

**Town of Chelsea  
Board of Selectmen Minutes  
December 13, 2017  
Executive Sessions at 6:30PM  
Immediately followed by  
Regular Meeting  
Chelsea Town Office**

Selectmen present included Michael Pushard, Richard Danforth and Benjamin Smith.

The Pledge of Allegiance was recited

**I. Call to order:**

The regular meeting was called to order at 6:31PM by Chairman Danforth.

**IX. Executive Session:**

**A. Discussion with Legal Counsel per 1 MRSA §405(6)(E)**

A motion was made by Mr. Smith seconded by Mr. Pushard to go into executive session pursuant to 1 MRSA § 405(6)(E). Vote was unanimous. In at 6:32PM.

A motion was made by Mr. Smith seconded by Mr. Pushard to come out of executive session. Vote was unanimous. Out at 7:07PM. No formal action was taken.

Back in regular session at 7:11PM.

**Regular Meeting**

Present for the regular meeting included Scott Tilton, Tonia Burns and Carol Belanger

**II. Public Comment on items not part of the agenda: NONE**

**III. Adjustments to the agenda**

**Move Agenda Items:**

**VI. Legal:**

**A. Enforcement of violations at 66 Collins Road to after the Consent Agenda**

#### **IV. Consent Agenda:**

- A. Approval of Accounts Payable Warrant # 26 in the amount of \$258,757.58
- B. Approval of Payroll Warrant # 27 in the amount of \$ 14,800.04
- C. Approval of November 8, 2017 Board of Selectmen Meeting Minutes
- D. Approval of November 29, 2017 Board of Selectmen Meeting Minutes

A motion was made by Mr. Smith that was seconded by Mr. Danforth to approve Consent Agenda Items A, B and C. The vote was 2 – 0 – 1 (Pushard abstained).

A motion was made by Mr. Danforth that was seconded by Pushard to approve Consent Agenda Item D. The vote was 2 – 0 – 1 (Smith abstained).

#### **VI. Legal:**

##### **A. Enforcement of violations at 66 Collins Road**

The CEO updated the Board on the progress being made by the homeowner to clean up her property. No formal action was taken

#### **V. Scheduled Items:**

##### **A. New Business:**

##### **1. Chelsea's Inventory of nonproductive industrial or manufacturing sites**

The Maine Legislature in a Public Law directed the Maine Rural Development Council to collect by January 1 or each year an inventory of nonproductive industrial and manufacturing sites. A letter was sent to the town requesting it submit sites. No action was taken at this time.

#### **V. Scheduled Items:**

##### **B. Old Business:**

##### **1. Personnel Policy Amendment**

A motion was made by Mr. Smith that was seconded by Mr. Danforth to adopt the recommended amendments to the 2015 Personnel Policy. The vote was unanimous

##### **2. Approve Deputy Town Clerk JD**

The Selectmen took no action on this item deferring the adoption of the Job description to the Town Manager for his enactment.

##### **3. 2018 -19 and Beyond Winter Roads Maintenance**

The Board discussed options on better ways to get winter plowing and sanding. The Board instructed the Manager to put the winter maintenance contract out to bid as one complete bid.

##### **4. 2017-18 Chelsea Heating Assistance Program Adoption**

The Board reviewed the 2017-18 program and did not take formal action.

## **VI. Legal:**

### **B. Assessing Matters -**

#### **1. Tax Abatement**

##### **a. S & M Radiator King – Map 6 Lot 154-CO**

A motion was made by Mr. Smith that was seconded by Mr. Pushard to approve a corrective tax abatement for 2017-18, 2016 – 17 and 2015- 16 tax years on Map 6 Lot Lot 154-CO in the amount of \$4,470 in assessed value. Vote was unanimous.

##### **b. Randall Gero – Map 1 Lot 282**

A motion was made by Mr. Smith that was seconded by Mr. Pushard to approve a corrective tax abatement for 2017-18 tax year on Map 1 Lot 282 in the amount of \$13,730 in assessed value. Vote was unanimous.

##### **c. Jeffrey Allen II – Map 11 Lot 136**

A motion was made by Mr. Smith that was seconded by Mr. Pushard to approve a corrective tax abatement for 2017-18 tax year on Map 11 Lot 136 in the amount of \$84,853 in assessed value. Vote was unanimous.

##### **d. Don Gurney – Map 9 Lot 2**

A motion was made by Mr. Smith that was seconded by Mr. Pushard to approve a corrective tax abatement for 2017-18 tax year on Map 9 Lot 2 in the amount of \$20,670 in assessed value. Vote was unanimous.

#### **2. Supplemental Taxes**

##### **a. Maurice Bragdon – Map 1 Lot 282-1**

No action will be taken until the supplemental tax form commonly used by the Board of Selectmen is presented to them to approve.

##### **b. Merlene Allen – Map 11 Lot 136-1**

No action will be taken until the supplemental tax form commonly used by the Board of Selectmen is presented to them to approve.

### **C. Confirm Town Managers Appointment**

#### **a. Sheila McCarty – BMV Municipal Agent**

A motion was made by Mr. Smith that was seconded by Mr. Pushard to confirm the Managers appointment of Sheila McCarty as BMV Municipal Agent. Vote was unanimous.

**D. Board of Selectmen Appointment**

**a. Tonia Burns – Building Inspector**

A motion was made by Mr. Smith that was seconded by Mr. Pushard to appoint Tonia Burns to the position of Building Inspector. Vote was unanimous.

**E. 2018, 2019 and 2020 Roadside Mowing Contract Approval**

A motion was made by Mr. Smith that was seconded by Mr. Pushard to approve the contract for roadside mowing with Aggressive Cuts LLC. Vote was unanimous.

**F. Fairpoint Application for a Pole Permit on Collins Road**

A motion was made by Mr. Smith that was seconded by Mr. Danforth to issue a Pole Permit to Fairpoint Communication for an additional pole on Collins Road. Vote was unanimous.

**G. 2020 Census LUCA Liaison Selection – Scott Tilton**

The Town Manager has volunteered to be the LUCA Liaison with the 2020 Census

**VII. Written Communication:**

- A.** The Selectmen reviewed the Town Clerk Report for November 2017
- B.** The Selectmen reviewed the CEO Report for November 2017
- C.** The Selectmen reviewed the Spring 2018 Maine Bond Bank bond issue schedule
- D.** The Selectmen reviewed the Treasurers budget report as of December 1, 2017
- E.** The Selectmen reviewed the Treasurers unaudited reserve fund balance report as of November 30, 2017
- F.** The Selectmen reviewed the Treasurers ICS Investment Report as of November 30, 2017

**VIII. Verbal Communication:**

- A. Town Manager** – highlights of the Managers written report were shared with the Board
- B. Chelsea’s RSU #12 Representative** – the Board was provided with the Superintendent’s written report dated December 2017.
- C. Boards and Committee** – the Board was given a written copy of a memo from the Planning Board informing them of the need for more time to finish the Site Plan Review Ordinance.

**D. Board of Selectmen/Assessors –**

**Mike** – informed the Board that he had spoken with the Fire Chief regarding the need for the Town to own a piece of bigger equipment to assist with removing heavy obstructions from the roadway. He also expressed concern over the poor job the plow contractor did during the first storm.

**Ben** – echoed Mike sentiments about the condition of the roads during the first storm. He explained he had received phone calls to complain.

**Rick** – announced that he has been hired as the President of TOPS effective March 1, 2018. He intends to remain as a Selectmen.

**X. Adjournment:**

A motion was made by Mr. Pushard that was seconded by Mr. Smith to adjourn the meeting. The vote was unanimous. Mr. Danforth declared the meeting adjourned at 8:38PM.

Approved by the Board of Selectmen on January 10, 2017.

\_\_\_\_\_  
Richard Danforth

\_\_\_\_\_  
Michael Pushard

\_\_\_\_\_  
Benjamin Smith