

TOWN OF CHELSEA
SELECTBOARD MEETING
April 13, 2011
MINUTES (Approved 4/26/2011)

* Indicates a vote

Meeting called to order by Chair, Linda Leotsakos at 6:33 PM

ROLL: Linda Leotsakos, Chair; and Michael Pushard

Also Present: Angela Gordon, Town Manager and Stephen Langsdorf, Town's Attorney, and a large number of interested citizens, estimated at approximately 40.

1. APPROVAL OF MINUTES: March 31, 2011

*Moved by _____, seconded by _____ and voted (unanimously) to approve the minutes.

2. ADJUSTMENTS TO THE AGENDA:

A. Municipal Quit Claim deed from 1949 that was never discharged.

B. Flood Plan Management Ordinance

3. WARRANTS:

Accounts Payable and Payroll Warrants

*Moved by Michael Pushard, seconded by Linda Leotsakos and voted unanimously to approve Accounts Payable Warrant #63 in the amount of \$179,923.91 and Payroll Warrant #62 in the amount of \$5,934.41.

Linda Leotsakos listed each item on the Accounts Payable Warrant.

4. REPORTS:

A. Town Manager

1. Road work that we need to do for the remainder of the fiscal year includes the grading of the gravel roads and in town which will include repairs if needed, and fixing any washouts around the culverts due to the spring thawing and runoff. The Windsor Road project is being considered, as is annual street sweeping. Winter plowing and sanding for the next fiscal year will be sent out to bid for budget preparation. The Town's Attorney, Stephen Langsdorf said there is some question as to whether or not there is an extension for the current contract that needs to be resolved with the existing snowplow contractor, obviously, before any decision is made regarding winter plowing.
2. We have vacations scheduled as follows; Cookie is scheduled to be on vacation June 6th through June 10th. Angela Gordon is scheduled to be on vacation May 9th through the May 13th. During this time there will be one person working alone.
3. Due to the special election and town meeting there may be a salary short fall and my recommendation would be to not fill the part-time position at this time.
4. We have received multiple estimates from multiple vendors regarding the printing of the Annual Town Report.
5. The Warrants for Motor Vehicle are due weekly and that there is a Disbursement Ordinance in place for this.
6. Selectmen should ask for expense, revenue and general ledger reports.

7. I recommend workshops at the Maine Municipal Association for all new Selectboard members.

5. OLD BUSINESS:

B. Selectboard meeting schedule

The next Selectboard meeting is re-scheduled to Tuesday, April 26th at 6:30.

6. NEW BUSINESS:

A. Part-time Office Assistant Position:

Arlene Roderick gave her written resignation two weeks ago her last day with us was yesterday. That position will not be filled at this time.

B. Municipal Quit Claim Deeds:

Stephen Langsdorf indicated that the Municipal Quit Claim Deed from 1949 was never discharged.

*Moved by Linda Leotsakos, seconded by Michael Pushard and voted unanimously to execute this Municipal Quit Claim Deed.

C. Floodplain Management Ordinance

Bob St. Pierre has done all the work for the required Floodplain Ordinance revision that it was supposed to be adopted by the Town and to the State Planning Office before June 16th, but our Town Meeting is after that date. We will research best options and discuss further at the next Selectmen's meeting.

D. Planning for Town Meeting:

Stephen Langsdorf indicated that there are a number of issues that he has noticed will probably need consideration at this Town Meeting.

In addition, there are other issues, such as warrant articles or ordinance changes or whatever people think need to be addressed at Town Meeting. Examples are Purchasing Ordinance, Disbursement Warrant Ordinance, Board of Assessment Review, Personnel Policies, and possibly a Charter Commission. The Charter Commission cannot be done as part of this town meeting, but the Selectmen can address this at one of their few agendas

E. Budget Planning – Fiscal 2012

Stephen Langsdorf stated the last two years and this is not improper, but there is a considerable amount of money that was set aside as being reserved money that the Town had that was basically school fund that was available for the town to spend to reduce or keep taxes down. But over the last two years approximately \$600,000 that more or less the town's savings account was used to keep the tax rate artificially down for the last two years. It was not improper to do that to keep the rate down but whether it was prudent or not is another issue. So now the town is \$300,000 in the hole just to get back to the current level of spending. The Selectboard and ultimately the town meeting will have some difficult decisions to make with respect to spending and taxes.

F. Budget Committee:

1. Linda Leotsakos proposed that citizens have the opportunity to tell us they would like to serve on the budget committee. Once we have our draft budget we convene a budget workshop and this group of people will be working with us to come up with the best possible budget based on the line items. This committee would continue to meet with the Town Manager and the Selectboard on a quarterly basis, or more frequently, to review how we are doing with this new budget.

2. If citizens think of other potential warrant articles that are non-budgetary that cross they are asked to forward them to emailing or calling Angela Gordon or sending a note to the Town Office.

7. CORRESPONDENCE:

- A. RSU 12 is sponsoring a Future Search Workshop at the Augusta Civic Center this weekend Friday, April 22nd, 4-8pm all day Saturday, April 23rd. All interested citizens are invited.
- B. There is a workshop sponsored on the Bureau of Labor Standards on May 19, and Linda will be attending at no cost to the town.
- C. Letter from Judith Dorsey of the regional recycling committee about recycling awareness.
- D. Letter from Marc Fisher about Public Safety radio transmissions regarding a proposed state-wide radio frequency. Fire Chief Shawn Ramage had talked with Public Safety staff about his concern that frequencies are very close together and can interfere with local emergency transmissions.

8. CITIZEN COMMENT:

- A. Paul Soucy commented about the bidding process that no one person should have control of contract on snowplowing contract and sanding contract.

9. SELECTMEN COMMENTS:

- A. Michael Pushard commented that we have decided we are not going to fill that part-time position until the fiscal new year. So when one staff member is on vacation there is going to be one person in the office.
- B. Linda Leotsakos added that, in the event of illness, it might even be necessary to close the office.

10. NEXT SLECTBOARD MEETING:

Next regular Selectboard Meeting will be Tuesday April 26, 2011, at 6:30PM, at the Chelsea Elementary School.

- 11. *Moved by Michael Pushard, Seconded by Linda Leotsakos and voted unanimously to suspend the remainder of the Selectboard meeting and move to the Assessors meeting.
Meeting suspended at 8:30 PM
Meeting Resumed at 8:40 PM**

12. EXECUTIVE SESSION:

*Moved by Michael Pushard, seconded by and voted unanimously to go into executive session pursuant to 1 M.R.S.A. 405(6)(E) to discuss the Town's legal rights and obligations and contemplated litigation with the Town.

13. ADJOURN:

Meeting Adjourned at 9:59PM.

Respectfully Submitted,

Angela Gordon