

**Town of Chelsea
Board of Selectmen Meeting Minutes
September 26, 2012**

Regular Meeting:

Call to order:

Chairperson Ben Smith called the meeting to order at 6:32 PM.

Selectboard members present included: Linda Leotsakos, Michael Pushard, and Benjamin Smith. Scott Tilton, Town Manager, was also present along with about eight (8) residents and members of the public.

Consent Agenda:

- A. Approve Payroll Warrant # 014 in the amount of \$ 6,098.44.
- B. Approve Accounts Payable Warrant # 015 in the amount of \$ 32,211.87.
- C. Approve Board of Selectmen Meeting Minutes of September 12, 2012 including the Cable TV Franchise Public Hearing and an Executive Session with the Town's Attorney.
- D. Approve Board of Assessors Meeting Minutes of August 28, 2012.
- E. Approve Board of Selectmen September 19, 2012 Winter Road Maintenance Workshop notes.

- A motion was made by Linda Leotsakos that was seconded by Mike Pushard to approve Consent Agenda items A., B., C., D. and E. with changes to item C. as follows, B. 3. "Bids for the work ~~was~~ **were** ..." and B. 4. "A card will be left when ~~on~~ **no** ..."

One change to item E. is "With regard to breakdowns, thewould be ~~places~~ **placed** into service as required." Vote was unanimous. Motion carried.

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

Scheduled items:

A. New Business:

1. Scott Tilton, as the Town Manager, gets requests for donations from various agencies and groups. It can be difficult determining which are eligible and assist residents of Chelsea the most. He recommended that the town adopt a written policy with an application form. Each group or agency submitting an application and meeting certain criteria would come before the Board of Selectmen for review and possible recommendation at the Town Meeting.

Organizations that would be exempt from this policy, including Hubbard Free Library, were discussed. The All Seasons Trail Riders Snowmobile Club receives funds, "pass-through" funds from the registrations of snowmobiles in Chelsea. The amount is not a donation from the town.

Scheduled items:

A. New Business: continued,

This is the first reading of the policy and application and Selectmen members are asked to review the policy and application for any recommended changes at the next Board of Selectmen Meeting.

2. Scott Tilton is recommending the creation of a part time road supervisor position. He is considering the hours needed, perhaps 8 hours per week. The road supervisor would meet with contractors to review projects and specs. and visit the project site to review work quality. The position would allow Scott to remain in the office where he is needed.

Discussion centered around funding for the position. Scott would still remain Road Commissioner. Mike Pushard would like to see someone with experience in road construction, etc. in the position. There were questions about what sort of work this person would perform (e.g. filling pot holes, cutting brush on roadsides, etc.)? Mike felt that 8 hours per week is not sufficient to do the job properly. Linda Leotsakos is concerned that Chelsea is a small town with limited funding and feels that the Town Manager, as Road Commissioner, has this responsibility rather than creating a new position. Perhaps, as the town grows, the position could be considered.

- A motion was made by Linda Leotsakos that was seconded by Mike Pushard to
- authorize the Town Manager to develop a proposal for the position of Road
- Supervisor for consideration as part of next year's budget. Vote was unanimous.
- Motion carried.

3. The contract for the Agreement for Chelsea high school students' tuition, including transportation, with the Augusta School Department expires on June 30, 2013. The agreement should have been reconsidered before July 2, 2011, but the previous Superintendent neglected to renegotiate the contract. This is a RSU #12 issue to renegotiate on behalf of Chelsea students and other high school students in the RSU. School choice will not be affected. More information will be requested when the RSU #12 Superintendent attends the Oct 10 Selectmen's meeting No action is needed.

B. Old Business:

1. Ben Smith met with Tom Hayes, Assessor's Agent. The town has received some abatement requests. They are dealing with correcting some tax bills that were not updated when abatements were granted last year. The information was recorded in the comment section of the property cards but not carried forward to the tax bills. Ben will bring pertinent information to the next Board of Selectmen Meeting. No action is needed at this time.

Legal Issues:

- A. Drainage easements are needed at 48 Dr. Mann Road and 10 Sylvester Avenue to correct drainage issues and a culvert needs to be lowered approximately 1' to keep water flowing in the ditches rather than in the roads. The Road Advisory Committee reviewed the information and agreed with the corrections planned.
- B. There has been a request for a "Children Playing Sign" to be placed on Hallowell Road. Maine DOT's website shows a study done in Wisconsin on the "Effectiveness of Children at Play Signs". The study strongly recommends against using the signs for various reasons. The Board of Selectmen are appreciative of the homeowner that requested the sign for bringing the issue to their attention, but if the intent is to reduce the drivers not heeding the speed limit, the homeowner should direct this issue to the State Police.

Written Communication:

- A. An email dated September 19, 2012 was received from Michael Edgecomb, Director, Government Relations at Time Warner Cable. It is a standard letter regarding possible changes in programming.
- B. Town Manager Report.

Cemetery Committee Meeting – The Cemetery Committee is having a meeting October 3 at 6PM at the Town Office. We will be discussing next year's mowing and maintenance plan. They will also assist in determining the accounts and funds available to use as revenues to offset expenditures. The existence of Cemetery records will be reviewed and possible action to improve record keeping recommended.

CDBG Workshop – The 2013 CDBG Application workshops have been scheduled. The one for this area will be in Augusta on November 29 at 10AM. Someone from Chelsea should go to obtain the materials.

Clarification from DA's Office – I have received further clarification from the DA concerning the recent Animal Control Case. The DA will represent Chelsea at the initial appearance. When the defendant pleads guilty at the initial appearance, the DA will recommend a fine based on the amount in the ordinance. When the defendant pleads not guilty, and the matter is scheduled for a follow up hearing beyond the initial appearance - the case needs to go to trial and the DA will not represent towns at trial. This explains why other towns had never had to obtain a lawyer to represent them.

MMA Recognition and Dividend – Chelsea recently received recognition from both the MMA Property and Casualty Pool for 25 years of continuous membership and from the MMA Workers Compensation Fund for 33 years of continuous membership. Chelsea received a plaque from each group and a dividend check for \$214 from the Workers Comp Fund.

B. Town Manager Report. continued,

Town Manager Evaluation: I will have been the Chelsea Town Manager for a year at the end of this month. The Board of Selectmen need to consider conducting an evaluation of my performance thus far as well as establishing any tasks they would like me to undertake next year. As of today, the entire office staff has received a written performance evaluation.

Road Committee – The committee met last night and reviewed the Norway Road project, the drainage easements on Dr. Mann Rd. and Sylvester Ave., the ditch concerns on Cony Rd., Hallowell Rd., and Townhouse Rd., and the repair and replacement of several culverts at various town locations. The meeting was positive and certainly informative and should assist me in recommending how to proceed with certain projects.

Roadway Discontinuances – I will be working with an appraiser from the list provided by the MDOT to determine damages created when certain roads are discontinued. I will get an estimate to do the appraisal before making any recommendations.

Revaluation – The revaluation is progressing nicely. The reaction from citizens has been mixed. There have been citizens who have refused entry / interior inspection and others who have invited them in for cookies. There was a small issue on the letter sent out with the tax bills, the issue was that the license plate number for one of the employees was listed incorrectly. It has been corrected and staff is responding to this concern from citizens as it occurs. I have conducted background checks on the two appraisers currently in town and the results were satisfactory.

Winter Sand/Salt – The building has been filled with 1204 new yards of sand and 90 tons of salt in addition to the around 500 yards remaining from last year. The contractor was unable to get the entire 2000 yards safely inside the building and has agreed to sell Chelsea any additional, as needed sand, for \$8.48 per yard instead of the \$10.00 per yard bid price. Ted Gardner helped out again this year with keeping track of sand and salt as it was being delivered. He stated that both the sand and salt were of excellent quality.

Verbal Communication:

- A. Town Manager Report – see written report.
- B. Town Department, Boards and Commissions Reports: None scheduled.
- C. RSU #12 is dealing with busing issues for Whitefield and Windsor High School Students attending Cony High School. The contract for the Agreement for Chelsea students' tuition, including transportation, with the Augusta School Department expires on June 30, 2013. Scott Tilton is meeting with Alan Hawkins, Interim Superintendent on Thursday,

Verbal Communication: continued,

September 27, 2012 to discuss the development of the 'Before and After School Program' at Chelsea Elementary School and will discuss the contract for Chelsea students' tuition and transportation. The next RSU #12 Board of Directors Meeting is October 11, 2012 at Wiscasset Primary School at 6:30PM.

D. Board of Selectmen/Assessor's Comments or Concerns. Linda Leotsakos will be attending the 2012 M.M.A. Convention October 3 & 4 at the Augusta Civic Center. Ben Smith is trying to free up his schedule to attend some of the sessions.

Executive Session. None.

Next Board of Selectmen Meeting is October 10, 2012 at 6:30 PM at Chelsea Elementary School.

Adjournment:

- A motion to adjourn was made by Mike Pushard that was seconded by Linda
- Leotsakos.

Ben Smith declared the meeting adjourned at 8:04 PM.

Approved by the Chelsea Board of Selectmen on October 10, 2012.

Benjamin Smith – Chair

Michael Pushard

Linda Leotsakos