

**Town of Chelsea  
Public Hearing Minutes  
Board of Selectmen Meeting Minutes  
July 13, 2011**

**Public Hearing:**

The Public Hearing on the proposed amendments to the Floodplain Ordinance was called to order at 6:00PM by Chairperson Leotsakos.

Time was given for the public to speak.

The Public Hearing was adjourned at 6:10PM

**Regular Meeting:**

**Call to Order:**

The meeting was called to order at 6:31PM by Chairperson Leotsakos.

Selectboard members present included: Linda Leotsakos, Michael Pushard and Benjamin Smith. Interim Manager Scott Tilton was present along with about 25 residents and members of the public. The Towns Attorney arrived at 6:35PM.

**Legal Issues:**

The Board Chair explained that the discussion and vote on scheduling a special town meeting for July 21, 2011 would occur at this time.

A motion was made by Mr. Smith that was seconded by Mr. Pushard to sign a warrant to hold a special Town Meeting for 6:30PM July 21, 2011 at the Togus VA Theatre.

The vote was unanimous.

**Executive Session:**

- B. A motion was made by Mr. Smith that was seconded by Mr. Pushard to go into executive session to discuss a matter with the Towns attorney pursuant to 1MRSA Subsection 405(6)(E). Vote was unanimous. In at 6:35PM.  
Motion by Mr. Smith seconded by Mr. Pushard to come out of executive session. Out at 6:50PM  
No action was taken.

**Consent Agenda:**

- A. A motion was made by Mr. Pushard that was seconded by Ms. Leotsakos to approve the June 22, 2011 Selectboard Minutes as written. The vote was 2-0-1 (Smith).
- B. A motion was made by Mr. Smith that was seconded by Mr. Pushard to approve Accounts Payable Warrants #79 and #80. Vote was unanimous.
- C. A motion was made by Mr. Smith that was seconded by Mr. Pushard to approve Payroll Warrant # 78 and #01.

**Public Comment:**

There was no public comment on any item not already part of the agenda.

**Scheduled Items:**

## A. New Business:

1. The Manager introduced a Volunteer Committee and Boards Appointment Policy. This policy has been used in other communities to encourage more volunteers and to create a fairer membership selection process. The policy includes the use of a short application form. A motion was made by Mr. Pushard that was seconded by Mr. Smith to adopt the policy and application form with minor spelling revisions as presented. The vote was unanimous.
2. The need to adopt a Town Charter was discussed along with the writing and adoption process. A motion was made by Mr. Smith that was seconded by Mr. Pushard to table action on this item to the July 27, 2011 Selectboard Meeting. Vote was unanimous.
3. A motion was made by Mr. Smith seconded by Mr. Pushard to schedule a Board of Assessors Meeting for 6:30PM July 26, 2011 at the Town Office Conference Room. The vote was unanimous.

## B. Old Business:

1. The Interim Manager discussed with the Selectboard his hiring of Full and Part Time Office staff. The new hiring will allow the town on July 26 to put into place more convenient Town Office hours. The new hours will be as follows: Monday – closed, Tuesday 8:30am – 4:30pm, Wednesday 8:30am – 6:00pm, Thursday 8:30am – 4:30pm and Friday 8:30am – 4:30pm. There was discussion about hiring the Interim Manager as the Full time manager. A motion was made by Mr. Pushard that was seconded by Mr. Smith to authorize the Board Chair to negotiate and discuss with the Interim Manager a hiring plan. The vote was unanimous.

**Written Communication:**

- A. The Manager informed the Board of a letter the town received from Time Warner Cable.
- B. The Manager informed the Board of an upcoming Kennebec County Public Hearing.
- C. The Manager informed the Board of a letter from MDOT concerning Sensitive Stream Flow Bridges in the area. Chelsea did not have any bridges on the list provided.
- D. The Manager informed the Board of some minor revisions CMP was making to the Power Reliability Plan.

**Verbal Communication:**

- A. Town Manager – The Manager had nothing to report at this time.
- B. Department Reports – There were no department reports at this time.
- C. Selectboard -  
**Mr. Pushard** informed the Board that he had gotten a call from a landowner on the discontinued portion of the S. Dondero Road regarding another landowner erecting a gate to restrict access.  
**Mr. Smith** had nothing to communicate at this time.

**Ms. Leotsakos** requested that the manager explore the options available in updating the Towns phone system. She also wanted to have the printers that are available be made to print to the desks upon which they sit. She made the other Board members aware of some of the important highlights she obtained at MMA sponsored Elected Officials Workshop. As a result of the recent workshop she went on to request that the Selectboard members mailboxes be relocated from the conference room to the inner office. She requested that an agenda item dealing with a request concerning 30 Hankerson Road be placed on the agenda for July 27, 2011.

**Executive Session:**

- A. A motion was made by Mr. Smith that was seconded by Mr. Pushard to go into executive session to discuss requests to obtain Concealed Weapons Permits pursuant to 1MRSA Subsection 405(6)(F). Vote was unanimous. In at 9:25PM.  
Motion by Mr. Smith that was seconded by Mr. Pushard to come out of executive session. Out at 9:28PM. A motion was made by Mr. Smith seconded by Mr. Pushard to find no reason for the applicants not to be issued a permit. Vote was unanimous.

**Adjournment**

A motion was made to adjourn by Mr. Smith and seconded Mr. Pushard. Ms. Leotsakos declared the meeting adjourned at 9:28PM

Approved by the Chelsea Board of Selectmen on August 10, 2011

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Linda Leotsakos - Chair

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Michael Pushard

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Benjamin Smith