

**Town of Chelsea
Board of Selectmen Meeting Minutes
January 11, 2012**

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. Town Manager Scott Tilton was present along with about twelve (12) residents and members of the public. Mike Rogers from Maine Revenue Services was also present.

Consent Agenda:

- A. Approve Payroll Warrant # 32 in the amount of \$5,535.90.
 - B. Approve Accounts Payable Warrant # 31 in the amount of \$192,273.39.
 - C. Approve Board of Selectmen Meeting Minutes of December 28, 2011.
 - D. Approve Board of Assessors Meeting Minutes of January 9, 2012.
- A motion was made by Ben Smith that was seconded by Mike Pushard to approve Consent Agenda items A, B, C, and D as adjusted [Item D was approved for addition to the Consent Agenda]. Vote was unanimous. Motion carried.

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

Scheduled items:

A. Old Business:

1. Linda Leotsakos thanked Scott Tilton, Town Manager, for inviting Mike Rogers from Maine Revenue Services to tonight's meeting. The purpose of the R.F.P. for Chelsea's Property Tax Revaluation is to get back proposals for the budget committee not to begin a revaluation.

A. Mike Rogers stated that the purpose for a revaluation is to establish equity between tax bases (properties). Two (2) properties at two (2) ends of town, if properties are equal and any structures are the same, are assessed the same. Chelsea has never had a revaluation by a professional company. The baseline values that exist cannot be used because they are so out-of-date. Evaluations and revaluations set the amount of money that is raised by the town for the town's municipal and education use. They do not raise taxes by balancing assessed values with the town's mil rate. If property values decrease, the mil rate would increase to maintain the budget and vice-versa. Mike Rogers read the Chelsea Property Tax Revaluation R.F.P. and said that the wording regarding the income/expense information follows State of Maine Property Tax Statutes [therefore, the town would be in violation of State Statutes if it strikes the income/expense wording in the R.F.P.]. It is normally utilized for large businesses, for example large apartment buildings, electric companies, etc. This information may be requested but the law does not state that individuals are required to respond to the request. Assessors use the cost approach for building and land pricing schedules from market values from over long time periods allowing for 'just value' across the whole town. The decreasing housing market does not affect the value of the properties because the town must demonstrate sales averages over time. If the town has equity and all the properties have decreased in value as a whole, the possibility of using 95% of evaluation rather than 100% can be authorized. There are instances that the value of the business is not in the property, for example a franchise. Business personal property is taxable unless specifically exempt in the law. The B.E.T.E. or B.E.T.R. Program may be applicable for businesses.

Scheduled items:

A. Old Business: continued,

The cost for the revaluation could range from \$65.00 - \$95.00 per parcel. The Chelsea Property Tax Revaluation R.F.P. includes integration with the TRIO computer program and training for the Selectmen, which affects the final cost. It would be prudent to remember that any training is lost when a Selectman is voted out of office. It is possible to set aside money from each Selectman's compensation to fund [partially fund] an assessors agent. Most assessors agents maintain property tax records but not do the revaluation. The revaluation would be too time consuming and difficult to implement for one (1) person – precarious to rely on one person who would be always trying to juggle maintaining records and doing the revaluations. Every property in town has to be measured, inventoried, and listed. It is possible to spread out the revaluation over two (2) years, however because there are approximately 1528 parcels in Chelsea it will take a long time and the town will be 'playing catch-up'. Sending out the R.F.P. now may allow for 'lower' competitive bids because of the downturn in the economy.

*It was recommended, "The company shall obtain..." be changed to "the company may request..." and the "replacement cost is five hundred dollars (\$500) be changed to "...just value of less than one thousand dollars (\$1000)" to follow Maine Statutes.

- A motion was made by Ben Smith that was seconded by Linda Leotsakos to approve the Chelsea Property Tax Revaluation R.F.P. draft with the inclusion of original income/expense wording [and recommended changes *]. Vote was Ben Smith and Linda Leotsakos in the affirmative, Mike Pushard voted against. Motion carried.

2. The R.F.P. (Request For Proposals) for Legal Services allows the Board of Selectmen to utilize the existing Chelsea Town Attorney for current legal issues to maintain continuity. The deadline for proposals was changed to 3 PM on Friday, February 3, 2012.

- A motion was made by Ben Smith that was seconded by Mike Pushard to approve the R.F.P. for Legal Services as amended. Vote was unanimous. Motion carried.

3. The R.F.P. (Request For Proposals) for Audit Services as written is a five (5) year contract to allow for continuity. Linda Leotsakos suggested that it be modified for a three (3) year contract with an option to extend the contract two (2) additional years. Scott Tilton, Town Manager, pointed out that Section K of the Request For Qualifications/Bids states that "the town reserves the right to terminate the engagement after completion of any audit year..." The deadline for proposals was changed to February 3, 2012 @ 2 PM. The date "The bids shall be opened and read ..." was changed to February 3, 2012 @ 2 PM and the final award date was changed to February 8, 2012.

- A motion was made by Mike Pushard that was seconded by Ben Smith to approve the R.F.P. for Audit Services as read. Vote was unanimous. Motion carried.

4. The Town of Chelsea Policy for Contacting Town Attorney was discussed. Questions still remain about the language around Selectmen contacting the Town Attorney and responsibility for payment. Scott Tilton and Ben Smith will review the policy, possibly including suggested wording from Mike Pushard.

This item will be discussed at the January 25, 2012 meeting.

5. The Town of Chelsea, Property Assessed Clean Energy (PACE) Ordinance on the agenda for approval. This would allow owners of qualifying property to access financing for energy saving improvements to their properties in Chelsea. The Efficiency Maine Trust would administer the program at no cost to the Town of Chelsea.

- A motion was made by Mike Pushard that was seconded by Ben Smith to approve the PACE Ordinance as written and reviewed at the December 28, 2011 meeting. Vote was unanimous. Motion carried.

Scheduled items:

A. Old Business: continued,

6. The Code Enforcement Officer Job Description was reviewed. Ben Smith questioned whether the Code Enforcement Officer Job Description should include potential enforcement of the fireworks ordinance.

- A motion was made by Ben Smith that was seconded by Mike Pushard to approve the Code Enforcement Officer Job Description including “must provide proof of automobile liability insurance coverage”. Vote was unanimous. Motion carried.

B. New Business:

1. Scott Tilton, Town Manager, will be meeting with representatives from nine communities in Gardiner to gain legal advice from Bill Dale (at no cost to the town) regarding a plan to negotiate a franchise agreement with Time Warner Cable. Some Selectboard members from the other towns will attend. Linda Leotsakos and Ben Smith would like to attend the meeting with Scott Tilton. No vote from the Board of Selectmen is required.

2. Scott Tilton proposed that the Board of Selectmen use the SMART (Specific, Measurable, Obtainable, Relative, Timely) Goal format to set goals. Linda Leotsakos attended a workshop about Boards setting goals. She suggested that individuals bring ideas to the next Board of Selectmen Meeting (January 25, 2012) to see if a [public] workshop needs to be set up, maybe early February, dedicated to work on setting goals.

Legal Issues:

A. Review and approve the annual Automobile Graveyard of Junkyard Permits for Geroux’s Automotive Repair & Parts Map 11 Lot 78; Best Price Recycling & Salvage Map 1 Lot 163-CO, and Win RO Auto Salvage Map 6 Lot 164.

- A motion was made by Ben Smith that was seconded by Mike Pushard to approve permits as listed. Vote was unanimous. Motion carried.

B. Review and approve the 2011 Revised Kennebec County Hazard Mitigation Plan Resolution. The Plan is updated every five (5) years. The state and federal governments will pay 75 percent of the cost and the town raises the other 25 percent. This information will be shared with the Road Advisory Committee. The Plan needs to be approved by adoption but the projects do not have to be completed. Scott Tilton recommends that a timeline be established for these projects.

- A motion was made by Ben Smith that was seconded by Mike Pushard to approve the Mitigation Plan. Vote was unanimous. Motion carried.

C. The Board of Selectmen received a letter of resignation from 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. Nomination papers for a one (1) year term need to be filled out for the June 2012 election.

D. Bottle Club Registration Application. The owner(s) of a bottle club must apply to the municipal officers for permission to operate the bottle club. The present registration of Crystal Falls expires March 17, 2012.

- A motion was made by Mike Pushard that was seconded by Ben Smith to approve the registration application for Crystal Falls. Vote was unanimous. Motion carried.

Written Communication:

A. A letter of resignation from Robert St. Pierre, Chelsea Code Enforcement Officer was received. Bob is retiring. Many people that have worked with him will miss him. His last day is January 27, 2012. The position has been advertised. If possible, the Board of Selectmen will fill the position at the January 25, 2012 Meeting. Bob's replacement will work with Bob until January 27, 2012.

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

B. A letter dated December 21, 2011 from Time Warner Cable was received. It is a routine notice regarding their agreements with programmers and broadcasters.

C. A letter was received from Chellie Pingree, 1st District Congresswoman sharing information about H.R. 3286, the Local Farms, Food and Jobs Act that she introduced to support agriculture economy in Maine.

D. A letter dated December 28, 2011 was received from State of Maine D.O.T. regarding the Route 17 resurfacing project that is estimated to begin July 2012 and be complete by the end of November 2012.

E. A letter was received December 28, 2011 from M.M.A. stating that the financial condition of the MMA Property and Casualty Pool continues to strengthen. A copy of the audited financial statement for the year ending June 30, 2011 accompanied the letter.

Verbal Communication:

A. Town Manager Report. **Rescue Repair Update** – Nothing new to report. Both Chief Ramage and I are getting nowhere with Ford Customer Relations. Our town attorney has an individual at his firm who has a number for someone at Ford. I hope this can offer a better solution. Pending the outcome of this contact, we can decide the next course of action. Chief Ramage and I will have a recommendation for the next meeting.

Snowmobile Registration Funds – I have spoken with an individual from Inland Fisheries and Wildlife and was informed that the snowmobile registration money is late going out this year. The money should be sent out within a couple of weeks. The amount they said we should be receiving is \$1476.26. Most towns send this money to the local snowmobile clubs to assist with trail maintenance and grooming.

CMP Tree Trimming – The power lines east of Route 226 and Route 17 through Chelsea are being trimmed. Lucas Tree is the contractor performing the work. Trimming being done is within the right of ways.

Wood Harvesting – Met with a person from Maine Forest Service. He walked the property under consideration as a gravel pit to determine the feasibility and potential of harvesting the wood. He will make a recommendation on how to proceed. After we get a recommendation, we can obtain a harvesting plan.

ASPIRE Program – I have had a request to employ an ASPIRE person. This program provides employment for single mother or fathers who are eligible. I have found work for one person around the office filing, data entry and answering phones. There is no cost to the town and it provides valuable training. The work this person would be doing would not involve coming in contact with confidential information.

Email Account – I have created two new email accounts. One account is for the Board of Assessors and the other for the Selectboard to use. The email addresses are listed on the town website. Linda has the usernames and passwords so that she, as the Board Chair, can access them.

Verbal Communication:

A. Town Manager Report continued,

Weight Enforcement – I called the State Police about enforcing the weight limit posting on Chelsea roads. They explained that they are willing to help out and step up enforcement. I told them that the roads we were most concerned about were Hallowell, Hankerson and Windsor Roads.

GA Compliance – Following an evaluation from the State of Maine GA program, I am pleased to announce that our GA Program was found to be in compliance. There is GA training in Sidney on Jan 26, 2012, 9AM to 1PM. I would like to attend weather permitting.

Employee Evaluations – I have completed a 6 month probationary evaluation for one employee. I will do the other 6 month probationary evaluation Friday (Jan 13, 2012).

Board of Appeals Resignation – Bill Perry has called to inform me that due to him getting busy he needs to resign from the Board of Appeals. He will continue to help out in other capacities as the town requests.

CDBG Funds – I am working toward assisting a family in Chelsea with the replacement of a malfunctioning septic system. To date I have incurred some expense in conducting a survey of the existing system to determine its condition and have incurred some expense in getting a new system designed and engineered. The total expense to date is \$600. The weather has turned cold and the new system will not be installed until spring.

B. Department Reports. None.

C. School Department Report. There has not been a meeting since the December 28, 2011 Board of Selectmen Meeting. Our next RSU #12 Meeting is January 19, 2012 at 6:30 PM at the Chelsea Elementary School.

D. Linda Leotsakos mentioned that the Board of Selectmen will be formulating Scott Tilton's six (6) month evaluation soon.

Executive Session: There was no Executive Session.

Next Board of Selectmen Meeting: January 25, 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 9:14 PM.

Approved by the Chelsea Board of Selectmen on January 25, 2012.

Linda Leotsakos – Chair

Michael Pushard

Benjamin Smith