

**Town of Chelsea  
Board of Selectmen Meeting Minutes  
September 14, 2011**

**Regular Meeting:**

**Call to order:**

Chairperson Linda Leotsakos called the meeting to order at 6:30 PM.

Selectboard members present included Linda Leotsakos, Michael Pushard and Benjamin Smith. Interim Town Manager Scott Tilton was present along with about 16 residents and members of the public.

**Consent Agenda:**

- A. Approve Payroll Warrant # 11 in the amount of \$6,912.89.
- B. Approve Accounts Payable Warrant # 12 in the amount of \$6,228.80.
- C. Approve Accounts Payable Warrant # 13 in the amount of \$285,826.94.
- D. Approve Payroll Warrant # 14 in the amount of \$4,421.33.
- E. Approve Accounts Payable Warrant # 15 in the amount of \$3,707.50.
- F. Approve Minutes of August 24, 2011 Board of Selectmen Meeting.

Mike Pushard asked to see Payroll Warrant #14 and Accounts Payable Warrant #15 before the motion.

A motion was made by Ben Smith that was seconded by Mike Pushard to approve Consent Agenda items A. through F as discussed. Vote was unanimous.

**Public Comment on Items not part of the Agenda:**

There was a request to publicize upcoming meetings (i.e. Selectboard, Planning Board, etc.) in the Local section of the Kennebec Journal. We do use the "Government Listings" section on Mondays and will try to submit brief articles before meetings with information about expected items to be discussed. under the "Events" columns rather than in the "Briefs" feature.

Betty Larrabee asked if the Chelsea Newsletter would be reinstated. She said she knew that there was no money in this year's budget to do so, but asked that the Selectboard not drop it altogether.

It was asked if the 16.2 Mil rate stated in the Kennebec Journal or the 16.3 Mil rate on the tax bills was correct. The tax bills are correct.

Barbara Skehan gave the Selectboard members and the Interim Town Manager, Scott Tilton, a copy of the Assistant Superintendent's Report that discusses "RSU#12 Acts to Improve Curriculum" from August 23, 2011. It was also discussed that it is important that the citizens of Chelsea keep informed about the Cost Allocation Formula as the committee is reviewing changing the formula for each town's portion of the funding. It is currently evaluating factors that will be used in the new formula. The RSU#12 Finance Committee will be discussing current financial reporting, the 2011 RSU audit, and Cost Allocation Formula work on October 5 at the Central Office in Whitefield at 5:30 PM. Greg Potter, SVRSU#12 Superintendent, will be contacted to attend a Selectboard meeting and will be on the agenda.

**Scheduled items:**

**A. New Business:**

1. Interim Town Manager, Scott Tilton discussed the Chelsea Personnel Policy. Some wording in the policy needs to be changed to reflect the decreased 'full-time' hours in the town office. This would allow that position to retain the health insurance benefit. He suggested a new section be added that stated if the employee demonstrates proof of health insurance coverage, the employee would receive either a percentage of the premium or a specific amount of money as an incentive to continue on another policy.

**Scheduled items:**

**A. New Business: continued,**

This would help to save the town some money and still benefit the employee. The amount would be paid in equal monthly amounts following pay periods.

Discussion continued about the number of hours that would be considered 'full-time', whether a percentage of the premium or a specific amount should be paid, and that additional information about other plan amounts should be considered. Linda stated that she thought the Chelsea Personnel Policy was reviewed in 2007, and again in 2009, and suggested that the Selectboard members read through the proposed changes and put it on the agenda for the September 21, 2011 Selectboard Meeting.

No action was taken.

2. Linda reported that the Board of Assessors Meeting minutes will be voted on at the next meeting. A lot of time has been spent comparing this year to last year, i.e. printed exemptions, double-checking the splits, etc. They have been reviewing the changes to woodlot acreage caused by property owners selling parcels to CMP. Nancy Weeks at Maine Revenue Services has offered to come to Chelsea to do a workshop for the Selectboard Members. Linda or Scott will contact Nancy to see which date (October 10, 11, or 17, 2011) would work for her. It would be approximately two (2) hours and begin around 6 PM. It will be open to the public, but there will be no Public Comment time, as this is a training session for Board members. There will be no action taken on any specific tax bill questions. Nancy suggested that general questions from the Board members be gathered to be addressed at the workshop. The date and time will be put in the Kennebec Journal.

Tax Assessment Hearing appointments are available on Friday, September 16, 2011 and Monday, September 19, 2011 to meet with Linda Leotsakos and Tom Hayes, Assessing Agent, for residents to ask questions about their property tax bills. (As a reminder - the Chelsea website and the sign at the town office state: The Board of Assessors Hours: By appointment by calling).

Linda Leostaskos asked Interim Town Manager, Scott Tilton to put the link to the State of Maine "PROPERTY TAX ABATEMENT AND APPEALS PROCEDURES" <http://www.maine.gov/revenue/forms/property/pubs/bull10.pdf> on the town website.

3. Interim Town Manager, Scott Tilton brought the need of a Fund Balance Policy to the Selectboard members to discuss. As common practice, other towns set aside two (2) months of operating expenses in an undesignated fund. This helps to improve the town's bond rating, helps decrease borrowing (T.A.N.) rates, and can be used as a cushion for emergencies. All Selectboard members agreed that, in the situation the town is in now, it was very difficult to set aside any surplus for the town to fall back on. In the past, the town has had an adequate Fund Balance for this purpose.

A motion was made by Ben Smith that was seconded by Mike Pushard to table this agenda item to be put on the September 21, 2011 agenda. Vote was unanimous.

4. There was discussion about a gate put up at the end of the Dondero Rd. Mike Pushard was concerned that it may have been put up without abutting landowners' agreement. Dick Condon offered that perhaps the maintenance of this portion of the Dondero Rd. had ceased and that the road had not actually been discontinued. A review of Town Meeting minutes when this issue was discussed should disclose the motion. Ben Smith stated that this is a civil matter and not a Selectboard issue. Mike Pushard agreed and will have a discussion with Bob St. Pierre if necessary.

No action was taken.

## B. Old Business:

1. The Interim Town Manager received the following two (2) bids for the 2011 – 2013 Winter Road Snow Plowing and Sanding Contract,
  - Boynton Construction, Whitefield, ME – 1<sup>st</sup> yr. \$154,000, 2<sup>nd</sup> yr. \$154,000
  - McGee Construction, West Gardiner, ME – 1<sup>st</sup> yr. \$132,000, 2<sup>nd</sup> yr \$136,000

There was concern that \$100,000 would be available for plowing (\$150,050 was budgeted which included purchasing sand and salt). Many alternative strategies were discussed.

A motion was made by Ben Smith that was seconded by Mike Pushard to enter into negotiations with McGee Construction to try to decrease or rework the bid price and then enter into a contract to best meet the needs of the town. Vote was unanimous.

2. Interim Town Manager, Scott Tilton asked Harold Warren Construction to delay the repair work on the Windsor Rd. culvert and berm in the wetlands until the Selectboard meeting on September 14, 2011. He asked the Selectboard to authorize him to investigate the town's liability with the D.E.P. Commissioner. Ben Smith was concerned that the time limit to dispute this issue has passed and heavier fines could be levied. Although saving the town money was appreciated and many questions were left unanswered, the consensus was that this project needed to be completed and be put behind us. Ben recommended, with the deadline being September 15, 2011, that Scott Tilton contact the D.E.P. office tomorrow about the completion of the project.

A motion was made by Linda Leotsakos that was seconded by Ben Smith for the Interim Town Manager to oversee the completion of the mitigation project on Windsor Road. Vote was unanimous.

3. At the August 10, 2011 Selectboard approved a motion to begin the process of establishing a Town Charter Commission. The timeline was such that it would coincide with the November regular election date to save the town some money, however, the deadline to elect members has passed. It was felt that because of the recent upheaval in the town that this task was not given the importance that it is due. Ben Smith is reviewing the Statute to see whether the question of if the voters approve setting up a Town Charter Commission can be on the November ballot. (It was hoped to pose the question *and* vote on the commission members on the same ballot.) Perhaps working the timeline backwards from our Town Meeting in June 2012 would allow the process to begin in the Spring of 2012.

No action was taken.

4. Interim Town Manager Scott Tilton brought a Town Manager Job description for the Selectboard to review. The job description would not impinge on the Town Manager's contract. Linda Leotsakos had asked Ben Smith to work with Scott Tilton on the proposed job description.

A motion was made by Linda Leotsakos that was seconded by Mike Pushard to table discussion and possible approval of the Town Manager's Job description until next Wednesday's (September 21, 2011) meeting. Vote was unanimous.

Linda Leotsakos is pleased to announce that the Selectboard has approved Scott Tilton as Chelsea's Town Manager. Each page of the contract will be initialed and dated by each of the Selectboard members and the Town Manager with the full signatures and date on the last page. Scott Tilton has an annual salary of \$68,000 and has declined health insurance. In lieu of health insurance, he will receive additional compensation of \$710 per month. If in the future, it is necessary for the Town Manager to pick up health

**B. Old Business: 4. continued,**

insurance, the additional compensation will be discontinued and the Town will pay the full cost of single coverage. Vacation accrual begins at the date of signing of the contract. The contract is for an indefinite amount of time with the ability for each party to terminate. Linda Leotsakos pointed out that there were three (3) typographical errors but that the contract before them embodies what the Selectboard and Scott Tilton has agreed to.

A motion was made by Ben Smith that was seconded by Mike Pushard to approve and accept the Town Manager Contract as discussed. Vote was unanimous.

**Written Communication:**

- A. August 31, 2011, a CMP Notice of Intent to file was received. CMP is revising its permit for the power line.
- B. Time Warner Cable Letter – August 17, 2011. Time Warner Cable is renegotiating the channels it carries.
- C. An invitation to The New Chelsea Elementary School Open House & Dedication for Thursday, September 22, 2011 4:30 to 7:30 PM was received.

**Legal Issues:**

- A. A motion was made by Linda Leotsakos that was seconded by Ben Smith to appoint Doug Crochere to the vacant two (2) year - term Planning Board position (vacated by Tim Coitrono when he accepted a five (5) year – term Planning Board position) and to appoint Craig Hitchings to the Alternate position on the Planning Board. Vote was unanimous.
- B. A motion was made by Linda Leotsakos that was seconded by Ben Smith to appoint Craig Hitchings, Carol Belanger, Rick Danforth, Jesse Jellison Jr., Joe Mills, Edwin Tobias, and Kelly McLaughlin to the Budget Review Committee to serve until June 2012. They filled out the “Volunteer Appointment Application” and showed interest in being on this committee. The Selectboard is open to hear from more residents if interested. Vote was unanimous.
- C. A motion was made by Linda Leotsakos that was seconded by Mike Pushard to accept the Town of Chelsea Road Advisory Committee as operating guidelines for the Road Advisory Committee, to replace all previous road advisory documents and to appoint Joe Mills, Richard Condon Sr., and Peter Hanson; and Mike Pushard as the Selectboard appointed member.

During discussion, Ben Smith voiced concern about some of the wording and Ben moved to table this item until the September 21, 2011 Selectboard Meeting with acceptance of those persons read designated in the initial motion. It was seconded by Linda Leotsakos. Vote was unanimous.

**Verbal Communication:**

- A. Interim Town Manager, Scott Tilton brought the Board of Assessment Review to the Selectboard to discuss. A few residents have shown interest in being members and more are needed. They discussed appointments for the first year with elections for members thereafter. Scott is getting some more information and will bring this issue back to the Selectboard. Also, members are needed for the Fireworks Management Committee. Joe Mills, Ed Tobias and Ben Smith had agreed to be members. Scott would ask Shawn Ramage to be a member.
- B. Department Reports. None.
- C. Board of Selectmen Comments and Reports.  
Mike Pushard said he was pleased with the work that Harold Warren Construction did on the Hemlock Ridge Rd.

C. Board of Selectmen Comments and Reports: Continued

Ben Smith welcomed Scott Tilton as the Town Manager and complimented him on the work that Scott has done so far.

**Next Selectboard Meeting:** September 21, 2011 at 6:30 PM at Chelsea Elementary School in the Cafeteria.

**Executive Session:** None.

**Adjournment:**

A motion was made to adjourn by Ben Smith that was seconded by Mike Pushard. Vote was unanimous. Linda Leotsakas declared the meeting adjourned at 10:08 PM.

Approved by the Chelsea Board of Selectmen on September 21, 2011.

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Linda Leotsakos – Chair

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Michael Pushard

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Benjamin Smith