

**Town of Chelsea
Board of Selectmen Meeting
Wednesday October 23, 2013
Chelsea Elementary School Cafeteria**

I. Call meeting to order

Meeting called to order by Selectman Ben Smith at 7:01 p.m. Present for the meeting, along with Selectman Smith, were Selectmen Mike Pushard & Rick Danforth. Also present were Town Manager Scott Tilton and several residents from the Chelsea community. Selectman Ben Smith led the attendees in the Pledge of Allegiance.

II. Consent Agenda:

- A. **Approve Accounts Payable Warrant #19 for \$ 213,716.30**
- B. **Approve Payroll Warrant #20 for \$ 6,276.34**
- C. **Approve Board of Selectmen Meeting Minutes of August 28, 2013**
- D. Approve Board of Selectmen Minutes of September 11, 2013
- E. Approve Board of Selectmen Minutes including Executive Sessions of September 25, 2013
- F. Approve Board of Selectmen Minutes of October 9, 2013

- Selectman Smith noted that Consent Agenda Items D, E & F were not available for the Selectmen to approve.
- Selectman Danforth made a motion to approve Consent Agenda Items A, B & C as written, motion seconded by Selectman Pushard. Motion carried 3-0.

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

- Selectman Smith opened up the meeting for public discussion; there were no comments or questions from the public at this time.

IV. Scheduled Items:

A. New Business:

1. Act on Tax Abatements and Tax Supplements

The Selectmen briefly reviewed the abatements presented to them. After a brief discussion they decided to act only on the ones which included enough information and explanation.

- Selectman Danforth made a motion to approve the tax abatements for the following tax accounts: 576, 694, 1518, 1273, 289, 1499, 1016, 1017, 1015, 919 & 920 based on the recommendations by the Assessor, motion seconded by Selectman Pushard. A brief discussion followed, motion carried 3-0.
- Motion by Selectman Pushard to approve Tax Supplements for the following tax accounts: 9070, 1030, 1591, 693 & 1424 based on the recommendations by the Assessor, motion seconded by Selectman Danforth. Motion carried 3-0.

Selectman Smith said the Select Board would review the remaining Tax Abatements & Supplements at a future meeting when more information could be provided for them to review.

After a brief discussion, the Selectmen agreed to take a couple of agenda items out of order.

New Business Item 3.

3. Review and Update the Policy on the Replacement and/or Repair of Mailboxes damaged during Winter Snow Removal Operations

Steve McGee was present and gave the Selectmen a brief update on the upcoming winter plowing season. Roadside mailboxes were discussed and the Selectman thought a policy should be drafted. Discussion continued regarding the sanding of roads and the amount of sand used in certain neighborhoods. A brief discussion followed. No action taken by the Selectmen. It was noted that the Town Manager would follow up at a later time with the Selectmen about this discussion. Selectman Smith also said this discussion covered the item listed on this agenda as Legal Issues Item A.

Selectman Smith said the next item to be discussed out of order would be New Business Item 4.

4. Sale of 1978 GMC 6500 Fire Tanker

The Town Manager briefly updated the Selectmen on this issue. He said the Fire Department has decided to put the tanker out to bid and take the money made from this sale and apply it towards the purchase of another tanker. Discussion involved whether the tanker should be sold separately from the chassis or if it should be included as one sale. A brief discussion followed. Manager Tilton recommended it be sold "as is, where is" by a sealed bid. No action was taken by the Selectmen, but they verbally agreed to allow the Town Manager to proceed with this sale.

Selectman Smith said the next item to be discussed out of order would be Legal Issues Item D.

D. Use of Fire Department Building Reserve Fund

Manager Tilton said the Fire Chief has been working on building improvements at the two Fire Stations. Manager Tilton said one of the projects the Fire Chief has been looking into is creating more parking spaces at the Togus Rd Station. The Town Manager has requested the Selectmen allow the Fire Chief to use some of the reserve account money to pay for the items that have been completed and some that have been bid. So far the Manager said that between \$1,400 - \$1,500 has been spent. Discussion followed. No action taken by the Selectmen to expend additional funds. Selectman Smith said this issue would be revisited during the upcoming budget discussion.

Selectman Smith said the next items would be back in order as listed on the agenda.

New Business:

2. Establishing a Tax Increment Financing District

Manager Tilton said he would be looking into the idea of setting up TIF District for the Town Chelsea. Manager Tilton could have a representative from Maine DECD present at a future Selectmen's Meeting to discuss TIF's. Selectman Danforth said he would not be interested in one, but Selectman Smith thought it might be a good idea to discuss it at a future meeting to see if it's an option the Town should explore. No action taken by the Selectmen; Manager Tilton said he would schedule a presentation at an upcoming meeting.

5. Related Parties Transaction Policy

Selectman Smith said this item was discussed at a previous meeting and that the Town Charter which is now in place should cover this issue. Manager Tilton briefly spoke about it and said this has been brought back for discussion after discussing this issue at a meeting last year. He said this item shouldn't have to go any further due to the Town Charter being approved by the Town of Chelsea; the Selectmen agreed. No action taken on this item.

6. Town Owned Property Discussion

Manager Tilton said that Selectman Pushard had some concerns with town owned properties and wanted this issue discussed. After doing some investigating, Manager Tilton said the Town of Chelsea owns 5 pieces of land. The property the Town Office sits on is now owned by the RSU as is the building that houses the Town Office. Other town properties owned are a salt shed on Collins Road, Butternut Park, the radio tower on Eastern Avenue (which is leased out) and the two Fire Stations (one on Hallowell Road and one on Togus Road). Manager Tilton noted that he had not included the Cemeteries on this list of town owned properties. There are also a few properties that have become tax acquired that the Manager said he is researching to make sure the properties were properly acquired by the Town. There are a few other properties that are small in size and unbuildable that he plans on offering to the abutters to see if they would be interested in purchasing them. Discussion followed. Selectmen Pushard and Danforth recommended moving forward with sale of the tax acquired properties so the town would not continue to have them on the books. Discussion continued.

- Motion by Selectman Smith to authorize the Town Manager to sell to any interested abutters the following Map & Lot numbers that are already tax acquired and owned by the Town: Map 13 Lot 180, Map 16 Lot 26, Map 11 Lot 108. Motion seconded by Selectman Danforth. Motion carried 3-0. Selectman Smith said the remaining properties that are tax acquired will be revisited at a later time after they have been properly researched by the Town Manager.

B. Old Business:

1. Harvesting Wood at Town Properties

Selectman Smith updated everyone on the prior discussions the town had at meetings regarding this issue. Maria Jacques, who is an abutter to the Salt Shed property that is under consideration for harvesting, spoke briefly on this issue. Her concern was with the tree cutting being too close to her property line and that she would prefer a distance be established from her property where the cutting of trees would take place. Discussion continued. No action taken by the Selectmen.

2. Review Selling Cell Site Lease

Manager Tilton said he has made a counter offer and is at this time waiting to hear back. A brief discussion followed. No action taken by the Selectmen.

3. Board of Selectmen Secretary Position

The Town Manager said the Town Clerk stated that she is still willing and able to transcribe the minutes of the meetings for the Select Board. A brief discussion followed. The Selectmen would like to continue having the Town Clerk transcribe them and would prefer the minutes not lapse over a one month time frame from the time of the date of the meeting being transcribed to the date they are available for the Selectmen to approve. No action taken.

VI. Legal Issues:

A. One Year Extension of the Winter Maintenance Contract with McGee Construction to 2015

This item was discussed earlier in the meeting. No further action taken.

B. One Year Extension of Town Property Plowing Contract with Maurice Soucy and Sons Lawn Care to 2014.

Town Manager Tilton said the Soucy's have agreed to plow the Town Office and the two Fire Stations Parking lots for the same amount as the previous year which is \$3,600. Manager Tilton said they were not the lowest bidder, but with their previous history of plowing for the Town and also their being a local contractor, Manager Tilton recommended the one year extension with Maurice Soucy & Sons Lawn Care. The Selectmen agreed and stated that no action from the Select Board is required for the Manager to proceed with this contract extension.

C. Approval of General Obligation Bond - "Post Issuance Compliance Procedures"

Manager Tilton briefed the Selectmen on this issue and said a copy was provided in the Selectmen's meeting packet.

- Selectman Smith moved to approve the Bond Post Issuance Compliance Procedures as presented to the Selectmen, motion seconded by Selectman Danforth. Motion carried 3-0.

VII. Written Communication:

A. Monthly Letter from Time Warner dated October 16, 2013

Selectman Smith noted this was a monthly update letter from Time Warner Cable that does not include any changes in services provided to the residents. No action taken.

VIII. Verbal Communication:

A. Town Manager Report

Town Manager Tilton did not have any comments on the written report he presented. Selectman Smith did comment on the work that has been completed on the Cony & Hallowell Roads and said it appears the contractors did a good job fixing the areas that were in need of repair. A brief discussion followed.

B. Chelsea's RSU #12 Representative

Selectman Smith said there was no report from School Board Member Barbara Skehan.

C. Board of Selectmen/Assessors

The Selectmen did not have anything to report at this time.

Selectman Smith said the Selectmen would enter into Executive Session at the conclusion of this meeting.

IX. Executive Session:

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

X. Adjournment:

Selectman Danforth moved to adjourn the meeting, motion seconded by Selectman Pushard. No further discussion. Motion carried 3-0.

Regular meeting adjourned at 8:56 p.m.

Motion by Selectman Danforth to enter into Executive Session to discuss a Personnel Matter per 1 MRSA § 405(6)(A), motion seconded by Selectman Pushard. Motion carried 3-0. Selectman Smith stated there would be no action taken while in Executive Session.

The Select Board went into Executive Session at 8:56 p.m.

Motion by Selectman Danforth seconded by Selectman Pushard to come out of Executive Session. No action was taken.

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

Benjamin Smith – Chair

Richard Danforth Vice-Chair

Michael Pushard