

**Town of Chelsea
Board of Selectmen Meeting Minutes
Wednesday December 11, 2013
Chelsea Elementary School Cafeteria**

I. Call meeting to order

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

II. Consent Agenda:

- A. Approve Accounts Payable Warrant #25 for \$ 301,303.27
- B. Approve Payroll Warrant #26 for \$ 6095.59
- C. Approve Board of Selectmen Minutes of October 9, 2013
- D. Approve Board of Selectmen Minutes of October 23, 2013
- Selectman Smith noted that on the minutes for October 23rd, Selectman Mike Pushard was referred to as Selectman Mike Danforth and that it should be corrected.
- Selectman Pushard made a motion to approve Consent Agenda items A, B & D, motion seconded by Selectman Smith. A brief discussion followed concerning minutes that were approved at a prior meeting. Selectman Pushard withdrew his motion. The Selectmen took a brief recess in order to locate an Agenda from the last Board of Selectmen Meeting. Selectman Smith noted the meeting was back in session at 6:40 p.m.
- Selectman Smith made a motion to have the Select Board reconsider its prior approval of the Consent Agenda Item D from the November 20, 2013 Agenda, motion seconded by Selectman Danforth. Motion carried 2-0 with Selectman Pushard abstaining (he was not present at the prior meeting).
- Selectman Smith made a motion to approve the Board of Selectmen Meeting Minutes from November 20, 2013, motion seconded by Selectman Danforth. Motion carried 3-0.
- Selectman Pushard made a motion to approve Consent Agenda Items A, B & C motion seconded by Selectman Smith. Motion carried 3-0.

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

IV. Selectman Smith opened the meeting up to public comment.

- Skip Skehan addressed the personal property issue. Mr. Skehan would like to see the Town review the list to make sure it's accurate and that all residents who have personal property are being billed for it. Discussion followed. No action taken or necessary. Dickie Condon asked the Selectmen if the recordings of the Selectmen's Meetings were a public record and if copies of the recording could be requested. Selectman Smith stated it is a public record and copies can be requested. Mr. Condon also voiced his agreement with the statements made by Mr. Skehan. Mr. Condon then questioned the Tax Abatements that were voted on at the last Selectmen's Meeting. A brief discussion followed concerning the information that should be presented to the Selectmen by a resident who applies for an abatement.

V. Scheduled Items:

- A. New Business:
 - 1. Disbursement Policy Review and Annual Approval
 - Manager Tilton reviewed this item with the Selectmen and what the current ordinance allows. A brief discussion followed. Selectman Smith said this would be the first reading for this item and said it would be revisited at the next Selectmen's Meeting.

2. Tax Increment Finance District Formation
 - Town Manager Tilton briefly spoke on this issue. Examples have been provided to the Selectmen for them to review. Manager Tilton provided the Selectmen with the names of two consultants and one attorney that he would like to schedule interviews with. Discussion followed. Selectman Smith said the Board of Selectmen would like Manager Tilton to continue pursuing this issue. A brief discussion followed. No motion on this item was made or necessary.
3. 2014-15 Municipal Operating Budget Overview
 - The Town Manager said he was in the beginning process of preparing the budget for the 2014-2015 fiscal year. Manager Tilton reviewed a few items with the Selectmen that were good news for this coming year's budget. Manager Tilton said that Hatch Hill had told him there would be no fee increase for their services in the coming year. There will also be no increase in fees with the Augusta Ambulance Service, the KV Humane Society or the Emergency Dispatch Center. The Town Manager said it also appears at this time that there will be no increase with the Gardiner Ambulance Service.
 - Manager Tilton said he would like to include a 1.5% raise in wages for the full and part-time employees at the Town Office. Manager Tilton said he may also propose funding assistance to the Chelsea Youth Program for a baseball and basketball program along with an after-school program.
 - Manager Tilton said he is still strongly recommending the hiring of a Deputy Road Commissioner who would also act as the Town's Cemetery Sexton. Manager Tilton will also be proposing the increase of hours for the Assistant Office Clerk from 29 to 31 hours per week.
 - The Town Manager said he has continued to receive requests from residents for a law enforcement presence in the Town and that he will present more information to the Board of Selectmen on this issue. Manager Tilton also said it's expected that there will be cuts in the revenue sharing for the coming year.
 - The Manager also reviewed the collection of money from accidents that occur in the Town that require the Chelsea Fire Department to assist at the scene of an accident or with extractions. Manager Tilton said that he had hoped the revenue that was expected from these calls would have been better, but as of this time the Town has not generated much if any revenue. He also said he would look into including this item as an article on the upcoming Town Meeting to have this ordinance dissolved.
 - The Selectmen and Town Manager engaged in a brief discussion on the items that will be presented to them in the upcoming budget. No action was taken or necessary. Selectman Smith, at the conclusion of the Selectmen's comments, opened the discussion up to the public. Dick Condon addressed the possibility of hiring a Road Commissioner as opposed to having a contractor for these duties. A brief discussion followed. Skip Skehan expressed his support of the Town hiring a constable. End of discussion.

Selectman Smith said the Board would address the next two items together.

4. Closing the Town Office at 1:00PM on December 24, 2013
5. Closing the Town Office at 1:00PM on December 31, 2013
 - Manager Tilton has requested to close the Town Office early on the days prior to Christmas & New Years, this would include paying employees for the hours closed. A brief discussion followed. Selectman Smith suggested posting this information on the Town's Web Site to make sure the residents were aware of these early closings. The Selectmen were in agreement to close early on the two days requested.

B. Old Business:

1. Act on Tax Abatement Requests

- Several tax abatement requests were presented to the Selectmen by Assessor Jackie Robbins, who was not present for the meeting. A brief discussion followed. The Selectmen agreed to table the abatements presented to them until the next meeting when the Assessor can attend; having Mrs. Robbins present will be helpful in case the Selectmen have any questions.

2. Revise and Act on the Board of Selectmen Bylaws

- Selectman Danforth said he would like to use the Town Charter to cover the needs of bylaws for the Board of Selectmen. Discussion followed. Selectman Smith opened this topic up to public discussion. A brief discussion followed. The Selectmen were in agreement that at this time they would not move forward or take any action on revising or adopting new bylaws. No motion made or necessary.

3. Finalize and Adopt 2014 Town Goals

- Selectman Smith stated that some goals had been discussed at prior meetings. The first goal discussed was the creation of a Road Surface Management plan. Selectman Danforth stated he would like to see this established by May or June. Discussion followed. Town Manager Tilton felt this was a fair timeline to establish this goal.

The next goal discussed was the Improvement of Solid Waste and Recycling in Chelsea. Selectman Smith said the first part of this goal would be to establish a Solid Waste & Recycling Committee, also to create a prioritized list of recycling options and the last would be to determine and implement the options that would best suit the Town. Discussion followed. The Selectmen discussed setting up a committee to further explore this issue. Discussion followed.

The Selectmen briefly discussed the creation of a Capital Improvements Plan and a needs assessment plan. Selectman Smith said he would like to see information on this gathered by February 15, 2014.

The writing of grants was briefly discussed. Town Manager Tilton said there had been no volunteers other than one resident who showed some interest in assisting the town with the writing of grants. Selectman Smith suggested this item be set aside for the time being until more interest is shown.

Purchasing orders were also briefly discussed.

VI. Legal Issues:

A. Board of Assessment Review Appointments

After a brief discussion, the Selectmen decided to review appointments for the Board of Assessment at a later date.

B. Review and Approval of the Crystal Falls Consent Agreement

Manager Tilton brought the Selectmen up to date on this item. The Selectmen reviewed the vehicles that are in question. Discussion followed involving potential ordinance violations made by Crystal Falls. Selectman Pushard made a motion to support the recommendation of the Code Enforcement Officer and not enter into a Consent Agreement with Crystal Falls, motion seconded by Selectman Danforth. A brief discussion followed. Motion carried 2-0, Selectman Smith abstained.

- C. Sale of 1978 GMC 6500 Fire Tanker
The Town Manager reviewed the bids received and the recommendation of the Fire Chief Shawn Ramage. Manager Tilton said the Fire Chief would recommend the sale going to State Paving who had the highest bid at \$1,259.50. A brief discussion followed. Selectman Danforth made the motion to accept the recommendation of the Fire Chief and award the bid to State Paving (owner Tim Willette) in the amount of \$1,259.50, motion seconded by Selectman Smith. No further discussion. Motion carried 3-0.
- D. Quitclaim Deeds – Map 16 Lot 34 – 2010 and 2011 Taxes – f/k/a Abbott’s Market
Manager Tilton reviewed these Deeds with the Selectman. He stated that Abbott’s Market had been in bankruptcy and has now finally been sold. The taxes have just been paid, all outstanding and up to the 1st half of the 2014 fiscal year, a total of approximately \$24,600. Discussion followed. Motion by Selectman Smith to execute a municipal quit claim deed for map 16, lot 34 to Lyndon & Kathleen Abbott and Stephanie & Neil Buck with no covenants and based on the satisfactory of payment of taxes. Motion seconded by Selectman Danforth. Motion carried 3-0.

VII. Written Communication:

- A. Treasurers Report
➤ Manager Tilton briefly reviewed his report and the items under written communications.
- B. Town Clerk Report
➤ Manager Tilton said that the Town Clerk’s report was not included for tonight’s meeting.
- C. Code Enforcement Officer Report
➤ No comments or questions regarding this report.
- D. October 8, 2013 Planning Board Minutes
➤ Manager Tilton said the minutes were not included for tonight’s meetings.
- E. Letter from Time Warner Cable dated December 4, 2013
➤ This letter is a standard update with no changes that would affect the residents of Chelsea. No discussion.

VIII. Verbal Communication:

- A. Town Manager Report
Manager Tilton reviewed a few items on his report.
He said he would like to purchase a storage building for the Town Office. This would house signs, posts, tools, cones, etc.; he said that currently most of these items are kept in the Code Enforcement Office of the Town Hall. The cost for an 8 x 12 building would be \$2,015.00. The Manager said there is enough money in the budget to cover this cost. The building would be placed behind the Town Office.
Manager Tilton said the Board of Assessors really needs to have a meeting to review and receive updates from Assessor Jackie Robbins. Selectman Smith suggested it coincide with a Selectmen’s Meeting so that it could be attended by the Selectmen too. It was also suggested that this meeting be held at the Town Office in case they need to have access to town maps or reports from the Assessor.

The Town Manager informed the Selectmen that the sentencing for the Swans will be either late January or early February. They are also allowing those affected by the actions of the Swans to write an impact statement that would be presented to the court and possibly read at the sentencing. A brief discussion followed. Selectman Smith suggested the Town Manager ask the Town Attorney to write an impact statement on behalf of the Town.

Selectman Smith asked if anyone had any comments on the Town Manager's Report. Resident Ed Tobias asked a few questions about the Town purchasing a shed to house equipment and tools.

B. Chelsea's RSU #12 Representative

School Board Member Barbara Skehan gave a brief update of the most recent RSU Meetings. No discussion.

C. Board of Selectmen/Assessors

Selectman Danforth addressed the issue of the public making a request for copies of the recordings of the Selectmen's Meetings. Selectman Danforth was concerned about whether it was required to provide a recorded copy through the Freedom of Information or if the approved Selectmen's Minutes would be satisfactory. Selectman Smith said that providing a copy of the recording would be public information and that it could be requested and provided to any individual by the Town Office.

It was noted that due to the upcoming holidays the Selectmen will hold their next Board Meeting on December 18th at the Town Office.

IX. Executive Session:

A. None

X. Adjournment:

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

Meeting adjourned at 9:36 p.m.

Approved by the Chelsea Board of Selectmen on January 8, 2014

Benjamin Smith – Chair

Richard Danforth Vice-Chair

Michael Pushard