

**Town of Chelsea
Board of Selectmen Public Hearing Minutes
On General Assistance Ordinance
June 27, 2012**

Public Hearing:

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 ten (10) residents and members of the public.

Scott Tilton explained the need for the public hearing is to hear and discuss questions and concerns residents may have on the ordinance.

“As a result of the actions of the state Legislature, the General Assistance (GA) program ordinances that are adopted by the municipal officers according to state statute) 22 MRSA, Section 4305 (1)), need to be amended no later than July 1, 2012. “ Two (2) changes were signed into law in effect for FY 2013 [commence on July 1, 2012 and end on June 30, 2013]. One of the changes is a 9-month limit on the amount of housing assistance that can be provided to GA recipients [including two (2) exceptions]. “The second change reduces by 10% the overall and individual “maximum levels” used to determine the assistance provided to GA clients.”

Public Comment: None.

Linda Leotsakos closed the public hearing at 6:35 PM.

Regular Meeting Minutes continued on next pages

**Town of Chelsea
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Regular Meeting:

Call to order:

Chairperson Linda Leotsakos called the meeting to order at 6:35PM.

Selectboard members present included Linda Leotsakos, Michael Pushard, and Benjamin Smith. Town Manager Scott Tilton was present along with about ten (10) residents and members of the public.

Consent Agenda:

- A. Approve Payroll Warrant # 57 in the amount of \$7,204.66.
- B. Approve Payroll Warrant # 58 in the amount of \$538.25.
- C. Approve Accounts Payable Warrant # 59 in the amount of \$23,125.45.
- D. Approve Accounts Payable Warrant # 60 in the amount of \$4,209.09.
- E. Approve Board of Selectmen Meeting Minutes of June 13, 2012.

- A motion was made by Ben Smith that was seconded by Mike Pushard to approve Consent Agenda items A., B., C., D., and E. with item E. changed as follows “A. New Business, 2. Calling Crow Road Culvert ...The Board of Selectmen are sympathetic but ~~have no legal right~~ [to be replaced with] ‘raised the concern of whether it is appropriate and legal’ to spend Chelsea taxpayers’ money....Vote was unanimous. Motion carried.

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

Scheduled items:

A. New Business:

1. There is a Connect ME Fund grant that Scott Tilton is exploring to increase broadband coverage in some under-served areas in the Town of Chelsea. He would like the grant application to be in place for consideration in the fall of 2012. Scott will get cost information from TimeWarner Cable to provide lines and service to some of those areas. He is also finding out the amount of ‘in-kind’ funding that will be required from the town. Perhaps a portion of the Community Development Block Grant (C.D.B.G.) could be used in conjunction with this project. Scott will keep the Board informed of his progress. No action is required at this time from the Board.
2. The carrying forward unexpended balances in certain expense accounts was discussed. There is \$5,000 in Legal Fee allocated money for the “Monroe lawsuit”, the cost of repairing the drainage basin at the Town Office of \$1,350 in the Town Office Maintenance, and \$80,000 in Summer Roads for repair of culverts, brush cutting, shouldering, ditching, repairs at Norway Dr./ Hallet St./ Beech St. E.S. Coffin Engineering & Surveying designed a plan to address the water runoff problem at Norway Dr./ Hallet St./ Beech St. The projected cost is approximately \$61,000.

New Business: continued,

The Board of Selectmen also discussed how to pay the cost of the repairs to the '89 Kenworth Fire Department vehicle. The repair bill was \$2, 527. If this amount is paid from the Fire Department Account, the account would be over drafted. This repair qualifies as an emergency expenditure and could be paid for by the Contingency Fund.

- A motion was made by Ben Smith that was seconded by Mike Pushard to authorize Scott Tilton, (Treasurer) to carry forward \$5,000.for Legal Services, \$1,350.for Town Office Maintenance and Repair, and \$80,000 for Summer Roads to the 2012-2013 budget accounts. Vote was unanimous. Motion carried.

3. John O'Donnell [John E. O'Donnell & Associates] is sending a draft contract for the Board of Selectmen to review in anticipation of getting signatures on an agreement so that he can begin the revaluation process. He sent an email requesting that the Assessors look at a sample of a property card that the program could use to see what needs to be added or changed for Chelsea's needs.

There will be an Assessor's Meeting at the Town Office on July 10, 2012 at 6:00 PM to review the assessing work that needs to be completed for the tax commitment and to allow John O'Donnell & Associates to begin the revaluation work. No action is required from the Board. The revaluation will be on the Board of Selectmen agenda for July 11, 2012 so that formal action may be taken if needed.

B. Old Business:

- 1.The Town of Chelsea, Maine Tax Receipting Policy follows Title 36 M.R.S.A. Section 906 and states that any tax payment received for any property tax be applied to the oldest unpaid tax obligation.

- A motion was made by Ben Smith that was seconded by Mike Pushard for the Board of Selectmen to approve the [Town of Chelsea, Maine] Tax Receipting Policy. Vote was unanimous. Motion carried.

2. Scott Tilton requested the Board bypass the Calling Crow Road Culvert replacement discussion as landowners were not present and sufficient information has not been obtained.

3. The General Assistance Ordinance was previously discussed during the Public Hearing held earlier in the evening [June 27, 2012].

- A motion was made by Ben Smith that was seconded by Mike Pushard for the Board of Selectmen to adopt the General Assistance Ordinance and appendices as amended. Vote was unanimous. Motion carried.

B. Old Business: continued,

4. As of June 15, 2012, the Bangor Savings Bank Sub-accounting statement for the Town of Chelsea showed that the interest earned for May 2012 was \$36.06. The account earns about \$36. per month in interest. The current interest rate is .015%. No action was required.
 5. Scott Tilton provided the Select Board with the 2012-2013 Budget Summary from the amounts approved by the Town Meeting which also included costs for RSU #12 and Kennebec County and showed the estimated Mil Rate increases .
 6. An official ballot for District 21 Maine Municipal Association's Legislative Policy Committee July 1, 2012 – June 30, 2014 discussed. The Board needs to vote for two (2) out of three (3) names listed. They are Curtis Lunt, Manager, Town of Monmouth; Scott Morelli, Manager, City of Gardiner; and Merton Hickey, Selectman, Town of West Gardiner. Scott Morelli sent a letter asking to be re-elected.
- A motion was made by Linda Leotsakos that was seconded by Mike Pushard for the Board of Selectmen to vote for Scott Morelli and Curtis Lunt. Vote was unanimous. Motion carried.

Legal Issues:

- A. A letter from the Kennebec County Treasurer notifying Chelsea of the third installment due date and payment amount of \$13,129.48 [plus accrued interest] for the FY 2010 due to a change in the Kennebec County fiscal year, and another letter notifying Chelsea of due date and amount due for FY 2012 to Kennebec County will be \$135,067.05 [plus accrued interest] if paid after the due date.
 - B. Property taxes formally owned by W & S Wood Products [Acct PP197] for tax years 2004, 2005, and 2009 have been determined to be uncollectible. Scott Tilton, Tax Collector) requests that all principal, interest, penalties and fees [total \$4,634.10] be written off in accordance with State Statute.
- A motion was made by Mike Pushard that was seconded by Ben Smith to write off the 2004, 2005, and 2009 property tax total \$4,634.10 [for account PP197]. Vote was unanimous. Motion carried.
- C. Property taxes formally owned by TCI Properties, LLC [Acct PP198] for tax years 2007, 2008, and 2009 have been determined to be uncollectible. Scott Tilton (Tax Collector) requests that all principal, interest, penalties and fees [total \$4,634.10] be written off in accordance with State Statute.
- A motion was made by Ben Smith that was seconded by Mike Pushard to write off the 2007, 2008, and 2009 property tax total \$925.30 [for account PP198]. Vote was unanimous. Motion carried.

Legal Issues: continued,

- D. The positions that Richard C. Condon was elected to with write-in votes on June 12, 2012, that he accepted are; Board of Appeals (5 Year Term) and the Board of Assessment Review (3 Year Term).

The elected positions that remain vacant due to the lack of someone being elected or the individual elected refusing to serve are; Planning Board Alternate (1 Year Term), Board of Appeals (3 Year Term), Board of Appeals Alternate (3 Year Term), Board of Assessment Review (2 Year Term), Board of Assessment Review (1 Year Term), Board of Assessment Review Alternate (3 Year Term), and Board of Assessment Review Alternate (2 Year Term).

The Board Chair asked Scott Tilton to contact the other write-in candidates to see if they were interested in filling any of the vacancies that remain and to put the vacancies on the Town of Chelsea website to generate interest.

Written Communication:

- A. A letter from RHR Smith & Company, C.P.A.'s dated June 11, 2012, reviewing the Town of Chelsea Financial Statements Audit for year ending June 30, 2011 was received. Most of the 'Significant Deficiencies' and many of the 'Material Weaknesses' have already been addressed by the Town.
- B. An email dated June 20, 2012 was received from Michael Edgecomb, Director, Government Relations at Time Warner Cable. It is a standard letter regarding programming changes.
- C. A letter from Wright-Pierce dated June 14, 2012, regarding a Utility Location Permit Application for the Natural Gas Distribution System was received.

Verbal Communication:

- A. Town Manager Report

Road Striping – The roads that were scheduled to be striped are finished. I have added Wellman and Cheney Roads, which were left off the list. They will be completed shortly.

Sweeping – Work has been completed. I have one area on the Ferry Road which needs to be redone. I have spoken with the contractor and Ferry Road will be done by the weekend depending on the weather.

Tree Removal – The large log at Mike White's house has been removed. There were concerns about it being very close to the edge of the Windsor Rd. and Eastern Ave. Vannah Yard Care will be cutting and removing the Willow tree at Butternut Park. Vannah Yard Care will also be removing two old cedar trees at Chelsea Heights. Nothing has been scheduled on the other tree issues: Skyline Drive and Trask Cemetery.

Verbal Communication:

A. Town Manager Report (June 27, 2012) continued,

Fuel Oil – The Town has recently received a lock in price from a company in Monmouth of \$3.299. Last year the lock in with Dead River was for \$3.40. This year Dead River could not beat the \$3.299. The Chelsea oil provider could not and does not offer a lock in price. The RSU #12 has locked in a price of \$3.25 from CB Haskell. I will be contacting them later this week to determine if they will offer the Town a similar price. I have been proceeding with caution.

Winter Salt – The MDOT recently received bids back for winter salt. The price they received for salt delivered to Chelsea was \$61.78 ton. The low bidder was Harcros. I obtained two other bids from International Salt of \$66.81. The final bid was from New England Salt of \$68.00. We normally purchase 250 tons or about a \$1250 savings.

US Flags on Poles – I have seen the American Flag displayed on poles along many streets in many towns. I am researching what is required so that the American Flag could be displayed on poles along Togus Road. I have been told that a signed agreement between Fairpoint, CMP, and Chelsea needs to be completed. Once the form is signed, it would be nice to have sponsors found to assist with purchasing flags and mounting them on the poles. I feel this would be very attractive and also be a tribute to veterans.

Presentations to C.E.S. classes – I have offered my time to go into the upper level classrooms at C.E.S. to present a course on local government. I have done this before and feel it would be worthwhile. Lessons and ideas learned at school many times make it home and have an impact on the rest of the family.

Holiday Schedule – This year the 4th of July Holiday falls on a Wednesday. Employees get the holiday pay when it falls on their scheduled workday. Therefore, the office will be closed for business and employees will be paid holiday pay (straight time) for the time they would have worked. This is covered in the personnel policy.

Town Seal Contest – In another town I worked for, the Select Board sponsored a contest to design a "Town Seal" The seal is what you see on the side of town vehicles, stationary, envelopes, clothing and other locations. If this idea is supported, I would like the B.O.S. to develop criteria dealing with what the town seal should contain that represent Chelsea. This could be presented in the form of a contest to the C.E.S. 8th grade. Judging would be done by the B.O.S. and members of the community. A gift card could be provided to the winning entry. The development of a Town Seal may seem wasteful, but I have seen this type of project promote civic pride. Something any town could use.

MTCMA Conference – The Maine Town and City Management Association (MTCMA) New England Management Institute is scheduled for August 22 to 24 (W, TH and F). I would like to attend. The cost for lodging and food is between \$363 and \$463 plus taxes and depending on my ability to find a roommate. This type of conference is very helpful and worth attending.

Property Tax School – The annual Maine Property Tax School is scheduled to be held in Belfast on July 30 to August 3. There are many worthwhile topics. Someone from the B.O.S. may want to attend. The Town was mailed information that I will pass on. Let me know if you want to attend so that you can be registered.

A. Town Manager Report (June 27, 2012) continued,

MDOT Scoping – The MDOT has scheduled a scoping meeting for a proposed new CN Brown Store on Riverside Drive. Chelsea received the notice as an adjacent town.

Dead End Signs – The Town has received a request to erect “Dead End” signs at the entrances to various public roads that are dead ends and are difficult for some vehicles to turn around in once they get to the end. These signs can reduce the amount of traffic. The Dondero Roads would be a prime location for this type of sign.

T.A.N. Borrowing – The Town will need to borrow Tax Anticipation Notes again this year. The preparation of the paper work and hiring of Bond Counsel will be underway in the next couple of weeks. We will need to borrow as the cash flow runs low the end of July and first of August.

M.M.A. TO Inspection – The same inspection performed at the Fire Stations by M.M.A. was undertaken at the Town Office. Three issues were found that need to be addressed. The issues are relatively simple and inexpensive. They include: developing a Town Office emergency evacuation plan, repair the broken siding out back, replace the broken window out back. These will be addressed in the next couple of months.

Roadside Mowing – I will be putting the roadside mowing out to bid next week. Same as last year unless a member of the B.O.S. has something they want changed.

Website Agenda – Despite having the agenda ready on Friday, I got busy and neglected to put it on the website. Barbara Skehan reminded me this morning, and it was promptly added to the website.

B. Department Reports.

The court case for the Animal Control Officer/Town of Chelsea versus a resident has a court date of July 3, 2012.

C. School Department Report.

The Chelsea Board of Selectmen would like to officially welcome RSU #12 Interim Superintendent Alan Hawkins.

D. Board of Selectmen / Assessors Reports and Comments.

Mike Pushard and Ben Smith would like to thank Linda Leotsakos for all her hard work and long hours at the Town Office. She has gone above and beyond what is expected of her.

The Town of Chelsea continues to move forward on a positive path.

Executive Session. None.

Next Board of Selectmen Meeting is July 11, 2012 at 6:30 PM at Chelsea Elementary School Cafeteria.

Adjournment:

- A motion to adjourn was made by Ben Smith that was seconded by Linda Leotsakos. Vote was unanimous. Linda Leotsakos declared the meeting adjourned at 8:10 PM.

Approved by the Chelsea Board of Selectmen on July 11, 2012.

Linda Leotsakos – Chair

Michael Pushard

Benjamin Smith