

**Town of Chelsea
Board of Selectmen Meeting Minutes
May 22, 2013**

Regular Meeting:

Call to order:

Chairperson Ben Smith called the meeting to order at 7:16 PM.

Selectboard members present included Michael Pushard and Benjamin Smith. Scott Tilton, Town Manager was present along with nine (9) residents and members of the public.

Ben Smith led the attendees in a moment of silence for Linda Leotsakos.

Consent Agenda:

- A. Approve Accounts Payable Warrant # 51 for \$19,064.88.
- B. Approve Payroll Warrant # 52 for \$6,090.63.
- C. Approve Board of Selectmen Meeting Minutes of May 01, 2013.
- D. Approve Board of Selectmen Meeting Minutes of May 08, 2013.

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

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

Public Comment on Items not part of the Agenda:

Barbara Skehan asked about the residents getting something (for example; a granite bench, tree, etc.) for the school or town office in remembrance of Linda Leotsakos. Please bring ideas to a future Board of Selectmen Meeting.

Scheduled items:

A. New Business:

1. Scott Tilton brought a draft 'Town of Chelsea Mailbox Policy for Chelsea Roads' to the Board for review. He used the Town of Vassalboro's Policy for guidance. Vassalboro does not pay to replace the mailbox or mailbox posts as they are installed within the town's right-of-way. The policy identifies mailbox design and installation standards for residents. Many times it is the poor condition of the mailbox post that causes the post to fail from the force of the snow or slush rather than from contact with a plow.

No action was taken by the Board of Selectmen. This issue will be discussed at a future Board of Selectmen meeting.

2. Information regarding the 'Backpacks for Chelsea' program is included for discussion by the Board of Selectmen. It is a program run in partnership with the Good Shepherd Food Bank to bring food for weekends and school vacations to 15 of Chelsea's students [\$3,750 is needed by the end of June to provide food for the children chosen for this program]. Approximately \$1,200 has been raised so far. The Town has a policy in place for requests for donations.

No action was taken by the Board of Selectmen. This issue will be discussed at a future Board of Selectmen meeting.

3. Maine Town, City and County Management Association MTCMA is seeking nominations for its 2013 annual Awards Program for Linc Stackpole Manager-of-the-Year, Leadership Award, and Rookie of the Year.

No action was taken by the Board of Selectmen. The nominations will be discussed at the next Board of Selectmen meeting.

Scheduled items: A. New Business: continued,

4. The preliminary 2014 State Valuation has been received from Mike Rogers, Supervisor, Municipal Services. It consists of the Sales Ration Analysis, State Valuation Analysis, Report of Assessment Review three (3) year comparison, and Report of Assessment Review informational review. The state valuation increased in 2011, 2012, and 2013 and looks like it will decrease in 2014.

No action was taken by the Board of Selectmen.

5. Scott Tilton, Town Manager brought the 'Related Party Transactions Policy' to the Board of Selectmen for consideration. Similar policies are being recommended by auditing companies. Beth (Elizabeth) Cousins attended a workshop for Planning Board members and there are laws in place that Officials/Municipal Officers must abide by. She will send this information to Scott Tilton and Ben Smith. The Charter that is recommended by the Charter Commission addresses this issue. Scott Tilton will familiarize himself with these sections of the Charter.

No action was taken by the Board of Selectmen.

Ben Smith and Mike Pushard agreed to move to VI. Legal Issues B. Consent Agreement with Michael Kibbin.

Legal Issues:

- B. Gary Quintal brought a Consent Agreement between Michael P. Kibbin and the Inhabitants of the Town of Chelsea to the Board of Selectmen for consideration. The agreement allows a "one-time setback waiver to treat the premises, including the attached garage, as lawfully existing as noted in the Broken Stone Land Surveyors Report (attached) and shall not encroach the town setback zone in the future." He recommends that the Board of Selectmen approve the agreement and sign the document tonight, as the encroachment is only a few inches off the 12-foot requirement in the Chelsea Setback Ordinance. A \$100.00 fine was assessed.

- A motion was made by Ben Smith that was seconded by Mike Pushard to approve the Consent
- Agreement with Michael P. Kibbin as drafted. Vote was two (2) in the affirmative. Motion carried.

Ben Smith and Mike Pushard agreed to move to V. Scheduled Items B. Old Business.

Scheduled items:

B. Old Business:

1. Ben Smith will contact M.M.A. for guidance on whether the Chelsea Town Website is able to post candidate biographies and pictures so that residents will be familiar with the candidates when voting. It was felt that showing the sample ballots gave residents enough information to research the candidates.

No action was taken by the Board of Selectmen.

2. Dates and times need to be established for revaluation appointments/hearings. Included in the packet is a sample letter from John E. O'Donnell & Associates that would contain Chelsea taxpayer information and be sent to each property owner by the end of June 2013. This would be an opportunity for property owners to set up an appointment to ask questions, clarify information, and answer any questions relating to their property taxes. Tentative dates and times: June 25 2-7pm, June 26 2-7pm, June 27 2-7pm, and June 28 9am-2pm. Ben and Mike are not planning attendance at all the meetings. Scott Tilton will contact John O'Donnell to set the schedule and get the information to Ben Smith and Mike Pushard.

Legal Issues: continued,

- A. Too many questions arose at the Public Hearing this evening about the Subdivision Ordinance amendments therefore, it should be removed as a warrant article. The Minimum Lot Size Ordinance is ready to be included as a warrant article. The additional information included in Article 9 in parentheses clarifies that article.
- A motion was made by Ben Smith that was seconded by Mike Pushard that the Board of Selectmen include an Article as part of the Town Meeting Warrant that the voters consider the following
 - referendum question “ Shall the municipality approve the new Charter recommended by the Charter
 - Commission?” as a warrant article. Vote was two (2) in the affirmative. Motion carried.
- A motion was made by Mike Pushard that was seconded by Ben Smith to approve the Draft 2013
- Annual Town Meeting Warrant as amended [including remove Article 4' Shall an Ordinance entitled
- “Subdivision Ordinance” be enacted?']. Vote was two (2) in the affirmative. Motion carried.
- C. Ordinance Certifications for vote at Town Meeting.
- A motion was made by Ben Smith that was seconded by Mike Pushard that the Board of Selectmen
 - certify the Minimum Lot Size Ordinance as a Town Meeting Warrant. The Subdivision Ordinance is not
 - ripe for consideration as a warrant at this time [and was removed as a warrant item]. Vote was two (2)
 - in the affirmative. Motion carried.

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. The March 2013 Report from Gary Quintal, C.E.O. No additional comments or questions.
- B. The March 2013 Town Clerk Report. No additional comments or questions.
- C. The March 2013 Treasurer Report is included [as well as Bangor Savings Bank statements for March 2013]. No additional comments or questions.
- D. ACO (Animal Control Officer) Report. No additional comments or questions.
- E. M.M.A. Chelsea Unemployment Compensation Fund Report. On January 1, 2012, there was a negative balance. On January 1, 2013, there was a positive balance. Chelsea should be seeing a savings this year.
- F. An email dated May 16, 2013 was received from Shelley Winchenbach, Director, Government Relations - Time Warner Cable. It is a letter regarding possible programming changes.

Verbal Communication: Town Manager Written Report.

Kennebec County Budget – Chelsea’s portion of the 2013 Kennebec County taxes will increase 7.8% if approved.

RSU 12 Budget – Chelsea’s portion of the RSU 12 taxes will increase 7.66% if approved. There will be two votes on the RSU budget. The District wide vote will be June 8 in Whitefield. The voting by Town to ratify the first vote will be June 28 at the Chelsea School gym.

Municipal Audit – The 2012 Municipal Audit is scheduled for the end of July. This is earlier then in the previous years.

Verbal Communication: Town Manager Written Report continued,

Tax Bill Inserts – We have an opportunity again this year to mail inserts with the tax bills. Efficiency ME is offering to pay for the cost of inserting the PACE Brochure. The C.E.O. has requested that last year's Solid Waste Ordinance be mailed to everyone. There could be any number of mailings sent to taxpayers. The cost for the insert is \$.14 to \$.16 each. Chelsea will need to mail out roughly 1500 inserts. The cost for a two-sided insert would be roughly \$240 each.

2013 Tax Maps – The mapping company has returned our revised and updated 2013 Tax Maps. There is a list of changes made which will require the assessing records to be changed. We were also sent a CD containing P.D.F's of the tax maps. The tax maps will be put on the website as soon as all the mapping changes are completed.

Town Woodlots – Harold Burnett, a State of Maine recommended Forester, has agreed to review the two town properties for Chelsea to determine the feasibility of conducting wood cutting operation. I expect a report back from him within a month.

Kennebec River Rail Trail Group – I am still trying to contact various groups to determine what Chelsea needs to do to turn the old railway land into a Town trail

Summit Natural Gas – Summit Gas will be laying gas pipeline along the Hallowell Road (River Road Intersection) to the Cony Road into Augusta. This should be taking place in the next couple of weeks. The gas line will be installed along the shoulder of the roads. In most areas, the pavement will not need to be cut. In all cases, the road will be returned to its former condition or better.

Hazardous Waste Disposal Day – Seven (7) Chelsea households made an appointment to drop off their household hazardous waste. Due to the limited quantities, I am anticipating that the \$700 that was budgeted should be enough.

Hoarding Task Force – On June 21, there is a meeting of the Hoarding Task Force in Portland Maine. This group will be meeting to discuss the many aspects of hoarding including legal implications and dealing with individuals who are hoarders. There is an interest in either Gary or I attending. The cost for this is \$129 per person.

2013 Highway Congress Show – On June 6, the Maine Chapter of the American Public Works Association Highway Congress will be meeting at the Skowhegan Fairgrounds. This is an awesome training opportunity for everything having to do with roads and bridges. The cost is free if we pre-register by May 24. It runs from 8am until 1:30pm. I would like to invite the current members of the Road Advisory Committee.

Computer Software for Revaluation – As we expected, there will be a cost with updating and installing the software required to access and run the O'Donnell Tax Assessing software. The improvements will involve purchasing 7 Microsoft Access 2013 licenses. We would need 7 in order to have the assessing program and assessing information at all of the current computer workstations. The cost would be \$341.87 per license. The total cost would be \$2,393.09. I am going to have the software installed so that we will have it available as soon as possible.

Sweeping – The weather has not allowed us to finish sweeping roads. The outlook is to complete sweeping operations this Sunday with final inspection on the following Tuesday.

Grading – Grading has been completed. Overall, I am satisfied with the quality of the work. There have been various complaints from residents on some roads. There have also been some compliments

Newspaper – We have started to receive a copy of the Kennebec Journal Newspaper. I felt it is important to have the paper sent to the Town so that we can be better informed and have a way to track notices published each day.

Town Report – The Town report was sent to the printers on Friday May 17. They should be ready to be distributed by the end of May.

Verbal Communication: continued,

- B. There is a special RSU#12 Board Meeting tomorrow, May 23, 2013 at Chelsea Elementary School to sign the warrants and approve the Adult Education Budget. The District Budget Meeting is June 8, 2013 at 9 AM at Whitefield Elementary School to determine whether the 7.7% increase in the budget will go to the voters on June 28, 2013.

- C. The Board of Assessors is close to being caught up with assessing issues. Another workshop needs to be set up to complete the issues on hand. The new Assessor's Agent, Jackie Robbins will begin on July 1, 2013. Ben Smith feels she will be a good fit for Chelsea.

Executive Session. None.

Next Board of Selectmen Meeting is June 12, 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. Motion carried.

Ben Smith declared the meeting adjourned at 9:02 PM.

Approved by the Chelsea Board of Selectmen on June 12, 2013.

Benjamin Smith – Chair

Michael Pushard