

**Town of Chelsea  
Board of Selectmen Meeting Minutes  
October 24, 2012**

**Regular Meeting:**

**Call to order:**

Chairperson Ben Smith called the meeting to order at 6:39 PM.

Selectboard members present included Linda Leotsakos, Michael Pushard, and Benjamin Smith. Scott Tilton, Town Manager was present along with about twelve (12) residents and members of the public.

**Consent Agenda:**

- A. Approve Payroll Warrant # 018 for \$ 6,205.54.
- B. Approve Accounts Payable Warrant # 019 for \$ 24,243.52.
- C. Approve Board of Selectmen Meeting Minutes of October 10, 2012.

- A motion was made by Mike Pushard that was seconded by Linda Leotsakos to approve
- Consent Agenda items A., and B., as read. Consent Agenda item C. moved to
- November 14, 2012 Board of Selectmen Meeting Agenda. Vote was unanimous. Motion
- carried.

**Public Comment on Items not part of the Agenda:**

Skip Skehan asked about the electronic signs that the Town of Chelsea was going to borrow to draw attention to the weight limits on Windsor Rd. Scott Tilton is working on getting the sign programmed and put in place.

**Scheduled items:**

**A. New Business:**

Board of Selectmen agreed to take Item 4. first to accommodate Chris Martinez, Animal Control Officer for Chelsea.

4. Chris Martinez has received numerous anonymous letters listing complaints about barking dogs. He has made many visits to residences when he receives a call or text about barking dogs, but when he arrives, there are no issues. He is concerned that the complaints are unfounded and is costing the town money unnecessarily. Letters that are signed by residents or complaints from identified residents can be dealt with and documented properly. The Board of Selectmen agreed that Chris Martinez should draft a letter to one of the complainants stating that he has responded to and investigated the complaints he received, and the claims have been unfounded. The Board of Selectmen thanked Chris Martinez for being competent and doing a professional job.
1. Gravel in an area of the ditch at 3 Dondero Rd. was creating an artificial dam and causing the water to overflow and wash out an area of the road. Scott Tilton had the gravel removed at the nonconforming driveway. The owners would like to place a mobile home on the lot and would like the gravel replaced for a driveway. State law requires that a person shall not deposit within or along any ditch or drain any material that will obstruct the flow of water in the ditch or drain or otherwise obstruct the way.

## Scheduled items:

### A. New Business: 1. continued,

The owners would be in agreement to split the cost (with the Town) of placing a culvert in the area of the 'nonconforming existing driveway'. Kinsey's Land Service estimated the cost at \$1,250.00. Splitting the cost of installing the culvert has been done successfully in other towns to benefit both the town and the landowner. There have been no permits issued to the former or current owners. Mike Pushard would like to be sure any placement of a culvert follows the guidelines listed in Culvert Ordinance. Linda Leotsakos asked what precedent would be set by placing the first culvert on this site. Ben Smith said that the Culvert Ordinance states that the landowner places the first culvert at their expense. Linda Leotsakos and Mike Pushard agreed that they would like to wait until paperwork is requested for permits for this property before the matter is addressed. The Board of Selectmen required no action as this was felt to be within the role of the Road Commissioner.

2. The proposed By-Laws of the Road Advisory Committee for the Town of Chelsea were reviewed for a first reading. Changes were discussed and it was suggested that the current committee members review it for their consideration. It will be placed on a future agenda.
3. There is a need for a Grant Writing Committee. The C.D.B.G. (Committee Development Block Grant) program has different categories of need and due dates. The next round is due in November. There are many more grant opportunities available that the town is missing.

### B. Old Business:

1. An application for abatement for Map 1 Lot 001 for 2013 was requested by the Board of Assessors for \$315.00 in property value for a tax decrease of \$5.35. The aerial survey shows the acreage for the parcel is 3.38 acres instead of 3.83 acres that is on the commitment.
  - A motion was made by Linda Leotsakos that was seconded by Mike Pushard to approve an abatement for real estate property Map 1 Lot 001 in the amount of \$315.00 in property value for a tax decrease of \$5.35. Vote was unanimous. Motion carried.
  - A motion was made by Linda Leotsakos that was seconded by Mike Pushard that the Board of Selectmen approves the 2012 Municipal Valuation Return as drafted and submitted. Vote was unanimous. Motion carried.
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.
  - A motion was made by Mike Pushard that was seconded by Linda Leotsakos to accept the Town of Chelsea's Policy regarding Town Meeting Donation Requests as amended.
  - Vote was unanimous. Motion carried.

## **B. Old Business: continued,**

3. The suggested amendments to Town of Chelsea Budget Committee Bylaws were discussed.

- A motion was made by Mike Pushard that was seconded by Linda Leotsakos to approve
- the Budget Committee Bylaws (Town of Chelsea) as amendment. Vote was
- unanimous. Motion carried.

### **Legal Issues:**

A. The Board of Selectmen agreed to pass the Approval of Tax Acquired Property Sale discussion to a future agenda.

B. State statute requires each municipality designate an existing employee as it's Public Access Officer . Scott Tilton recommends Lisa Gilliam. If approved, Lisa will attend training.

- A motion was made by Linda Leotsakos that was seconded by Mike Pushard to confirm
- Lisa Gilliam as Public Access Officer in the Town of Chelsea. Vote was unanimous.
- Motion carried.

### **Written Communication:**

A. An email dated October 10, 2012 was received from Rory Whelan, Regional Vice President, Government Relations at Time Warner Cable. Beginning September 30, 2012 Time Warner Cable Northeast LLC directly owns the cable system in our community. This will have absolutely no impact on the cable system, operations or local staff or management.

B. An email dated October 17, 2012 was received from Michael Edgecomb, Director, Government Relations at Time Warner Cable. It is a routine letter regarding Cable programming.

C. The Quarterly Report for Chelsea Fire Department (July 1, 2012 to September 30, 2012) was received. The Fire Department is looking for residents interested in joining. Anyone interested should contact or stop by the fire department for more information. There are many locations in town that are not numbered very well and that can delay fire, EMS, and police in an emergency. The Fire Department is selling red metal reflective signs. A sample sign is on display at the Town Office.

D. The Planning Board August 12, 2012 Meeting Minutes were received and reviewed by the Selectmen.

### **Verbal Communication:**

A. Town Manager Report.

**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.

## Verbal Communication:

A. Town Manager Report continued,

**Fuel Oil Budget** – I did not lock in a fuel oil price for the upcoming heating season. Instead I was able to get a price of only .10 per gallon over the Portland Maine Rack Price from C.B. Haskell. I made the decision to purchase this way because as the price fluctuates during the season, Chelsea would be able to get fuel whenever the price decreases.

**Meeting with UMA Architecture** – I have contacted, Eric Stark, at the University of Maine Augusta Campus to request some assistance from a student to help conceptualize a new Town Office Building. A plan such as this would provide us with the detail we need to put forward a plan to Chelsea voters.

**Mercury (Fluorescent) Lamp Collection** – At the MMA Convention I met with a representative from the Maine DEP. She was promoting the recycling of hazard products i.e. mercury lights, CFL bulbs and rechargeable batteries. Free containers for the bulbs are available. The return postage is also free. I will be getting a container for the Town Office and see how the how much it is used.

**Upgrade to CES Speaking System** – There are some limits to having the BOS Meetings at CES. The biggest complaint we are receiving is concerning participants being unable to hear what is being said. I am getting a price to modify the current PA system and purchase push to talk microphones.

**Littlefield Cemetery Monument** – There is good news. Seth Littlefield's monument has been returned to the cemetery. It was found by members of the Cemetery Committee. It was not returned to the proper location, but it is there.

B. There is a Public Hearing on the cost allocation formula changes (a warrant on the November 6, 2012 ballot) at Windsor School at 6:30 PM. This is the last meeting to voice opinions or get answers before the vote.

Alan Hawkins, RSU#12 Interim Superintendent, Joan Morin, and Barbara Skehan met with Augusta School System Superintendent, Cornelia Brown to discuss a contract for RSU#12 students to attend Cony High School including transportation to the high school from Chelsea, Whitefield, and Windsor.

C. The Board of Selectmen/Assessors had no additional comments and concerns at this time.

## Executive Session.

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

- A motion was made by Linda Leotsakos that was seconded by Mike Pushard to enter
- Executive Session for the Town Manager's Annual Performance Evaluation in accordance with 1MRSA Subsection 405(6) (A). Vote was unanimous. Motion carried. In at 8:44 PM.

- A motion was made by Linda Leotsakos that was seconded by Mike Pushard to come out of Executive Session. Vote was unanimous. Motion carried. Out at 9:23 PM.
- 

No action was taken.

**Next Board of Selectmen Meeting is November 14, 2012 at 6:30 PM at Chelsea Elementary School.**

**Adjournment:**

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

Ben Smith declared the meeting adjourned at 9:24 PM.

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

\_\_\_\_\_  
Benjamin Smith – Chair

\_\_\_\_\_  
Michael Pushard

\_\_\_\_\_  
Linda Leotsakos