

# Town of Chelsea, Maine

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# CHARTER

Adopted by Citizens of the Town of Chelsea at the June 2013 Town Meeting.

Effective date: July 1, 2013

CHELSEA, MAINE  
MUNICIPAL CHARTER  
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## PREAMBLE

The voters of Chelsea approved the establishment of a Charter Commission at a town meeting on November 8, 2011. At this election, Chelsea's citizens voted (507-178) to establish a Charter Commission to explore development of a Municipal Charter. Consistent with state law, three (3) members (Peter Hanson, Elizabeth Larrabee and Benjamin Smith) were appointed by the Board of Selectmen to serve on the Charter Commission. A special town meeting and election was held on March 27, 2012 at which time the following six (6) individuals were elected to serve on the Charter Commission: Barbara Skehan, Charles Skehan, Richard Danforth, Scott Ludwig, Elizabeth Cousins, and Maria Jacques. An initial organizational meeting was held on April 24, 2012 at which time the Charter Commission elected Benjamin Smith, Peter Hanson and Maria Jacques as Chair, Vice-Chair and Secretary, respectively. A public meeting was held on May 22, 2012 at which time the Charter Commission received input, opinions and views from members of the public on a new Municipal Charter.

Over the following months, the Charter Commission met regularly to discuss, draft and revise charter provisions. The Charter Commission made every effort to be responsive to the will and suggestions of the community, while remaining creative and unbiased in their presentation of a charter for the voters to adopt. Many existing charters from other communities were reviewed. The objective of the Charter Commission was to look at many possible ideas and use them as the basis for developing the best working charter for the Town. Also paramount among the Charter Commission's goals was to craft a document that would continue to provide needed guidance and direction to municipal officers, officials, and the general public while being flexible and capable of adapting to changing needs as Chelsea grows and evolves. To this end, the Town of Chelsea Municipal Charter (Charter) provides a means by which voters can monitor and evaluate local government performance and, if necessary, the means to change direction.

A Preliminary Report and Draft Municipal Charter were issued on February 1, 2013. Public hearings were held in accordance with 30-A M.R.S.A. §2103(5) on February 11 and March 11, 2013. Amendments were made in response to public comments and a Final Report and proposed Municipal Charter was filed with the Board of Selectmen on April 24, 2013. Citizens adopted the Municipal Charter at the June 2013 Town Meeting by a vote of 364 – 45.

Henceforth, this Charter will refer to the Town of Chelsea as "the Town," "Statute" will mean the Maine Revised Statutes Annotated, and "Registered Voters" shall mean Registered Voters of the Town of Chelsea.

## **1.0 POWERS OF THE TOWN**

### **1.1 INCORPORATION**

The inhabitants of the Town, within the territorial limits established by law, shall continue to be a body corporate and politic under the name "Town of Chelsea."

### **1.2 FORM OF GOVERNMENT**

The form of government provided by this Charter shall be Town Meeting/Board of Selectmen/Town Manager.

### **1.3 POWERS OF THE TOWN**

The Town shall have all powers possible for a municipality to have under the constitution and laws of Maine. The powers of the Town under this Charter shall be construed liberally in favor of the Town, and no mention of particular powers in the Charter shall be construed to be exclusive or as limiting in any way the general powers of the Town.

### **1.4 INTERGOVERNMENTAL RELATIONS**

The Town may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with any one or more states or civil divisions or agencies thereof, or of the United States or any agencies thereof to the extent permitted by law.

### **1.5 FISCAL YEAR**

The fiscal year for the Town shall be July 1 – June 30. All new terms of office commence on the first day of the fiscal year.

## **2.0 ELECTED OFFICERS**

The offices to be filled by the voters will be:

- a. Town Meeting Moderator (Section 3.0)
- b. Board of Selectmen (Section 4.0)
- c. Board of Appeals (Section 9.1)
- d. Board of Assessment Review (Section 9.2)

e. Budget Committee (Section 9.3)

f. Planning Board (Section 9.4)

## **2.1 ELIGIBILITY**

Registered Voters shall be eligible to hold elective office. However, no selectman may hold any other elected office. Planning Board members cannot concurrently serve on the Board of Appeals.

## **2.2 NOMINATION PROCEDURE**

Except as otherwise provided, the number of signatures of voters required to place the name of a candidate for any town office on the official ballot for use at any town election shall not be less than twenty-five (25) nor more than one hundred (100). Adjustment to be made in accordance with 30-A M.R.S.A. §2528.

## **2.3 ELECTION**

The annual election of town officials shall be held in June of each year, in conjunction with the annual town meeting, in accordance with Statute.

### **2.3.1 WRITE-IN CANDIDATES**

Write in candidates must receive a minimum of twenty-five (25) votes to be elected. If no candidate receives twenty-five (25) write-in votes, then a vacancy shall be declared.

Vacancies in elected offices shall be filled by the Board of Selectmen as provided under Section 9.0.

## **2.4 COMPENSATION**

Elected town officials shall receive compensation as may be provided for that purpose by appropriation annually.

## **2.5 VACANCY OF OFFICE**

The office of an elected official shall be vacant upon death, resignation, non-acceptance of office, incompetence, permanent disability that impairs the essential functions of the job, failure to maintain eligibility for the position or removal from office in any manner authorized by law or by this Charter.

### **3.0 TOWN MEETING MODERATOR**

At each Town Meeting, a Moderator shall be elected by secret ballot as prescribed by Statute.

### **4.0 BOARD OF SELECTMEN**

#### **4.1 ELIGIBILITY**

Only Registered Voters of the Town shall be eligible to hold the office of Selectmen. Selectmen shall reside in the Town and be at least eighteen (18) years of age.

No selectman shall hold any other elected town office, any town position for which compensation is provided, except for the Fire Department, or any other full or permanent part-time town employment during the term for which he or she is elected to the Board of Selectmen except as permitted under Section 13.5. No former selectman shall hold any compensated town office or be employed in any town department, except for the Fire Department, for at least one (1) year after the resignation or expiration of the term for which he or she was elected.

#### **4.2 COMPOSITION AND TERM OF OFFICE**

There shall be three (3) Selectmen elected by Registered Voters of the Town for staggered terms of three (3) years each.

Upon a vacancy of a member of the Board of Selectmen during his or her term the remaining Selectmen shall execute a warrant setting a special Town Meeting within 45 days.

All Selectmen holding office as of the adoption of this Charter shall continue to hold office for the remainder of their elected terms.

#### **4.3 COMPENSATION**

Selectmen shall be compensated at a rate adopted by the Annual Town Meeting and shall receive reasonable expenses incurred in the course of their official duties as may be approved by a majority of the Board of Selectmen.

#### **4.4 INDUCTION AND ORGANIZATIONAL MEETING**

Within fourteen (14) days of the commencement of each fiscal year, the members of the newly constituted Board of Selectmen

shall meet and they shall organize, to the extent possible, as follows:

- a. to elect a Board Chairman and Vice-Chairman; and
- b. to establish time and place for regular Board of Selectmen meetings and give appropriate notice thereof to the public.

#### **4.5 GENERAL POWERS AND DUTIES**

The Board of Selectmen, as a body, shall exercise all administrative and executive powers of the Town, except as otherwise provided by this Charter or the Constitution and Laws of the State of Maine. A principal function of the Board of Selectmen is to establish and execute goals, policies, and strategies for the best interests of the Town.

#### **4.6 MEETING PROCEDURE**

The Board of Selectmen shall hold regular meetings at least once a month. Special meetings, those meetings that are not regularly scheduled, may be called by the Chairman and shall be publicly noticed in the same manner as regular meetings. Emergency meetings, those meetings that circumstances dictate must be held in less than forty-eight (48) hours, may be called by the Chairman upon providing no less than twelve (12) hours notice to each member. When emergency meetings are called, the press shall be notified. All meetings of the Board of Selectmen shall be open to the public, reserving to the Board of Selectmen the right to recess for the purpose of holding discussion in an executive session as permitted by Statute. Any final action taken by the Board of Selectmen shall be taken in public session. Selectmen shall keep minutes of their proceedings which shall summarize all motions, proposals, resolutions and other actions taken by the Board of Selectmen. Minutes shall be provided to the Town Clerk within seven (7) days of approval and made available to the public in the Town Office. Voting shall be by a show of hands or voice vote and shall be recorded in the minutes of the Board of Selectmen. Two (2) members of the Board of Selectmen shall constitute a quorum for the transaction of business. A majority of the entire Board of Selectmen shall be necessary to take any action binding on the Town. In accordance with 30-A M.R.S.A. §2602 (7), if fewer than two (2) members of the Board are in office or fewer than two (2) members are available to serve, the remaining member has the explicit authority to sign a warrant for a special Town Meeting to elect selectmen or conduct other necessary Town business.

#### **4.7 NON-INTERFERENCE**

Except for the purpose of inquiry, the Board of Selectmen shall deal with the administrative services solely through the Town Manager. Selectmen, individually or as a Board, shall not give orders to any subordinate of the Town Manager, either publicly or privately.

#### **4.8 FILLING OF VACANCIES**

If a vacancy in the office of a Selectman occurs when there are more than forty-five (45) days remaining before the next regular Town Meeting, the remaining Selectmen shall call a special Town Meeting for election to fill such vacancy. If the vacancy occurs when less than forty-five (45) days remain before the next regular Town Meeting, the Board of Selectmen may use their discretion as to whether a special Town Meeting is needed to fill such a vacancy. If at any time two (2) or more vacancies occur at the same time on the Board of Selectmen, a special Town Meeting for election shall be held within thirty (30) days to fill such offices. If the Board of Selectmen fails to call the Town Meeting in accordance with this section, or in the event that all three (3) offices on the Board of Selectmen are vacant, the aforementioned Town Meeting shall be called by the Town Clerk.

#### **4.9 ENUMERATION OF RESPONSIBILITIES**

The power and duties of the Board of Selectmen shall include, but not be limited to, the following:

- a. Overseers of the Poor;
- b. Provide for an annual audit pursuant to Statute;
- c. Appoint the Town Manager;
- d. Confirm appointments of town officials, members of the boards, committees, agencies, and positions as provided by Statute and Charter;
- e. Propose to the Town Meeting the enactment or repeal of ordinances which require approval by a Town Meeting;
- f. Adopt, amend, or repeal ordinances, regulations, and policies which do not require approval by a Town Meeting;

- g. Provide for the granting of licenses and permits for the conduct of any business in accordance with Statute;
- h. Recommend a budget and provide an up-to-date statement of accounts for the Annual Town Meeting;
- i. Oversee all activities within the Town government;
- j. In the absence of a specific ordinance, adopt purchase procedures providing for the delegations of purchasing authority, within defined categories and limits;
- k. Obtain professional services on behalf of the Town;
- l. Enact emergency regulations and ordinances as may be permitted by Statute;
- m. Appoint ad hoc advisory or study committees as the need may arise and charge them with specific duties; and
- n. Serve as Assessors of the Town, pursuant to Statute.

## **5.0 TOWN MANAGER**

### **5.1 QUALIFICATIONS**

The Town Manager shall be chosen by the Board of Selectmen on the basis of character and executive and administrative qualifications with special reference to actual experience in, or knowledge of, accepted practice in respect to the duties of the office hereinafter set forth. It is expected that the Town Manager possess a degree from an accredited four-year college or university program in public administration or a related field, and at least five (5) years of experience as chief administrative officer in a municipal government; or any equivalent combination of experience and training. The Town Manager must be bondable.

The Town Manager must have:

- a. Thorough knowledge of municipal management and community problems;
- b. Thorough understanding of administrative organization, design, and evaluation;

- c. Thorough knowledge of financial administration and the design of financial accounting and reporting systems;
- d. Thorough knowledge of the theory and practice of public personnel administration;
- e. Thorough knowledge of municipal government programs and decision-making process;
- f. Working knowledge of State and Federal programs;
- g. The ability to communicate effectively both orally and in writing and be versed in the use of basic computer software;
- h. The ability to listen to others;
- i. Conflict resolution skills;
- j. The ability to direct and supervise others and to delegate;
- k. The ability to organize and use time effectively;
- l. The ability to give and accept constructive criticism;
- m. A positive and direct approach in striving to achieve results, and be able to motivate others to act through persuasiveness; and,
- n. The ability to act independently, creatively and without precedent in the face of problems.

## **5.2 POWERS AND DUTIES**

The Town Manager shall:

- a. Be the chief executive and administrative official of the Town;
- b. Be responsible to the Board of Selectmen for administration of all departments and offices over which the Board of Selectmen has control;
- c. Oversee the execution of all laws and ordinances of the Town;
- d. Serve as Treasurer, Road Commissioner, Tax Collector, General Assistance Administrator, Deputy Town Clerk and

Deputy Registrar of Voters and as the head of any department under the control of the Board of Selectmen when so directed by the Board of Selectmen;

- e. Appoint, subject to confirmation by the Board of Selectmen, and supervise the heads of the departments when the department is not headed by the Town Manager under Section 5.2.d;
- f. Have exclusive authority to appoint, hire or remove, in accordance with the Town's Personnel Policy, any persons the Town Manager is authorized by law to appoint or hire, such as the Town Clerk and Deputy Town Clerk, and report all removals to the Board of Selectmen;
- g. Appoint, supervise, and control all town officials whom the Town Officers are required by law to appoint, except that the Town Manager may delegate this authority to a head of a department, and report all appointments to the Board of Selectmen for confirmation;
- h. Act as the purchasing officer for all municipal departments except for the Fire Department;
- i. Prepare and submit a proposed annual Municipal Budget no later than February 15 of each year in accordance with the financial policies and procedures established by the Board of Selectmen, the annual capital improvement program and annual financial and administrative reports to the Board of Selectmen and be responsible for the administration of the annual Municipal Budget and capital improvement program after their adoption;
- j. Attend all meetings of the Board of Selectmen unless agreed to by the Selectmen, prepare its agendas, and provide supporting documents and information pertinent to agenda items;
- k. Make recommendations to the Board of Selectmen in regard to the efficient operation of the Town;
- l. Keep the Board of Selectmen and the residents of the Town informed as to the financial condition of the Town;

- m. Maintain contact with the public by handling suggestions, complaints, and information requests, and act as a resource, insofar as possible, for residents and taxpayers who have problems or concerns regarding community/municipal issues;
- n. Make application for State, Federal, and other grants for the benefit of the Town, as approved by the Board of Selectmen; and
- o. Perform such duties as may be prescribed by this Charter or required by the Board of Selectmen, not inconsistent with this Charter.

### **5.3 ABSENCE OF THE TOWN MANAGER**

In the event of the Town Manager's extended absence, the Board of Selectmen shall appoint a qualified individual to perform the duties of the Town Manager until such time as the Town Manager returns or is replaced.

### **5.4 RESIGNATION OR REMOVAL**

In the case of resignation or removal from office, the Town Manager shall forfeit all duties and appointments.

## **6.0 TOWN CLERK**

### **6.1 QUALIFICATIONS**

The Town Clerk shall hold or obtain Maine State Certification within the first year of appointment and must be bondable.

Applicant must have a high school diploma or equivalent experience involving maintenance and preparation of records, supplemented by courses in business education or office procedures, or any equivalent combination of experience and training.

Applicant must have thorough knowledge and understanding of the duties of Town Clerks, modern office procedures, practices and equipment, including use of computers.

### **6.2 DUTIES**

The Town Clerk is responsible for administrative and clerical work, and the custody of Town records. Work involves extensive public contact.

In addition to statutory duties, the Town Clerk shall:

- a. Keep available in the Town Office minutes of all Town boards and committees for public review;
- b. Perform general office functions deemed appropriate by the Town Manager;
- c. Validate official documents, oversee posting of official notices and advertisements, record papers with Federal and State Government as received;
- d. Issue various licenses and permits such as marriage, hunting, fishing, and dog licenses, and maintain all related records;
- e. Maintain records of births, deaths, marriages, burials and send periodic reports to the State of Maine Office of Vital Statistics and issue certified copies of same;
- f. Prepare and maintain all records for the Maine Department of Inland Fisheries and Wildlife and serve as the Town's Agent to the Maine Department of Inland Fisheries and Wildlife;
- g. Serve as Assistant Town Manager in the absence of the Town Manager and assist the Town Manager with various special projects;
- h. Participate in the collection of various taxes including excise and property taxes;
- i. Compute excise tax on applicable property and keep and process records of the same;
- j. Administer all elections including scheduling and appointing ballot clerks, order and prepare ballots, issue absentee ballots, process and record ballots and report election results, and accept voter registration;
- k. Collect monies, answer inquiries, and issue and validate nomination papers at Town Office; and
- l. Perform related duties as required.

### **6.3 COMPENSATION**

The Town Manager shall establish the compensation for the Town Clerk.

### **6.4 GENERAL**

**6.4.1** The Town Clerk shall be appointed for a term of one (1) year by the Town Manager. All reappointments shall also be for a one (1) year term. Reappointment is not an expectation but will be considered based on performance.

**6.4.2** The Town Clerk's principal place of business shall be in the municipal offices and at times agreed upon by the Board of Selectmen and the Town Manager.

## **7.0 ASSESSORS' AGENT**

The Selectmen shall hire an Assessors' Agent.

### **7.1 QUALIFICATIONS**

The Assessors' Agent shall hold or obtain a valid Maine Assessor's Certificate.

### **7.2 DUTIES**

The Assessors' Agent shall assist in appraising or assessing real and personal property for taxation within the Town, and administer and maintain all records of the assessing program.

### **7.3 COMPENSATION**

The Board of Selectmen shall annually hire and set the compensation for the Assessors' Agent.

## **8.0 APPOINTED OFFICERS/OFFICIALS**

In addition to those provided for elsewhere in this Charter, the following officers/officials shall be appointed by the Town Manager subject to confirmation by the Board of Selectmen. Said appointments shall be acted upon within thirty (30) days following the Annual Town Meeting. Terms of office for appointed positions shall run concurrently with the fiscal year. No elected municipal officer or official shall hold appointed office under this section unless the law or ordinance creating the appointed office so requires or allows.

### **8.1 ANIMAL CONTROL OFFICER(S)**

#### **8.1.1 QUALIFICATIONS**

The Animal Control Officer(s) shall have or obtain the required State Certification as per Title 7 M.R.S.A. §3947.

#### **8.1.2 DUTIES**

The Animal Control Officer(s) shall perform all statutory duties and other duties as may be directed by the Town Manager with the approval of the Board of Selectmen.

#### **8.1.3 COMPENSATION**

The compensation of the Animal Control Officer(s) shall be determined by the Town Manager with the approval of the Board of Selectmen.

### **8.2 CODE ENFORCEMENT OFFICER/BUILDING INSPECTOR/HEALTH OFFICER**

#### **8.2.1 QUALIFICATIONS**

The Code Enforcement Officer shall have State Certification as a Code Enforcement Officer and State Certification as a local Plumbing Inspector.

The Code Enforcement Officer must have:

- a. Knowledge of all types of building construction, materials, methods and stages in construction;

- b. Knowledge of methods and techniques of inspection, checking plans, and blueprint specifications;
- c. Knowledge of, or an ability to properly interpret, building and environmental codes;
- d. Ability to communicate effectively, orally and in writing, and the ability to follow through on jobs to their completion;
- e. Ability to complete difficult inspection work and to deal fairly and effectively with the public.
- f. Ability to recognize any condition hazardous to health and safety and to determine appropriate corrective measures;
- g. Ability to establish effective working relationships with property owners and Town officials under adverse or strained conditions;
- h. Ability to work in all types of adverse weather conditions;
- i. Ability to perform inspections on a variety of existing and new structures including dwelling units and commercial businesses; and,
- j. Ability to attend meetings when requested by the Planning Board or the Board of Selectmen.

### **8.2.2 DUTIES**

- a. Duties as set forth by Statute or ordinance;
- b. Review applications for land use permits and serve as staff support to the Town Planning Board. Attend Planning Board meetings at the request of the Planning Board Chair;
- c. Perform duties of the Building Inspector, including, inspecting construction work of new and existing structures, and buildings damaged by fire to determine compliance with codes, and inspecting housing units to ensure compliance with minimum standards for safety and health;

- d. Inspect all internal and external plumbing for compliance with the State's Plumbing Code;
- e. Prepare accurate inspection reports which summarize general conditions, indicate defects noted and prescribe proper corrective action(s). In most cases, an informal hearing is held with the owner or manager to make them aware of problem(s);
- f. Maintain active and accurate development plans, indexes, and individual case files;
- g. Receive any environmental health complaints and investigate to determine proper procedure for abatement of the hazard(s) or nuisance(s);
- h. Assign 9-1-1 house numbers and update 9-1-1 maps as required;
- i. In the absence of another individual appointed by the Board of Selectmen, perform duties of Local Health Officer, prepare reports as required, and make and prepare permanent records; and
- j. Perform related work as required.

### **8.2.3 COMPENSATION**

The compensation of the Code Enforcement Officer/Building Inspector/Health Officer shall be determined by the Town Manager with the approval of the Board of Selectmen.

## **9.0 BOARDS, COMMITTEES, AND DEPARTMENTS**

Terms of office for appointed positions shall run concurrently with the fiscal year. Appointments may be revoked based on violations of Section 13 and its subsections.

Members of each Board and Committee and alternate members, when applicable, shall be residents and Registered Voters of the Town of Chelsea, at least eighteen (18) years of age, and shall be neither a Selectman, nor an employee of the Town of Chelsea.

Any vacancy on a Board or Committee within this section shall be filled within thirty (30) days by appointment by the Board of Selectmen. The

appointed member shall serve until the next Annual Town Meeting, at which time the remainder of a vacated elected term shall be filled by election or appointment. The word "vacancy" applies also when no candidate is duly elected to fill the office.

The Secretary of each Board and Committee shall keep minutes of each meeting. Minutes shall be provided to the Town Clerk within seven (7) days of approval and made available to the public in the Town Office. Minutes shall summarize all motions, proposals, resolutions and other final actions taken by the Board or Committee.

The Board of Selectmen has the authority to set-up ad hoc committees as necessary.

Before assuming the duties of office, a town official or deputy shall be sworn in by the moderator in open town meeting, by the clerk, or by any other person authorized by law to administer an oath, including a notary public or dedimus justice.

## **9.1 BOARD OF APPEALS 30-A M.R.S.A. §2691**

### **9.1.1 QUALIFICATIONS**

Members shall have knowledge and/or demonstrated interest in the responsibilities and duties of a Board of Appeals.

### **9.1.2 COMPOSITION**

The Board of Appeals shall consist of five (5) members for staggered terms of three (3) years each. Each is elected by the Registered Voters of the Town. Members shall annually elect their Chairman, Vice-Chairman, and Secretary.

### **9.1.3 DUTIES 30-A M.R.S.A. §2691**

The duties and procedures are governed by Maine Statute and ordinances of the Town.

## **9.2 BOARD OF ASSESSMENT REVIEW 30-A M.R.S.A. §2526 (6)**

### **9.2.1 QUALIFICATIONS**

Members shall have knowledge and/or demonstrated interest in the responsibilities and duties of a Board of Assessment Review.

### **9.2.2 COMPOSITION**

The Board of Assessment Review shall consist of five (5) members for staggered terms of three (3) years each. Each is elected by the Registered Voters of the Town. Members shall annually elect their Chairman, Vice-Chairman, and Secretary.

### **9.2.3 DUTIES 30-A M.R.S.A. §2526 (6)**

The duties and procedures are governed by Maine Statute and ordinances of the Town.

## **9.3 BUDGET COMMITTEE**

### **9.3.1 QUALIFICATIONS**

Members shall have knowledge and/or demonstrated interest in the responsibilities and duties of a Budget Committee.

### **9.3.2 COMPOSITION**

The Budget Committee shall consist of seven (7) members. Three (3) members are elected for staggered terms of three (3) years by the Registered Voters of the Town at the annual Town Meeting. Four (4) members shall be appointed annually by the Board of Selectmen within forty-five (45) days after the annual Town Meeting.

### **9.3.3 DUTIES**

The duties and procedures are governed by Maine Statute and ordinances and policies of the Town.

A quorum will be satisfied with five (5) Budget Committee members present and voting.

It shall be the duty of the Budget Committee to meet within sixty (60) days following the annual Town Meeting for an organizational meeting to elect a Chairman, Vice-Chairman, and Secretary.

The Budget Committee shall meet at least quarterly throughout the fiscal year to review the fiscal status as it relates to income and expenditures. The Budget Committee shall meet with the Board of Selectmen, Town Manager, and Department Heads to review the proposed annual budget.

The Budget Committee shall, by majority vote of the committee members present and voting, make recommendations regarding each warrant article having a financial impact whether at the Annual Town Meeting or at a Special Town Meeting.

The Budget Committee shall be present at the annual Town Meeting and at any Special Town Meeting having a financial impact on the Town, and when requested by the Board of Selectmen.

The Budget Committee shall review the long range Capital Improvement Plan for the Town and its annual fiscal impact.

The Budget Committee shall annually review the report of the auditor and make recommendations for meeting the needs identified by the auditor.

#### **9.4 PLANNING BOARD**

##### **9.4.1 QUALIFICATIONS**

Members shall have knowledge and/or demonstrated interest in the responsibilities and duties of a Planning Board.

##### **9.4.2 COMPOSITION**

The Planning Board shall consist of seven (7) members for staggered terms of three (3) years each. Each is elected by the Registered Voters of the Town. Members shall annually elect their Chairman, Vice-Chairman, and Secretary.

##### **9.4.3 DUTIES**

The duties and procedures are governed by Maine Statute and ordinances of the Town.

#### **9.5 CEMETERY MAINTENANCE COMMITTEE**

##### **9.5.1 QUALIFICATIONS**

Members shall have knowledge and/or demonstrated interest in the responsibilities and duties of a Cemetery Maintenance Committee.

## **9.5.2 COMPOSITION**

The Cemetery Maintenance Committee shall consist of five (5) members with staggered three (3) year terms. Members are appointed by the Board of Selectmen. Members shall meet at least annually. Members shall annually elect their Chairman, Vice-Chairman, and Secretary.

## **9.5.3 DUTIES**

The duties and procedures are governed by Maine Statute and the Town of Chelsea Cemetery Maintenance Ordinance.

## **9.6 ROAD ADVISORY COMMITTEE**

### **9.6.1 QUALIFICATIONS**

Members shall have knowledge and/or demonstrated interest in the responsibilities and duties of a Road Advisory Committee.

### **9.6.2 COMPOSITION**

The Road Advisory Committee shall consist of five (5) members for staggered terms of three (3) years. Each is appointed by the Chelsea Road Commissioner and subject to approval by the Board of Selectmen. Members shall annually elect their Chairman, Vice-Chairman, and Secretary.

### **9.6.3 DUTIES**

The duties and procedures are governed by Maine Statute, Ordinances, and policies of the Town.

The Road Advisory Committee shall review the long range road maintenance plan for the Town and its annual fiscal impact and make recommendations to the Chelsea Road Commissioner.

## **9.7 FIRE DEPARTMENT**

### **9.7.1 PURPOSE**

The Fire Department, as recognized by the Board of Selectmen, primary purpose is fire prevention and control.

### **9.7.2 PREROGATIVES**

The Fire Department is responsible for the selection, training, and organization of its own membership.

### **9.7.3 ORGANIZATION**

The Fire Department shall elect a Chief from its membership to be appointed by the Board of Selectmen for a one (1) year term. The Fire Department shall select other officers or positions from its membership.

### **9.7.4 COMPENSATION**

Compensation for the Fire Chief and members of the Fire Department shall be determined annually by the Board of Selectmen.

## **10.0 ANNUAL AND SPECIAL TOWN MEETINGS**

An annual Town Meeting shall be held in June of each year. This will coincide with any State election being held. All annual and special Town Meetings shall be duly called in accordance with the provisions of the Statutes.

A notification of any annual or special Town Meeting shall be posted on the Town's website and otherwise made available to Registered Voters of the Town at least seven (7) days prior to that meeting. The notification shall also name the location of the distribution points where the warrant for the meeting is available.

In order for any Special Town Meeting to be opened, a minimum of twenty-five (25) Registered Voters must be present.

## **11.0 MUNICIPAL ELECTIONS AND TOWN MEETINGS**

### **11.1 ELECTIONS**

Regular elections for any elected office, except as otherwise provided herein for the filling of vacancies, shall be held at the annual Town Meeting. Nominations for these offices shall be in accordance with the general laws of the State of Maine and this Charter.

## **11.2 CONDUCT OF MUNICIPAL ELECTIONS AND TOWN MEETINGS**

The provisions of 30-A M.R.S.A. §2528 *et seq.*, relating to the qualifications of voters, the registration of voters, the nomination for any office, the manner of voting, the duties of elected officials, and all other particulars relative to preparation for the conducting of and the management of Town Meetings, so far as they may be applicable, shall govern all municipal elections and Town Meetings.

## **12.0 ENACTMENT OF ORDINANCES**

The Town may enact, amend or repeal ordinances for all purposes authorized or permitted under the Constitution of Maine and Statute, including, without limitation ordinances promoting the general welfare, preventing disease, providing for the public health and safety, and restricting the use of real property by zones as provided by the Statutes.

Proposed ordinances to be presented to the voters of the Town shall be written by or under the direction of the Board of Selectmen, except as provided by ordinance existing at the time of adoption of this Charter, in such fashion as they shall deem necessary and enacted by the Town in the following manner.

A proposed ordinance may be brought before a Town Meeting on the Warrant, either at the direction of the Board of Selectmen to include it, or by petition procedures duly established by the laws of this State, and any proposed amendment to the ordinances of the Town shall be established and enacted in accordance with the provisions for such action as the same are set forth within the ordinances of the Town, as the same shall be amended from time to time.

One copy of the proposed ordinance shall be certified by the Board of Selectmen to the Town Clerk as required by ordinances or Statute to be preserved as a public record and copies shall be made available for distribution to the voters by the Town Clerk as well as at the time of Town Meeting.

The subject matter of the proposed ordinance shall be reduced to the question, "*Shall an ordinance entitled (Title) be enacted?*"; and shall be submitted to the Town Meeting for action as an article in the Warrant or as a question on a secret ballot.

The Board of Selectmen may, by majority vote, enact ordinances for the regulation of vehicular traffic and for the promotion of public safety on public ways as they deem necessary following proper posting in a local newspaper seven (7) days before the hearing is held.

Except as provided above, provisions of this section shall not apply to ordinances which may be enacted by the Board of Selectmen as provided by Statute.

### **13.0 GENERAL PROVISIONS: CONFLICT OF INTEREST, FORFEITURE, RECALL AND REMOVAL FROM OFFICE**

#### **13.1 CONFLICT OF INTEREST**

**13.1.1** In accordance with Title 30-A M.R.S.A. §2605, any municipal officer or official of the Town, elected or appointed, who himself or herself or any family member, close friend or business associate, has any financial interest, direct or indirect, or by reason of ownership of stock in any corporation, in any contract with the Town, or in the sale of any land, material, supplies, or services to the Town or who is a contractor supplying the Town with services or material shall make known the interest and shall refrain from voting upon or otherwise participating in his or her capacity as an officer or employee in making such sale or the making or performing of such contract.

**13.1.2** Any municipal officer or official of the Town who willfully conceals such financial interest or willfully violates the requirements of this section shall be guilty of malfeasance in office or position and shall forfeit such office or position immediately upon a determination of malfeasance by the Board of Selectmen as hereinafter provided under Section 13.2.2.

**13.1.3** Any violation of this section, with the knowledge, expressed or implied, of the person or corporation contracting with or making a sale to the Town, shall render the contract or sale voidable by the Board of Selectmen.

## **13.2 FORFEITURE OF OFFICE**

**13.2.1** An municipal officer or official, elected or appointed, shall forfeit his or her office or be subject to a recall or forfeiture proceedings as hereinafter provided if such person:

- a. lacks, at any time during his or her tenure of office, any eligibility or other qualifications for the office prescribed by this Charter or by law;
- b. intentionally violates any expressed prohibition of this Charter;
- c. fails to fulfill the requirements of his or her office, including, but not necessarily limited to, failure to attend three (3) or more consecutive regular meetings without being excused beforehand or actively participate in the functioning of the board or committee;
- d. is indicted or convicted of a felony or is indicted or convicted of any other offense which prevents them from fulfilling their obligation as a municipal officer or official; or
- e. is banned by a court of law from attending meetings or carrying out their duties of office as prescribed herein.

**13.2.2** Upon any allegation of charges of conflict of interest or violation of the provisions set forth under Section 13.2.1, the Board of Selectmen shall hold a hearing to determine if there is any malfeasance or violation of the provisions set forth under Section 13.2.1. Forfeiture and immediate removal of office shall require a majority vote of the Board of Selectmen. In the event that the Board of Selectmen fail to take any action or vote for forfeiture and removal of office, the Registered Voters of the Town may initiate recall proceedings in accordance with the provisions set forth under Section 13.3.

## **13.3 RECALL OF ELECTED OFFICERS AND OFFICIALS - REMOVAL FROM OFFICE**

**13.3.1** Any elected officer or official of the Town may be recalled and removed from elective office by the Registered Voters of the Town as hereinafter provided.

Recall may be used when an elected official has violated any of the conflict of interest or forfeiture of office provisions set forth under Sections 13.1 and 13.2.

**13.3.2** Any twenty-five (25) Registered Voters of the Town may make and file with the Town Clerk an affidavit containing the name of the officer or official whose removal is sought and a general statement of the reasons why such removal is desired because of any violations of the provisions set forth under Sections 13.1 and 13.2.

a. The Town Clerk shall prepare and sign a petition for such removal, a copy of said affidavit and general statement either included thereon or attached thereto, which shall be impressed with the official Town Clerk's seal, dated, and addressed to the Board of Selectmen containing the name of the officer or official whose removal is sought.

b. The petition shall be available only at the Town Clerk's office during normal business hours for thirty (30) days and shall be signed only by residents of the Town in the presence of the Town Clerk or Deputy Town Clerk. Every signature shall include the address of the registered voter, indicating the street and number or other description sufficient to identify such address, such as tax map and lot number.

**13.3.3** The recall petition, to be effective, must be signed by a number of Registered Voters of the Town equal to at least twenty-five percent (25%) of the votes cast at the previous gubernatorial election.

**13.3.4** At the expiration of the said thirty (30) days, the Town Clerk shall declare the petition closed and shall certify the petition within five (5) days thereafter.

**13.3.5** The petition and certificate shall be submitted to the Board of Selectmen at their next meeting. The Board of Selectmen shall forthwith give written notice to said official of the receipt of said petition and certificate.

**13.3.6** If the official sought to be removed does not resign within five (5) days of receiving such notice, the Board of Selectmen shall within ten (10) days of the receipt of the

Town Clerk's certificate, order an election to be held within thirty (30) days. The Board of Selectmen shall schedule a public hearing, upon public notice as provided for Town Meetings, to be held within seven (7) days prior to the date of said election. At said hearing, which shall be presided over by a moderator, the petitioners and the officer or official whose recall is sought shall be provided opportunity to present reasons for or against recall.

**13.3.7** The incumbent official shall continue to perform the duties of the office until the results of the recall election are certified. If not recalled, the official shall continue in office for the remainder of the unexpired term, subject to subsequent recall only as provided in Section 13.3.8. If recalled in the voting, the official shall be deemed removed upon the certification of the voting results and may not seek election to any municipal office for a period of at least three (3) years from the date of such recall.

**13.3.8** No recall petition shall be filed against an official within six (6) months after such official takes office, nor, in the case of an official subjected to a recall vote and not removed thereby, until at least twelve (12) months after such vote.

#### **13.4 REMOVAL OF APPOINTED OFFICIAL OR EMPLOYEE**

Any official, department head, or employee appointed by the Town Manager may be removed by him at any time after written notice pursuant to the Town's Personnel Policy (Section 5.2.f).

#### **13.5 HOLDING OTHER OFFICE**

Neither the Board of Selectmen, Town Clerk, nor Assessors' Agent shall hold appointed positions in the Town as listed under Sections 8.0 and 9.0, with the exception of members of the Fire Department, unless the law or ordinance creating the appointed office requires or allows it. During Budget Committee deliberations, if any member of the Budget Committee is also a member of another board or committee or the Fire Department, such member shall make such fact known and refrain from any discussion or voting on matters relating to the Fire Department or such other board or committee unless allowed to do so by a majority vote of the Budget Committee.

## **14.0 AMENDMENT OF CHARTER**

This Charter may be revised or amended according to Title 30-A M.R.S.A §§ 2102, 2104, and 2105.

## **15.0 AMENDMENT OF STATE STATUTES**

Any reference herein to the statutes of the State (M.R.S.A.) is made to those statutes of the State in effect as of the effective date of this Charter, together with any amendments to said statutes occurring after the date of enactment of this Charter.

## **16.0 TRANSITION PROVISIONS**

### **16.1 ADMINISTRATIVE OFFICERS**

All elected and appointed positions shall continue in office and in the performance of their duties until the expiration of their term, or until their successor is duly elected or appointed in accordance with the provisions of this Charter.

### **16.2 EXISTING CONTRACTS**

All rights, actions, proceedings, prosecutions, and contracts of the Town or any of its departments pending or unexecuted when this Charter goes into effect and not inconsistent herewith, shall be enforced, continued, or completed in all respects as though begun or executed hereunder.

### **16.3 ORDINANCES**

All ordinances of the Town in force at the time of this Charter takes effect, not inconsistent with the provisions of this Charter, shall continue in force until amended or repealed.

## **17.0 STATE AND MUNICIPAL LAWS**

All Town ordinances, resolutions, orders, and regulations which are in force when this Charter becomes fully effective are repealed to the extent that they are inconsistent or interfere with the effective operation of this Charter or of ordinances or resolutions adopted pursuant thereto. To the extent that the Constitution and laws of the State permit, all laws relating to or affecting this Town or its agencies, Officers, or employees which are in force when this Charter becomes fully effective are superseded to the extent that they are inconsistent or interfere with the effective operation of this Charter or of

ordinances or resolutions adopted pursuant thereof.

All meetings of any municipal boards or committees, whether regular, special, or emergency, shall be in accordance with Statute.

#### **18.0 SEVERABILITY**

If any portion of this Charter is held invalid or unconstitutional, this decision shall not affect the validity of the remaining portions thereof. If the application of this Charter or any of its provisions to any person or circumstances is held invalid, the application of the Charter and its provisions to other persons or circumstances shall not be affected thereby.

If any provision of this Charter is held invalid by reason of any conflict with State or Federal law, the provisions of the applicable State or Federal law shall automatically become incorporated in this Charter in place of the invalid Charter provision.

#### **19.0 EFFECTIVE DATE**

The Charter shall be adopted at the conclusion of the Town Meeting at which an affirmative vote for the enactment occurs and shall become effective on the first day of the next succeeding municipal year, except that the new Charter provisions pertaining to elections shall take effect upon adoption.