

**Town of Chelsea
Board of Selectmen Meeting Minutes
August 8, 2012**

Regular Meeting:

Call to order:

Chairperson Ben 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 fourteen (14) residents and members of the public.

Consent Agenda:

- A. Approve Payroll Warrant # 0005 in the amount of \$15,568.36.
- B. Approve Payroll Warrant # 0006 in the amount of \$1,293.41.
- C. Approve Accounts Payable Warrant # 0007 in the amount of \$ 33,178.99.
- D. Approve Board of Selectmen Meeting Minutes of July 25, 2012.

- A motion was made by Linda Leotsakos that was seconded by Mike Pushard to approve Consent Agenda items A., B., C., and D. with changes to item D. as follows, B. 5. "~~Maine Municipal Association (MMA)~~ **Maine Revenue Property Tax Division** recommends that all the CMP...." and Legal Issues B. "A motion was made by Linda Leotsakos that was seconded by Mike Pushard to approve the resolution authorizing the sale of not more that \$171,404 tax anticipation notes through **Bangor Savings Bank** and authorizing..." Vote was unanimous. Motion carried.

Public Comment on Items not part of the Agenda:

Carol Belanger questioned why \$2000.00 was spent on legal fees when there was a \$75.00 settlement on the Animal Control Case. The judge has awarded legal fees and the Town is working on collecting from the residents involved.

Rick Danforth would like the Board of Selectmen to revitalize the recycling program that some residents had been working on.

Scheduled items:

A. New Business:

1. In order for the Town Manager, Scott Tilton, to negotiate with companies for cable television franchises an ordinance needs to be in place. The Town of Chelsea Cable TV Franchising Ordinance was discussed.

Rick Danforth said there should be an ordinance in place. Scott Tilton said that there should, but it has not been located.

- A motion was made by Mike Pushard that was seconded by Linda Leotsakos to set a Public Hearing for the Town of Chelsea Cable TV Franchising Ordinance on September 12, 2012 at 6:30 PM. Vote was unanimous. Motion carried.

Scheduled items:

A. New Business: continued,

2. Repairs to ditches.

- a. Cony Road. Michael Tobias was present with photos to show the Board of Selectmen the ditches in front of his property (in the town's right of way). The work done to the ditches by the contractor has caused damage to tree roots, left the 'backside of' the ditch unstable, and the depth causes a potential hazard to vehicles.

E.S. Coffin Engineering & Surveying, Inc. designed a new ditch/drainage system to correct the problem that is estimated at \$5521 (E.S. Coffin Engineering & Surveying, Inc. has an estimator on staff).

Scott Tilton is contacting Maine Municipal Association (MMA) to find out if Chelsea is legally responsible for repairs, and whether or not Chelsea can be compensated for the repairs by the original contractor that did the work.

It was suggested to contact the Maine Local Roads Center. Perhaps they could offer unbiased assistance.

- b. Townhouse Road. The landowner is not present, but has contacted the Town Office regarding similar problems with the ditches in front of their property. E.S. Coffin Engineering & Surveying, Inc. has not reviewed this property.
- c. Hallowell Road. Catherine and Chris Townsend were present with photos to show the Board of Selectmen the ditches in front of the property (in the town's right of way). When the work was done, their sump pump was disturbed. The 'backside of the ditch was rocked to prevent erosion. Much of their front lawn was removed for the ditching causing a dangerous situation, so a fence was installed at the time.

Scott will explore the legal ramifications of these properties and others. Rick Danforth reminded Scott that contractors should have performance bonds that may address these situations.

No action needed at this time.

B. Old Business:

1. Scott Tilton and Alan Hawkins, RSU#12 Interim Superintendent, reviewed the High School Bus Transportation Reimbursement Form. Alan Hawkins was supportive. Two (2) drivers will complete the forms for RSU #12 reimbursement for Chelsea high school student transportation. Linda Leotsakos requested adding "**Week5**" to the form. Scott Tilton will question the past practice of periodically using elementary buses to transport high school students and the associated transportation costs.

2. Town Manager Annual Appointments 2012-2013

- a. Waldo Gilpatrick – Alternate Licensed Plumbing Inspector

- A motion was made by Linda Leotsakos that was seconded by Mike Pushard to approve confirmation of Waldo Gilpatrick as Alternate Licensed Plumbing Inspector for a one (1) year term. Vote was unanimous. Motion carried.

B. Old Business: continued,

3. Board of Selectmen Annual Appointments 2012-2013.

a. Jesse Jellison – Board of Assessment Review. Jesse Jellison has had training.

- A motion was made by Linda Leotsakos that was seconded by Mike Pushard to approve Jesse Jellison for Board of Assessment Review for a two (2) year term. Vote was unanimous. Motion carried.

4. The property card from John E. O'Donnell and Associates for the Town of Chelsea is in the packet for approval. The information that the Board of Selectmen requested is included and approved. Scott Tilton will call John E. O'Donnell and Associates and relay the Board's approval. No vote is needed.

Letters will be sent to Brian Warren, Joyce Acheson, and Michael & Saray Buck informing them that, because of the Revaluation passing and John E. O'Donnell & Associates, Inc. beginning the revaluation process, their questions about property assessments will be addressed in the revaluation process.

The Supplemental Tax Warrant for Map 5 Lot 85 reflects the penalty imposed for removal of land from Tree Growth.

- A motion was made by Mike Pushard that was seconded by Linda Leotsakos to approve and issue a Supplemental Tax Warrant for \$4,143.80 for Map 5 Lot 85. Vote was unanimous. Motion carried.

Legal Issues:

A. Efficiency Maine Trust sent a Property Assessed Clean Energy (P.A.C.E.) Contract for approval so that owners of qualifying property can access financing for energy saving improvement to their properties.

- A motion was made by Mike Pushard that was seconded by Linda Leotsakos to authorize the Town Manager to enter into the P.A.C.E. contract with Efficiency Maine Trust. Vote was unanimous. Motion carried.

B. Update and possible action on unhealthy living condition. The owner of Map 11 Lot 136-MH required medical attention and it was determined at that time that the property was unfit. A Stop Work Order was issued by Gary Quintal on June 27, 2012. A Notice of Appeal was received July 26, 2012. The problem has been addressed at this time and a temporary Town of Chelsea Certificate of Occupancy was issued on July 19, 2012. No action is needed.

Written Communication:

A. A General Assistance (GA) Working Group Update was emailed from Kate Dufour on July 31, 2012.

B. The Fiscal Year 2013 Kennebec County Adopted Budget shows the Tax Distribution Schedule by Municipality and compares 2011 Property Valuations to 2012 Property Valuations to show the Percent Tax Change.

C. The YTD (Year to Date) Expense Summary Report as of 08/07/2012 is included. The Percent Spent is shown in the last column.

Written Communication: continued,

- D. An email dated August 2, 2012 was received from Michael Edgecomb, Director, Government Relations at Time Warner Cable. It is a standard letter regarding programming changes.
- E. Code Enforcement Report. Gary Quintal reported all building and plumbing permits issued to date. A monthly report will be prepared and reported.
- F. Town Clerk Report. Lisa Gilliam reported on projects and tasks for the month of July.
- G. Town Manager Report .

Road Side Mowing – After a small area on Hankerson Road is finished, mowing will be completed. I have been around and inspected the work. Every place that I have reviewed was satisfactorily done.

Winter Sand – Requests for bids have been advertised in the KJ. Closing date is August 21, 2012.

Meeting with RSU #12 Superintendent – I had a great meeting with the new RSU #12 Superintendent. We discussed the transportation of high school age students. He seemed very receptive and willing to work with the Town to implement the transportation reimbursement program. I presented him with a draft reimbursement form that could be used. We also discussed the need and interest in developing a before school and after school childcare program. He seemed excited to see something like this being created in Chelsea.

Before and After Care – I have been actively researching the possibility of starting a before and after school childcare program. Everyone from the State to RSU #12 have been very supportive. I foresee this as being a 1st through 6th grade program. Hours would be from 7:00 AM to 8:30 AM and from 2:45 PM to 5:30 PM on the days that school is in operation. A staff of three would be hired to care for up to 36 children. The school would provide the facilities and the town would provide staff salaries and cover other related expenses. Licensing can take up to 3 months.

Meeting with Winter Maintenance Contractor – I would like the Select Board to schedule a workshop for September 19, 2012 at 6:00 PM. I have invited Steve McGee, the winter maintenance contractor to attend so that we may discuss ways on improving last year's snowplowing and sanding operations. I would also like to discuss any issues he has concerning turnarounds, needed brush and/or tree removal and the possibility of swapping routes with other towns in order to eliminate long unproductive travel time i.e. Nelson Rd. and Patterson Rd.

Meeting with Kennebec County Sheriff – I recently met with representatives of the Kennebec County Sheriff's office. Our discussion was on the cost and the best method of providing law enforcement services in Chelsea. Two options among many were contracting with Kennebec County Sheriff's Office. Under a contract agreement all the expenses of payroll, vehicle, training, outfitting would be included. The current cost for this would be \$55/hr. for whatever number of hours the town wanted. The other option would be implementing a constable program similar to the programs currently in use in Randolph, China and Vassalboro. If the constable program could be developed to meet our needs and the right person found, perhaps some sort of sharing program would be more cost effective.

Written Communication: Town Manager Report continued,

Use of Kennebec Jail Trustees – I have been able to reserve, for Sept. 24 to Sept. 28, 5 jail trustees to work from 7:30 AM to 3:00 PM. My plan as of now is to put them to work assisting with roadside brush cutting and chipping. There are many miles of roadside that need trimming. I would have a town contractor cutting the brush and the trustees would carry from the ditch to the chipper. Cutting would be done a few days ahead so that there would be plenty of work to keep the trustees busy. I need to check on insurance requirements and chipper rental before this can actually happen.

Road Work – I have been able to create several small road projects. Most of what has been done corrects road safety and drainage issues. There are plans to replace as many as 12 driveway and cross culverts. An R.F.P. for this work should be going out shortly. I am developing plans to rehab sections of Dr. Mann Rd. and Beech St. This would involve new ditches, new gravel sub-base, and new pavement. This should be ready for advertising also in a few weeks. I have the plans and specifications ready for making major roadway and drainage improvements to Norway Drive. I will be convening the Road Advisory Committee shortly to review the proposed improvements to Norway Dr. and Hallett St. and other road related issues.

Tax Billing – Last year the town sent out 1443 tax bills at a cost of .35 each plus postage. This year it should be approximately same number with inserts being included.

Meeting with Casella Waste – I have a meeting with representatives from Casella Waste on August 15 at 9 AM. The purpose of this meeting is to discuss what solid waste disposal options are available to Chelsea. They have recently presented several cost saving proposals to other towns. I was wondering if a member of the Select Board would like to attend. [Mike Pushard will be attending.]

Hallowell Water District – I have obtained a copy of the H.W.D. Charter so that I might examine the possibility of recovering some payment from them for the use of Chelsea's land and the water underneath it. I will be using a few hours of attorney time to get an opinion on how to proceed.

Chelsea Comprehensive Plan – I spoke today with someone from the State Planning Office regarding the status of the Chelsea Plan. It appears we do not have to be concerned about becoming inconsistent with the Maine Growth Management Act, at the end of the year as the Chelsea plan, as you probably already understood, was never consistent to begin with. I have asked the S.P.O. to send me what needs to be done should Chelsea want to revise and update our plan to be consistent.

Verbal Communication:

- A. Town Manager Report. Scott Tilton reviewed his written report.

Verbal Communication: continued,

- B. The Planning Board submitted the agenda for the August 14, 2012 Meeting at the Chelsea Town Office at 7:00 PM.

The Charter Commission had a meeting August 1, 2012. The subcommittees continue to meet and bring ideas to the group for discussion. The next meeting of the Charter Commission is September 5, 2012 at the Chelsea Town Office at 6:30 PM.

- C. The RSU #12 Board has not met since last Board of Selectmen meeting. Board of Selectmen and Town Manager received copies of Cost Allocation Funding information regarding possible changes that are to be voted on tomorrow, August 9, 2012. RSU#12 meeting is at Wiscasset High School at 6:30PM.
- D. Linda Leotsakos would like the Budget Committee to continue but *become formalized – with set number of members and policy/procedure developed for the committee to function in an advisory capacity as was envisioned when the committee was re-convened last year.*

Mike Pushard asked about the status of the Road Advisory Committee. The committee inventoried and surveyed the roads in town and the next step is to use that information to prioritize the roads for repairs. Scott Tilton said he has a 'big' project coming up on Norway Dr. and would like the committee to review the plan. Other than that, the committee has not been active.

Ben Smith was told by a Chelsea resident that they were pleased with the relocation of some of the streetlights into more appropriate intersections. Thank you Ted Gardner for all your hard work on the project.

Scott Tilton will be away for the August 22, 2012 meeting. The Board of Selectmen will still meet that evening as scheduled.

Executive Session. None.

Next Board of Selectmen Meeting is August 22, 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 8:19 PM.

Approved by the Chelsea Board of Selectmen on August 22, 2012.

Benjamin Smith – Chair

Michael Pushard

Linda Leotsakos