

**Town of Chelsea
Board of Selectmen Minutes
October 28, 2015
6:30PM, Chelsea Town Office**

I. Call regular meeting to order:

The meeting was called to order at 6:30PM by Chairman Danforth.

Selectmen present: Richard Danforth, Michael Pushard and Benjamin Smith.

Others present: Scott Tilton, Craig Hitchings, Nathan Grant, Andrea Smith, Maria Jacques and Palmer Sargent.

The Pledge of Allegiance was recited.

II. Consent Agenda:

- A. Approval of Accounts Payable Warrant # 15 in the amount of \$ 18,881.49
- B. Approval of Payroll Warrant # 16 in the amount of \$ 5,558.08
- C. Approval of Accounts Payable Warrant # 17 in the amount of \$ 316,240.75
- D. Approval of Board of Assessors October 14, 2015 Meeting Minutes.
- E. Approval of Board of Selectmen October 14, 2015 Meeting Minutes.

A motion was made by Mr. Pushard that was seconded by Mr. Smith to approve Consent Agenda items A thru E as presented. The vote was unanimous.

III. Public Comment: NONE

IV. Scheduled Items:

A. New Business:

1. Meeting with Planning Board

Craig Hitchings, Planning Board Chairman, introduced the Planning Boards plan to begin work on crafting a Site Plan Ordinance. The Planning Board wanted to make sure that the Board of Selectmen was behind their efforts. The Selectmen were supportive of the drafting of an ordinance but wanted to make sure that the ordinance received support from residents and businesses. No action was taken.

IV. Scheduled Items:

B. Old Business:

1. Improvements to Nelson Road Turnaround

The Manager informed the Selectmen that he had spoken with the Town's Plowing Contractor concerning the improvements proposed at the Nelson Road turnaround. The foreman of the crew responsible for Chelsea was in favor of the improvements. The new cost to complete the work was \$3,500. The cost would be split equality with RSU #12. The Board of Selectmen by consensus favored making the improvements.

2. Economic Development Planning

The Board of Selectmen reviewed the plan provided by KVCOG. The Selectmen were generally in favor of the proposal and price of \$10,230.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to authorize the Town Manager to enter into a contract with KVCOG to write an Economic Development Plan as presented in their proposed scope of services at a cost not to exceed cost of \$10,230. The vote was unanimous.

3. Nelson Road Culvert Upgrade Grant

The Manager provided the Selectmen with updated construction costs. The grant if approved would be for \$95,000. The total cost is currently estimated to be in the \$300,000 range. No action was taken.

4. Adoption of a Revised Fee Schedule

The Manager presented the Board of Selectmen with a revised fee schedule covering copy, faxing and research.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to adopt the new fee schedule for the remainder of the 2015-16 Fiscal Year. The vote was unanimous.

V. Legal:

1. Land Use Violation Consent Agreement with Michael Tondreau

The agreement has not been signed by Mr. Tondreau so the Selectmen could not sign on behalf of the Town. No action was taken.

2. Personnel Policy

The Manager presented the Selectmen with the final draft of the updated Personnel Policy.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to adopt the Personnel Policy effective for the remainder of 2015. The vote was unanimous.

3. Confirm the CEO, LPI, LHO and Addressing Officer Appointment

The Manager presented the Board with his choice of appointment to the positions of CEO, LPI, LHO and AO.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to confirm William Butler as CEO in Chelsea. The vote was unanimous.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to confirm William Butler as LPI in Chelsea. The vote was unanimous.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to confirm William Butler as LHO in Chelsea. The vote was unanimous.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to confirm William Butler as AO in Chelsea. The vote was unanimous.

VI. Written Communication:

1. The Board reviewed the Town Clerk's Report for September.
2. The Board reviewed the letter from TMC dated 10/23/2015

VII. Verbal Communication:

Town Manager – The Manager highlighted portions of his written report.

RSU # 12 Report – NONE

Committees and Boards – NONE

Board of Selectmen –

Mr. Pushard reminded the Board that Harold Warren Construction, a long time Chelsea business, had recently downsized. He wanted the Boards support in doing something in recognition of their contributions to Chelsea. Several ideas will be looked at. He stated that he had recently had a conversation with a Sheriff’s Deputy concerning constructing a gate preventing entrance to Butternut Park.

Mr. Danforth was interested in drafting a letter to the Hallowell Water District expressing Chelsea’s interest in being a part of the merger talks with the Gardiner Water District.

VIII. Executive Session Action: NONE

IX. Adjournment:

A motion was made by Mr. Pushard and seconded by Mr. Smith to adjourn the meeting. Mr. Danforth declared the meeting adjourned at 7:54PM.

Approved by the Chelsea Board of Selectmen on November 18, 2015

Richard Danforth

Michael Pushard

Benjamin Smith