

**Town of Chelsea
Board of Selectmen Minutes
December 9, 2015
6:30PM, Chelsea Town Office**

I. Call regular meeting to order:

The meeting was called to order at 6:39PM by Chairman Danforth.

Selectmen present: Richard Danforth and Benjamin Smith. Michael Pushard was absent and excused.

Others present: Scott Tilton, Town Manager, Judy Williams and Gretchen Patrick

The Pledge of Allegiance was recited.

II. Consent Agenda:

- A. Approval of Payroll Warrant # 22 in the amount of \$ 5,871.10
- B. Approval of Accounts Payable Warrant # 23 in the amount of \$ 7,968.87
- C. Approval of Accounts Payable Warrant # 24 in the amount of \$ 62,590.72
- D. Approval of Board of Selectmen November 18, 2015 Meeting Minutes.

A motion was made by Mr. Smith that was seconded by Mr. Danforth to approve Consent Agenda items A, B, C and D as presented. The vote was unanimous.

III. Public Comment: NONE

V. Legal:

1. Confirm the appointment of Gretchen Patrick as ACO

The Manager introduced Gretchen to the Board. It was requested by the Manager that she be confirmed by the Board as Chelsea's new ACO. The details and purchase of Personal Protective Equipment was still being done. Her start date would be January 1.

A motion was made by Mr. Smith that was seconded by Mr. Danforth to confirm the Town Manager's appointment of Gretchen Patrick as Animal Control Officer until June 30, 2016. The vote was unanimous.

IV. Scheduled Items:

A. New Business:

1. Sand for Seniors Program

The Manager introduced Sand for Seniors Program to the Board and members of the public. Under the program eligible senior citizens would have a five gallon bucket of sand delivered to them for use at their homes to treat icy walks and drives. The Board was generally in favor of this type of program. The Manager was working on the details and logistics of the program. The Board requested the program be finalized for their approval and implementation at the next meeting. No formal action was taken at this time.

2. Need for Shore Land Zoning Ordinance Amendments

The Manager alerted the Board to the need to revised and update last version of Chelsea's Shore Land Zoning Ordinance. The State of Maine Statute, which Chelsea uses as the minimum standards, has been updated twice by the State but neither was adopted by Chelsea. The Board requested that the Planning Board be made aware of this and be asked to work on creating a new ordinance for Chelsea based on the 2015 State of Maine Shore land Zoning Standards. The Board also would like to have the Planning Board review ordinances adopted by other towns similar to the size of Chelsea. No formal action was taken at this time.

3. Need for an Ordinance to determine method of counting write in votes

The last State Legislature passed a law which allows communities to determine the method of counting write in votes. Each community needs to adopt an ordinance that outlines how write in votes are counted. Currently in Chelsea each write in vote is counted and usually many residents receive on or two votes. The number of write in votes leads to many hours of counting votes after the polls close. The additional hours adds cost to the election budget. An ordinance selecting a method would allow the town to limit the amount of funds spent counting. The Board requested the Manager bring back to the next meeting a sample ordinance adopted in another town for them to review. No formal action was taken at this time.

IV. Scheduled Items:

B. Old Business:

1. Final Review and approval of letter to residents

The Manager presented the Board with a draft of the letter Selectman Smith and he had created to send to residents. The Board requested that a section be added to the letter reminding residents of the second due date of taxes. The letter would be sent to every mailbox in Chelsea and the cost would be a little over \$400.

A motion was made by Mr. Smith that was seconded by Mr. Danforth to approve the letter as amended and authorize the manager to make the necessary arrangement to have the letter sent out between December 11 and 15. The vote was unanimous.

2. Selection of an Efficiency Grant Project

The Manager reviewed with Board possible services that could be regionalized or performed in cooperation with other town to increase efficiencies. The grant would be used to assist communities in the implementation of the service. Possible services discussed included: solid waste collection, law enforcement, public works and assessing. The Manager explained to the Board that he had requested input on possible service cooperation from nearby town and had gotten interest in cemetery and parks maintenance from Whitefield. The Board at this time indicated that it did not have a particular service in mind and because of the grants January 15 submission deadline would not submit a grant proposal. No formal action was taken at this time.

3. Review a sample Strategic Plan and the future plan in Chelsea

The Manager had emailed the Board a sample Strategic Plan from the City of Lewiston. The Board members busy schedules prevented them from reading what was sent. The Board requested more time to read it. Nor formal action was taken at this time.

V. Legal:

2. Approve the sale of tax Acquired Property – Map 9 Lot 109

The Manager presented a bid provided to Chelsea for the purchase by an abuttor of a parcel of tax acquired property. The bid was received from Alfred Barney Jr. in the amount of \$1,400. This will cover the amount due on taxes for including 2015-16.

A motion was made by Mr. Smith that was seconded by Mr. Danforth to approve the sale by Quit Claim Deed for tax acquired property at Map 9 Lot 109 to Alfred Barney Jr. for the amount of \$1400. The motion was unanimous.

3. Approve and sign Consent Agreement with Mike Tondreau

The Board reviewed the latest version of a Consent Agreement with Michael Tondreau. The language and terms of the agreement were acceptable to the Board.

A motion was made by Mr. Smith that was seconded by Mr. Danforth to approve and sign the Land Use Violation Consent Agreement with Mr. Tondreau. The Board directed the Manager to file the agreement in the Kennebec County Registry of Deeds. The vote was unanimous.

VI. Written Communication:

1. The Board reviewed a letter from Time Warner Cable dated November 18, 2015
2. The Board reviewed the BMV, MOSES and Dog Licensing Report for October 2015
3. The Board reviewed the CES December 2015 Newsletter
4. The Board reviewed the Town Clerk Report for November 2015
5. The Board reviewed the letter from MMEHT outlining 2016 Health Insurance Rates.

VII. Verbal Communication:

Town Manager – The Manager highlighted certain information provided in his written report

RSU # 12 Report – The RSU 12 School Board was meeting tonight and was unable to attend the meeting.

Committees and Boards – NONE

Board of Selectmen – NONE

VIII. Executive Session Action: NONE

IX. Adjournment:

A motion was made by Mr. Smith that was seconded by Mr. Danforth to adjourn the meeting. Mr. Danforth declared the meeting adjourned at 7:32PM.

Approved by the Board of Selectmen on December 23, 2015.

Richard Danforth

Michael Pushard

Benjamin Smith