

**Town of Chelsea  
Regular Meeting of the Planning Board**

**At Chelsea Town Office  
August 13, 2018**

**Members Present:** Andrea Smith  
Maria Jacques  
Scott Arnold  
Richard Condon  
Hank Mastrianno  
Carol Belanger  
Sherri Truman

**Guests:** Tonia Burns, CEO  
Lee Burns

**Call to Order:**

The meeting was called to order by Andrea Smith at 7:00 pm.

**Public Comment:**

There was no public comment

**New Business**

Elections: The first order of business was to elect officers of the Planning Board.

President: Andrea Smith (nominated by Hank M. and Dick C.), vote unanimous  
Vice President: Hank Mastrianno (nominated by Maria J. and Andrea S), vote unanimous  
Secretary: Maria Jacques (nominated by Andrea S. and Dick C.), vote unanimous

Chelsea Charter and Planning Board Ordinance Inconsistency: The Planning Board discussed the inconsistency between the Chelsea Town Charter and the Planning Board Ordinance regarding membership and terms. The Ordinance has regular members and alternate members. The Charter just has seven elected members. This was discussed at the last Board of Selectmen's meeting. Maria J., who was on the Charter Commission, said that the change was purposeful. She read aloud from an inconsistency clause in the Charter that appeared to make the Charter supersede the Ordinance language. The Board agreed to move forward as is until a legal opinion was provided to the Selectmen.

Work Priorities for Planning Board: Andrea S. provided a memo from the Town Manager that suggested the Planning Board review the existing Minimum Lot Size Ordinance and the

Certificate of Occupancy Ordinance. It also decided that a new ordinance dealing with Tiny Houses and Campers as Residences be developed. The scope of work for each ordinance was discussed at length by the Board but no decision was made as to which would be worked on first or if subcommittees should be formed so more than one could be worked on at once. Also discussed was a way to gather input including direct mail, Facebook, email and getting a notice in the tax bill insert the Board of Selectmen were drafting. The idea was to hold a public forum at 6:30 p.m. prior to the start of the regularly scheduled Planning Board Meeting to solicit input on what we should work on first and any input on the three ordinances given priority. The Planning Board agreed to hold the forum. The Planning Board also agreed to have Andrea S. contact the town manager to see if we could get a notice in the tax bill insert encouraging the public to attend future forums and come to our meetings.

### **Old Business**

There was no old business

### **CEO Corner**

Tonia Burns reported 21 Cabins project was done and that the Spurwink expansion was targeted to be done by the end of the month.

### **Review of April 9, 2018 Minutes:**

Hank Mastrianno made a motion to approve the draft minutes of the April 9, 2018 Planning Board Minutes. Maria Jacques seconded the motion. The motion carried.

### **Next Meeting**

The next regular meeting will on September 10, 2018. It will begin with a Public Forum at 6:30 pm. and the regular meeting immediately following.

### **Adjournment**

The meeting was adjourned at 8:11 pm.