

**Town of Chelsea
Board of Selectmen Meeting Minutes
November 30, 2011**

Regular Meeting:

Call to order:

Chairperson Linda Leotsakos called the meeting to order at 6:30 PM.

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

Consent Agenda:

- A. Approve Payroll Warrant # 25 in the amount of \$6,418.65.
- B. Approve Accounts Payable Warrant # 24 in the amount of \$41,276.67.
- C. Approve Board of Selectmen Meeting Minutes of November 9, 2011.
- D. Approve Board of Assessors Meeting Minutes of November 11, 2011.
- E. Approve Board of Assessors Meeting Minutes of November 22, 2011.

➤ A motion was made by Ben Smith that was seconded by Mike Pushard to approve Consent Agenda items A, B, C, D, and E as read with correction of underlining of abatement applications as shown in the November 22, 2011 BOA Meeting minutes. Vote was unanimous.

Executive Session:

➤ A motion was made by Ben Smith that was seconded by Mike Pushard to go into Executive Session to enter into discussion with Town Counsel Pursuant to 1MRSA Subsection 405(6) (E). Vote was unanimous. In at 6:34 PM.

➤ A motion was made by Ben Smith that was seconded by Mike Pushard to come out of Executive Session. Vote was unanimous. Out at 7:10 PM.

No action was taken.

Public Comment on Items not part of the Agenda:

Skip Skehan asked about the enforcement of the "Load Limit" signs that are at each end of the Windsor Rd. Scott Tilton is looking into the Kennebec County Sheriff's Office responsibility for this enforcement.

Peter Hanson said the sanding during the storm on November 28 of the exit areas of some roads and the low speed division roads was too heavy. Linda and Mike received many calls of complaints regarding the plowing and areas that had no sand applied. There were two (2) incidents of equipment breakdowns. Scott Tilton has recorded many of the concerns, discussed them with Steve McGee, and both have signed the documentation.

Scheduled items:

A. New Business:

1. The **2009-2010** Audit Management Letter dated September 9, 2011 from Ron H.R.Smith, C.P.A. from RHR Smith & Company was discussed. Matters of deficiency included: Fund Balance Policy, Investment Policies, Capital Plan, and Road Account Overdraft. Material Weaknesses included Purchase Order / Procurement System, General Ledger Reconciliations to subsidiary ledgers, Bank Reconciliations, School Trust Funds Not Accounted For on TRIO Software, and Missing Invoices. The letter is available at the Chelsea Town Office for review. Some of these items have already been addressed, for example Chelsea's Procurement Ordinance, and others are being addressed presently. Scott Tilton and Linda Leotsakos will contact the auditor to set a date to attend a Board of Selectmen Meeting along with the budget committee. There may be a public session and an executive session necessary.

Scheduled items:

A. New Business: continued,

2. Scott Tilton put the 2012 Community Development Block Grant (CDBG) Program on the agenda to remind people that this is an opportunity for residents with grant writing experience to help the town apply for this grant. Scott does not have the time or expertise to meet the deadlines. Scott believes the town needs to submit a letter of intent to apply needs to be completed by January 20, 2012, with the final grant application due in March 2012. Linda Leotsakos will contact Tim Coitrone to see if he has some suggestions. Peter Hanson said that the town has hired a grant-writer in the past.

3. One of the matters of deficiency from the auditor was regarding the lack of investment policies in the Town of Chelsea. Ben Smith likes Scott Tilton's diligence in moving the town forward and in a positive direction. Linda Leotsakos also thanked Scott for bringing this policy to the Board's attention and would like the Selectboard members to review this and consider this the first reading. This item will be on the meeting for the December meeting for final action.

4. There was a meeting with Julie Flynn, Deputy Secretary of State, at the Chelsea Town Office to discuss the State of Maine voting place requirements. There are many deficits to correct to continue to use the town office. Many ideas were offered and using other buildings in town was discussed. Joe Mills will meet with Scott Tilton at the town office to review changes at the office to meet State requirements and this item will be placed on the agenda at a later date.

5. There has been some confusion and rumors in town regarding Chrysalis Place in Gardiner and the Chelsea Food Bank in the River Rock Church on Route 9 in Chelsea. Both are providing food to Chelsea residents. Chrysalis Place provides food for families, senior citizens, and delivers food via home visits from volunteers. Chelsea residents obtain a voucher from the Chelsea Town Office and present it at Chrysalis Place. Mike Pushard is looking into a concern about whether Chrysalis Place would turn away Chelsea residents. Linda Leotsakos hopes that the town would be able to provide funds for both and help feed our residents. She reminded residents that money appropriated for the town warrants are in response to amounts requested from some organizations in letters prior to setting the budget.

B. Old Business:

1. Town Manager, Scott Tilton would like to allow residents to use their credit/debit cards at the town office to pay property taxes through PayPort Payment Services. InforME is CyberTrust certified and has been processing electronic payments for Maine state and local government since 1999. The fee charged to the individual to use this service is 2.5% of the amount paid at the time of payment; for example; the fee on a payment to the town of \$2000.00 would be \$50.00. The cost to the town is a one-time charge of \$85.00 for the credit/debit card swipe machine. The system allows for further integration with TRIO Software to allow residents to pay on-line.
 - A motion was made by Mike Pushard that was seconded by Ben Smith to authorize Scott Tilton, Town Manager, to enter into an agreement with PayPort Payment Services. Vote was unanimous.
2. Scott Tilton looked into collaborating with Kennebec Valley Community Action Program to utilize the Keep ME Warm Program to administer funds to Chelsea residents in need of heating assistance. The Town of Chelsea would determine the guidelines the agency would follow to distribute our available funds in this program. Although it would remove local control, it also addresses any legal ramifications that could arise if the town were to distribute the funds. There are many questions surrounding the original "Chelsea Cares" program that was previously in place. Scott felt that KVCAP would be able to distribute the funds this year if approved. There is no charge for KVCAP to administer this program allowing 100% of the monies that Chelsea provided for this program to go to Chelsea residents if needed. There is approximately \$3200.00 available. There will be a continued discussion about if the town appropriates money through the town budget or raises it through donations.

3. Scott Tilton provided a Town of Chelsea Charter Development Timeline draft. Ben Smith reviewed the statute and the town would be able to wait until March 2012 for the secret ballot election of the Charter Commission Members.

➤ A motion was made by Ben Smith that was seconded by Linda Leotsakos to authorize Scott Tilton to establish a Town Warrant for the Secret Ballot Election of Six (6) Charter Commission Members on March 27, 2012. Vote was unanimous.

Written Communication:

A. A letter dated November 2, 2011 was received from Time Warner Cable. It is a routine notice regarding their agreements with programmers and broadcasters.

B. A letter dated November 15, 2011 was received from Time Warner Cable. It is a routine notice regarding their agreements with programmers and broadcasters.

C. October 20, 2011, a letter was received from Greg Potter, SVRSU #12 Superintendent of Schools, regarding the Residency Verification Form that should originate from the school office. The town office may be asked to assist the parent/guardian in proving residency.

Legal Issues:

A. Scott Tilton provided proposed changes to the Town of Chelsea Culvert Ordinance. It was suggested that Tim Coitrone, Planning Board Chairperson, attend a Board of Selectmen Meeting to explain some of the changes. A Public Hearing and Town Vote would be scheduled before it could be adopted.

B. Appointments to the Charter Commission.

➤ A motion was made by Mike Pushard that was seconded by Linda Leotsakos to approve the appointment of Elizabeth Larrabee, Peter Hanson, and Benjamin Smith to the Charter Commission. Vote was Mike Pushard, Linda Leotsakos in the affirmative. Ben Smith abstained. Motion carried.

C. An agreement for ambulance services provided for July 1, 2011 through June 30, 2012 between the City of Gardiner and the Town of Chelsea was for the amount budgeted at the town meeting.

➤ A motion was made by Ben Smith that was seconded by Mike Pushard to approve the Ambulance Service Agreement between the City of Gardiner Ambulance Service and the Town of Chelsea as presented. Vote was unanimous.

Agenda Amendments:

➤ A motion was made by Ben Smith that was seconded by Linda Leotsakos to amend the agenda to add D. Safe Fireworks Committee (Ad Hoc) Appointments, and E. Harold Warren Construction Co. Personal Property. Vote was unanimous.

D. Appointments Safe Fireworks Committee (Ad Hoc).

➤ A motion was made by Ben Smith that was seconded by Mike Pushard to approve the appointment of Palmer Sargent, Maria Jacques, and Peter Hanson, to the Safe Fireworks Committee (Ad Hoc). Vote was unanimous.

E. Harold Warren Construction Co. Personal Property. This was an abatement application that was reviewed November 11, 2011. The Board of Assessors extended this until November 30, 2011 to gather more information. As it is November 30, 2011, it needed to be voted on.

➤ A motion was made by Ben Smith that was seconded by Mike Pushard that the Board of Selectmen denies the Harold Warren Construction Co. application for personal property tax abatement. Vote was unanimous.

Verbal Communication:

A. Town Manager Report. **Attached**

B. Department Reports. **None**

C. School Department. **Nothing additional**

D. Board of Selectmen Comments and Reports. Mike Pushard gave an update on the gravel pit on Ferry Rd. He and Scott met with Thayer Engineering to review the property lines. A Hallowell Water District Building is on Town of Chelsea's property. There is a deed from 1987 that provides easement to Hallowell to use part of Chelsea's property as Hallowell saw fit. The Town of Chelsea is unable to utilize this property because it is landlocked. Hallowell cannot be taxed on the building.

Next Board of Selectmen Meeting: December 14, 2011 at 6:30 PM in the Chelsea Elementary School Cafeteria.

Adjournment:

A motion was made to adjourn by Ben Smith that was seconded by Linda Leotsakos. Vote was unanimous. Linda Leotsakos declared the meeting adjourned at 9:38 PM.

Approved by the Chelsea Board of Selectmen on December 14, 2011

Linda Leotsakos – Chair

Michael Pushard

Benjamin Smith