

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

Regular Meeting:

Call to order:

Chairperson Linda Leotsakos called the meeting to order at 6:32 PM.

Selectboard members present included Linda Leotsakos, Michael Pushard, and Benjamin Smith. Lisa Gilliam, Town Clerk [in place of Town Manager Scott Tilton] was present along with about eight (8) residents and members of the public [including John O'Donnell].

Board Elections:

1. Chair - Mike Pushard stated that he is not interested in the position of Chair for the B.O.S. **Thank you to Linda Leotsakos for all the hours and hard work she has put in at the Town Office.**

All three (3) members would like the Town to continue moving forward.

➤ A motion was made by Mike Pushard that was seconded by Linda Leotsakos to nominate Benjamin Smith for the Chairperson position on the Board of Selectmen. Vote was Mike Pushard and Linda Leotsakos in the affirmative. Ben Smith abstained. Motion carried.

2. Vice Chair

➤ A motion was made by Linda Leotsakos that was seconded by Ben Smith to nominate Michael Pushard for the Vice Chair position on the Board of Selectmen. Vote was Ben Smith and Linda Leotsakos in the affirmative. Mike Pushard abstained. Motion carried.

Consent Agenda:

- A. Approve Accounts Payable Warrant # 61 in the amount of \$16,685.12.
 - B. Approve Accounts Payable Warrant # 62 in the amount of \$9,188.88.
 - C. Approve Payroll Warrant # 01 in the amount of \$5,461.91.
 - D. Approve Accounts Payable Warrant # 02 in the amount of \$17,715.49.
 - E. Approve Board of Selectmen Meeting Minutes of June 27, 2012.
- A motion was made by Linda Leotsakos that was seconded by Ben Smith to approve Consent Agenda items A., B., C., D., and E. as read. Vote was unanimous. Motion carried.

Public Comment on Items not part of the Agenda:

Barbara Skehan asked that the Board of Selectmen work with Scott Tilton to review the Town Ordinances and see which ones can be added to the Town website.

Scheduled items:

A. New Business:

1. Scott Tilton provided the Board of Selectmen with a draft of a Behavioral Highway Safety Grant Project proposal for review and since Scott Tilton is absent from the meeting, this agenda item will be discussed at the next B.O.S. Meeting on July 25, 2012.

Scheduled items:

A. New Business: continued,

2. Scott Tilton is looking into the Town of Chelsea using an outside company to perform the Town payroll. Preliminary information shows that Bangor Savings Bank had the lowest cost and that it would be cheaper to use an outside company. Scott recommends keeping the payroll in-house for this fiscal year, but would like to propose this for the next budget. Since Scott Tilton is absent from the meeting, this agenda item will be discussed at the next B.O.S. Meeting on July 25, 2012.

B. Old Business:

1. An Audit Engagement Agreement for fiscal year ending June 30, 2012 was received from RHR Smith & Company, C.P.A.'s for a cost of \$7,200. Responsibilities of the Town are specific in the agreement to set in place financial management practices [to help avoid meetings of the B.O.S., Scott Tilton, Town Attorney, and Ron from RHR Smith & Company that were necessary last fiscal year].
- A motion was made by Linda Leotsakos that was seconded by Mike Pushard to authorize Scott Tilton to enter into the Audit Engagement Agreement for fiscal year ending June 30, 2012 at the rate of \$7,200 to include all portions of the proposal. Vote was unanimous. Motion carried.
2. John O'Donnell presented a packet of information for the revaluation in town. He began by reviewing the Field Card for input from the B.O.S. The card was discussed at the last Assessors' Meeting. John E. O'Donnell & Associates, Inc. will be 'starting from scratch' to gather and examine all data consistently. Many factors come into play for the revaluations. The company will be taking photos, measuring and diagramming properties and buildings. Many factors come into play for the revaluations, for example land and building sizes, 'town sales data', the overall grade [condition and makeup] of the buildings and area will be used as well as the information documented in the comment section and sketch area of the field card. The Boardmembers suggested changes for the field card that would better suit the needs of Chelsea. The Town should consider scanning the 'old' field cards for historical reference. All the new revaluation data will be stored in databases. The field card information database will be linked to one containing digital photos and to another for scanned sketches.

Scheduled items:

B. Old Business: continued,

A door hanger will be printed on cardstock to be used if the property owner/resident is not available. It will state that the field representative came to the property and will be returning to complete the data collection. The company's phone number as well as the phone number for the Town Office will be on the card. Public notices will be published in the Kennebec Journal letting owners/residents know that the revaluation work will begin. A letter will be sent to the Kennebec County Sheriff's Office and Maine State Police Troop D informing them that John E. O'Donnell & Associates, Inc. will be conducting a revaluation program in Chelsea. The employees' names and their vehicles will be identified in the letter. Each field representative will have an identification badge and an identification letter to show the resident(s).

The company is open to concerns that may arise and welcomes phone calls after the process begins. Their goal is to give property owners as many days as possible before taxes (with changes) are due. They would like to begin the revaluations two (2) weeks after the contract is signed. The Board of Assessors needs to complete building permit issues and land changes and 'tie up loose ends' for this year's tax commitment before the revaluation process begins.

A letter will be sent to the owner(s) with the revaluation amounts and invite the owner(s) to discuss the information with the company through an informal meeting, e-mail, or standard U.S. Mail. Owners will be encouraged to bring deeds, etc. to the meeting for review.

- A motion was made by Linda Leotsakos that was seconded by Mike Pushard to ask Scott Tilton to work with the tax billing company to include revaluation assessing company's information with the September tax bill. Vote was unanimous. Motion carried.

Legal Issues:

- A. Annual town wide appointments for Scott Tilton – tax collector, treasurer, road commissioner, general assistance administrator; Lisa Gilliam – town clerk, deputy tax collector, deputy treasurer, registrar of voters; Gary Quintal – code enforcement officer, E911 addressing officer, licensed plumbing inspector, health officer; Waldo Gilpatrick – alternate code enforcement officer; Shawn Ramage – fire chief; and Chris Martinez – animal control officer.

There was a question about whether Annual Appointments by the Board of Selectmen are necessary for Town employees. It was recommended that Ben Smith meet with Scott Tilton and discuss this agenda item at the next B.O.S. Meeting on July 25, 2012.

- B. A Maine Municipal Association Voting Ballot for Election of Vice President and Executive Committee Members was received.

- A motion was made by Linda Leotsakos that was seconded by Mike Pushard for the Board of Selectmen to vote the ballot straight (vote for the individuals as indicated on the ballot). Vote was unanimous. Motion carried.

Written Communication:

- A. An email dated July 5, 2012 was received from Michael Edgecomb, Director, Government Relations at Time Warner Cable. It is a standard letter regarding services'/stations' agreements that are about to expire.
- B. A letter dated June 21, 2012 was received from City of Gardiner Fire & Rescue Department stating that they were able to reduce costs. Chelsea received a credit of \$1,632.61.

Verbal Communication:

- A. Town Manager Report (July 11, 2012)

Hazard Mitigation Workshop July 26 and August 2 – There are two workshops being held to assist towns in applying for Hazard Mitigation Grants. The workshop will be used to complete most of the documents and forms required for the application process. The workshops will be in Wiscasset on Thursdays from 5PM to 8PM. I will plan to attend as I feel it would be worthwhile as the town has sites selected for mitigation in the 2012 -2017 Kennebec County Plan.

Volunteer Firefighter Insurance – We recently received the invoice for the insurance for Chelsea Firefighters. I am meeting with the insurance agent Thursday (tomorrow) to find out what kind of coverage the policy provides. The premium went up this year slightly over what was budgeted. I will try to get the premium reduced to the \$4,355 that was budgeted. I have invited Asst. Chief Gagnon to come to the meeting for his input. I have also called the MMA Risk Pool and asked them to compare the town's current coverage with a similar policy that they have.

Town General Liability Insurance – While I am in the insurance shopping business I am considering getting insurance quotes from other insurers. In the past this has usually resulted in saving money. My only concern is that we have a history of claims that could limit our attractiveness in the market.

Time Off – I have been given the opportunity to umpire in my 3rd ASA Slowpitch Softball National Tourney. The tourney is in Columbus OH. I would be flying out on Thursday, August 30. I would be taking Thursday and Friday off as personal leave. I will return on Monday which will not effect work.

Employee Evaluations – I am staying current with employee evaluations. I have two to do in July. One to do in September. I have held back some wage increases and tied them to the results of the evaluations.

Town Office Repairs – The outside storm drain at the Town Office is scheduled to be repaired on July 23 while the office is closed. I have met with an electrician who will repair the ballasts on the lights in the conference room and install a security light in the back of the town office. In other business, the old pole behind the town office has been removed and plans have been made to grind the stump out front near the Veterans Monument.

Town Officer Copier – There is quite a competition underway for Chelsea copier business. The town's current supplier and another local company are trying hard to get our business. The plan is to lease a new machine for 60 months with a \$1 buyout at the end of the term. This was plan when the budget was developed and approved.

Verbal Communication: continued,

Dog Case Result – We received a favorable verdict in the barking dog case. We were represented by a paralegal. Our ACO is not trained to present cases before a judge. We requested a \$2000 fine and \$1000 in attorney fees. The judge took that under advisement and will rule shortly.

Butternut Park – I received a visit recently from a Dr. Mann Road resident alerting us to some suspected illegal activities such as drug dealing, sexual activities and dumping garbage/littering at Butternut Park. He and I discussed some options. They included but may not be limited to installing a gate, increasing the police presence and starting a neighborhood watch program.

2012 Tax Liens – Liens are being worked on. The 30 Day Notices will be sent out by the end of July. After that the formal liens will be filed on unpaid 2012 taxes.

- B. The Board of Selectmen will be requesting monthly verbal, or written, reports from each of the departments and boards/committees in town. Ben Smith will meet with Scott Tilton to discuss this further.
- C. The RSU #12 Board meets July 12, 2012 in Palermo. Scott Tilton will be asked to set up a meeting for the Selectboard members, himself, Alan Hawkins and other necessary RSU #12 personnel to discuss the high school busing cost reimbursement procedures.
- D. Linda Leotsakos mentioned that Susan Phelps has begun additional hours working on Assessing data entry that was approved at a previous meeting. She is a great addition to the office staff. Linda will meet with Susan tomorrow, July 12, 2012 to review what still needs to be completed.

Executive Session. None.

Next Board of Selectmen Meeting is July 25, 2012 at 6:30 PM at Chelsea Elementary School Cafeteria.

Adjournment:

- A motion to adjourn was made by Mike Pushard that was seconded by Linda Leotsakos. Vote was unanimous. Ben Smith declared the meeting adjourned at 8:29 PM.

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

Benjamin Smith – Chair

Michael Pushard

Linda Leotsakos