

**Town of Chelsea
Board of Selectmen Meeting Minutes
January 25, 2012**

Call to order:

Chairperson Linda Leotsakos called the meeting to order at 5:30 PM.

Selectboard members present included Linda Leotsakos, Michael Pushard, and Benjamin Smith. Town Manager Scott Tilton was also present.

Executive Session:

- A motion was made by Ben Smith that was seconded by Mike Pushard to go into executive session pursuant to 1 MRSA Subsection 405 (6) (F) for discussion of a confidential tax abatement matter. In at 5:31 PM.

- A motion was made by Mike Pushard that was seconded by Ben Smith to come out of executive session. Out at 6:29 PM.

Regular Meeting:

Call to Order:

Chairperson Linda Leotsakos called the Board of Selectmen Meeting back to order at 6:37 PM. Selectboard members present included Linda Leotsakos, Michael Pushard, and Benjamin Smith. Town Manager Scott Tilton was present along with about fifteen (15) residents and member of the public.

- A motion was made by Ben Smith that was seconded by Mike Pushard to grant a poverty abatement for fiscal year 2010 for property discussed in executive session for the full amount of taxes owed, \$899.00 in accordance with 36 MRSA subsection 841 (2). Vote was unanimous. Motion carried.

- A motion was made by Ben Smith that was seconded by Mike Pushard to deny a poverty abatement for fiscal year 2011 for property discussed in executive session for the full amount of taxes owed, \$870.00 in accordance with 36 MRSA subsection 841 (2). Vote was unanimous. Motion carried.

- A motion was made by Ben Smith that was seconded by Mike Pushard to deny a poverty abatement for fiscal year 2012 for property discussed in executive session for the full amount of taxes owed, \$945.40 in accordance with 36 MRSA subsection 841 (2). Vote was unanimous. Motion carried.

Consent Agenda:

- A. Approve Payroll Warrant #33 in the amount of \$16,638.46.
- B. Approve Accounts Payable Warrant #34 in the amount of \$9,440.46.
- C. Approve Board of Selectmen Meeting Minutes of January 11, 2012.

- A motion was made by Ben Smith that was seconded by Mike Pushard to approve Consent Agenda items A., B., and C. as written. Vote was unanimous. Motion carried.

Public Comment on Items not part of the Agenda: None.

Presentation of recognition plaque to Bob St. Pierre (retiring C.E.O.):

On behalf of the Members of the Selectboard, the Town Manager, the residents of Chelsea, and the many contractors that worked with Bob over the years, Mike Pushard presented Robert (Bob) St. Pierre with a plaque to recognize his 15 years of service to the Town of Chelsea. He will be greatly missed and "Thank you" does not cover the appreciation felt for his hard work and dedication to the Town of Chelsea. A small reception was held at the Town Office this afternoon.

Scheduled items:

A. Old Business:

1. The Selectboard members reviewed a new version of the Town of Chelsea Policy for Contacting Town Attorney that is more detailed and clarifies some issues in the first policy shown. A few minor word changes were recommended. This is to be considered the first reading and Selectboard members will read it through for final review and vote at the next meeting (February 8, 2012).
- A motion was made by Ben Smith that was seconded by Mike Pushard to table this issue until the February 8, 2012 meeting. Vote was unanimous. Motion carried.
2. Shawn Ramage, Chelsea Fire Chief, updated the Board of Selectmen regarding the repairs needed on the Fire Department Rescue Unit and the status of possible compensation from the Ford Motor Company. Shawn asked the Board of Selectmen to discuss appropriating funds to repair the rescue unit with the budget committee for the Town Meeting in June 2012. There is no money in the Fire Department truck maintenance account for repairs of this magnitude. The rescue unit fulfills a special purpose and needs to be back in service as soon as repairs can be completed.

Shawn has received quotes from two (2) businesses to repair the unit. One is a business in Saco that repaired the same issue for A. C. Towing in West Gardiner. Shawn will get a complete quote, possibly including towing, and feels that the company will honor a 2-3 year maintenance warranty for the work done. The other is from a Ford Motor Company dealer. The cost to have them do the repairs is higher. The repairs run approximately \$4000 - \$5000. The Fire Department is able to put off the repairs for a few more months but needs direction from the Board of Selectmen to decide where the money would come from. Shawn Ramage will get a third quote for the repairs as specified in the Procurement Ordinance.

An appraisal done for the repaired Fire Department Rescue Unit was approximately \$15,000, which is extremely undervalued and Shawn stated that the unit is worth far more than that to the department.

The Fire Department is able to put off the repairs for a few more months but needs direction from the Board of Selectmen to decide where the money would come from. Shawn Ramage will get a third quote for the repairs as specified in the Procurement Ordinance.

Shawn will continue to gather the necessary repair information, share it with Scott Tilton, and bring the updated quotes to the Board of Selectmen for action.
 3. A workshop [public] is setup for February 8, 2012 for 5:30 – 6:30 PM, just before the regular Board of Selectmen Meeting, potentially in the Chelsea Elementary School conference room to discuss the Board of Selectmen using the S.M.A.R.T. (Specific, Measurable, Obtainable, Relative, Timely) Goal format to set goals.
 4. The final Chelsea Fireworks Ordinance was brought to the Board of Selectmen for review and approval. There are many questions about where the enforcement responsibility lies. Maine Municipal Association (M.M.A.) suggested that Chelsea's Code Enforcement Officer (C.E.O.) is the responsible party. Robert (Bob) St. Pierre suggested that the Town of Chelsea consider hiring a Constable. [Constables have all of the powers and duties of police officers once they have completed training required by the state.] If necessary, the Kennebec County Sheriff's Department or Maine State Police could be contracted to enforce the ordinance. Information will be shared at a Public Hearing before a vote at the town meeting. It was suggested to discuss this possibility with the budget committee to consider this for the next budget.
- A motion was made by Ben Smith that was seconded by Mike Pushard to schedule a Public Hearing on February 22, 2012 and a Special Town Meeting on March 27, 2012. Vote was unanimous. Motion carried.

Scheduled items: continued,

B. New Business:

1. The Town of Chelsea has the opportunity to promote recycling of kitchen and yard waste by registering with Maine Resource Recovery Association for the sale of The Earth Machine compost bins through the Town Office. This provides "Co-op buying power" and allows residents to purchase these products at lower prices. There will be flyers and order forms available at the Town Office. Scott Tilton will put information on the Town's website. Orders will be accepted until April 29 2012 and delivery will be during the week of May 9, 2012.

The goal is to reduce the amount of trash going to Hatch Hill and potentially lowering the cost to the town (therefore, taxpayers). More information is available at their website: www.mrra.net/.

- A motion was made by Mike Pushard that was seconded by Ben Smith for Scott Tilton to use his judgment to purchase and/or promote The Earth Machine compost bins. Vote was unanimous. Motion carried.

2. The Town of Chelsea Town Clerk Job Description was discussed. There are minor adjustments needed. It is a full time position at 33.5 hours per week. This is to be considered the first reading and Selectboard members will read it through for final review and vote at the next meeting (February 8, 2012).

3. The Request For Proposal (R.F.P.) for the printing of the Town of Chelsea 2011-2012 Annual Town Report was discussed. Scott Tilton will research the number of reports that will need to be printed and the date of the Town Meeting and finalize the date the reports need to be completed. It was questioned whether they need to be mailed. The Annual Town Report was mailed in the past because the 'List of Estates' (personal property inventory, etc.) was an insert. The necessary information will be in the R.F.P. for review at the February 8, 2012 meeting.

4. As reported in the November 30, 2011 Board of Selectmen Meeting Minutes, Ted Gardner went out and reviewed the C.M.P. list of streetlights in Chelsea. The Chelsea Budget Committee asked for an inventory to verify the streetlights that the town paid for. A representative for C.M.P., Scott Tilton, and Ted Gardner reviewed the results: five (5) streetlights on the list were not located; two (2) streetlights are not needed at the current location and should be relocated, five (5) are not needed at the current location and should be removed, six (6) additional streetlights need to be added for safety. There is a streetlight that is close to the entrance to the new Chelsea Elementary School. Scott Tilton will talk with Greg Potter, SVRSU #12 Superintendent, to see about removing it or having the RSU take over the monthly cost to keep it. There is no cost for C.M.P. to relocate or remove streetlights. Scott Tilton said he would come back to the Board of Selectmen with a written report with the final recommendations for the February 8, 2012 Meeting. Ben Smith asked Scott Tilton to let residents know of changes in a public notice. Scott Tilton said he would also put the information on the Chelsea Website when the final information was complete and approved. The Board of Selectmen would like to thank Ted Gardner for all his time and work.

Legal Issues:

A. Scott Tilton received a phone call from a resident seeking monetary compensation for tire and rim damage caused by avoiding one of the plow trucks during the snowstorm on January 19, 2012. There has been no written request or information received to-date.

B. Scott Tilton asked the Board of Selectmen to approve Waldo Kilpatrick from West Gardiner as alternate Code Enforcement Officer. His contract would be for \$23.00 per hour as C.E.O. on an as needed basis for occupancy permits, plumbing and electrical inspections, etc.

- A motion was made by Mike Pushard that was seconded by Ben Smith to accept Scott Tilton's recommendation to appoint Waldo Kilpatrick as alternate Code Enforcement Officer. Vote was unanimous. Motion carried.

Legal Issues: continued,

C. Scott Tilton asked the Board of Selectmen to approve the repurchase agreement set up with the owners of M1 Lot 121. They agreed to make monthly payments of \$121.92 for 20 months.

- A motion was made by Ben Smith that was seconded by Mike Pushard for the Board of Selectmen to approve the repurchase agreement of real estate M1 Lot 121, account 358 [\$121.92 for 20 months]. Vote was unanimous. Motion carried.

D. Scott Tilton informed the Board of Selectmen of the agreement set up with the tenants of M11 Lot 130. The owners of M11 Lot 130 were not properly listed on the tax account and were not receiving the tax bills. The tenants have agreed to make payments. No action was needed by the Board.

E. There has been no interest to-date to fill the position on the SVRSU #12 Board created by the resignation of Allen W. Hallett Jr. as RSU 12 School Board Director. The Board of Selectmen has the authority to fill the position until the June 2012 Town Election. Then nomination papers for a one (1) year term will need to be filled out for the June 2012 election.

F. Discussion and approval of Supplemental Tax Warrant included corrections for property taxes owned by RiverRock Christian Fellowship on River Rd (Rte. 9) and the Chelsea Advent Christian Church parsonage on Eastern Ave. (Rte. 17). Nancy Weeks, Maine Revenue Services, has been assisting with the corrections. Thomas Hayes and Linda Leotsakos will be visiting the properties to gather the necessary information (appraisals) to update the tax records for the April 1, 2012 tax bills. Ben Smith will join them if possible. All parties have been notified and understand the required changes.

The open space land application, for Russell and Elizabeth Young (M2 L144) that was approved in August 2011 was granted the 30 % percentage allowed for the 'open space land' valuation reduction, but the 'public access open space land' has an additional 25% valuation reduction that was not applied. The new valuation for the property is \$60,445 that allows for an additional decrease of \$16,485 in valuation or an additional tax bill decrease of \$268.71 for tax year 2012.

- A motion was made by Ben Smith that was seconded by Mike Pushard for the Board of Selectmen to approve the decrease in valuation of \$16,485 for a new valuation of \$60,445. Vote was unanimous. Motion carried.

Written Communication:

A. A letter of resignation from Cynthia Burnham from her position in the Chelsea Town Office was received. Her last day will be January 31, 2012.

- A motion was made by Ben Smith that was seconded by Mike Pushard to accept her resignation with regret. Vote was unanimous. Motion carried.

B. A letter dated January 4, 2012 from Time Warner Cable was received. It is a routine notice regarding their agreements with programmers and broadcasters.

C. A letter was received from Maine Municipal Association regarding the MMA Municipal Member Dues increase and their Service Program.

D. A letter dated January 16, 2012 from Time Warner Cable was received. It is a routine notice regarding their agreements with programmers and broadcasters.

Verbal Communication:

A. Town Manager Report:

Wood Harvesting – Met with Morten Moesswilde, from Maine Forest Service. He walked property adjacent to Hallowell WD property under consideration as a gravel pit to determine the feasibility and potential of harvesting the wood to raise revenues to offset expenses. He felt that the area had some wood harvesting potential but that the area available to harvest would be small thereby limiting revenue potential. He recommended that the town apply for a Project Canopy Grant which if received would provide resources to the town to explore harvesting and other options.

Town Office Staffing – The recent resignation of the Deputy Clerk will create a staffing shortage during the 12pm to 1:30 time slot. The Deputy Clerk has offered to stay and assist as needed. I have accepted the offer and have requested the part time person work more hours. She has agreed so we have coverage except during the time slot previously mentioned. I am reluctant to try and stay open to the public because limited service would be available. I am considering staying open later into the evening. Since this has impact on the Selectboard I am requesting your input.

CEO Hiring – The hiring process is going well. I have it narrowed down to two applicants. Both have or had CEO certifications. I would expect to have someone presented to the Selectboard for appointment by February 11th at the latest.

Town Clerk Hiring – The hiring process is going well. We have received almost a dozen applications. The ad will appear in the newspaper this Friday and Saturday. The deadline for applications is February 3. I have decided to hire a person as Town Clerk as this is an area that is not one of my strengths. As I stated above, we have coverage for most of the time that the office will be open.

Credit Card Acceptance Update – The acceptance of credit cards is all but done. I have decided to postpone implementation until the hiring process has been completed. After someone is hired all the staff will receive passwords and training which once obtained will allow us to accept credit card payments.

Training – I will be attending half day GA training in Sidney tomorrow. I have been able to administer the program but would like to be better informed and prepared.

Sands for Public – I have received numerous calls from residents for winter sand. I have informed them that the town no longer provides sand to the public. I explained the abuse that I was told was going on that ended the practice. Most are not happy. I was wondering if the Selectboard would like to have this practice revisited or left as it exists.

Gas Pipeline – Roy Lane, from Maine Natural Gas, stopped in to update the town regarding the planned gas pipeline running from Windsor to Augusta. The project appears to be in the final planning stages with ground breaking late this spring. The DEP and MDOT permits have been applied for. The pipeline will be placed underground in the Route 17 Right of Way. Chelsea will receive property taxes on the underground steel pipe.

Charter Nomination – No one has taken out Charter Commission nomination papers, the filing deadline is February 14. Should no one return papers the six openings could be filled through the write in vote process. This concerns me as the counting of write in votes can be time consuming and difficult. Another concern I have is that selected write in candidates could lack the motivation that the establishing of a charter would require.

Cable Consortium Meeting – The cable group will meet February 2 at 4pm in Gardiner with Bill Dale. Mr. Dale is an attorney that will help members maneuver the legal and financial cable franchise and cable ordinance process. The towns currently participating appear to include: Chelsea, Gardiner, Hallowell, Farmingdale, Pittston, Windsor, Randolph and Whitefield. Jefferson has not made a commitment to participate despite being eligible.

Verbal Communication:

A. Town Manager Report: continued,

Summer Mowing – There appears to be one more year remaining in the summer mowing contract with Vannah Yard Care. I will therefore not be placing this contract out to bid until next fall.

Purchase Orders – I am working on developing a Purchase Order Policy. Several towns have purchase order guidelines included in their Purchasing Ordinances. I have been able to find reference to purchase orders but no direction on when to obtain or the purchase order format. Several towns have sent me drafts of their Purchase Order process.

Caucus Meeting – The Maine Caucus season is approaching. I have received a request from the Democratic Party to hold their Sunday February 26 2pm caucus at the Town Office. The law stipulates that the parties be allowed to use municipal facilities for caucus provides the facilities are available. The Town Clerk or Deputy needs to be available part of the time to update party enrollment and voter registration.

Snowplowing - The plowing and sanding complaints have decreased slightly. I still had concerns during the last storm about some roads being plowed late in the plowing cycle. I spoke with the contractor about correcting this. The latest issue is the hitting of mailboxes. The contractor has been very prompt in repairing mailboxes after I have informed him of the damage. I have ordered what I hope will be the last load of salt.

B. Department Reports. No additional.

C. School Department Report.

Our next RSU #12 Meeting is February 9, 2012 at 6:30 PM at the Whitefield School. The Finance Committee has several meetings scheduled to hear budget presentations from school services and departments. All meetings begin at 5:30 PM. The dates and presentations are available on the www.svrsu.org website [**Attached**]. Red Cross certification of The Chelsea Elementary School as an emergency shelter will be discussed.

D. Board of Selectmen / Assessors Reports and Comments. No additional.

Next Board of Selectmen Meeting: February 8, 2012 at 6:30 PM in the Chelsea Elementary School Cafeteria.

Adjournment:

- A motion to adjourn was made by Ben Smith that was seconded by Mike Pushard. Vote was unanimous. Linda Leotsakos declared the meeting adjourned at 9:00 PM.

Approved by the Chelsea Board of Selectmen on February 8, 2012.

Linda Leotsakos – Chair

Michael Pushard

Benjamin Smith

**Schedule of Administrative Budget Presentations
RSU 12 Finance Committee--FY2013
(All meetings start at 5:30PM)**

February 29th @ Windsor Elementary Cafeteria:

Mr. Potter---Big Picture/State Funding, Central Office, School Board
and Instruction (Ms. Watts)

Mrs. Taylor/Mrs. Waterhouse---WHS & Secondary Education
(Includes Tuition Payment Estimates)

Ms. Johnson---Food Service

Mr. Toner---Technology

March 7th @ Wiscasset High School Library:

Mrs. Dearnley---Special Services & Alternative Education

Mr. Merry---Transportation & Facilities

March 14th @ Windsor Elementary Cafeteria:

K---8 Principals---Elementary/Middle Level Education
(Includes Tuition Payment Estimates)

**Finance Committee Begins Deliberations on Budget

Mrs. Randall and Mrs. Fensie---Adult Education

March 20th @ Wiscasset High School Library:

**Finance Committee Deliberations on Budget / Possibly Set a
Budget Figure to Recommend to Full RSU Board on April 9th**

March 22nd @ Windsor Elementary Cafeteria:

**Finance Committee Deliberations on Budget (if needed)

Presentation Format Notes:

Administrators will provide synopsis of:

Total Budget & Comparison to FY 2011, Summary of Increases &
Summary of Decreases, Emphasis on Essential Priorities
(followed by Q and A)