

**Town of Chelsea  
Board of Selectmen Minutes  
June 22, 2011**

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

Board members present were Linda Leotsakos, Michael Pushard and Carole Swan.

There were roughly 20 citizens in attendance.

The Interim Manager presented to the Board a new agenda format. He went on to explain how it was supposed to work and the reasons he wanted to implement it.

**II. Consent Agenda:**

A motion was made by Pushard that was seconded by Swan to approve Payroll Warrant #77, as presented.

A motion was made by Pushard that was seconded by Leotsakos to approve the Selectmen Meeting Minutes of June 8, June 14, June 15 and June 17, 2011. The vote was 2 – 0 – 1 (Swan abstained).

**III. Public Comments:**

A question was asked about the procedure followed when the Selectmen adjourn from Executive Session.

A request was made to have a line item breakdown of the 2011-12 Budget available for citizens.

The Selectmen and public were informed that the Chelsea Elementary School was offering items for sale to public.

**IV. Scheduled Items -**

**A. New Business:**

1. The Selectmen established a list of duties which they wanted the Interim Manager to undertake while working. Duties Included: insuring the Town Office runs smoothly, hire staff, send out tax liens, assist with committing 2011-12 taxes, finalize snow plowing and sanding contracts, assist in the search for a permanent manager, develop an easier to use and administer website and develop a road maintenance plan. No action was taken.
2. The Interim Manager presented the Selectmen with the amounts of cash (property taxes) needing to be collected by the new Tax Collector. No action was taken.
3. The Interim Manager presented the Selectmen with the information and paperwork needed in order to complete the property tax settlement and recommitment process.

A motion was made by Pushard and seconded by Swan to sign and approve the Certificate of Settlement for the collection of property taxes for Angela Gordon. The vote was unanimous.

A motion was made by Pushard and seconded by Swan to sign and approve the Certificate of Recommitment of property tax collection by Scott M. Tilton. The vote was unanimous.

4. The Interim Manager explained to the Selectmen that there has been a lot of interest in the office jobs available with the town. Some interviews have been conducted. A decision could be made as quickly as the week of June 27, 2011. No action was taken.
5. The Interim Manager informed the Selectmen and those in attendance that Absentee Ballots were ready and available. No action was taken.

**B. Old Business:**

There was no old business at this time.

**V. Written Communication:**

There was no written communication to be shared with the Selectmen at this time.

**VI. Legal Issues:**

The Interim Manager informed the Selectmen of a small error in the Floodplain Management Ordinance. The error in the date needs to be corrected in order for the ordinance to take effect. A Special Town Meeting needs to be held and the change in date approved. A motion was made by Swan that was seconded by Pushard to schedule a Public Hearing for 6PM on July 13, 2011. The vote was unanimous.

**VII. Verbal Communication:**

A. Board of Selectmen

Carole Swan has nothing to communicate at this time.

Michael Pushard asked that the new agenda be modified slightly so that the Selectmen's verbal communication would follow the Manager and Department Heads.

Linda Leotsakos expressed her thanks publicly to the City of Augusta for making members of their staff available to Chelsea during this difficult time. She also wanted to thank the individuals who have volunteered to assist in cleaning the town office.

B. Town Manager

The Selectmen were informed that the gravel roads had been graded and that the work was satisfactory. The manager informed the Selectmen that access had been obtained to the computers and the files. The manager informed everyone that he was now authorized to sign town checks.

C. Department Heads had nothing to communicate.

**VIII. Executive Session:**

There was no executive session.

A motion was made to adjourn by Swan and seconded Pushard. Leotsakos declared the meeting adjourned at 7:48PM

Approved by the Chelsea Board of Selectmen on July 13, 2011

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Linda Leotsakos

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Michael Pushard

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Carole Swan – No formal position with Town effective July 1, 2011