

**Town of Chelsea  
Board of Selectmen Meeting Minutes  
April 10, 2013**

**Regular Meeting:**

**Call to order:**

Chairperson Ben Smith called the meeting to order at 6:32 PM.

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

Ben Smith led the attendees in the Pledge of Allegiance.

**Consent Agenda:**

- A. Approve Accounts Payable Warrant # 45 for \$198,465.89.
- B. Approve Payroll Warrant # 46 for \$6,090.63.
- C. Approve Board of Selectmen Meeting Minutes of March 20, 2013.
- D. Approve Board of Assessors Meeting Minutes of March 25, 2013.
- E. Approve Board of Selectmen Meeting Minutes of March 27, 2013.

- A motion was made by Mike Pushard that was seconded by Ben Smith to approve
- Consent Agenda items A., B., C., and D. Vote was two (2) in the affirmative. Linda Leotsakos
- was excused. Motion carried.

Consent Agenda item E. was passed over until the next Board of Selectmen Meeting.

**Public Comment on Items not part of the Agenda: None at this time.**

**Scheduled items:**

**A. New Business:**

1. Scott Tilton is looking for suggestions for the Town Report Cover and Dedication. It was mentioned that the Chelsea Historical Society might have a picture to place on the cover. There were no suggestions from the public.

The Board members will try to come back with ideas on the next Board of Selectmen Meeting. No Board action was taken.

2. Establishing a Legal Services Reserve Account was discussed. The account would begin with the money voted on at this year's Annual Town Meeting. Any money left over at the end of the fiscal year for legal services would remain in this account and build to a capped amount [and not be placed in the general operating budget].

**B. Old Business:**

1. Bids for 2013 Summer Mowing were opened on April 13, 2012. Corliss Lawncare, LLC of Pittston, ME \$6,300 and Moody's Lawn Service of Augusta, ME \$6,573. Scott Tilton recommends Corliss Lawncare, LLC at the price of \$6,300. The contract begins May 13, 2013. Following the Procurement Ordinance, Scott Tilton has the authority to award the contract to Corliss Lawncare.

**Scheduled items: B. Old Business: continued,**

2. Assessing Issues, a. Tax Abatement Request(s) 1. Theriault was passed over until the next Board of Selectmen Meeting. No Board action was taken.
3. a. The Board of Selectmen initially recommended \$15,000 be budgeted for Legal Services before getting the information that the Frank Monroe case was still pending and will likely require litigation. If the amount requested at the Annual Town Meeting is not adequate, it would require a Special Town Meeting to vote for an additional amount for Legal Services. The Budget Committee has recommended \$20,000. With the additional information, Ben Smith recommends that the Board of Selectmen change its prior budget recommendation of \$15,000 by recommending a legal budget of \$25,000. Both Ben and Mike agreed that, if a Legal Services Reserve Account is established, any residual money would remain in that account.  
  
b. The Board of Selectmen made an initial budget recommendation of \$0 (zero) for within town High School busing because NO invoices requesting reimbursement for [High School] transportation had been received from RSU #12. Since that time, invoices for September 2012 through February 2013 totaling \$16,490.73 have arrived from RSU #12. Mike Pushard stated his concern for the Town's tight budget and that the Board of Selectmen looked at areas to cut [busing and donations] that they generally try to avoid cutting. This item affects the house-to-house busing of high school students to the pickup points in town. This is not busing to each school of choice for high school students. Ben thought that the Board may want to amend its prior recommendation and include funding the amount of services charged by the RSU in order that the debate over funding transportation could include debates at Town Meeting and wide ranging views of full funding of transportation, partial funding or no funding at all.

- A motion was made by Mike Pushard that was seconded by Ben Smith to amend the prior
- Board of Selectmen recommendation from \$15,000 to \$25,000 for Legal Services for the
- 2013-2014 Budget. Vote was two (2) in the affirmative. Linda Leotsakos was excused.
- Motion carried.
  
- A motion was made by Mike Pushard that was seconded by Ben Smith to amend the prior
- Board of Selectmen recommendation from \$0 (zero) to \$25,000 for High School Busing
- [reimbursement] for the 2013-2014 Budget. Vote was two (2) in the affirmative. Linda
- Leotsakos was excused. Motion carried.

**Legal Issues:**

- A. Planning Board member (Elizabeth) Beth Cousins reviewed some of the amendments to the Minimum Lot Size Ordinance. There was a Public Hearing on April 9, 2013 which brought to light that there needs to be further discussion at the next Planning Board Meeting scheduled for May 14, 2013.
- B. Planning Board member Craig Hitchings highlighted the Wireless Communication Facilities Ordinance. There was a Public Hearing on April 9, 2013 which reviewed the Ordinance in more detail. There will be further discussion at the next Planning Board Meeting scheduled for May 14, 2013.
- C. Maine Department of Environmental Protection's Request for Project Review for the Kennebec River Pipeline Exposure was discussed. The Planning Board discussed the request at their meeting on April 9, 2013. Gary Quintal, C.E.O. has more detailed information about the project to lay a protective cement mat on the pipeline running across the Kennebec River.

**Legal Issues: continued,**

- A motion was made by Mike Pushard that was seconded by Ben Smith to authorize Scott
- Tilton, Town Manager, to review and execute DEP Request for Project Review – Kennebec
- River Pipeline Exposure . Vote was two (2) in the affirmative. Linda Leotsakos was excused.
- Motion carried.

D. When credit cards are used at the Town Office, a 2.5% surcharge is assessed by the authorized payment service provider for credit card transactions and passed on to the cardholder. Maine Revised Statute Title 9-A §8-509 allows for governmental entities to impose a surcharge not exceeding the costs associated directly incurred.

**Written Communication:**

**Monthly reports received at the first Board of Selectmen Meeting of each month will be available for the Board of Selectmen and public to review for possible discussion and questions at the next Board of Selectmen Meeting.**

- A. An email dated April 3, 2013 was received from Shelley Winchenbach, Director, Government Relations - Time Warner Cable. It is a letter regarding possible programming changes.
- B. A copy of the Budget Review Committee Meeting of March 26, 2013 has been received for review.
- C. 'Maine Department of Transportation Work Plan for Calendar Years 2013 – 2014 – 2015 Chelsea' does not list any capital projects planned for the Town of Chelsea.

[ A report from Gary Quintal, Code Enforcement Officer, for March 2013 was included. ]

[ A report from Lisa Gilliam, Town Clerk, dated April 9, 2013 was included. ]

[ A report from Shawn Ramage, Chelsea Fire Department Chief, January 2013 to March 2013 was included. ]

[ A Expense Summary Report from Scott Tilton, Treasurer / Tax Collector, dated April 2, 2013 was included as well as Bangor Savings Bank statements for March 2013. ]

**Verbal Communication:**

- A. Town Manager Report

May 18, 2013 is the Chelsea Cemeteries Cleanup Day

**Jail Trustees** – The Jail Trustees from Kennebec County will be in Chelsea the week of April 29 through May 2. The work to be done will include: sweeping at Town Office and School, picking up around Butternut Park and much more. A small crew will return on May 18 to assist with the cleaning and renovation of the various Chelsea Cemeteries

**Verbal Communication: continued,**

**Bridge Inspection** – We have received notice from the MDOT that the three crossings considered bridges in Chelsea have been inspected. The report will be arriving shortly. I will be meeting with the Road Advisory Committee to discuss the ratings and develop an appropriate plan as may be required.

**Monroe Mediation** – A mediation session was held on April 2 in an attempt to settle the case and avoid a protracted court case. The two sides ended up too far apart to settle. Because a settlement was not reached the possibility of a court case in 2013-14 needs to be considered. A case like this could easily cost Chelsea in the area of \$25,000 to defend itself. There will be a need for Chelsea to budget additional funds for Legal Services.

**Monthly Meeting with KJ** – I have begun meeting monthly with Paul Koenig of the KJ. We talk about possible stories and provide each other input regarding what the citizens of Chelsea would enjoy knowing.

**Roadway Workshop Feedback** – Ted Gardner., Peter Hanson and I attended the Roadway Fundamentals Workshop. It was very informative and will be useful. We each seemed to enjoy different topics. The one I felt was the most though provoking was the use of salt instead of sand during winter operations. The savings other towns are experiencing are substantial.

**Meeting with Healthy Communities** – Gary Quintal and I met recently with representatives from the Healthy Communities Group. This group provides classes to improve health in the communities they serve. I feel strongly that Chelsea could benefit from this groups effort. I will be meeting with them in the near future to schedule activities in Chelsea.

**Cemetery and Parks Maintenance** – Since it appears that the part time employment position will not be funded, I needed to award the bid so that the contractor hired could be ready for the May 13 start to the season. In April of 2012 I placed an ad requesting bids. I received bids Corliss Lawncare and Moody's Landscaping. The apparent low bidder is Corliss Lawncare who bid \$6,300.

**Road Sweeping and Catch Basin Cleaning** – The bids for Sweeping and Catch Basin Cleaning were opened. Bids were received from E. C. Barry, Ellis Construction and Seabreeze Property Services. The apparent low bidder is Ellis Construction who bid \$4,350 as specified. I will be looking at references and asking a few questions before I award the bid. The plan would be to begin sweeping roads the week of April 29 depending on the weather and availability.

**Hazardous Waste Drop off Day** – A drop off day has been scheduled for Saturday May 18. In the days prior we will be participating in advertising and registering residents who have waste to dispose of. I was requested that we assign a volunteer that day to oversee the Chelsea residents to make sure only those who register bring product. This is important because Chelsea does have such a limited budget. If anyone wishes to assist in this manner they should contact me so me so they can receive training.

**TAN** – The time frame for using the Tax Anticipation Note has expired. I am pleased to say that Chelsea did not need to borrow money to bolster our cash flow.

**Verbal Communication: continued,**

- B. There is a RSU #12 Special Budget Board of Directors Meeting at Whitefield Elementary School April 25, 2013 at 6:30 PM. The next Finance Committee Meeting to discuss the budget and finances is May 1, 2013 at Somerville Central Office at 5:00 PM. The next RSU #12 Board of Directors meeting is May 9, 2013 at Windsor Elementary School at 6:30 PM. The meeting on May 9, 2013 includes the adoption of the 2013 – 2014 RSU #12 Budget. This is a VERY difficult budget year with unknowns from the Governor's proposed budget and transfer of teachers' retirement costs. Potentially, the budget increase to the town could approximately be a 6% increase (or more).
  
- C. It is nice to see this many people at the meeting. There is outstanding abatement work to be completed. The Charter Commission met April 8, 2013 to finalize the Charter and Report to a warrant for the June 2013 Annual Town Meeting. The Charter and Report will be available on the Town's Website, Soules Auto Supply on Rte 9, Chelsea Market on Rte 226, and at Damon's on Rte. 9. If anyone would like a copy, please call the Town Office during open hours.

**Executive Session. None.**

**Next Board of Selectmen Meeting has been RESCHEDULED to MAY 1, 2013 at 6:30 PM at Chelsea Elementary School.**

**Adjournment:**

A motion was made by Mike Pushard that was seconded by Ben Smith to adjourn. Ben Smith declared the meeting adjourned at 8:07 PM.

**Approved by the Chelsea Board of Selectmen on May 8, 2013.**

\_\_\_\_\_  
Benjamin Smith – Chair

\_\_\_\_\_  
Michael Pushard

\_\_\_Absent\_\_\_  
Linda Leotsakos