

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

**Regular Meeting:**

**Call to Order:**

Chairperson Linda Leotsakos called the Board of Selectmen Meeting to order at 6:34 PM.

Selectboard members present included Linda Leotsakos, Michael Pushard, and Benjamin Smith. Town Manager Scott Tilton was present along with about eleven (11) residents and members of the public.

**Consent Agenda:**

- A. Approve Accounts Payable Warrant # 44 in the amount of \$3,671.25.
- B. Approve Payroll Warrant # 45 in the amount of \$5,444.41.
- C. Approve Payroll Warrant # 46 in the amount of \$18,656.09.
- D. Approve Accounts Payable Warrant # 47 in the amount of \$185,374.39.
- E. Approve Board of Assessors Meeting Minutes of March 12, 2012.
- F. Approve Board of Selectmen Meeting Minutes of March 14, 2012.
- G. Approve Board of Selectmen Public Hearing Minutes of March 28, 2012.
- H. Approve Board of Assessors Meeting Minutes of April 4, 2012.

- A motion was made by Ben Smith that was seconded by Linda Leotsakos to amend the agenda to exclude Consent Agenda item G. The minutes from the public hearing are not available for tonight's meeting. Vote was unanimous. Motion carried.
- A motion was made by Ben Smith that was seconded by Linda Leotsakos to accept Consent Agenda items A., B., C., D., E., F., and H. Vote was Ben Smith in affirmative, Linda Leotsakos in the affirmative, and Mike Pushard abstained [he was not present at the Board of Assessors Meeting on April 4, 2012.] Motion carried.

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

Ed Tobias is concerned that voter turn out was low at the last secret ballot election because residents did not know what issues were to be voted on, and that they did not know the date of the election. He asked if the information could be in the Kennebec Journal a day or two before the election to remind residents to vote. It was suggested that folding signs be placed at Route 9 and at the corner of Route 226 and Route 17 to encourage residents to 'Vote Today'.

Ted Gardner stated that there was trash, garbage bags, tires, etc. on the shoulders of many roads in Chelsea. He asked if it would be possible for Scott Tilton to schedule the Kennebec Jail trustees or another group to collect these items for proper disposal. Perhaps the school would know of a group [scouts, etc.] that is looking for a community service job. It was also suggested that residents pick up litter on their streets perhaps coinciding with Earth Day, April 22, 2012.

Elizabeth Cousins is concerned that the shoulders on many roads in Chelsea needed to be repaired. Scott Tilton has a list of the most traveled roads to begin shoulder repair work. Scott asked residents to let him know of other roads that have shoulder work needing to be done. It was asked when the roads were graded, and it probably needs to be done again.

## Scheduled items:

### A. Old Business:

1. There have been two (2) meetings interviewing the three (3) Revaluation Bid finalists. The Selectboard members have narrowed the field down to two (2) providers. John O'Donnell & Associates, bid of \$125,000 using software provided by them that would interface with T.R.I.O. software, and KRT Appraisal, bid of \$115,800 also using software provided by them that would interface with T.R.I.O. software. Linda Leotsakos suggested that the Board of Selectmen vote to include one of these companies as a warrant article for the Town Meeting June 21, 2012.

It was discussed to raise \$45,000 in the 2012-2013 budget and borrow \$90,000 from the woodlot account with the understanding that it would be paid back in three (3) years.

- A motion was made by Ben Smith that was seconded by Mike Pushard for the Board of Selectmen to approve a warrant article for the Town of Chelsea Town Meeting on June 21, 2012 to authorize a town-wide revaluation and for the Board of Selectmen to choose a company subject to available funding. Motion included raising \$45,000 from property taxes in 2012-13 and \$90,000 to be used from the Woodlot Account with repayment of the \$90,000 to the woodlot account over three (3) years. Vote was unanimous. Motion carried.

2. The Town of Chelsea is contending with one legal issue [involving Frank Monroe] that is utilizing the current Town Attorney. Legal services have dropped to approximately 3 -4 hours per month, this includes reviewing ordinances, etc. The recommended amount for legal services for the 2012-2013 town budget has been decreased. All three (3) Selectboard members agree that it would be beneficial to continue with the Attorney that has represented the Town of Chelsea through it's difficulties last year.

- A motion was made by Ben Smith that was seconded by Mike Pushard for the Board of Selectmen to select Preti Flaherty law office [Stephen E.F. Langsdorf] as Town of Chelsea Attorney for 2012-2013. Vote was unanimous. Motion carried.

3. The Charter Commission needs to set up its first organizational meeting within thirty (30) days of the election [approving the establishment of the charter commission]. The Charter Commission members will be contacted to see which evening the week of April 22<sup>nd</sup> works best. The members need to be sworn in before the meeting commences.

4. Scott Tilton recommended that the Town of Chelsea contract to purchase electricity from Constellation Energy for a period of two (2) years. There would be an estimated savings of \$422 a year.

- A motion was made by Linda Leotsakos that was seconded by Ben Smith for the Town Manager to enter into agreement for the purchase of electricity with Constellation Energy. Vote was unanimous. Motion carried.

5. Scott Tilton asked the Board of Selectmen to consider waiving the Health Insurance waiting period for Lisa Gilliam, Chelsea Town Clerk, so that she may have health insurance now.

- A motion was made by Mike Pushard that was seconded by Ben Smith to accept the recommendation of the Town Manager to waive the waiting period for M.M.A. Health Insurance coverage for Lisa Gilliam. Vote was unanimous. Motion carried.

## B. New Business:

1. Scott Tilton has contacted Greg Potter, RSU #12 Superintendent for Chelsea's costs associated with the high school bus run. Scott emailed this request to Greg Potter on April 6, 2012, and has gotten no information so far. Scott Tilton recommends moving this to the agenda for the next BOS meeting, hopefully he will get the information he requested.

2. Scott Tilton requested that the Board of Selectmen review information in this meeting's packet that outlines general duties and responsibilities of a Road Foreman position. Scott is requesting a part-time position be created to coordinate road work, or do road work when necessary. It would be especially helpful to have someone coordinate with snowplow contractors/workers in the winter and not rely on a Selectboard member to deal with problems and questions that arise during a storm. Scott recommends that Selectboard members put this on the agenda for the next BOS meeting allowing each member the time to read and review the proposed job description and bring questions or concerns to the next meeting.

3. Scott Tilton received a letter and Resolution regarding the restructuring of Time Warner Cable Inc. The Town of Chelsea is not required to take action on the Resolution, but even though there is no transfer of control, TWC Inc. is required to provide communities with information regarding the Transaction. Scott will sign and return the Resolution. No action is required by the Board of Selectmen.

## Legal Issues:

A. After approving the establishment of a charter commission and in accordance with State Statute MRSA 30-A §2103, the municipal officers shall credit \$100.00 to the charter commission account.

- A motion was made by Ben Smith that was seconded by Mike Pushard for Scott Tilton to take \$100.00 from the contingency account and transfer it to a Town of Chelsea Charter Commission Account. Vote was unanimous. Motion carried.

B. The 2012-2013 agreement between the State of Maine Department of Public Safety and the Town of Chelsea for the Public Safety Answering Point (PSAP) Agreement to provide Public Safety Dispatch Services is required. Shawn Ramage, Fire Chief, recommends continuing this one (1) year agreement.

- A motion was made by Ben Smith that was seconded by Mike Pushard for the Board of Selectmen to approve the PSAP Agreement presented, and to authorize Scott Tilton, Town Manager, to sign the agreement. Vote was unanimous. Motion carried.

C. Scott Tilton brought the completed American Red Cross Shelter Agreement to the Board of Selectmen for review. The agreement is between the American Red Cross and RSU #12. Any costs and reimbursements associated with the use of the school as a Red Cross Shelter will be the responsibility of the Red Cross and RSU#12. No action is required by the Board of Selectmen.

D. The Ambulance Service Agreement between the City of Gardiner and the Town of Chelsea has been updated and fees increased to reflect the 2010 census data. The town was also billed for the amount of bills deemed 'uncollectables'. The Town of Chelsea has billed residents in the past to try to recover these costs. *The City of Gardiner Ambulance Service covers a portion of Chelsea and a portion is served by Augusta Fire Department.*

- A motion was made by Mike Pushard that was seconded by Linda Leotsakos for the Board of Selectmen to approve the Ambulance Service Agreement between The City of Gardiner Ambulance Service and the Town of Chelsea for \$6,665.28 for 2012-2013. Vote was unanimous. Motion carried.

**Legal Issues: continued,**

E. (Listed as F.) The Board of Selectmen reviewed the draft Town of Chelsea, Maine Ordinance Exempting Eligible Active Duty Military Personnel from Vehicle Excise Tax.

- A motion was made by Mike Pushard that was seconded by Ben Smith for the Board of Selectmen to approve a warrant article for the Town of Chelsea, Maine Ordinance Exempting Eligible Active Duty Military Personnel from Excise Tax for the Town of Chelsea Town Meeting on June 21, 2012. Vote unanimous. Motion carried.

F. (Listed as G.) Scott Tilton received an email from Maine Municipal Association regarding openings on the MMA Executive Committee and MMA Vice President Position. The Selectboard members are eligible to run for the executive committee positions.

**Written Communication:**

A. A letter dated March 7, 2012 from Time Warner Cable was received. It is a routine notice regarding their agreements with programmers and broadcasters.

B. A letter dated March 20, 2012 from Time Warner Cable was received. It is a routine notice regarding their agreements with programmers and broadcasters.

C. A letter dated March 28, 2012 from Maine Municipal Association was received regarding the site visit at the two (2) fire stations and the sand building on February 9, 2012. There were minor issues with emergency lighting at the Togus Road Station and exit signs needed at both stations.

D. A list of State and Federal Mandates is included on the agenda showing a general review of services municipal governments are required by law to maintain. These are unfunded requirements. Scott Tilton included them to be reviewed by the Board of Selectmen and to please bring back any questions or items for discussion by the end of the fiscal year.

E. An email was received from Time Warner Cable in response to questions that Scott Tilton asked. It also included number of subscribers and total revenue for 2010 and 2011 for Chelsea and surrounding towns and the City of Gardiner. Looking at the total revenue for each year for Chelsea, if a 1% fee had been collected from Chelsea subscribers, the Town of Chelsea could have an additional \$5588 per year as revenue.

**Verbal Communication:**

A. Town Manager Report: April 11, 2012

Town Report Printing – Capital Area Technical Center was unable to print the Town's annual report. We are printing 700 copies and they are not able to dedicate the time required to print that many.

Sweeping School Grounds – The bids recently sent out asked for a price to vacuum sweep the School parking lot. In the past, the school was swept and the cost paid by the town because the school was part of the town.

Kennebec Jail Trustees – Hand sweeping of the town office and school parking lots is scheduled for April 15 and 19. Ted Gardner has volunteered to organize the crew in the morning and secure the tools after work is completed. Mike has donated the use of power brooms and gas. Linda has donated a wheelbarrow.

Day off Friday – I will be taking Friday April 13 off so that I may attend a wedding for a family member in CT. The office is covered. There will be four bid openings that Lisa is prepared to do.

Patching – Potholes have been patched. I contracted with Harold Warren Construction to do the work. He went to Pike, picked up cold patch, and had two of his crew do the work.

**Verbal Communication: Town Manager Report: continued,**

Road Postings – The road posting signs have been removed. I've been over most of the roads and have concluded that the frost is out.

CMP Smart Meter – The installation of smart meters to homes is almost complete Installation. CMP has a website that citizens may go to and get more information. The website is [www.cmpco.com/smartmeter](http://www.cmpco.com/smartmeter)

Use of Town Office for caucuses – Since it was decided to allow the political parties to caucus at the town office there have been concerns voiced concerning town records security and access to a key. While I am concerned, I feel that by communicating with the person in charge problems will be avoided.

MMA Bolduc – About a month ago, there was a vehicle accident on the Hankerson Rd. in which the vehicle was totaled. I received a call asking what the town could do as it was felt that the road was slippery that morning and was not sanded quickly enough. I submitted a claim to our insurance carrier for their decision. The insurance carrier decided that the town was not legally liable. The owners of the vehicle are pursuing a claim against the contractor.

MMA Kincaid – Another incident occurred on the Hankerson about two months ago. This time the owner of a vehicle drove over the edge of the pavement into an area with a low shoulder. The impact blew a tire and bent the rim. I received a call asking the town to pay for the cost of a tire and rim. I referred the matter to our insurance carrier. They decided in this case that the town was not legally liable. The vehicle owner not being happy has stated they may take the case to Small Claims Court.

Chelsea Youth League – I received a call from Sue Mason and a visit from Diane Richards regarding the use of the Chelsea Youth League funds. According to Sue, she is the Treasurer of the Chelsea Youth League and the money is for the Summer Youth Soccer Program. Mrs. Richards came in and wanted to know if the funds could be used this year and in the future for summer recreation opportunities and sports teams. It may be time to have groups wishing to provide recreation opportunities to present a proposal to the BOS and the appropriate needs based donation given.

Real Estate Taxes – There was \$2,240,000 committed to me for collection. With both due dates having passed and everyone supposed to have paid in full, I have collected all but \$ 313,000 or 84%. A total of 358 accounts.

B. Department Reports.

Shawn Ramage submitted the 1<sup>st</sup> Quarter Report for the Chelsea Fire Department.

C. School Department Report.

**There is a special RSU #12 Board Meeting to discuss the budget on April 26, 2012 at 6:30 PM at the Whitefield School.** The Finance Committee has had several meetings to hear budget presentations from school services and departments and to take comments from the public.

D. Board of Selectmen / Assessors Reports and Comments.

There have been approximately 30 more building permits than last year. Some of the Board of Assessor members have been taking pictures of the permit work. There is information on the Town of Chelsea website letting people know that the Assessors are visiting residences.

**Next Board of Selectmen Meeting: April 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 8:34 PM.

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

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Linda Leotsakos – Chair

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Michael Pushard

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Benjamin Smith