

# Board of Selectmen Meeting

Thursday November 8, 2018

6:30PM

## Chelsea Town Office

### I. Call regular meeting to Order

Pledge of Allegiance

### II. Public Comment on Items not part of the Agenda:

(Please limit comments to no more than two (2) minutes per speaker.)

### III. Adjustments to the Agenda:

### IV. Consent Agenda:

- A. Approval of Accounts Payable Warrant # 20 in the amount of \$404,207.66
- B. Approval of Payroll Warrant # 21 in the amount of \$7,465.80
- C. Approval of Accounts Payable Warrant # 22 in the amount of \$
- D. Approval of October 25, 2018 Selectboard Meeting Minutes

### V. Scheduled Items:

#### A. New Business:

- 1. Review and Approve Modifications to Selectboard Meeting Schedule for Holidays
- 2. Town Hall Streams - meeting internet streaming service

#### B. Old Business:

- 1. KVCOG Brownfields Site Assessment Application
- 2. Collection of Cable Franchise Fees from Spectrum
- 3. Results of Vote to begin RSU 12 Withdrawal Process and next steps

### VI. Legal:

- A. Review and act upon the License Agreement for Belgrade Auto to use the Chelsea Heights Easement for placement of utility poles.
- B. Naming Right of Way off Hallowell Road – Travelers Way
- C. Review Preliminary 2019 State Municipal Evaluation

### VII. Written Communication:

- A. Letter from Charter Communication dated October 25, 2018
- B. CEO Report for October 2018
- C. Town Manager Report

**VIII. Verbal Communication:**

- A. Town Manager
- B. Chelsea's RSU #12 Representatives
- C. Boards and Committees
- D. Board of Selectmen/Assessors

**IX. Executive Session: NONE**

**X. Adjournment:**

To maintain meeting effectiveness, the following guidelines are set forth:

Board members speaking during discussion on any item will be limited to two minutes and may speak only once until each member has spoken or been given an opportunity to speak.

Warrant 20

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
<b>01153 CARDMEMBER SERVICE</b>						
0122	30534	10	FD CC	EPAY		
FD CC EPAY			E 1-15-30-40		45.00	0.00
			FIRE DEPART / GASOLINE			
ID TAGS			E 1-15-30-90		11.00	0.00
			FIRE DEPART / EQUIPMENT			
HOMEDEPOT			E 1-15-30-70		50.17	0.00
			FIRE DEPART / EQUIP MAINT			
AMAZON			E 1-15-30-70		12.99	0.00
			FIRE DEPART / EQUIP MAINT			
<b>Vendor Total-</b>					<b>119.16</b>	
<b>00032 TREASURER, STATE OF MAINE</b>						
0122	30535	10	10/12 TO 10/19	BMV REPORT		
MV tags			G 1-2401-00		3,709.00	0.00
			MV TAGS PAYA			
Sales tax			G 1-2401-00		280.50	0.00
			MV TAGS PAYA			
Title Fee			G 1-2401-00		99.00	0.00
			MV TAGS PAYA			
<b>Vendor Total-</b>					<b>4,088.50</b>	
<b>00149 VOLUNTEERS OF AMERICA</b>						
0122	30536	10	CDBG PASS THRU	INV 019882		
CDBG PASS THRU CIW			E 2-16-92-05		400,000.00	0.00
			MISC / CDBG CIW			
<b>Vendor Total-</b>					<b>400,000.00</b>	
<b>Prepaid Total-</b>					<b>0.00</b>	
<b>Current Total-</b>					<b>404,207.66</b>	
<b>EFT Total-</b>					<b>0.00</b>	
<b>Warrant Total-</b>					<b>404,207.66</b>	

ACCOUNTS PAYABLE FOR TOWN OF CHELSEA

BOARD OF SELECTMEN

_____	_____	_____	_____
Benjamin Smith	Date	Michael Pushard	Date
_____	_____	_____	_____
Deborah Sanderson	Date		

WARRANT: 21

Check	D / D	Check	Employee	Gross Pay
30537	0.00	1,108.00	48 TONIA L. BURNS	1,364.00
30538	0.00	325.07	19 BILLIE A. ELLIS	384.00
30539	0.00	909.83	92 SHEILA L. MCCARTY	1,289.61
30540	0.00	869.11	17 VALERIE ANN SEAMAN	998.99
30541	0.00	1,827.01	99 SCOTT M. TILTON	2,746.42
30542	0.00	1,763.50	T & A 23 Bangor Savings Inst	
30543	0.00	211.44	T & A 18 TREASURER OF STATE	
30544	0.00	319.72	T & A 20 Vantagepoint Transfer Agents-303751	
<b>Total</b>	<b>0.00</b>	<b>7,333.68</b>		<b>6,783.02</b>

Put into A/P                    **2,426.78**  
 Taken out of A/P            **(2,294.66)**  


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**Total Payroll                7,465.80**

Count

Checks                            8

ACCOUNTS PAYABLE FOR TOWN OF CHELSEA

BOARD OF SELECTMEN

\_\_\_\_\_  
Benjamin Smith

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deborah Sanderson

\_\_\_\_\_  
Date

## 2018-19 Holiday Schedule for Chelsea

<u>HOLIDAY</u>	<u>DAY - DATE OBSERVED</u>
President's Day	Monday, February 19, 2018
Patriot's Day	Monday, April 16, 2018
Memorial Day	Monday, May 28, 2018
Independence Day	Wednesday, July 4, 2018
Labor Day	Monday, September 3, 2018
Columbus Day	Monday, October 8, 2018
Veteran's Day	Monday, November 12, 2018
<b>Thanksgiving Day</b>	<b>Thursday, November 22, 2018</b>
<b>Thanksgiving Friday</b>	<b>Friday, November 23, 2018</b>
<b>Christmas Day</b>	<b>Tuesday, December 25, 2018</b>
<b>New Year's Day</b>	<b>Tuesday, January 1, 2019</b>
Martin Luther King, Jr. Day	Monday, January 21, 2019

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### Holiday Observance w/ Pay

Patriots Day	Tuesday, April 17, 2018 – All Day
Independence Day	Tuesday, July 3, 2018 – Close @ 12:30PM
<b>Christmas</b>	<b>Friday, December 21, 2018 – Close @ 12:30PM</b>

### Selectboard Meeting Conflict

**Thursday Nov 22 Thanksgiving – Recommend instead meeting November 29**

**Returning to regular schedule December 13, 2018**

**Tuesday December 25 is Christmas – No meeting this week on December 27**

**Returning to regular schedule January 10, 2018**



# KENNEBEC VALLEY COUNCIL OF GOVERNMENTS

September 3, 2018

DEP  
Brownfields

The Kennebec Valley Council of Governments (KVCOG) is pleased to announce the opening application period for Brownfields Assessment Funds. Cities, Towns, and nonprofits are invited to apply for Phase I Assessment funding. As you probably know, in June KVCOG received a \$200,000 EPA grant to provide assessments in its service region of Kennebec, Somerset and western Waldo counties. We will be using these funds to help grow the economy of the region, hopefully in your community.

The goal of the Assessment funds are to conduct site assessments at languishing, underutilized properties or on properties where there may be a perception or stigma associated with potential contamination and to evaluate the presence or absence of contamination. The information collected during the Phase I Assessment can be used to determine if properties have environmental contamination that would prevent the property/land from being redeveloped, marketed, or acquired.

The Brownfields Program is federally funded through U.S. Environmental Protection Agency (EPA) grants to identify, assess, and cleanup potentially contaminated properties. The program was established to provide assessment and clean-up money to eligible existing owners (e.g. municipalities) and prospective property buyers with the goal of promoting economic development, protecting the environment and building a better community.

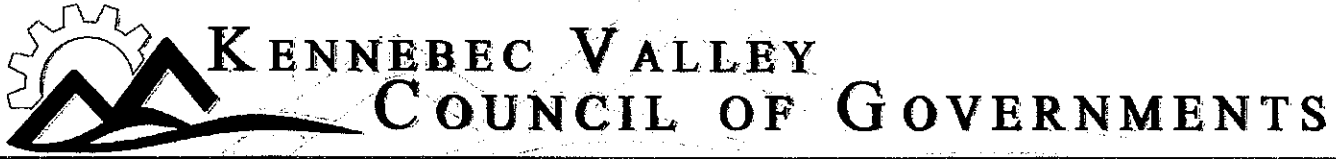
In addition to Brownfields Assessment monies, KVCOG has cleanup monies available for eligible entities once the property has been assessed and a cleanup/redevelopment plan has been prepared. You can learn more about a Phase I assessment and Phase II assessments at our website <http://kvkog.org/business-services/available-grants/>

Brownfields applications are available <https://goo.gl/xg8xDU> on our website at [kvkog.org](http://kvkog.org)

If you have any questions, please do not hesitate to contact me at ext 218 or [ctyson@kvkog.org](mailto:ctyson@kvkog.org)

Sincerely,

Cary Tyson  
Economic & Community Development Specialist



## KVCOG Brownfields Site Assessment Application Form

The Environmental Protection Agency (EPA) defines a brownfield as "real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant". **KVCOG's recent EPA-funded Brownfields award provides opportunities for eligible municipalities and nonprofits to have a property assessed at no cost to the municipality with the goal of identifying the presence or absence of contamination.** The information collected can be utilized to assist a community in making decisions with regard to redevelopment – e.g. purchasing, marketing for redevelopment or identifying health concerns. **Applications should be filled out in full and returned to Cary Tyson at 207.453.4258; KVCOG, 17 Main Street, Fairfield, ME 04937.**

### Applicant Information

Municipality/Nonprofit: \_\_\_\_\_ Contact (Name/Title): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

### Site Information

Site Name: \_\_\_\_\_ Address: \_\_\_\_\_

Current Owner/Mailing Address: \_\_\_\_\_

Property Size: \_\_\_\_\_ (acres) Map: \_\_\_\_\_ Lot: \_\_\_\_\_ (attach a Tax Map); Zoning: \_\_\_\_\_

Acquisition Date/Method (Tax Foreclosure/ Purchase/Eminent Domain, Other): \_\_\_\_\_

Structures on site? (Describe): \_\_\_\_\_

Access (do you have access to the property/can it be obtained?):  Y  N

Former Uses of the Property (operational): \_\_\_\_\_

Current Use of the Property: \_\_\_\_\_

Suspect Contamination: \_\_\_\_\_

Utilities On-site/Water Supply (private/public): \_\_\_\_\_

Available Past Environmental Reports (name/date/author): \_\_\_\_\_

Historical Designations (listed Historic Place/Landmark/District): \_\_\_\_\_

Describe Proposed Redevelopment/Reuse Plans (recreation, residential, commercial, etc.): \_\_\_\_\_

\_\_\_\_\_

Other Information: \_\_\_\_\_

## License Agreement

KNOW ALL PERSONS BY THESE PRESENTS that the Town of Chelsea, whose address is 560 Togus Road, Chelsea Maine, County of Kennebec, State of Maine (hereinafter the (Grantor), for valuable consideration, the receipt of which is hereby acknowledged, does grant unto Belgrade Auto, Inc., situated in Kennebec County, State of Maine with a mailing address of 884 Western Avenue, Manchester, Maine 04351 (hereinafter the "Grantee"), and its successors and assigns, the following rights over, or as subject to the license, land owned by Grantor located on River Road and situated at Chelsea Heights Cemetery on the westerly side of the said road in the Town of Chelsea. The license is more particularly described as follows:

An area roughly twenty-five feet (25) wide by 300 feet long starting at the edge of the Route 9 (River Road) and extending westerly along the side of the property line (hereafter, the "Licensed Area").

Rights being conveyed: to install utility poles, wires and associated supports within the Licensed Area.

Together with the right to enter with people and machines onto the Licensed Area and land adjoining the Licensed Area to construct, repair and maintain the Licensed Area; to improve, maintain and restore the Licensed Area; and to construct, repair and maintain all necessary poles and wires leading to and from the Licensed Area.

Grantee agrees that upon completion of installation of poles and wires it shall restore the Licensed Area to the same condition and shall trim adjacent trees as required after getting permission from Grantor. Grantee and their successors and assigns further agree to plant 24 Emerald Green Cedar Arborvitae, and to replace trees that do not survive before the start of the 2019 cemetery maintenance season. Thirteen trees will be planted immediately upon signing of this agreement. Grantee further agrees to guarantee the viability of the trees until October 30, 2023.

Grantee also agrees upon signing of this agreement to remove all existing debris from its adjacent property, to keep for the term of this agreement the property maintained and to relocate the outbuilding entirely to the paved portion of its property and to erect any future structures beyond the Licensed Area of the cemetery as required by Maine Statute.

Thereafter, any repair or maintenance Grantee may perform to poles and wires in, on or under the Licensed Area it shall restore the Licensed Area to the same condition it was prior to the work. Grantor also reserves the right to use the Licensed Area so long as it does not interfere with Grantee's use of the Licensed Area.

Grantee agrees to defend and indemnify Grantor against any claims arising of its, its invitees' or members of the public's, use or maintenance of the Licensed Area.



Grantor has the right to revoke this License Agreement upon sixty (60) day's written notice to Grantee. Grantee will remove all poles and wiring and restore Licensed Area to its original condition within 60 days of the termination of this License Agreement. If Grantee does not restore the area to its original condition it will be liable to Grantor for all costs to remove poles, wiring and other personal property and any additional costs.

Grantee agrees to pay Grantor \$300.00 for attorney's fees at the time of execution of the agreement.

IN WITNESS WHEREOF, the said parties have hereunto set their hands this 8 day of November 2018.

Witness \_\_\_\_\_

\_\_\_\_\_  
Town of Chelsea, by Scott Tilton its Town  
Manager, duly authorized

Witness \_\_\_\_\_

\_\_\_\_\_  
Belgrade Auto, Inc. by its President,  
Ron Goodheart, duly authorized

STATE OF MAINE  
Kennebec, ss.

Date: November 8, 2018

Personally appeared before me the above-named Scott Tilton and acknowledged the foregoing instrument to be his free act and deed in his capacity as Town Manager, and the free act and deed of the Town of Chelsea.

Before me,

\_\_\_\_\_  
Notary Public/Attorney at Law  
My commission expires:

Aaron Cooper  
188 Hallowell Road  
Chelsea, ME 04330

17 OCT 2018

Town of Chelsea  
Select Board  
560 Togus Road  
Chelsea, ME 04330

Dear Select Board,

We respectfully request that the Select Board utilize the name "Traveler's Way" as the road name for the new right-of-way we are creating off of Hallowell Road, replacing 188 Hallowell Road.

Thank You,

Aaron & Emily Cooper



PAUL R. LEPAGE  
GOVERNOR

STATE OF MAINE  
MAINE REVENUE SERVICES  
PO Box 9106  
AUGUSTA, MAINE  
04332-9106

ADMINISTRATIVE & FINANCIAL SERVICES

ALEXANDER E. PORTEOUS  
COMMISSIONER

MAINE REVENUE SERVICES

JEROME D. GERARD  
EXECUTIVE DIRECTOR

September, 2018

Municipal Assessors and Chairman of the Board of Selectmen:

**RE: Preliminary 2019 State Valuation**

Dear Municipal Official(s):

Enclosed you will find a copy of the **preliminary** 2019 State Valuation report for your municipality as prepared by a field representative of the Property Tax Division. This valuation represents the full equalized value of all **taxable** property in the municipality as of **April 1, 2017**. Please note that these figures are preliminary and are being forwarded to you at this time in order to provide for your review and allow time for any contribution of additional comments and/or pertinent data.

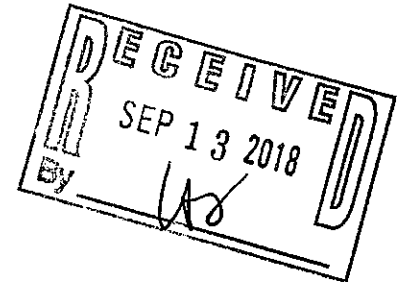
The State Valuation is compiled by determining, through field work and meetings with local officials, the approximate ratio of full value on which local assessments are made, and by then adjusting the local assessed values in accordance with the Rules of Procedure Used to Develop State Valuation (08-125 Chapter 201). State Valuation is a mass appraisal estimate of the 100% market value of all taxable property of a municipality and is established annually by the State Tax Assessor. The enclosed report is comprised of four (4) parts: the Sales Ratio Analysis; State Valuation Analysis (PTF303.4); Report of Assessment Review, a three (3) year comparison (PTF303); and Report of Assessment Review, informational review (PTF303.2).

If after reviewing this report you find any errors or inconsistencies, need clarification or simply wish to discuss the report, please call the Property Tax Division at 624-5600 or fax your concerns to us at 287-6396. Alternatively, you may contact your area field representative from Maine Revenue Service, Property Tax Division directly for the purpose of discussing any additional information pertinent to the preliminary state valuation.

The Proposed 2019 State Valuation Notice will be sent by certified mail on or before September 30, 2018.

Sincerely,

Steven J. Salley,  
Property Appraiser Supervisor



Property Tax Division  
**REPORT OF ASSESSMENT REVIEW**



Municipality	<b>Chelsea</b>		County	<b>Kennebec</b>
	2017	2018	2019	
<b>1. State Valuation</b>	159,350,000	163,400,000	172,800,000	
<b>2. Amount of Change</b>	1,000,000	4,050,000	9,400,000	
<b>3. Percent of Change</b>	0.63%	2.54%	5.75%	
<b>4. Eff. Full Value Rate (line 6d/1)</b>	0.01734	0.0169	0.01745	
<b>5. Local Mill Rate 15-16-17</b>	0.018	0.0181	0.01958	
<b>6a. Commitment 2015-16-17</b>	2,808,162	2,776,584	2,981,213	
<b>6b. Homestead Reimbursement</b>	72,363	108,417	155,152	
<b>6c. BETE Reimbursement</b>	8,023	2,497	8,385	
<b>6d. Total (6a, 6b &amp; 6c)</b>	2,888,548	2,887,498	3,144,750	
<b>6e. % change from prior year (6d.)</b>	7.36%	-0.04%	8.91%	
	2016	2017		
<b>A. Municipal Valuation</b>	153,394,615	152,258,091		
Net Supplements / Abatements	(447,180)	72,170	Amount of Change	Percent of Change
Homestead (Exempt Valuation)	5,989,914	7,924,021		
BETE (Exempt Valuation)	137,952	428,250		
Adjusted Municipal Valuation	159,075,301	160,682,532	1,607,232	1.01%
<b>B. Sales Information</b>				
Sales Period Used	07/15 - 06/16	07/16 - 06/17		
State Valuation	<b>2018</b>	<b>2019</b>	<b>Combined Sales Ratio</b>	<b>87%</b>
# of Sales	59	35		
# of Appraisals				
<b>Residential Study</b>			Percent of Change	
Weighted Average	92%	87%		
Average Ratio	92%	87%	-5.43%	
Assessment Rating	15	14		
<b>Waterfront Study</b>				
Weighted Average				
Average Ratio				
Assessment Rating				
<b>Condominium Study</b>				
Weighted Average				
Average Ratio				
Assessment Rating				
<b>Certified Ratio</b>	100%	100%		

## STATE VALUATION ANALYSIS

Municipality	Chelsea			County	Kennebec	
Municipal Valuation - 2017	100%	Declared Certified Ratio		2019 State Valuation		
LAND			Ratio	Source		
Electrical Utilities (Trans & Dist)		10,629,684	100%	Declaration Value	10,626,225	
Classified Tree Growth	584 ac	194,340	100%	State Rates	194,344	
Classified Farm Land	389 ac	127,933	50%	08-125 CMR	256,450	
Classified Farm Woodland	369 ac	143,690	100%	State Rates	143,692	
Classified Open Space	157 ac	85,312	94%	Adj. Cert Ratio	90,757	
Classified Working Waterfront						
Commercial Lots		1,703,324	94%	Adj. Cert Ratio	1,812,047	
Industrial Lots						
Residential Lots		39,410,204	87%	Combined Study	45,299,085	
Waterfront & Water Influenced Lots						
Condominium Lots						
Working Forest Roads						
Waste Acres	428 ac	32,120	75/ Mun Avg	125/ac SR	53,530	
# Undeveloped Acres	7,304 ac	7,515,800	1029/ Mun Avg	1015/ac SR	7,413,500	
		59,842,407		<b>TOTAL LAND</b>	65,889,630	
BUILDINGS						
	# accts					
Commercial	39	5,643,373	94%	Adj. Cert Ratio	6,003,588	
Industrial						
Residential		78,978,504	87%	Combined Study	90,779,890	
Waterfront & Water Influenced						
Condominiums						
Maine natural gas TIF		2,234,919	100%	Industrial Ratio	2,234,919	
Summit natural gas TIF		4,704,099	100%	Industrial Ratio	4,704,099	
		91,560,895		<b>TOTAL BUILDINGS</b>	103,722,496	
PERSONAL PROPERTY						
	# accts					
Commercial		854,789	94%	Adj. Cert Ratio	909,350	
Industrial						
Other						
		854,789		<b>TOTAL PERSONAL</b>	909,350	
<b>TOTALS</b>		152,258,091			170,521,476	
Adjustments (Net Abates/Supp)		72,170	87%	Combined Study	82,954	
Adjustments (Comm., Ind. & Pers.)						
Homestead (Exempt Valuation)		7,924,021	87%	Combined Study	9,108,070	
BETE (Exempt Valuation)		428,250	94%	Adj. Cert Ratio	455,585	
<b>ADJUSTED TOTAL</b>		160,682,532			180,168,085	
<b>TIF ADJUSTMENTS</b>				<i>TIF Development Program Fund</i>	135,866	(7,381,935)
<b>NET w/ ADJUSTMENTS &amp; TIF</b>						172,786,150
<b>STATE VALUATION</b>						<b>172,800,000</b>

STATE OF MAINE Sales Ratio Analysis - 2019 State Valuation

Municipality

Chelsea

County

Kennebec

1 Year - COMBINED STUDY

Weighted Avg =	87%	=	4,493,213	/	5,145,900
Average Ratio =	87%	=	21.82	/	25
Avg. Deviation =	12	=	423	/	35
Quality Rating =	14	=	12	/	87%

Average Selling Price = \$147,026 2017

Item No.	Class	Date of Sale Month Year	Book	Page	Map	Lot	Name	Selling Price	Assessed Value	Ratio	Dev.
1	R	5 2017	12619	206	14	131		174,500	112,198	0.64	23
2	R	10 2016	12437	113	8	82		165,000	113,880	0.69	18
3	R	9 2016	12428	327	07	71		147,000	103,002	0.70	17
4	R	9 2016	12408	131	11	16		164,000	119,423	0.73	14
5	R	6 2017	12635	158	1	255		177,500	133,409	0.75	12
6	R	2 2017	12543	262	16	94		173,500	133,820	0.77	10
7	R	7 2016	12345	123	3	57		165,000	129,098	0.78	9
8	R	10 2016	12437	54	9	51		198,000	153,732	0.78	9
9	R	5 2017	12601	108	01	165		116,900	90,743	0.78	9
10	R	6 2017	12647	37	13	10		138,500	109,612	0.79	8
11	R	5 2017	12621	214	8	234		150,000	118,266	0.79	8
12	R	8 2016	12371	220	08	160		282,500	229,100	0.81	6
13	R	9 2016	12418	195	09	190		147,500	119,215	0.81	6
14	R	11 2016	12467	217	11	10		186,000	151,903	0.82	5
15	R	6 2017	12632	102	8	54		140,000	114,746	0.82	5
16	R	11 2016	12473	324	6	64		81,250	68,557	0.84	3
17	R	5 2017	12613	193	4	202		225,000	188,983	0.84	3
18	R	10 2016	12448	115	6	024-026		160,000	137,239	0.86	1
19	R	1 2017	12522	12	8	304		139,900	122,144	0.87	
20	R	12 2016	12482	44	7	93		189,900	166,103	0.87	
21	R	2 2017	12538	211	14	151		116,500	103,777	0.89	2
22	R	12 2016	12494	203	15	11		122,900	110,952	0.90	3
23	R	1 2017	12524	63	8	286		136,900	124,253	0.91	4
24	R	6 2017	12634	188	11	28		70,500	67,151	0.95	8
25	R	11 2016	12461	256	1	193		128,000	121,048	0.95	8
26	R	7 2016	12409	63	05	079		108,250	104,893	0.97	10
27	R	10 2016	12438	291	13	154		145,000	140,134	0.97	10
28	R	6 2017	12639	343	01	085		182,500	182,416	1.00	13
29	R	11 2016	12475	125	01	283		132,500	134,179	1.01	14
30	U	4 2017	12583	21	01	259		189,900	198,198	1.04	17
31	R	1 2017	12524	181	4	248		76,000	83,349	1.10	23
32	R	3 2017	12559	61	6	160		100,000	110,375	1.10	23
33	R	7 2016	12368	162	11	38		115,000	133,593	1.16	29
34	R	3 2017	12551	340	1	1		120,000	150,848	1.26	39
35	R	10 2016	12429	285	10	97		80,000	112,874	1.41	54

# Business Equipment Tax Exemption Audit

Municipality: Chelsea

Date: 3/22/2018

County: Kennebec

Municipal Official(s): Shirley Bartlett, assessing agent

**Municipal Valuation - 2017**

**2019 State Valuation**

		<u>Yes</u>	<u>No</u>	<u>Comment(s)</u>
1. Are application(s) available for inspection?	<b>6 of 6</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Are application(s) signed for/approved by the assessor?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Do the equipment date(s) of purchase and/or date(s) put in service meet BETE parameters?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Is the item description sufficient to reasonably determine eligibility under program guidelines?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Does the property qualify for BETE?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Are municipal depreciation schedules evident and uniformly employed?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. Is all BETE value incorporated in the tax commitment book, MVR and Tax Rate Calculation Form (including enhanced reimbursement forms when applicable)?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. Is all qualified property adjusted by the municipal assessment ratio?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Additional Comments:**

Signature: Nancy Weeks  
Field Rep.

REPORT OF ASSESSMENT REVIEW

Municipality

Chelsea

County

Kennebec

I. Valuation System

A. Land: Tax Maps by Sewall
Undeveloped Acreage 1023/ac
Road Frontage as acreage
House lots 20000

Date: 5/26/1973
Undeveloped Lots
Water Frontage na
Other

B. Buildings : Revaluation By: Odonnell

Computerized Records O'Donnell assessing, trio billing

C: Personal Property: Assessed? Y/N yes
Is Cert Ratio Applied? Y/N 100%

Method Used: RCNLD

II. Assessment Records / Condition

Website w/VAL data Y/N yes

Web Address www.chelseamaine.org/assessing

Valuation Book trio
Property Record Cards trio
Veteran Exemption Forms verified

Tree Growth Forms yes
Farm Land Forms yes
Open Space Forms yes

III. Supplements and Abatements

Supplements: Number Made 2
Abatements: Number granted 10
(excluding penalties)

Value Supplemented 263,170
Value Abated (191,000)

IV. Statistical Information

Number of Parcels 980
Taxable Acres 11,250
Population (2010) 2,539

Land Area 12,487
Bog/Swamp 326

V. Assessment Standards

Standards Ratio 98.29% = (2017 Municipal Valuation /2018 State Valuation)
Assessment Quality: Combined 14

Comments or Plans for Compliance:

VI. Audit Information

Municipal Official providing data: Shirley Bartlett, assessing agent

Date(s) of Field Audit: 3/22/2018

VII. Office Review

Recommended by: Nancy Weeks
Field Rep

Checked by: [Signature]

Approved by: [Signature] 9-4-18

Copies Mailed: (date) 9-10-18



CODE OFFICE REPORT  
FOR  
MONTH OF OCTOBER 2018

**PERMITS.**

- Building Permits issued: **6**
- Internal Plumbing Permits issued: **2**
- Septic System Permits issued: **3**
- Certificate of Occupancy Permits issued: **2**
- Floodplain Permits issued: \_\_\_\_\_
- Shoreland Zoning Permits issued: \_\_\_\_\_
- Total Permits Issued: **13**

**INSPECTIONS/PROJECT UPDATES:**

**66 Collins Road:** Met with Janet and her daughter. They were able to clear the requested area from the previous month. I gave her another very specific area to clear before our next scheduled visit in November.

**23 Tasker Road:** On October 27 I met with the contractor that is going to demo the old house. He has an abatement company lined up to dispose of the siding and after its removal he will pull the building down away from the road. He may need until December to completely remove all the debris.

**11 Tasker Road:** I met with Kenneth and he showed me a good-sized area out back that he cleared last month. He is continuing to sort and scrap any metals as he disposes of stuff. I asked him to focus on larger items and get more of the stuff going to the dump out before our next meeting in November.

**353 Hankerson Road:** The property maintenance company recently posted their information here, I contacted them and sent over photos of the mess. They have responded and committed to cleaning it up.

**Spurwink:** Multipurpose building is now complete, certificate of occupancy issued.

**Other:**

**Property reviews:** Property inspections complete. Some properties were not accessed due to postings and owner's denial. At this time these few have not had complaints and there are not any noticeable violations. 44 properties have had issues resolved, 11 properties are still being worked on with follow up visits to be conducted, 1 notice has not hit 30 days, and there has been 1 NOV issued.

Many inquiries into properties for sale by realtors and clients.

6 septic permit inspections and 4 interior plumbing permit inspections.

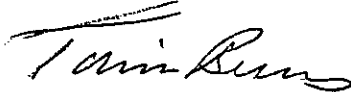
10 follow up site visits related to the property review.

5 site visits requested from residents with questions specific to their property.

Attended Planning Board meeting on October 1<sup>st</sup>.

Research around the ordinances being worked on by the planning board. (minimum lot size, campers, tiny houses)

Respectfully Submitted

A handwritten signature in cursive script that reads "Tonia Burns".

Tonia Burns



October 25, 2018

**Re: Charter Communications – Upcoming Changes**

Dear Municipal Official:

Charter Communications (“Charter”), locally known as Spectrum, is making its customers aware that **effective on or after November 22, 2018**, Viacom is discontinuing its Nick 2 service. Charter carries Nick 2 on Preferred TV channel 260.

Please do not hesitate to contact us if you have any questions.

Sincerely,

Shelley Winchenbach  
Director, Government Affairs  
Charter Communications