforth led the attendees in the Pledge of Allegiance.

Select Board members present included Michael Pushard & Richard Danforth. It was noted that Selectman Ben Smith was on vacation and not present for the meeting. Also present were Town Manager Scott Tilton and several Chelsea residents.

II. Consent Agenda:

- A. Approve Payroll Warrant #10 for \$6,090.63.
- B. Accounts Payable Warrant #11 for \$6,235.96
- C. Approve Payroll Warrant #12 for \$208,038.94
- D. Approve Board of Selectmen Meeting Minutes of August 7, 2013.
- E. Approve Board of Assessor's Meeting Minutes of August 13, 2013
- F. Approve Board of Assessor's Meeting Minutes of August 23, 2013

- Selectman Danforth made the motion to approve Consent Agenda Items A, B & C as written, motion seconded by Selectman Pushard. Motion carried 2-0.
- Selectman Danforth said the Board would vote to approve the meeting minutes, Consent Agenda Items D, E & F at the next meeting when Selectman Smith returns. No motions were made.

III. Public Comment on Items not part of the Agenda:

Skip Skehan asked about the message board on the Windsor Road. Town Manager Tilton said he had spoken with the Augusta Police Department and that he didn't think it would be a problem to get use of it. Manager Tilton said he hoped the message board would be in place soon.

IV. Scheduled Items:

- A. New Business: None
- B. Old Business:
 - 1. Fire Department Vehicle Update
 - 2. Annual Chelsea Personal Policy Amendments
 - 3. HS Bus Transportation Services
 - 4. MMA Ethel Kelley Award Nomination
 - 5. Tax Bill Insert Review and Approval

Selectman Danforth suggested the Board take Item 3 out of order due to the number of residents who were there to discuss this issue. No motion made.

- 3. Town Manager Tilton and School Board Member Barbara Skehan gave a brief update to the Selectmen. Cony had cancelled the morning and afternoon bus service to Chelsea students; Manager Tilton said it was an urgent issue because school had started today; Manager Tilton invited the parents who have expressed concern about this issue to attend this meeting. Discussion followed. Selectman Danforth made a motion to move \$1,000 out of the contingency fund to put towards the cost of transportation for Chelsea students to Cony High School for the next 30 days, motion seconded by Selectman Pushard. Motion carried 2-0.
 - 1. Selectman Danforth said the fire truck in question was being reviewed and that a recommendation from the committee would be forthcoming. No motions were made.
 - 2. Selectman Danforth said this is the second reading of the Annual Chelsea Personal Policy Amendments. Discussion followed. Town Manager Tilton said he would be notifying town employees about the upcoming changes to the policy. Selectman Danforth suggested this item be brought back before the Select Board once the employees were made aware of the changes.

4. The Selectmen discussed the possibility of nominating Linda Leotsakos for this award. The Town Manager said this award is to be presented to someone who has served local government for 20 or more years. Manager Tilton was not sure if Ms. Leotsakos would qualify based on their requirements. A brief discussion followed. No motions were made.
5. The Selectmen reviewed the insert that would be included in this years mailing of tax bills. Discussion followed. Selectman Danforth made a motion to include an insert with the mailing of this years tax bills, motion seconded by Selectman Pushard. Motion carried 2-0.

XIII. Executive Session:

- A. Request to obtain CDBG Funds to remove a hazardous building at Map 16 Lot 196 per 1 MRSA 405(6) (F).
 - Motion by Selectman Pushard to go into Executive Session at 8:08 p.m. for 1 MRSA. 405 (6) (F), motion seconded by Selectman Danforth. Motion carried 2-0.
 - Motion made by Selectman Pushard to come out of Executive Session at 8:24 p.m., motion seconded by Selectman Danforth. Motion carried 2-0. Selectman Pushard also stated there was no action taken during the Executive Session.

V. Legal Issues:

- A. 2013-2014 Tax Commitment
- B. Confirmation of Town Manager Appointments per the Chelsea Charter.
 1. Waldo Gilpatrick – Alternate CEO
- C. Enforcement of Minimum Lot Size Violations
 - A. Town Manager Tilton discussed the new mil rate of \$17.98 that was determined by the Selectmen. The date of the commitment and mailing of the tax bill was also discussed. Due to the tax bill being mailed later than normal this year, Manager Tilton recommended October 19th as the due date for the first half of taxes. Discussion continued. Selectman Pushard made a motion to allow Town Manager/Tax Collection Scott Tilton to commit the taxes for the 2013-2014 Fiscal Year at the mil rate of \$17.98, to mail the tax bills on September 3rd with a tax due date of October 19th, motion seconded by Selectman Danforth. Discussion followed. Motion carried 2-0.
 - B. Manager Tilton recommended Waldo Gilpatrick for the position. Mr. Gilpatrick is the current CEO in West Gardiner. Discussion followed. Selectman Pushard made a motion to approve Waldo Gilpatrick as the Alternate CEO, motion seconded by Selectman Danforth. Motion carried 2-0.
 - C. Manager Tilton said the Town had not heard back from the Town Attorney regarding this issue; Manager Tilton recommended the Selectman wait on this item until the Town Attorney gives his interpretation on this issue. Discussion continued. No motion was made on this item.

VI. Written Communication:

- A. Letter from Time Warner dated August 21, 2013
- B. Obsolete Pesticide Disposal Notice
- C. KVCOG Annual Meeting Invitation
- D. State of Maine Bonding Request Summary Review
 - A. Selectman Danforth reviewed the letter from Time Warner and noted there were no changes. No motion necessary.
 - B. Manager Tilton said there would be an upcoming Obsolete Pesticide Disposal Day. Residents will have the opportunity to dispose of these items for free. Manager Tilton was not sure of the date for the event, but would update the Selectmen on this when he has more information. No motions were made.
 - C. Town Manager Tilton wanted to make sure the Selectmen were aware of KVCOG's Annual Meeting to be held on the morning of September 24th. Manager Tilton thought this organization had a lot to offer the community and thought the Selectmen might want to consider joining KVCOG next year and include it as part of the next budget cycle. No motions were made.
 - D. State Representative Deb Sanderson gave information to Manager Tilton about the State of Maine Bonding projects. The Town Manager wanted the Selectmen to be aware of these upcoming projects.

VII. Verbal Communication:

A. Town Manager's Report

- A. Manager Tilton updated the Selectmen on the work being done by the Road Advisory Committee. The Town Manager and the committee felt it would be important to involve an engineering firm to assist with project design. He said it would cost about 6% of the total project or about \$60,000, but Manager Tilton said he hoped it would be less than that amount.

Manager Tilton said there is only about \$1,800 in the heating account for the residents who might need assistance over the upcoming winter months. Manager Tilton thought it might be a good idea to do a fund raiser to help build up the account. Selectman Pushard & Danforth both gave their support to the Town Manager to hold a fund raiser. Selectman Pushard suggested doing a "Hunter's Breakfast" because they are very popular this time of year.

B. Chelsea's RSU #12 Representative

- B. Barbara Skehan gave a brief update of the RSU #12 School Board Meetings earlier in the meeting during the transportation discussion; she had nothing further to add.

C. Board of Selectmen/Assessors

- C. Selectman Pushard noticed some of the roads had been striped and look good. The gas pipeline progress was also briefly discussed.

IX. Adjournment:

Selectman Pushard made the motion to adjourn the meeting, motion seconded by Selectman Danforth. Motion carried 2-0.

Meeting adjourned at 8:59 p.m.

Approved by the Chelsea Board of Selectmen on October 23, 2013

Benjamin Smith – Chair

Richard Danforth Vice-Chair

Michael Pushard