

Town of Chelsea
Board of Selectmen Executive Session
6:30PM
&
Board of Selectmen Regular Meeting
7:30PM
Wednesday December 18, 2013
Chelsea Town Office

I. Call meeting to order:

A. Pledge of Allegiance

- Selectman Ben Smith called the meeting to order at 6:30 p.m., then led the attendees in the Pledge of Allegiance.
- Motion by Selectman Danforth to enter into Executive Session, motion seconded by Selectman Pushard. Motion carried 3-0.

II. Executive Session: 6:30PM

A. Executive session with the Town's Attorney per 1 M.R.S.A. §405(6) (E)

The Selectmen began the Executive Session at 6:33p.m.

Selectman Smith noted the recorder was turned back on at 7:27 p.m.

Motion by Selectman Danforth to end the Executive Session, motion seconded by Selectman Pushard. Motion carried 3-0. **No action was taken.**

Selectman Smith announced the meeting would take a three minute recess.

Regular Meeting: 7:30

Selectman Smith announced the meeting was back in order at 7:32 p.m. Present along with Selectman Smith were Selectman Mike Pushard, Selectman Rick Danforth, Town Manager Scott Tilton, Assessor Jackie Robbins and 4 Chelsea residents.

III. Consent Agenda:

A. Approve Accounts Payable Warrant #27 for \$ 58,756.08

B. Approve Payroll Warrant #28 for \$ 15,992.54

C. Approve Board of Selectmen Minutes of November 13, 2013

D. Approve Board of Selectmen Minutes of November 20, 2013

- Motion by Selectman Pushard to approve Consent Agenda Items A, B & C as written on the Selectmen's Meeting Agenda, motion seconded by Selectman Danforth. Motion carried 3-0.
- Motion by Selectman Danforth to approve Consent Agenda Item D as written on the Selectmen's Meeting Agenda, motion seconded by Selectman Smith. Motion carried 2-0. Selectman Pushard abstained from voting because he had not been present at that meeting.

IV. 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.

The Selectmen agreed to take Scheduled Item B. Old Business #1 out of order.

B. Old Business:

1. Act on Tax Abatement Requests w/ Jackie Robbins, Assessing Agent.
 - Selectman Smith noted that at the recommendation of the Assessor, the Board would not be taking any action on Account #886 owned by Thomas & Emma Quirion. At this time the necessary information to make a decision on this account is not yet available. This property will be addressed again at a future meeting.
 - Selectman Smith asked Assessor Robbins if she made any changes to her recommendations on the abatements presented to the Selectmen, she said she had not made any changes, but said she did add the Advent Christian Church for the Selectmen to consider. The Assessor briefly reviewed the abatement with the Selectmen and informed them as to what the church was hoping to have adjusted in their assessment. After a brief discussion the Selectmen asked for the Assessor to provide more information and they would review this abatement at an upcoming meeting. This property is listed as Account #8 on the Town's Tax Records.
 - Selectman Smith asked to review the abatement for a property in Stoney Acres. He wanted to make sure it was being assessed with a comparable land value. Assessor Robbins confirmed that she did speak with O'Donnell & Associates and they all agreed that it was assessed properly based on a comparable property and they would recommend an abatement on this property.
 - Selectman Smith made a motion to approve the recommendations of the Tax Assessor and approve the abatements for the following properties: Advent Church, Account #9 for an abated value of \$34,177; Dan Trask, Account #1098 for an abated value of \$7,007; M. Stickney, Account #1006 for an abated value of \$12,611; Jay Thompson, Account #1067 for an abated value of \$26,111; Urban Pushard, Account #873 for an abated value of \$12,000; Celeste Turner, Account #1120 for an abated value of \$8,556; Molly's Seafood, Personal Property Account #213 for an abated value of \$2,580; Stoney Acre Investments, Account #828 for an abated value of \$22,000; motion seconded by Selectman Danforth. Motion carried 3-0.
 - Selectman Smith then reviewed the two abatements that the Assessor has recommended the Board of Selectmen deny. The accounts in question are for Maxine Pushard, Account #870 and Roger Dill Account #97. The Selectmen reviewed Mr. Dill's application first. Mr. Dill was present for the discussion. After a brief review of the abatement, Assessor Robbins stated she would like to go to the property to take a better assessment of its condition and would then forward that information to the Selectmen. Discussion followed. The Selectmen agreed to have the Assessor visit the property then forward her recommendations to them. The Selectmen then reviewed the abatement request for Ms. Pushard, who was not present for the discussion. After reviewing the information provided to them by the property owner and the Assessor, Selectman Smith made a motion to accept the recommendation of the Assessor and deny the abatement request for Account #870 as requested by Maxine Pushard, motion seconded by Selectman Danforth, motion carried 3-0.

- Assessor Robbins briefly updated the Selectmen on the status of Elim Christian Fellowship. The Selectmen want the Assessor to find out if there is any change in the property or use of the property. Assessor Robbins said she will follow up with the church and report her findings back to the Selectmen.

V. Scheduled Items:

A. New Business:

1. Annual Review and Adoption of Tax Collection Policy pursuant to 36 M.R.S.A. § 906.
 - The Town Manager reviewed this item with the Selectmen and told them it's a policy that will need to be reviewed and adopted annually. Discussion followed. Selectman Danforth made a motion to accept the Annual Review and Adoption of Tax Collection Policy pursuant to 36 M.R.S.A. § 906 with an effective date of December 18, 2013, motion seconded by Selectman Pushard. A brief discussion followed. Selectman Danforth withdrew his motion. Selectman Smith made a motion to approve the draft order of the municipal officers pursuant to 36 M.R.S.A. § 906 relating to tax collection with the effective date of December 18, 2013, motion seconded by Selectman Danforth. Motion carried 3-0.

B. Old Business:

1. Act on Tax Abatement Requests w/ Jackie Robbins, Assessing Agent
 - This item was already addressed earlier in the meeting.
2. Disbursement Policy Review and Annual Adoption
 - Manager Tilton reviewed this item with the Selectmen. A brief discussion followed. Selectman Smith addressed those in attendance and explained this does not give the Board of Selectmen any more authority if this were adopted. Selectman Pushard made a motion for the Municipality of Chelsea to accept the Policy on Treasurer's Disbursement Warrants for Employee Wages and Benefits to be effective immediately and to expire at the end of Chelsea's fiscal year, motion seconded by Selectman Danforth. A brief discussion followed. Motion carried 3-0. Motion by Selectman Danforth for the Town of Chelsea to adopt the Treasurer's Disbursement Warrants for State Fees Policy to be effective immediately and to expire at the end of the Town's fiscal year, motion seconded by Selectman Smith. Motion carried 3-0.
3. Approve an Employee Health Plan Change
 - Manager Tilton reviewed this item with the Selectman. He said the employee's choice to change insurance plans will save the Town money. A brief discussion followed. Motion by Selectman Danforth to allow the Town Manager to add Health Plan POS 200 as an additional plan offered by the Town, motion seconded by Selectman Pushard. Motion carried 3-0.

VI. Legal Issues:

A. Consider Board of Assessment Review Appointments

1. Edwin West and Charlie Means

- Manager Tilton said that Mr. West would be interested in serving for another year. Mr. Means expressed an interest in joining the board. Manager Tilton has recommended the Selectmen approve both appointments. Motion by Selectman Smith to approve Edwin West & Charlie Means to the Board of Assessment Review, motion seconded by Selectman Pushard. Motion carried 3-0.

B. Consider Ad Hoc Solid Waste and Recycling Committee Appointments

1. Maria Jacques and Celeste Turner

- Manager Tilton said that Maria Jacques & Celeste Turner have expressed an interest in being appointed to the board and the Town Manager recommends their appointments. Discussion followed. Selectman Smith asked if Selectman Pushard would be interested in being a part of this committee, Selectman Pushard said he would participate. A brief discussion followed. Motion by Selectman Smith to establish an Ad Hoc Solid Waste & Recycling Committee with Selectman Pushard serving as the Chairman and also to appoint Maria Jacques & Celeste Turner as members of the committee, motion seconded by Selectman Danforth. A brief discussion followed. Motion carried 3-0. Selectmen Smith also stated that since this is an Ad Hoc Committee there is no time frame for its existence and it can be dissolved at any time.

C. Sale of Cell Tower Lease

- Manager Tilton gave a brief update on the status of this issue. Manager Tilton said he would like to make sure if this were to be sold that an attorney review this matter before making any firm decisions. A brief discussion followed concerning the cost and length of the current lease. The Selectmen decided to take no action on this matter and said they would revisit it at a later date. No motion taken or necessary.

VII. Written Communication:

A. Town Clerk Report

- Manager Tilton stated there was no Town Clerk Report for this meeting.

B. Letter from Dept. of Agriculture, Conservation and Forestry dated Nov. 22, 2013.

- Manager Tilton reviewed the letter with the Selectmen; he said this was an information letter about public access to the Kennebec River and the website they are now using to promote this information to the residents. No action taken or necessary by the Selectmen.

- C. Memorandum of Understanding with Summit Gas dated December 6, 2013
 - Manager Tilton reviewed the letter received from Summit Gas. The Town Manager said that Summit Gas has confirmed with him that they plan on returning to complete any road work that was left incomplete; he said they will be returning when weather allows these types of road repairs. Discussion followed. Motion by Selectman Danforth to authorize the Town Manager to enter into a memorandum of understanding (MOU) with Cornerstone on behalf of Summit Gas and that this agreement does not supersede any previous MOU, motion seconded by Selectman Pushard. No further discussion. Motion carried 2-0, Selectman Smith abstained due this subject being a conflict with his workplace.

- D. Letter from Time Warner Cable dated November 20, 2013.
 - Selectman Smith stated this letter was a routine update from Time Warner Cable and said there were no changes in services to the residents of Chelsea.

VIII. Verbal Communication:

- A. Town Manager Report
 - Manager Tilton said the small claims case against Ford Motors is scheduled for January 14, 2014.
 - Manager Tilton said he was researching the possibility of purchasing tablets for the Selectmen to use which would eliminate the amount of paper and other supplies used. Selectman Smith said he would prefer to continue receiving his Board Meeting packets on paper. Selectman Danforth said he would prefer to continue with paper because he likes to write notes on them, but said that the Manager should go ahead and price tablets to see if they would be worth purchasing.
 - Scott Morrelli from Gardiner has put together a Regionalization Summit. There will be a meeting on December 22nd for communities to discuss this. The meeting will discuss ways for Town's to work together as a group for things such as Code Enforcement, Tax Assessing, etc.
 - Manager Tilton has found two families that are in need for assistance with the Christmas holiday. Selectman Pushard said his club would donate \$100 to assist these two families. Manager Tilton said he would provide receipts to Selectman Pushard for the purchases.
 - The hearing for Crystal Falls will be on January 9th at 10am. Manager Tilton said the Selectmen were welcome to attend.
 - Copies of the invoices for the August, September & October school transportation (provided by the Town) were included in the Selectmen's meeting packets.

- B. Chelsea's RSU #12 Representative
 - Barbara Skehan was present to update the Selectmen on the happenings of the RSU #12 School Board Meetings. She briefly discussed the transportation issues for students traveling to other schools. A brief discussion followed. Mrs. Skehan said the next meeting would be on January 9th. She also said RSU #12 has taken an interest in student population and the building capacities for each school, along with the student/teacher ratio. She said this is something the RSU has and will continue to monitor.

C. Board of Selectmen/Assessors

- Selectman Pushard said that at some point he would like the Board to address the plowing issue in Town. Selectman Pushard said he had a chance to see how other towns/cities are taking care of their roads and he would like to discuss future plowing options for Chelsea. A brief discussion followed. No action taken or necessary.

IX. Adjournment:

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

Meeting adjourned at 9:27 p.m.

Approved by the Chelsea Board of Selectmen on January 29, 2014

Benjamin Smith – Chair

Richard Danforth Vice-Chair

Michael Pushard