

**Town of Chelsea  
Board of Selectmen Minutes  
Wednesday, September 11, 2013**

**I. Call regular meeting to order**

Selectman Ben Smith called the meeting to order at 6:31 p.m. Selectman Smith led the attendees in the Pledge of Allegiance, followed by a moment of silence in memory of those who were lost on this date in 2001.

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

**II. Consent Agenda:**

- A. Approve Accounts payable Warrant #13 for \$ 15,550.34
- B. Approve Payroll Warrant #14 for \$ 6,090.63
- C. Approve Board of Selectmen Meeting Minutes of August 7, 2013
- D. Approve Board of Assessor's Meeting Minutes of August 13, 2013
- E. Approve Board of Assessor's Meeting Minutes of August 23, 2013
- F. Approve Board of Selectmen Meeting Minutes of August 28, 2013

- Selectman Smith noted that Item F was not ready to be approved yet, so there would be no action taken on it.
- Selectman Danforth moved to approve Items A & B, motion seconded by Selectman Smith. Motion carried 3-0.
- Selectman Smith moved to approve Items D & E, motion seconded by Selectman Danforth. Motion carried 2-0, Selectman Pushard abstained from the vote because he was absent from that meeting.
- Selectman Danforth moved to approve Item C, seconded by Selectman Pushard. Motion carried 3-0.

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

Resident Joseph Mills asked about the road repairs that are needed due to the gas pipeline work that has been done on the Hallowell Road. Manager Tilton said that he had spoken with a representative from Summit about the damage done to the road; he said that Summit would be returning to complete any repairs necessary.

**IV. Scheduled Items:**

A. New Business:

- 1. Julia Wilcock -Volunteers of America Proposed Housing Project
  - Ms. Wilcock was present to update the Selectman about the housing project to be built on the Veteran's Administration property at Togus. The building will consist of 42 one bedroom residences and will be serviced by the Togus Fire, Ambulance and Police. Discussion followed. Ms. Wilcock said that if the project continues to progress on schedule they will begin construction in the fall of 2015. Discussion continued. Several residents spoke about being kept up-to-date on the progress of this project. Selectman Smith suggested having Public Hearings about this as necessary to keep the residents current on its development. Discussion continued. The Selectmen scheduled a Public Hearing for October 2, 2013 at 6:30 p.m. to continue discussion on this matter. No motion necessary.

2. Harold Burnett – Chelsea Property Forest Management Services
  - Mr. Burnett updated the Selectmen on the properties being considered. Mr. Burnett stated the Hankerson Road property would be the best choice to consider a forest management plan. Discussion involving the benefits of moving forward with this plan followed. Selectman Smith thanked Mr. Burnett for being in attendance to go over this plan. Selectman Smith said the board will plan to discuss this issue in the near future to see how they plan to proceed. No motions were necessary.

*Selectman Smith requested to take Old Business Item #1 out of order:*

B. Old Business:

1. Fire Department Vehicle Update

- Fire Chief Shawn Ramage was present to update the Selectmen on the fire truck status; also present was Skip Skehan who is on the committee. A brief discussion about the bid process followed. Selectman Smith suggested that Selectman Danforth and/or Town Manager Tilton review the procurement ordinance with the Town Attorney; Selectman Smith said the next step would be to draft a bid notice. No motions were necessary.

*Selectman Smith said the Selectmen would go back in order with the agenda to New Business:*

3. Schedule Town Manager's Annual Performance Evaluation

- Selectman Smith said the Selectman needed to schedule an Executive Session to review the performance of the Town Manager, Selectman Smith suggested they schedule it for a time after a regular scheduled meeting. Discussion followed. The Selectman scheduled the Executive Session for the next meeting on September 25<sup>th</sup>.

4. Donation of Property to Chelsea – Map 16 Lot 30

- Manager Tilton said that co-owners of a Chelsea property would like to donate their property to the Town in return for forgiveness of outstanding taxes due. One property is a .08 acre lot, the assessed value is \$11,336. Manager Tilton said the acceptance of the property would require a special town meeting. Manager Tilton did not recommend the Selectmen accept the property as a gift because it does not have any value to the town. Discussion followed. Selectman Smith said the Selectmen agree to not take any action at this time and that no motion is necessary.

5. Selection of Voting Delegate at MMA Annual Business Meeting

- Manager Tilton said the normal procedure would be for the Selectman to nominate the Town Manager as their Voting Delegate. Discussion followed. Selectman Smith moved to nominate Town Manager Scott Tilton as the Voting Delegate for the Town of Chelsea at the MMA Annual Business Meeting, motion seconded by Selectman Danforth. Motion carried 3-0.

*Selectman Smith requested they take Old Business Item 3 out of order:*

3. Cony and Other HS Bus Transportation issues.

- Manager Tilton said the RSU is working with Cony High School to bring transportation back for the Chelsea students. Discussion followed. School Board Member Barbara Skehan recommended that parents who are affected by this situation attend future meetings regarding this issue. Discussion followed. Selectman Danforth said he hoped this issue would be resolved by the time the temporary transportation that the Town of Chelsea is providing comes to an end. No motion was necessary.

Selectman Smith said the Selectmen are going backing order with the agenda to Old Business Item 2.

2. Annual Chelsea Personnel Policy Amendments.

- Manager Tilton reviewed the updates to the Personnel Policy with the Selectmen. He said the payroll date now reflects a Thursday instead of a Tuesday; the health insurance is now capped at \$792.53; and the mileage rate is now .44 per mile. Social media usage was briefly discussed. Selectman Smith said it may be reviewed again at a later time due to continuing updates being made on this issue. Motion by Selectman Danforth to approve the amendments to the Chelsea Personnel Policy, motion seconded by Selectman Smith. Motion carried 3-0.

**V. Legal Issues:**

A. Approve Road Bond Resolution

- Manager Tilton said copies of the bond were included in the Selectmen's meeting packets for their review. Manager Tilton said he would need a motion from the Selectmen to authorize approval of funds. Selectman Smith made a motion to approve the resolution for an obligation bond for roads authorizing the amount of \$1 million, motion seconded by Selectman Pushard. Motion carried 3-0.

B. Status of request to Ford Motor Co. for reimbursement of Ford Rescue repair costs

- Manager Tilton updated the Selectmen on the status of this item. He said this issue should be filed in small claims court where the filing fee would be between \$300 to \$400. Selectman Smith made a motion to authorize the Town Manager and Town Attorney to initiate a small claims action against Ford Motor Company, motion seconded by Selectman Pushard. Motion carried 3-0.

C. Enforcement of Minimum Lot Size Violations

- Manager Tilton said he is still waiting to hear back from the Town Attorney. He said the ordinance is enforceable, but how to work through the process of a timeline and fines has not yet been determined. Selectman Smith said no motion was necessary on this item.

D. Authorize use of CDBG Funds to remove a dangerous building

- Manager Tilton gave an update on this issue. He said the funds have been approved to proceed with the demolition. Manager Tilton has created a payment schedule over a 10 year period with 12.5% interest. With interest the total payment of the 10 year period would be \$109.51 per month. He also said if the property were to sell before the final payment was made the outstanding amount would be paid in full due to the lien/mortgage that will be filed on the property by the Town. Discussion followed. Motion by Selectman Pushard to enter into a 10 year agreement with the property owner for a CDBG loan, motion seconded by Selectman Danforth. Motion carried 3-0.

E. Quit Claim Deed to Beatrice Lewis – Map 6 Lot 108 and Map 6 Lot 112

- Manager Tilton updated the Selectmen on this item, stating that the property owned by Ms. Lewis has a proper deed to each map and lot listed, she has paid all outstanding taxes in full and a quit claim deed has been issued due to payment being received. Discussion followed. Mr. Tilton said that supplemental tax bills will be issued to Ms. Lewis after the tax commitment has been made. Discussion followed. Motion by Selectman Smith to approve the sale of property Map 6 Lots 108 & 112 back to Beatrice Lewis and to authorize Quit Claim Deeds for both properties from the Town of Chelsea back to Beatrice Lewis, motion seconded by Selectman Pushard. Motion carried 3-0.

F. Appointment of Maria Jacques to Planning Board.

- Selectman Smith read a letter addressed to Town Manager Scott Tilton from Planning Board Member Beth Cousins. The letter was dated July 19, 2013 and requested to have Planning Board Member Marshall Swan replaced due to his absence from meetings over the past year due to pending legal issues. The letter from Ms. Cousins went on to say that she was requesting the Select Board replace Mr. Swan with a new appointment to fill his current term. Selectman Smith said he felt it was premature to act on this process based on the Town Charter that is now in place and governs these types of situations. Discussion followed. Selectman Pushard said that due to the restrictions placed on Mr. Swan having access to town records that he would suggest the Town contact Mr. Swan to see if he would resign from the board by written letter. Selectman Smith said that Manager Tilton had reached out to Mr. Swan's attorney and has not heard from them as of this time. Discussion continued. Selectman Smith said he would work with the Town Manager on drafting a letter to Mr. Swan's attorney Walter McKee about this matter. Once the Town hears back from Attorney McKee the Select Board will be able to move forward with this matter. No motions were necessary.

**VI. Written Communication:**

A. Monthly Letter from Time Warner

- Selectman Smith noted this was a monthly update from Time Warner and that there were no changes since the previous month. No motion necessary.

**VII. Verbal Communication:**

A. Town Manager Report

- Selectman Smith said he liked the goal setting suggestions listed on the Manager's Report and said he looks forward to reviewing those in the future. Manager Tilton gave a brief update on the progress of the Town's road projects at this time. They also discussed the \$60,000 cost of having an engineer to work on this project with the Town. A brief discussion followed. No motions were necessary.

B. Chelsea's RSU #12 Representative

- School Board Member Barbara Skehan was present. She spoke earlier about the issues involving the bus transportation for Chelsea students to Cony High School; she said she did not have any further updates or information to share with the Board.

C. Board of Selectmen/Assessors

- Selectman Pushard said he met with the Stepping Stone Montessori School and he also had a meeting with Sharon Burns regarding the schools concerns. A brief discussion followed. No motions were necessary.

Selectman Smith suggested the Manager schedule a meeting for the Board of Assessors with the new Town Assessor Jackie Robbins to see how she is progressing since she started work in Chelsea. Selectman Smith also suggested Assessor Robbins also submit a status report to keep the Selectmen up-to-date on her work. Selectman Smith said he would try to set up a meeting in the near future. No motion necessary.

**XIII. Executive Session:**

- A. N/A. No motion made.

**IX. Adjournment:**

Selectman Pushard motioned to adjourn the meeting, motion seconded by Selectman Smith. Motion carried 3-0.

Meeting adjourned at 9:40 p.m.

**Approved by the Chelsea Board of Selectmen on November 13, 2013**

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Benjamin Smith – Chair

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Richard Danforth Vice-Chair

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Michael Pushard