

Town of Chelsea
Board of Selectmen Meeting Minutes
Wednesday November 13, 2013
Chelsea Elementary School Cafeteria

I. Call meeting to order

Selectman Ben Smith called the meeting to order at 6:31 p.m. Those present were Selectmen Mike Pushard & Rick Danforth, Town Manager Scott Tilton and several Chelsea residents. Selectman Smith then led the attendees in the Pledge of Allegiance.

II. Consent Agenda:

- A. Approve Accounts Payable Warrant #21 for \$ 208,546.73
- B. Approve Payroll Warrant #22 for \$ 7250.57
- C. Approve Board of Selectmen Minutes of September 11, 2013
- D. Approve Board of Selectmen Minutes of September 20, 2013

- Selectman Smith made a motion to approve Consent Agenda Items A, B & C as presented on the agenda, motion seconded by Selectman Danforth. No discussion. Motion carried 3-0.
- Selectman Danforth made a motion to approve Consent Agenda Item D, motion seconded by Selectman Smith. No discussion. Motion carried 2-0, Selectman Pushard abstained from voting since he was not present at the September 20, 2013 meeting.

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

- Selectman Smith asked those present if they had any questions or comments to address with the Selectmen. Seeing none, Selectman Smith moved on to the next agenda item.

IV. Scheduled Items:

A. New Business:

- 1. Review the 2012-13 Audit with Ron Smith of RHR Smith.
 - Selectman Smith said the Auditor had not yet arrived so this will be tabled until later in the meeting.
- 2. Request to add Davenport and Littlefield Cemeteries to the Chelsea Summer Grounds Maintenance plan.
 - Manager Tilton gave a brief update on this item. The Manager said the Cemetery Maintenance Committee recently met and they have recommended the Town add Davenport and Littlefield Cemeteries to the maintenance plan. The goal would be to clean those cemeteries twice per year and Manager Tilton said the cost to add these cemeteries would be approximately \$200 to \$300 per year. At this time, the Goodwin Cemetery will continue to be managed by volunteers. Sharon Burns from the Cemetery Committee briefly spoke to the Selectmen about the continued maintenance of the Town Cemeteries. Selectman Smith said the Selectmen supported the Town Manager in moving forward with this matter and that no motion or action would need to be taken to grant the Manager this permission.

Selectman Smith said the Auditor from RHR was now present for the audit discussion and the Select Board would now go back to Item 1 of New Business on the Agenda.

1. Review the 2012-13 Audit with Ron Smith of RHR Smith.

- Auditor Ron Smith was present to brief the Selectmen on the most recent audit his firm had completed. Mr. Smith said the Town's financial condition has improved from 2012 to 2013. He continued to say the Town has improved significantly in the days of service the budget can sustain; Mr. Smith continued to say the Town currently is at about 60 days of service in the budget, whereas 2-3 years ago the Town could only sustain about 10 days of service. Mr. Smith also confirmed that there are safety procedures in place that would limit the risk of theft by a Town official or employee. A brief discussion followed. No action necessary or taken by Selectmen.

3. Action on a request from Fire Chief Shawn Ramage to submit an Assistance to Firefighters Grant application.

- Manager Tilton presented this item to the Selectman. He said grants that are written to support more than one community are usually given better consideration; this grant would not only benefit Chelsea, but it would also benefit the City of Augusta because the Chelsea Fire Department is a mutual aid town to them. Manager Tilton said he supports Chief Ramage and hopes the Town will hear a decision by June 2014. Manager Tilton said the Town would be responsible for 5% of the cost and the grant would pay the difference. Discussion followed. Manager Tilton said if this grant were awarded to the Town the Selectmen would then need to take action to approve the 5% cost that the Town would be responsible for. Selectman Danforth said the Town might want to wait on this until after the bids for the tanker are received. Discussion continued. No action taken or necessary by the Selectmen.

B. Old Business:

1. Review and act upon VOA Request for Support by Chelsea of a CDBG Grant.

- Selectman Danforth spoke about the meeting he attended that gave details about the project and the support the VOA is looking for from the Town of Chelsea. He said the VOA has requested the Town to write a CDBG Grant that would pay for the cost to have the power lines extended down the Hallowell Road to the area where they will be building the housing units. Selectman Danforth doesn't feel the Town needs to be involved for this purpose. Discussion followed. Selectman Danforth moved to table this item to the next scheduled Selectmen's Meeting on November 20, 2013, motion seconded by Selectman Smith. Motion carried 3-0.

2. Review and act upon Tax Abatement requests.

- Assessor Jackie Robbins, who was not present, provided a write up of the properties that were being considered for tax abatements. Discussion followed. Selectman Smith moved to approve the recommendations of the Assessor for tax abatements as presented accept for the following: Daniel Trask - Account #1098, Mark Stickney - Account #1006, Thomas Quirion - Account #886, Winthrop Federal Credit Union - Account #1135 and Urban Pushard - Account #873, seconded by Selectman Danforth. Motion carried 3-0. Selectman Smith requested the abatements that were not approved be added to the next Selectmen's Meeting on November 20, 2013. Issues with Personal Property Taxes were then discussed. Based on the recommendations of Assessor Robbins,

Selectman Danforth made a motion not to grant abatements on accounts 838, 243, 1055, 283 & 1087; motion seconded by Selectman Smith. Motion carried 2-0 with Selectman Pushard abstaining from the vote.

3. Review and act upon selling of Cell Tower Site Lease
 - Manager Tilton said he was expecting a written offer this afternoon, but as of the time of the meeting he had not received it. Discussion followed about the pros and cons of selling the cell tower lease. After a brief discussion about the selling price, the Selectmen decided to table this issue to an upcoming meeting, date not yet determined.
4. Review and adopt 2013 Board of Selectmen Goals.
 - Selectman Smith said a draft copy of goals was provided to the Selectmen. A brief discussion followed; the Selectmen decided to table this item until the next Selectmen's Meeting on November 20, 2013.

VI. Legal Issues:

- A. Review and act upon the 2014 - 15 Winter Maintenance Contract with McGee Construction.
 - Manager Tilton recommended the Selectmen extend to 2014-2015 the current Winter Maintenance Contract with McGee Construction. Discussion followed. Motion by Selectman Danforth to authorize the Town Manager to execute a contract extension with McGee Construction with the contract subject to the omission of the term "ground speed control" that appears on page 2 of the agreement, motion seconded by Selectman Pushard. Motion carried 3-0.
- B. Review and Act upon Mailbox Policy.
 - Manager Tilton said this topic was discussed at a previous meeting and that he was hoping to have the Selectmen give a more firm approval on this topic before moving ahead with it. Selectman Smith said that the Selectmen could go ahead and adopt this as an official policy. Discussion followed. Selectman Danforth suggested this policy be added to the Town's website for residents to have access to. Selectman Smith made a motion to accept the recommendation of the Town Manager and to approve the Mailbox Policy for Chelsea roads, motion seconded by Selectman Pushard. A brief discussion followed. Manager Tilton said this policy would be based on US Postal Service guidelines. Motion carried 3-0.

VII. Written Communication:

- A. Letter from Time Warner Cable dated November 6, 2013.
 - Selectman Smith said this letter was just an update from Time Warner Cable and that there were no changes to the services provided to the residents of Chelsea. No action necessary or motion made by the Selectmen.

VIII. Verbal Communication:

- A. Town Manager Report
 - A written Manager's Report was presented to the Selectmen. Manager Tilton also wanted to let the Selectmen know that at the next meeting there would be a speaker to discuss TIF's and the benefits of doing them.

- Manager Tilton said the road repairs that needed to be taken care of due to the pipeline work are being completed. So far the area from the River Road to 124 Hallowell Road had been repaired. Currently repairs are being done from 124 Hallowell Road to the Cony Road. The Manager has kept in touch with the representatives from the pipeline to make sure the repairs are being followed up on and fixed before they leave the area.
- B. Chelsea's RSU #12 Representative
- School Board member Barbara Skehan gave a brief update on their last few meetings. Selectman Smith briefly spoke on the schools which are leaving the RSU and those considering the possibility. A brief discussion followed. No action taken.
- C. Board of Selectmen/Assessors
- Ditching along the Cony Road was briefly discussed. No action taken.

Selectman Smith noted that once this meeting adjourns the Selectmen would then enter into Executive Session.

IX. Executive Session:

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

X. Adjournment:

Selectman Danforth moved to adjourn, motion seconded by Selectman Pushard. Motion carried 3-0.

Regular meeting adjourned at 9:08 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 noted there would be no action taken during the Executive Session.

Approved by the Chelsea Board of Selectmen on December 18, 2013

Benjamin Smith - Chair

Richard Danforth Vice-Chair

Michael Pushard