

**Town of Chelsea
Board of Selectmen Meeting Minutes
July 25, 2012**

Regular Meeting:

Call to order:

Chairperson Benjamin Smith called the meeting to order at 6:30 PM.

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

Consent Agenda:

- A. Approve Accounts Payable Warrant # 0003 in the amount of \$6,102.94.
- B. Approve Accounts Payable Warrant # 0004 in the amount of \$187,242.31.
- ~~C. Approve Payroll Warrant # 63 in the amount of \$TBD.~~
- D. Approve Board of Selectmen Meeting Minutes of July 11, 2012.

- A motion was made by Linda Leotsakos that was seconded by Mike Pushard to approve Consent Agenda items A., B., and D. as corrected [item C. was stricken, as it was not ready for this meeting]. Vote was unanimous. Motion carried.

Public Comment on Items not part of the Agenda:

There was discussion about enforcing the weight limit on Windsor Rd and some other town roads as residents are seeing more vehicles 'over the limit'. The conversation included increasing State Trooper or Sheriff Patrols, particularly on these roads, or whether residents should call the Town Office with Company names and truck identification so Scott Tilton could draft a letter to the companies reported.

Scheduled items:

A. New Business:

1. The Fire Department Service Billing Ordinance was approved at the Town Meeting. Section 3 requires the Board of Selectmen to review and set the fees for service. The fees for approximately the last ten years have been \$150.00/hr for Engine Trucks and \$150.00/hr for the Squad Truck. Shawn Ramage recommended keeping the fees the same. Scott Tilton said there is a specific revenue account for Rescue fees that are collected. Mike Pushard would like the Board of Selectmen to be able to add 'loss of life' as a consideration to 'write off' fees.
 - A motion was made by Linda Leotsakos that was seconded by Ben Smith to set the fees required in Section 3 as \$150.00/hr per Engine Truck and \$150.00/hr for the Squad Truck with the minimum call out fee for rolling to a scene when toned out being \$300.00. Vote was unanimous. Motion carried.
2. The company used by Chelsea to send out Tax Bills is able to include notices with information about the new Ordinances and the Revaluation with the tax bill. Costs are \$0.14 each for one sided and \$0.16 each for two sided copies. There are approximately 1550 tax bills sent out each year. There is also a PACE Loan notice that will be included at no cost to the town. It was suggested that this would be a good communication opportunity. This will be included as an item to be discussed for next year's budget. No action was needed.

Scheduled items:

A. New Business: continued,

3. Scott Tilton and AC Jim Gagnon met with the agent regarding the Chelsea Firefighter Insurance Program. The premium for the policy that has been in place for several years is \$4,720.00. The budgeted amount for 2012-13 is \$4,500.00. In order to come in under budget the amount for the Partial Disability Benefit was reduced from \$600.00 to \$500.00. This reduced the premium by \$242.00. The policy premium is now \$4478.00 and is locked in at this price for three (3) years. No action was needed.
4. A draft of Purchase Orders for the Town of Chelsea was discussed. Sequential numbers will be printed on the purchase orders so that all will be accounted for. Suggestions were made about separating the item description from the account number. Scott Tilton will meet with Shawn Ramage to review the process. No action was needed.

B. Old Business:

1. When the budget was being prepared last spring, there was discussion about the cost of preparing payroll in-house versus using a payroll service. Scott does the payroll now and would like to have Lisa Gilliam eventually take over that task. The goal of outsourcing payroll services is not to cut anyone's hours, but to make better use of staff time to benefit the Town. The Board appreciates this information and will look at this issue for the next budget. No action was needed.
 2. Scott Tilton has brought the Behavioral Highway Safety Grant to the Board for ideas at the July 11, 2012 meeting. No ideas were generated. Unfortunately, the proposal is due August 1, 2012 for 2013 funding and there is now not enough time to apply. No action was needed.
 3. Town Manager Annual Appointments 2012-2013

Gary Quintal – Code Enforcement Officer, E911 Addressing Officer, Licensed Plumbing Inspector, Health Officer
Waldo Gilpatrick – Alternate Code Enforcement Officer
Shawn Ramage – Fire Chief, Emergency Management Director
Chris Martinez – Animal Control Officer
Jeremiah Cuevos – Alternate Animal Control Officer
- A motion was made by Mike Pushard that was seconded by Linda Leotsakos to confirm the Town Managers Annual Appointments as listed. Vote was unanimous. Motion carried.
4. Board of Selectmen Annual Appointments 2012-2013;
 - a. Board of Assessment Review
 - b. Cemetery Maintenance Committee
- A motion was made by Linda Leotsakos that was seconded by Mike Pushard to add Item (c.) Scott Tilton - Tax Collector, Treasurer, Road Commissioner, General Assistance Administrator to (B.) Old Business Item (4). Vote was unanimous. Motion carried.

4. Board of Selectmen Annual Appointments 2012-2013 [continued]
 - a. Board of Assessment Review
 - b. Cemetery Maintenance Committee
 - c. Scott Tilton - Tax Collector, Treasurer, Road Commissioner, General Assistance Administrator

- A motion was made by Linda Leotsakos that was seconded by Mike Pushard to approve Scott Tilton to the positions of Tax Collector, Treasurer, Road Commissioner, General Assistance Administrator. Vote was unanimous. Motion carried.
- A motion was made by Mike Pushard that was seconded by Linda Leotsakos to approve appointment of Edwin West to the Board of Assessment Review for a one-year term. Vote was unanimous. Motion carried.
- A motion was made by Linda Leotsakos that was seconded by Mike Pushard to approve appointment of Peter Hanson, Shelly Hanson, Elizabeth Cousins, Sharon Burns, and Lee Burns to the Cemetery Maintenance Committee for a one-year term. Vote was unanimous. Motion carried.

5. There are still some building permit issues to complete. A portion of Susan Phelps's salary is for Assessing clerical support. Susan and Linda are meeting July 26, 2012 to review progress. There was a recommendation for Tom Hayes to address personal property issues. Maine Revenue Services (Property Tax Div.) recommends that all the CMP structures, transmission lines, line corridors, and intersecting transmission lines be put on one map for clarity. The Aerial Mapping Company will work with John O'Donnell to correct CMP easements that are listed as properties and CMP properties that are listed as easements. Tom Hayes is gathering CMP values from neighboring towns for reference. Ben Smith and Tom Hayes will meet to review land ownership questions that had arisen.

Legal Issues:

- A. Revaluation Contract from John E. O'Donnell and Associates is included for review and approval. Changes are listed and underscored. Items (5.) and (6.) are additions from the Town Attorney. A footer has been added to identify each page of the original and the copy.
- A motion was made by Mike Pushard that was seconded by Linda Leotsakos to accept the Contract For Town-Wide Real and Personal Property Revaluation [between the] Town of Chelsea and John E. O'Donnell and Associates. Vote was unanimous. Motion carried.
- B. Request for Proposals were sent out for a \$171,404 Tax Anticipation Note. Bids were received from Kennebec Savings Bank 1.84%, Androscoggin Bank 1.49%, and Bangor Savings Bank 1.54%. The biggest deficit for Chelsea typically occurs in February. The TAN could be paid back as soon as March 2013. Chelsea would only use what is necessary. Scott Tilton recommends Bangor Savings Bank because the Town of Chelsea has accounts with Bangor Savings Bank, and it would simplify the transfer of funds as they are needed.
- A motion was made by Linda Leotsakos that was seconded by Mike Pushard to approve the resolution authorizing the sale of not more than \$ 171,404 tax anticipation notes through Bangor Savings Bank and authorizing the Town Manager (Treasurer) to sign on behalf of the town. Vote was unanimous. Motion carried.

Written Communication:

- A. A letter dated July 11, 2012 was received as Notice of Class Action Settlement with Wells Fargo concerning the sale of derivatives. The Town of Chelsea does not purchased municipal derivatives directly from the market so this notice **does not apply** to Chelsea.
- B. A notice was received from Maine Municipal Association listing the dates of the Health Trust Annual Meetings for 2012.
- C. A notice was received from the Maine Department of Transportation (MaineDOT) [News Release for July 6, 2012] which states that they will begin brush control spraying on state maintained roads as early as July 9, 2012. The MDOT contact number for Augusta is 624-8200.
- D. An email dated July 19, 2012 was received from Michael Edgecomb, Director, Government Relations at Time Warner Cable. It is a standard letter regarding possible programming changes.

Verbal Communication:

- A. Town Manager Report

Town Officer Copier – I have signed an agreement to lease a copier from Transco. It is a 60-month lease for \$89.50 per month. Chelsea can buy the copier for \$1 at the end of the 60 months. The machine, a Xerox 5150, will copy, scan, fax, print and email and will dramatically increase office productivity. The first year of maintenance is free. Even though there was originally a cheaper machine from Océ North America they were charging monthly for maintenance. The other bidder A-Copi Imaging Systems was the close but originally higher at \$94.50 per month. A-Copi offered to sell a copier at cost and even to give the Town a machine however, I did not personally feel right ethically accepting a free machine.

Plaque Purchases – I purchased two plaques that will need to be presented in the next month or so. The first is the plaque to the City of Augusta, which was purchased from the low bidder Hannah Mfg. The second is the plaque to the CES to be displayed with the last US Flag flown over the old Chelsea Elementary School. The low bidder was American Awards.

Audit – The 2011-12 audit was started today. There will need to be a few more days spent in Chelsea gathering information before the actual audit portion begins.

Staff Training – I have received requests from staff to attend training. In September, in time for the Nov. election, the Town Clerk will be attending an elections workshop. In August and September, the CEO will be attending a Plumbing Workshop and a Soils Workshop respectively.

Roadside Mowing – Chelsea received only one roadside mowing bid despite putting a notice in the paper. The bidder was last year's contractor T Barry Construction. The bid was \$3500. I have his Certificate of Insurance and have asked that attention be paid to intersections and getting as far into the right of way as possible. He will beginning on Monday.

Ambulance Bills – The bills for uncollectible ambulance payments have been sent out. The notice sent was copied from a successful letter the Town of Farmingdale uses.

Verbal Communication: A. Town Manager Report continued,

Enforcement Action – The CEO has begun enforcement action against Jim Rogers for a violation of the Auto Graveyard/Junkyard Ordinance. Depending on the initial response, the Select Board could be asked at a later date to proceed with further legal action. The CEO is also working to improve a couple of unhealthy situations.

Barking Dog Case – The barking dog case was presented in court and successfully prosecuted by an Attorney for Chelsea. The Town requested the violator pay a fine and be made to pay the towns legal fees. The judge ruled that the fine of \$75 and the \$2176 in legal fees be paid by the violator. The next step will be the collection of the fine and fees. The options on how to collect will be looked into.

Swan Case Status – The period of discovery has ended. The deadline to file motions is July 31, 2012. The time period to file and answer motions could take up to 6 weeks. Trial at the earliest would not happen until this fall. The victim’s advocate will contact us when a trial date is set.

- B. The 2nd Quarter Report from the Chelsea Fire Department was received. It shows Department data from April 2012 – June 2012.
- C. The RSU #12 Board meets August 9, 2012 at Wiscasset High School at 6:30 PM. Possible Cost Allocation Funding changes were discussed at the last RSU #12 Board Meeting. Each RSU Director received data that was town specific. The data was to be available on the <http://www.svrsu.org> website, but I did not find it. The Superintendent’s office has moved to Somerville. The contact information is 665 Patricktown Road, Suite 2 Somerville, Maine 04348 Phone: 207-549-3261 Fax: 207-549-3082. There was a very interesting Webinar on July 24, 2012 “Transitioning to a Weighted Student-Funding Formula” describing Boston Public Schools use of ‘weighting’ student needs to determine individual school’s funding.
- D. Butternut Park looks very nice. The Board of Selectmen support Scott Tilton’s work as purchasing agent and his decisions are based on what is best for Chelsea. There is an article in the latest MMA Townsman about Starks withdrawal from their RSU. The MMA Convention is here in Augusta [ME] and some good topics are listed for workshops and Linda Leotsakos encourages Boardmembers to attend.

Executive Session. None.

Next Board of Selectmen Meeting is August 8, 2012 at 6:30 PM at Chelsea Town Office.

Adjournment:

- A motion to adjourn was made by Linda Leotsakos that was seconded by Mike Pushard. Vote was unanimous. Ben Smith declared the meeting adjourned at 8:37 PM.

Approved by the Chelsea Board of Selectmen on August 8, 2012.

Benjamin Smith – Chair

Michael Pushard

Linda Leotsakos