

**Town of Chelsea
Board of Selectmen Minutes
December 23 , 2015
6:30PM, Chelsea Town Office**

I. Call regular meeting to order:

The meeting was called to order at 6:34PM by Chairman Danforth.

Selectmen present: Richard Danforth and Benjamin Smith. Michael Pushard arrived at 7PM.

Others present: Scott Tilton, Town Manager

The Pledge of Allegiance was recited.

II. Consent Agenda:

- A. Approval of Payroll Warrant # 25 in the amount of \$ 10,082.91
- B. Approval of Payroll Warrant # 26 in the amount of \$ 3,953.29
- C. Approval of Accounts Payable Warrant # 27 in the amount of \$ 4,441.91
- D. Approval of Accounts Payable Warrant # 28 in the amount of \$ 207,999.98
- E. Approval of Board of Selectmen December 09, 2015 Meeting Minutes.

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

III. Public Comment: None

IV. Scheduled Items:

A. New Business:

1. Review of the draft Audit and Management Letter

The Manager presented the Board with the draft copy of the Audit Management Letter and a draft of the entire fiscal year 2015 audit. The Board will review both drafts and take action as may be required at the next meeting.

2. 2017 Budget Review Schedule

The Manager presented the Board with the proposed 2016-17 budget review schedule. Board members will review the tentative schedule and compare it to their work and life schedules and decide on a final budget review schedule at the next meeting.

3. Employee Retirement Expansion

The Manager proposed to the Board that a retirement benefit for eligible employees be added to the benefits package currently offered by Chelsea. This benefit could be structured many ways and that would determine the cost to the town. The Board requested the Manager develop different options and present them to the Board when reviewing the budget. It was decided that whatever was selected nothing could be funded until the next fiscal year. A change would also require amending the Personnel Policy.

4. Review 2016-17 Employee Pay Plan

The Manager explained to the Board how he intended to present next fiscal year's employee pay plan. The Manager asked the Board if they had any initial input on possible increases. The Board asked the Manager to develop a plan for them to consider when they begin reviewing next year's budget.

5. Employee Dental Plan Expansion

The Manager proposed to the Board that a dental benefit be added to Chelsea's MMEHT Plan. This could be implemented immediately if the entire premium was paid by the employee. If Chelsea were to contribute it would not be able to be implemented until the next fiscal year. The Board agreed to review the option of adding the benefit immediately if employees contributed the entire premium. The Board also asked the Manager to present an option with the town contributing for them to consider when they are reviewing next year's budget. A change would also require amending the Personnel Policy.

6. Health Insurance Premium Expansion

The Manager explained that currently Chelsea caps its share of the health insurance premium at \$792.53 per month. The premium for this year was \$881.93. The new premium would be increasing 6.25% to \$937.05. The Manager proposed the Board consider increasing the amount Chelsea contributes to help reduce the increased burden on employees. The Board also asked the Manager to present an option with the town increasing the cap for them to consider when they are reviewing next year's budget. A change would also require amending the Personnel Policy.

7. Annual Review HS Transportation Services

The Manager reminded the Board that negotiation of a new transportation contract with RSU 12 is scheduled for February. The Manager asked the Board if they wanted to look into other options prior to February. The Board requested the Manager obtain information on ridership and look into options based on current demand. No formal action was taken at this time.

8. Cemetery Sexton Position and Job Description

The Manager reminded the Board that the newly adopted Cemetery Ordinance established the position of Cemetery Sexton. This position would need to be filled and money budgeted to pay someone. The Manager wanted the Board to review the proposed job description and consider approving it at the next meeting.

IV. Scheduled Items:

B. Old Business:

1. Sand for Seniors Program

The Manager explained to the Board that many aspects of the Sand for Seniors Program were coming together nicely. Buckets were being donated, volunteers were expressing an interest in delivering the buckets full of sand to seniors homes. It was agreed that the program would be implemented and depending on results could be considered for next year. The Manager informed the Board that he would announce the plan and begin to accept calls from seniors wanting to participate.

V. Legal:

1. Quit Claim Deed for Chester Coston

According to a title search, it was determined that Chelsea had failed to discharge a 2010 tax lien. The property was being sold and the town is being asked to issue a Quitclaim deed to Chester Coston (Map 15 Lot 29) to assist with clearing the title for the new owner.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to execute a Municipal Quit Claim Deed to Chester Coston and to authorize Chairman Danforth to sign on behalf of Chelsea. The vote was unanimous.

VI. Written Communication:

1. The Board reviewed a Time Warner Cable letter dated December 2, 2015
2. The Board reviewed a Time Warner Cable letter dated December 16, 2015
3. The Board reviewed a Time Warner Cable Subscriber Rate Increase Notice
4. The Board reviewed a letter from Maine Revenue Services dated December 10, 2015
5. The Board reviewed the December 2015 RSU 12 Superintendent's Report

VII. Verbal Communication:

Town Manager – The Manager highlighted items in his written report.

RSU # 12 Report – NONE

Committees and Boards – Mr. Pushard and Mr. Danforth explained that the regional group would be meeting in January.

Board of Selectmen – The Selectmen after discussion with the Manager decided to close the Town Offices at 12noon December 31 as this was also a day that State Government would be closed.

VIII. Executive Session: NONE

IX. Adjournment:

A motion was made by Mr. Smith and seconded by Mr. Pushard to adjourn the meeting. Mr. Danforth declared the meeting adjourned at 7:37PM.

Approved by the Board of Selectmen on January 13, 2016.

Richard Danforth

Michael Pushard

Benjamin Smith