

**Town of Chelsea
Board of Selectmen Meeting Minutes
February 8, 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, Attorney Mark Franco, and Maine Municipal Association's Randa Veilleux was present.

Executive Session:

- A motion was made by Mike Pushard that was seconded by Linda Leotsakos to go into executive session pursuant to 1 MRSA Subsection 405 (6) (E) for discussion with Chelsea Legal Counsel. Vote was unanimous. In at 5:31 PM.

- A motion was made by Mike Pushard that was seconded by Ben Smith to come out of executive session. Vote was unanimous. Out at 6:29 PM. No action was taken.

Regular Meeting:

Call to Order:

Chairperson Linda Leotsakos called the Board of Selectmen Meeting back to order at 6:35 PM. Selectboard members present included Linda Leotsakos, Michael Pushard, and Benjamin Smith. Town Manager Scott Tilton was present along with about thirteen (13) residents and members of the public.

Consent Agenda:

- A. Approve Payroll Warrant #35 in the amount of \$7,459.10.
- B. Approve Accounts Payable Warrant #36 in the amount of \$49,341.22.
- C. Approve Board of Selectmen Meeting Minutes of January 25, 2012.
- D. Reschedule regular February 22 Select Board meeting to February 29, 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.

Consent Agenda item D. – no action taken. There is a SVRSU #12 Finance Committee Meeting at 5:00 PM and a Public Hearing at 7:00 PM at Chelsea Elementary School on February 29, 2012. The Select Board members encourage all residents of Chelsea to attend this meeting to gather more information regarding moving the B.A.C.E. (B) Program into Chelsea Elementary School and the SVRSU #12 Superintendent's Office move to the Chelsea Elementary School.

There is a Public Hearing scheduled for February 22, 2012 at 5:30 PM at the Chelsea Town Office for the Chelsea Fireworks Ordinance.

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

Scheduled items:

A. Old Business:

1. The Select Board members reviewed the Town of Chelsea Policy for Contacting Town Attorney. Minor word changes [none significant] were requested.
 - A motion was made by Ben Smith that was seconded by Mike Pushard to approve the Town of Chelsea Policy for Contacting Town Attorney as amended. Vote was unanimous. Motion carried.

2. The Town of Chelsea Town Clerk Job Description was reviewed.
 - A motion was made by Mike Pushard that was seconded by Ben Smith to approve the Town of Chelsea – Town Clerk Job Description as written. Vote was unanimous. Motion carried.

Scheduled items:

A. Old Business: continued,

3. Shawn Ramage, Chelsea Fire Chief, received quotes from three (3) businesses to repair the Fire Department Rescue Unit. D & H Motors \$5200.87 with repair warranty for 12 months or 12,000 miles; Brunswick Ford Sales \$5100.00 with no repair warranty shown, Integrity Auto Service \$4,083.72 with repair warranty for 24 months. Integrity Auto Service repaired the same issue for A. C. Towing in West Gardiner. The Fire Department needs direction from the Board of Selectmen to decide where the money would come from. Scott Tilton, Town Manager, spoke with Amanda Meader from M.M.A. regarding the use of Fire Truck Reserve Account funds for the repairs. M.M.A. stated that the Fire Truck Reserve Account funds could be used to pay for repairs on the Fire Department Rescue Unit. Shawn Ramage also asked if the Select Board Members would support him if he filed in small claims court to recoup the money spent for repairs, towing fees, and filing fees. All three (3) members support these efforts. In addition, the Select Board thanked Shawn for his diligence and hard work on this issue.

- A motion was made by Mike Pushard that was seconded by Ben Smith to approve the recommendation of the Fire Chief to have repairs on the Fire Department Rescue Unit done at Integrity Auto Service.
- A motion was made by Ben Smith that was seconded by Linda Leotsakos to amend the original motion to approve the recommendation of the Fire Chief to have the Fire Department Rescue Unit repairs done at Integrity Auto Service and for the money, \$4,083.73, to be taken from the Fire Truck Reserve Account to pay for the repairs. There was no objection to the amendment. The amendment was adopted. Vote was unanimous. Motion carried.

4. A workshop [public] is rescheduled [due to an executive session on February 8] from February 8, 2012 to March 14, 2012 at 4:30 PM at the Chelsea Town Office to discuss the Board of Selectmen using the S.M.A.R.T. (Specific, Measurable, Obtainable, Relative, Timely) Goal format to set goals.

5. The Request For Proposals (R.F.P.) for the printing of the Town of Chelsea 2011-2012 Annual Town Report was reviewed. There are approximately 1150 Rural Route (R.R.) addresses in Chelsea. Some people have called the town office to request that the town report is mailed. It would cost approximately \$512.50. Scott Tilton will contact the Capital Area Technical Center (C.A.T.C.) to find out if the program there can print the report, what the cost would be, and if they can meet the deadlines in the R.F.P. The information will be available at the February 22, 2012 meeting.

6. Scott Tilton reviewed a process he will use [with no objections from the Select Board] to evaluate the bids that he receives for Town of Chelsea Audit Services. Staff List & Qualifications 20%, Similar Projects 10%, References 5%, Responsiveness 20%, and Fee 45%. The contract is for five (5) years, 2012 through 2016.

Bids received:

RHR Smith & Company	2012	\$7200	
	2013	\$7200	
	2014	\$7200	
	2015	\$7200	
	2016	\$7200	total: \$36,000 for the five (5) years

Runyon, Kersteen, Ouelette	2012	\$12,250	
	2013	\$12,600	
	2014	\$13,000	
	2015	\$13,400	
	2016	\$13,800	total: \$65,050 for the five (5) years

This will be an Agenda item for February 22, 2012 Board of Selectmen Meeting for discussion and possible action.

Scheduled items:

A. Old Business: continued,

7. Scott Tilton reviewed a process he will use [with no objections from the Select Board] to evaluate the bids that he receives for Town of Chelsea Legal Services. Written Proposal 20%, Firms Qualifications and Experience 25%, References 10%, and Fee 45%. The contract is for one (1) year, 2012 through 2013.

Bids received	Attorney Fee per hour	Associate Fee per hour	Paralegal Fee per hour
Skelton Tainter & Abbott	\$226	\$182	\$ 85
Drummond Woodsum & McMahon	\$150	\$150	\$100
Jensen, Baird, Gardner & Henry	\$175	\$150	\$ 80
Preti, Flaherty, Beliveau, Pachios LLC	\$200	\$150	\$125
Rudman & Winchell	\$175	\$175 Retainer \$1750	\$115

This will be an Agenda item for February 22, 2012 Board of Selectmen Meeting for discussion and possible action.

8. The Board of Selectmen reviewed a Town of Chelsea Fire Department agreement for the fire department to conduct a training burn. Shawn Ramage, Fire Chief, requested property tax records, liens, etc. be researched. The agreement is to be signed by the Property Owner, Fire Chief, Town Manager, and each Select Board Member.

There are times when a request for a structure to be used for a 'training burn' would not be approved due to unsafe conditions, or if the structure will not provide beneficial training, or the location of the structure on the property in relationship to other structures. Each request is assessed individually.

- A motion was made by Ben Smith that was seconded by Linda Leotsakos to table this agenda item until February 22, 2012. Vote was unanimous. Motion carried.

B. New Business:

1. The date and time for the 2012 Annual Town Meeting and Election needs to be determined. Linda Leotsakos spoke to SVRSU #12 Superintendent, Greg Potter, whose goal is to have the final SVRSU #12 School Budget Vote on June 12, 2012 [Tuesday]. Scott Tilton recommends the election of municipal officers, positions on the SVRSU #12 Board, etc. occur on June 12, 2012 [Tuesday] and schedule the Chelsea Town Meeting that same week.

This will be an Agenda item for February 22, 2012 Board of Selectmen Meeting for discussion and possible action.

2. Two dates for the 2012 Chelsea Budget review were scheduled. The Board of Selectmen will meet on March 7 and March 21, 2012 to work on the budget. There will be joint [Board of Selectmen and Budget Committee] meetings scheduled beginning in early April 2012.

With no objection Agenda item **V. Legal Issues]** "**B. Appointment of a Chelsea RSU 12 School Board Director to a term ending June 30, 2012**" was moved ahead so action could be taken at this time.

Legal Issues:

B. Scott Tilton, Town Manager recommended the appointment of John Begin to the position of Chelsea SVRSU #12 School Board Director to a term ending June 30, 2012.

- A motion was made by Ben Smith that was seconded by Mike Pushard to appoint John Begin as a Chelsea SVRSU #12 School Board Director to a term ending June 30, 2012. Vote was unanimous. Motion carried.

Scheduled items:

B. New Business: continued,

3. The Request For Proposals (R.F.P.) for Technology Support Services/Offsite Backup Solution Town of Chelsea, ME was discussed. Beneficial Technologies is the company that is in place now. The fee is \$95.00 per hour. There have not been any issues with Beneficial Technologies. The process for technology support services and offsite backup services needs to be formalized through an R.F.P.

Legal Issues:

- A. Scott Tilton asked the Board of Selectmen to approve his appointment of Gary Quintal (from West Gardiner) to the position of Chelsea's Code Enforcement Officer, LPI, E911 Addressing Officer and Health Officer. He has been hired for 20 hours per week at \$22.00 per hour. He is an hourly part-time employee and will undergo the customary 6-month probationary evaluation in August 2012. No action was taken by the Board of Selectmen.
 - C. Scott Tilton asked the Board of Selectmen to authorize the payment of the Municipal Snowmobile Registration Revenue (from the State of Maine to the Town of Chelsea as a 2011 snowmobile refund) be turned over to the Local Snowmobile Club. The amount is \$1,476.26.
- A motion was made by Linda Leotsakos that was seconded by Ben Smith for \$1,476.26, the Snowmobile Refund, be sent to the local snowmobile club. Vote was Linda Leotsakos, Ben Smith in the affirmative. Mike Pushard abstained. Motion carried.

Written Communication:

- A. A letter dated January 19, 2012 from Time Warner Cable was received. It is a notice regarding programming changes.
- B. A letter dated January 16, 2012 from Kents Hill School addressed to Gregory Potter, Superintendent RSU #12 was received regarding two (2) students tuition. Jerry Nault [SVRSU #12 Finance Committee Chairperson] is researching the students' registration.
- C. A letter was received from MDOT as an adjacent town regarding a scheduled scoping meeting for the Augusta Courthouse Facility.
- D. A letter dated February 1, 2012 from Time Warner Cable was received. It is a routine notice regarding agreements with programmers and broadcasters.
- E. A Report Summary 01/01/2011 to 12/31/2011 for the Chelsea Fire Department was received. It details staff, fire permits, emergency calls, training and other activities. Also included was data for January 2012. **Thank you to Shawn Ramage for the great job on the report and his dedication as Fire Chief. Thank you to the members and junior members for their hard work and commitment to the Chelsea Fire Department.**

Verbal Communication:

A. Town Manager Report:

Town Clerk Hiring – First interviews are the week of February 14. Nine (9) applicants will be interviewed. Broad range of experience is being considered. Second interviews tentatively scheduled for week of Feb 20th.

March 27 Town Meeting - Peter Hanson has agreed to serve as moderator at this town meeting if elected. Bill Perry respectfully declined due to his business commitments. MMA is offering a Moderating Town Meeting workshop on February 15 that I will be sending Peter to as a refresher. The workshop is in the evening at MMA in Augusta

Verbal Communication: continued,

Managers Interchange - I will be obtaining training at the Statewide Managers Interchange on March 2nd. This year the event is being held in Bangor. I will be driving to Bangor and back on the same day.

DEP Windsor Road- DEP has still not issued the town a revised permit by rule. I have spoken with them today and have been assured a written decision would be received by the town by the end of the month.

Road Posting – I have posted most of the dirt roads and some of the dead end paved roads restricting heavy truck traffic. With the type of winter we have had, I wanted to make sure and post them before the damage could be done. I have asked the State Police to be on the lookout. I have already received calls from residents on the Nelson Road and called the company responsible to inform them of the posting.

Tax Reminders – I am not familiar with the process to send out second half tax due reminders so wanted to ask the Select Board. There are roughly **1203** reminders to be sent out as of today. The cost for postage alone would be \$541.80. Then there would be another \$75 in costs for paper and envelopes.

Weight Exemptions – As Road Commissioner I try very hard not to issue exemptions to business and individuals who are affected by the road weight postings. However, there are times when compromise and common sense should prevail and an exemption will be issued.

Manager Time Off – My family and I are planning a vacation the week of March 26. This is the week of the Special Town Meeting vote and election. My plan is to have someone hired by then that will be capable of running a town meeting and election without me.

B. Department Reports: No additional.

C. School Department Report:

Barbara Skehan encourages Chelsea residents to attend all the Finance Committee Meetings, schedule attached. The Budget Presentations will directly affect our Chelsea Budget.

Our next RSU #12 Meeting is March 8, 2012 at 6:30 PM at the Windsor School. The Finance Committee has several meetings scheduled to hear budget presentations from school services and departments. All meetings **except February 29 [5:00 PM]** begin at 5:30 PM. The dates and presentations are available on the www.svrsu.org website [also **Attached**].

It is essential that as many Chelsea residents as possible attend the meeting on FEBRUARY 29, 2012 @ 7:00 PM @ CHELSEA ELEMENTARY SCHOOL CAFETERIA. The Finance Committee Meeting begins at 5:00 PM and THE PUBLIC HEARING BEGINS AT 7:00 PM.

ITEMS to be DISCUSSED: THE SUPERINTENDENT'S PROPOSAL TO MOVE THE SUPERINTENDENT'S OFFICE, BUSINESS OFFICE and BACE (B) behavior program INTO THE CHELSEA ELEMENTARY SCHOOL.

The Red Cross certification of The Chelsea Elementary School as an emergency shelter was discussed. Shawn Ramage and Andy Doiron gave a brief presentation of the steps taken so far, presented the Board with the agreement, and answered questions.

C. School Department Report. Continued,

Thank you to the Chelsea residents that were able to attend the February 9, 2012 SVRSU#12 Meeting at the Whitefield Elementary School. Deb Sanderson, on behalf of Chelsea residents presented, a list of concerns and questions to the **full** Board.

D. Board of Selectmen / Assessors Reports and Comments:

Linda Leotsakos reported that two (2) re-assessments, RiverRock Christian Fellowship and the Chelsea Advent Christian Church parsonage, have been completed. Those involved understand the corrections in their tax bills were necessary. Supplemental Tax Bills will be created and mailed out at a later date.

Next Board of Selectmen Meeting: February 22, 2012 at 6:30 PM at Chelsea Town Office because of school vacation.

A Public Hearing was scheduled for February 22, 2012 at 5:30 PM at the Chelsea Town Office. The Select Board will hear comments concerning the Fireworks Ordinance.

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 8:46 PM.

Approved by the Chelsea Board of Selectmen on February 22, 2012.

Linda Leotsakos – Chair

Michael Pushard

Benjamin Smith

Schedule of Administrative Budget Presentations RSU 12 Finance Committee--FY2013

5:00 PM February 29 @ Chelsea 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

7:00 PM PUBLIC HEARING

- ❖ **Superintendent's Office move into Chelsea School**
- ❖ **SVRSU #12 Business Office move into Chelsea School**
- ❖ **B.A.C.E. (B) Behavior Program into Chelsea School**

5:30 PM March 7th @ Wiscasset High School Library:

Mrs. Dearnley---Special Services & Alternative Education

Mr. Merry---Transportation & Facilities

5:30 PM 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

5:30 PM 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**

5:30 PM 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)