

**Town of Chelsea**  
**Board of Selectmen Meeting Minutes**  
**Wednesday October 9, 2013**  
**Chelsea Elementary School Cafeteria**

**I. Call meeting to order:**

Selectman Ben Smith called the meeting to order at 6:30 p.m. Selectman Mike Pushard was present along with Town Manager Scott Tilton and several Chelsea residents. It was noted that Selectman Rick Danforth was not in attendance and had notified the Board of Selectmen that he would not be able to attend this meeting.

Selectman Ben Smith led the attendees in the Pledge of Allegiance.

**II. Consent Agenda:**

- A. Approve Accounts Payable Warrant #17 for \$ 206,098.97
- B. Approve Payroll Warrant #18 for \$ 6,148.77
- C. Approve Board of Selectmen Goal Workshop Minutes of August 28, 2013
- D. Approve Board of Selectmen Meeting Minutes of August 28, 2013
- E. Approve Board of Selectmen Minutes of September 11, 2013
- F. Approve Board of Selectmen Minutes including Executive Sessions of September 25, 2013
  - Selectman Smith noted that Consent Agenda Items D, E & F were not yet available for the Select Board to approve.
  - Selectman Smith, in reference to Consent Agenda Item C, said although he was not present for the meeting, he did review the minutes with Town Manager Tilton and that the minutes did reflect the meeting accurately. Selectman Smith said after reviewing them that he was comfortable with voting on this item.
  - Motion by Selectman Pushard to approve Consent Agenda Items A, B & C, motion seconded by Selectman Smith. No discussion. Motion carried 2-0.

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

Skip Skehan presented a photo of the property located at 190 Windsor Road. This is a property the Town of Chelsea had tax acquired for nonpayment of taxes; it was then put out to bid and awarded to Mike Adams who was awarded the property by sealed bid. Mr. Skehan informed the Selectmen that the property was in very poor condition and needs to be cleaned up. Manager Tilton said he had recently spoken with Mr. Adams about the condition of the property and Mr. Adams stated he would have it cleaned up by Friday, October 11, 2013. Selectman Pushard encouraged Manager Tilton to follow up on this matter and make sure the property is properly cleaned up. Barbara Skehan suggested that in the future when the Town offers a foreclosed property to have a timeline included, when necessary, for the property to be cleared of any debris and waste so that it doesn't happen again. Discussion followed. Manager Tilton said he had requested the Code Enforcement Officer not to follow up on this property due to a disagreement between Mr. Adams and Gary Quintal the CEO for Chelsea. A brief discussion followed. No action taken on this issue by the Board of Selectmen.

**III. Scheduled Items:**

- A. New Business:
  - No new business.
- B. Old Business:
  - 1. Harvesting Wood at Town Properties

- Selectman Smith said that Mr. Arnold was present at a Selectmen's Meeting last month and had presented them with a draft contract to review. Selectmen Smith & Pushard agreed to forward this item to an upcoming meeting where all three members of the Select Board would be present. No motion necessary.
- 2. Review Leasing of Cell Site
  - Town Manager Tilton reviewed this item with the Selectmen. He said the remaining balance due to the Town is \$187,287 over the next 20 years. A brief discussion followed. Selectmen Smith & Pushard agreed to forward this item to an upcoming meeting where all three members of the Select Board would be present. No motion necessary.
- 3. June 30, 2013 Audit Review
  - Selectmen Smith confirmed with Manager Tilton that the Auditor would be able to attend an upcoming meeting to brief the Board of Selectmen. Selectmen Smith & Pushard agreed to forward this item to an upcoming meeting where all three members of the Select Board would be present. No motion necessary.

**VI. Legal Issues:**

A. Approve and Sign Road Improvements Bond Documents

- Manager Tilton said the Town was approved and the average bond interest rate was 1.79%, which is very good. The bond money will be available on October 24<sup>th</sup>. The Road Committee has met and discussed which roads were priority and plan on beginning work in the spring, but the money will be available early in case an emergency situation should arise with a town road. Mr. Tilton requested the Board of Selectmen sign the general obligation bond in the amount of \$1 million dollars, this document will then be attested and sealed by the Town Clerk Lisa Gilliam. Selectman Smith made a motion to authorize the Town Manager to execute any other bond related documents, motion seconded by Selectman Pushard. No discussion, motion carried 2-0.

**VII. Written Communication:**

A. Monthly Letter from Time Warner

- Selectman Smith said this was a standard monthly letter from Time Warner Cable and it did not include any changes in services. No motion necessary.

**VIII. Verbal Communication:**

A. Town Manager Report

- Manager Tilton discussed previous policies regarding sand being made available for town residents. He said the service was discontinued several years ago because it was abused by some who took more than the Town allowed. Manager Tilton thought it would be a nice idea for the Town to schedule a day where sand would be made available to residents with someone there to represent the Town and oversee that residents are taking the allowed amounts of sand. No action taken.
- Manager Tilton said he is looking into having the Town of Chelsea Tax Maps formatted so they can be overlaid onto the Maine GIS website. The work would be done by Aerial Photo and they would use the current maps from 2013 to overlay. Having this project done would be an asset to the Town Assessor and to the Code Enforcement Officer when they are looking at or reviewing town properties. A brief discussion followed. No action taken.
- Manager Tilton said he invited seven contractors to bid on several roads being graded. One bid was received from Harold Warren Construction. Their bid was in the amount of \$164,554 to grade and ditch as specified for the following roads: Hallowell, Hankerson, Davenport, Cheney, Townhouse & Birch. Mark Warren was present to answer questions from the Selectmen. After negotiating with Mark Warren, Manager Tilton said that Mr.

Warren agreed to add the Intervale Road & Ferry Road to the list of roads for a new total of \$156,326.30. Manager Tilton gave his recommendation to the Selectmen to approve Harold Warren Construction's bid and asked for their authorization to proceed. Selectmen Smith & Pushard agreed verbally to allow the Manager to move forward with this project. A brief discussion followed, no motion necessary.

- Manager Tilton said the Volunteers of America have sent the materials requested for review. The Public Hearing will be scheduled for October 30, 2013 at 7:00 p.m.
  - Bids were received for the septic system on the Hallowell Road that is in need of replacement. The low bid was made by Jarr Management. Manager Tilton said the grant was \$12,000, the bid received from Jarr Management was for \$9,150 plus the cost of the tank which would be \$1,500. Manager Tilton said he would be speaking with the references provided by the bidder and then proceed with the project within the week.
  - The Town Manager said he will be scheduling a meeting for October 16<sup>th</sup> to discuss goals for the Town.
  - Manager Tilton said he had spoken with both of the contractors responsible for making repairs to the Hallowell Road & the Cony Road pipeline damage. Both construction companies confirmed that the road repairs would be complete in the next week.
  - The Town Manager is looking into the cost to have three big trees located along the roadside next to Esther Shaw's property either cut back or removed. Selectman Smith suggested the Manager contact CMP to see if they would remove them because they may be interfering with the power lines. Manager Tilton said he would contact CMP as well.
  - Manager Tilton said that he and Selectman Pushard are continuing their visits to the various Transfer Stations in the area.
  - Selectman Pushard revisited the earlier discussion about having sand available for the residents. He said that in previous years the Town did provide this service and it was abused by some who took more than the two bucket limit. Selectman Pushard said it would be a nice idea to again provide sand as long as it was monitored. A brief discussion followed.
- B. Chelsea's RSU #12 Representative
- Barbara Skehan was present to update the Selectmen on the RSU #12 Meetings. The upcoming busing contracts were discussed; Mrs. Skehan said these were going to be one year contracts. She also said that Wiscasset would be voting in November to remove them from the RSU. A brief discussion followed.
- C. Board of Selectmen/Assessors
- Selectman Pushard requested from either Barbara Skehan or the Town Manager, the cost of providing bus transportation for Chelsea students to Cony High School. Manager Tilton said he would be able to provide that information requested and that the cost for the 20 days the town provided was \$1,000. Selectman Smith suggested the Town Manager forward the \$1,000 bill to the RSU. Manager Tilton said he did forward the bill and had not heard back from the RSU. A brief discussion followed.
  - Selectman Pushard mentioned the tour of Transfer Stations that he along with the Town Manager have been visiting. There are a few more places they plan on visiting and so far it has been interesting to see how they are operating and the benefits to the community these stations provide. The Town currently pays the City of Augusta \$42,000 to use the Hatch Hill facility and if the Town were to have it's own Transfer Station it would over time ease the tax burden on the residents of Chelsea. A brief discussion followed. Selectman Pushard said they are just exploring this idea at this time, but he said it's a good time to look into this because of the grants that could be made available to the community, which would be cost saving. Discussion followed concerning recycling in neighboring communities. A brief discussion followed.

- Selectman Smith said he received a letter today from Maine Housing Authority. The letter said they received a request to assist in the development of a lot located on the Hallowell Road by the VOA and would include several rental units. Selectman Smith said the letter was looking for support from the Board of Selectmen and the Chelsea community. Selectman Smith said once the project becomes more public then a show of support from the Board of Selectmen could come at that time. A brief discussion followed. The Town Manager stated it would include 42 housing units and would be located on federal property. There is a public hearing scheduled on October 30<sup>th</sup> to further discuss this topic.

**IX. Executive Session:**

- B. Discussion of a Personnel Matter per 1 MRSA § 405(6)(A)

**X. Adjournment:**

Motion to adjourn made by Selectman Pushard, seconded by Selectman Smith. Motion carried 2-0.

Motion adjourned at 8:25 p.m.

**Approved by the Chelsea Board of Selectmen on December 11, 2013**

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Benjamin Smith – Chair

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Richard Danforth Vice-Chair

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Michael Pushard