

**Town of Chelsea
Board of Selectmen Meeting Minutes
October 10, 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 present along with about eleven (11) residents and members of the public, including Alan Hawkins, Interim RSU#12 Superintendent of Schools.

Consent Agenda:

- A. Approve Payroll Warrant # 016 for \$ 6,106.49.
- B. Approve Accounts Payable Warrant # 17 for \$ 209,551.24.
- C. Approve Board of Selectmen Meeting Minutes of September 27, 2012.

- A motion was made by Linda Leotsakos that was seconded by Mike Pushard to approve
- Consent Agenda items A., B., and C., as read. Vote was unanimous. Motion carried.

Public Comment on Items not part of the Agenda:

Richard Condon asked about the role of the Road Advisory Committee. The Committee met once during the summer. He is concerned that the committee was not aware that bids for road maintenance jobs are going out.

It was felt that the Road Advisory Committee was put in place to aid Scott Tilton as Road Commissioner, and for long range road maintenance planning. The clear purpose or guidelines for the ad hoc committee are still ambiguous. This item will be placed on a future Board of Selectmen Agenda to let residents know that this item will be discussed. A policy for the Road Advisory Committee will be brought to the Board of Selectmen for review and approval.

Scheduled items:

A. New Business:

1. Alan Hawkins, Interim RSU#12 Superintendent of Schools attended tonight's meeting to address any questions or concerns. Linda Leotsakos would like information and communication between the RSU and Chelsea residents to be open and honest.

The Agreement for Chelsea Tuition students with the Augusta School Department was discussed. The agreement terminates on June 30, 2013. [The agreement continued with Chelsea after RSU#12 was formed, however, the 5% reduction of the costing the contract was discontinued when the RSU was formed.] It should have been renegotiated by July 1, 2011 to remain in effect. The former Superintendent, Greg Potter, made the decision not to renegotiate the contract. Alan Hawkins is hoping to set up a meeting with the Augusta School Department Superintendent, Cornelia Brown next week. They will be discussing a contract with the RSU#12 students to attend Cony High School including transportation to the high school from Chelsea, Whitefield, and Windsor. The Augusta School Department discontinued the bus runs from Whitefield and Windsor to Cony High School without direct notification to the families affected.

Scheduled items:

A. New Business: continued,

1. continued,

RSU#12 has been using a 'spare' bus to transport the Whitefield and Windsor students to and from Cony. Alan Hawkins has sent the contract to the lawyers for review and for legal advice. Does the RSU need a contract either with Augusta or another town? What should be in the contract?

Carol Belanger asked about the cost to parents of students that attend Gardiner High School. The RSU sends bills to parents. Alan Hawkins will check with Belinda Waterhouse.

2. Scott Tilton has been asked if the Town of Chelsea would install some type of barrier on the property line between the town office and the school property to prevent someone gaining access to the athletic fields. Questions about type of barrier, town's obligation, potential legal issues created by the barrier were discussed. The Board of Selectmen recommends that if the RSU has concerns, it could place a barrier at the RSU's expense.

3. Augusta School Department Agreement for providing secondary education to Chelsea students. No additional information is available. No action is required at this time. Alan Hawkins, Interim RSU #12 Superintendent, will provide information at a later date.

4. The November, December and January employee holiday schedule was discussed. Most of the holidays during the year fall on Mondays when the town office is closed. Scott Tilton asked the Board of Selectmen to consider closing the town office December 26, 2012 and giving the staff the day off with pay.

- A motion was made by Linda Leotsakos that was seconded by Mike Pushard for the
- Board of Selectmen to approve an exception from the personnel policy for this year to
- close the town office on December 26, 2012 and for it to be a paid holiday for office staff.
- Vote was unanimous. Motion carried.

B. Old Business:

1. Tax abatements considered were:

Map 3 Lot 81, there was a mobile home that was removed prior to April 1, 2012. This is an assessors' request to abate the value of \$25,000 from account 378 resulting in a tax decrease of \$424.50. There is a new mobile home placed on the lot by the renters and pay property tax on a different account.

- A motion was made by Linda Leotsakos that was seconded by Mike Pushard to approve
- an abatement in real estate property of Map 3 Lot 81 in the amount of \$25,000 for a tax
- decrease of \$424.50 for account 378. Vote was unanimous. Motion carried.

Map 1 Lot 009, the fire department was assigned the rights for a burn for a building on the property. The burn did not occur before the tax bills were sent out. The assessors request the abatement the value of for the building in the amount of \$25,000 for account 417. At the BOS meeting, the owner disputed the property value.

It was agreed upon to pass over this item for further discussion with the owner.

B. Old Business: continued,

1. continued,

Map 12 Lot 34, a duplicate account, 483, was created in error and the assessors request abatement for the value of \$23,000 resulting in a tax decrease of \$390.54.

- A motion was made by Linda Leotsakos that was seconded by Mike Pushard to approve
- an abatement in real estate property of Map 12 Lot 34 in the amount of \$23,000 for a tax
- decrease of \$390.54 by eliminating account 483. Vote was unanimous. Motion carried.

Supplemental tax bills needed are:

Map 6 Lot 006, account 949 was listed as 38 acres instead of 79 acres. The increase in value is \$28,700 for a tax increase of \$487.33.

Map 9 Lot 108, account 916 increase in value is \$20,000 for a tax increase of \$339.60.

- A motion was made by Linda Leotsakos that was seconded by Mike Pushard to
- authorize a supplemental tax warrant for \$826.93 including Map 6 Lot 006 increased
- value in the amount of \$28,700 for a tax increase of \$487.33, and Map 9 Lot 108
- increased value in the amount of \$20,000 for a tax increase of \$339.60 Vote was
- unanimous. Motion carried.

An assessor's meeting will be October 23, 2012 (Tuesday) at 6:30 PM. Properties to be discussed will be visited by the assessors prior to the meeting.

2. Incorporated changes from the first reading of The Town of Chelsea Policy regarding Town Meeting Donation Requests at the last Board of Selectmen Meeting were reviewed. Whether the All Seasons Trail Riders Snowmobile Club should be on the 'organizations that are exempt from this policy' was discussed. The club receives "pass-through" funds from the registrations of snowmobiles in Chelsea. The amount is not a donation from the town. Adding Goodwill Circle to the exempted organizations list was suggested

This is the second reading of the policy and Selectboard members are asked to review the policy and application for any additional changes to be discussed at the next Board of Selectmen Meeting.

3. Review of agreements with other schools to provide transportation and secondary education to Chelsea students. No additional information is available. No action is required at this time. Alan Hawkins, Interim RSU#12 Superintendent will provide information at a later date.
4. Norway Road bids have been received. Harold Warren Construction was low bid at \$58,000 for Norway/Beech/Hallett Road reconstruction. A third party inspector will be used. Culvert installations are underway. There are many areas in town where the shoulders are washing away from the asphalt. This problem is being addressed and work is ongoing. Scott Tilton was hoping the Kennebec County trustees would be able to help with roadway brush cutting and chipping. They are booked solid so the work will have to be done by a paid contractor.

B. Old Business: continued,

4. continued,

The Road Advisory Committee disagreed with the plans from the engineers for Cony Road and Hallowell Road improvements. They felt that the Soil and Water Conservation design for the Townhouse Road would be successful.

Scott Tilton recommends going forward with the Cony Road and Townhouse Roadwork that was estimated at \$3500. This is not a bid price. Work should be completed this fall. Although Scott, as Road Commissioner, is authorized to get the projects done, he feels strongly that the Board of Selectmen should be aware of the projects and support his recommendations.

Mike Pushard prefers to have information about ongoing projects in town so he is aware of work being done when someone mentions it to him. Linda Leotsakos also feels that residents should call Scott if they have questions or concerns about work being done in town.

The Board of Selectmen does not have any issues with the projects discussed and although no formal action is needed, the work Scott recommends is supported.

5. More work is needed from the full Board to continue to formalize the Town Goals. Another workshop needs to be scheduled. To be successful, it is important not to have too many goals. No action is needed at this time.

Legal Issues:

- A. Stepping Stones Montessori School has requested that the Town of Chelsea install School Zone signs in front of their school. Perhaps the school could provide the signs for the Town to install.

Written Communication:

- A. An email dated October 3, 2012 was received from Michael Edgecomb, Director, Government Relations at Time Warner Cable. It is a routine letter regarding programming.
- B. The September C.E.O. Report was received. Gary Quintal has been working with non-conforming lot sizes. He continues to work with residents enforcing the new storage and disposal of garbage, junk, an solid waste ordinance and the automobile graveyard/recycling and junkyard ordinance.
- C. The Town Clerk Report including projects and tasks from September 7, 2012 to October 9, 2012 was received.
- D. The revenue summary report, Expense Detail Report, and 2013 personal property taxes and real estate taxes thru October 9, 2012 are included for review. \$600,000 is invested in a money market account to earn a higher interest rate.

Verbal Communication:

A. Town Manager Report.

ASPIRE – An ASPIRE program worker has started at the Town Office. She is sending out Absentee Ballots. She is sorting and filing Motor vehicle registration forms and sorting and filing dog licenses. The next major project will be sorting and filing Real Estate Deeds, Transfers and Mortgages that have already been inputted.

MMA Convention – This year's MMA Convention was very informative. I attended a seminar on Asset Management, which will be useful as the process to develop a Capital Improvements Program gets underway. I attended a seminar that discussed how and why four towns got their public works department together to share equipment and purchase materials and services. I feel that some of the information obtained can be used to attempt some group purchases with other towns.

Town Hall Streams – There was a vendor at the convention that was promoting the live and recording streaming of meetings of various town Boards. This could be a gradual step toward full-scale broadcasting of Chelsea meetings to Chelsea residents. In addition to live streaming, the service features on-demand playback, the ability to attach an agenda and minutes, provides detailed usage reports and an easy user interface. The cost for the service is \$250, includes free set up and installation, streaming unlimited live events, and the storage of meetings for up to one year.

Stolen Monument – Members of the Cemetery Committee recently discovered that a monument belonging to Seth Littlefield, a Revolutionary War Veteran, has been stolen from Littlefield Cemetery. The monument was there 6 weeks ago and as of last week was missing. The State Police have been notified and a report has been filed. It is quite a loss to the community.

Town Office Flag – A new U.S. Flag is now being flown on the flagpole at the Town Office. The former flag was tattered and worn. We had received comments from residents concerning its poor condition

CES Flag Presentation – We need to schedule a presentation of the plaque and the last U.S. Flag flown at the Chelsea School to the school for display in a prominent location. I could schedule this for October 24, which is the night of our next meeting, if that date that works for everyone.

DAR Grant – The Cemetery Committee is requesting that the Board of Selectmen support an effort to apply for a Daughter of the American Revolution Grant to make improvements to one of the currently unimproved cemeteries in town that contain the remains of Revolutionary soldiers. The three cemeteries involved are in a current state of neglect.

Cemetery Volunteering – Volunteers will be performing brush cutting and tree trimming at Chelsea Heights Cemetery. They have limited ability to haul the brush away so I will be arranging to pay someone from the cemetery funds to perform that job.

McGee Construction – I have arranged to meet with Steve McGee to work out the final winter plowing and sanding details. The meeting is Friday October 12 at 1PM. I will be getting a copy of his performance bond, a list of driver contacts and plow routes, a list of front line and spare equipment available under this contract. I will be giving him his checks for sand and first plow payment as well as openers and keys to the sand/salt building.

Verbal Communication: A. Town Manager Report, continued,

Jail Trustees – This was the week that we were supposed to have trustees in town assisting with roadside brush removal. There was a problem with scheduling a contractor to work ahead of them cutting the brush. I will be attempting to reschedule for later this fall. I still plan to cut brush so that snowplowing operations can go more smoothly. I may have to scale back on the number of roads if a contractor ends up doing all the work, as this will take longer.

B. The next RSU#12 meeting will be held at Wiscasset Primary School at 6:30 PM on October 11, 2012.

Additional reports.

Charter Commission. The preliminary work for the Boards and Committees, Recall and Conflict of Interest, Duties of Town Manager, Town Clerk, and other Employees sub-committees is done and the whole group will begin looking at additional charter provisions. The next meeting is October 17, 2012 at 6:30 PM at the Town Office.

Reports are needed from the Planning Committee and the Fire Department.

C. Board of Selectmen/Assessors Comments and Concerns.
Linda Leotsakos shared that the staff that she has dealt with from John E. O'Donnell & Associates doing the revaluation have been friendly and professional.

Executive Session. Town Manager Annual Performance Evaluation in accordance with 1MRSA Subsection 405(6) (A).

The Board of Selectmen agrees to pass this Executive Session item until the next meeting on October 24, 2012.

Next Board of Selectmen Meeting is October 24, 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 9:16 PM.

Approved by the Chelsea Board of Selectmen on November 14, 2012.

Benjamin Smith – Chair

Michael Pushard

Linda Leotsakos