

**Town of Chelsea  
Board of Selectmen Meeting Minutes  
July 27, 2011**

**Regular Meeting:**

**Call to Order:**

The meeting was called to order at 6:34PM 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.

**Consent Agenda:**

- A. A motion was made by Mr. Smith that was seconded by Mr. Pushard to approve Payroll Warrant #02 in the amount of \$1,820.31. The vote was unanimous.
- B. A motion was made by Mr. Smith that was seconded by Mr. Pushard to approve Accounts Payable Warrants #03 in the amount of \$206,925.56. Vote was unanimous.
- C. A motion was made by Mr. Smith that was seconded by Mr. Pushard to approve Accounts Payable Warrant #04 in the amount of \$1,354.95. Vote was unanimous.

**Public Comment:**

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

**Scheduled Items:**

**A. New Business:**

- 1. A motion was made by Mr. Smith and seconded by Mr. Pushard to appoint Robert St. Pierre to the positions of CEO, Health Officer, E911 Addressing Officer and Local Plumbing Inspector in the Town of Chelsea until June 30, 2012. Vote was unanimous.
- 2. A motion was made by Mr. Pushard and seconded by Mr. Smith to appoint Cynthia Burnham to the positions of Deputy Clerk, Deputy Treasurer, Deputy Tax Collector, Deputy GA Administrator and Registrar of Voters in the Town of Chelsea until June 30, 2012. Vote was unanimous.
- 3. A motion was made by Mr. Pushard and seconded by Mr. Smith to appoint Shawn Ramage to the position of Fire Chief in the Town of Chelsea until June 30, 2012. Vote was unanimous.
- 4. A motion was made by Ms. Leotsakos and seconded by Mr. Pushard to appoint Chris Martinez to the position of Animal Control Officer in the Town of Chelsea until June 30, 2012. Vote was unanimous.
- 5. The Fire Department requested permission from the Selectboard to conduct the controlled burn of a structure after obtaining a release from the building's owner. A motion was made by Mr. Smith and seconded by Mr. Pushard to approve the request pending the proper completion and signing of the Hold Harmless form and the property owner getting the appropriate documents completed and giving them to the town. The vote was unanimous.

6. The Selectboard was presented with a plan from the Interim Manager to prequalify vendors interested in plowing and sanding town roads for 2011-12. A motion was made by Mr. Pushard that was seconded by Ms. Leotsakos to accept the prequalification process and the associated documents and timeframe. The vote was unanimous.

**B. Old Business:**

1. The Interim Manager discussed with the Selectboard a DEP After the Fact Permit the Town has received for work a Town contractor had done for the town that drained a wetland. The Permit outlined the damage that had been done and steps the town now needed to undertake to stabilize the situation. The work had been done at a location on the Windsor Road. The steps required included the paying an amount ILF of \$ and construction of a berm and installation of a culvert. A motion was made by Mr. Smith and seconded by Ms. Leotsakos to table action concerning payment of the fine while other options are explored but to move ahead with the construction of berm and culvert. Vote was unanimous.
2. The draining of pond by a contractor working for the town was discussed. The pond was located at 30 Hankerson Road. The current owners of the property expressed their points of view and explained a letter they had sent in June 2011 requesting something be done to restore the pond. A motion was made by Mr. Smith that was seconded by Mr. Pushard to table action on this item until further information can be obtained. Vote to table was unanimous.
3. The Manager reviewed with the Selectboard the 2011-12 PSAP Agreement between the Maine Dept. of Public Safety and the Town of Chelsea. A motion was made by Mr. Smith and seconded by Ms. Leotsakos to approve the agreement and authorize the Town Manager to sign on behalf of the Town. Vote was unanimous.
4. The Manager reviewed with the Selectboard the 2011 through 2013 Kennebec Valley Humane Society Agreement. A motion was made by Ms. Leotsakos and seconded by Mr. Smith to approve the two year agreement and authorize the Town Manager to sign on behalf of the Town. Vote was unanimous.
5. The Manager explained to the Selectboard the need to hire a vendor to clean the town office. A price from Heart's Cleaning had received. The Selectboard asked the manager to obtain at least two more bids. A motion was made by Mr. Smith that was seconded by Ms. Leotsakos to table action on this item until the next meeting and two other bids have been obtained.

**Written Communication:**

- A. The Manager informed the Board of an invitation the Town received from RCM inviting them to an Open House on July 29, 2011
- B. The Manager informed the Board of the recently received MDOT Urban/Rural Initiative Program (URIP) Certification Request and it's completion.

**Legal Issues:**

- A. The Selectboard were presented with a ballot containing the slate of officers seeking election to the MMA Executive Committee. Mr. Smith made a motion that was seconded by Ms. Leotsakos to cast the towns vote for the slate of officers as recommended by the MMA Nominating Committee. The vote was unanimous.

- B. The Manager presented the Selectboard with a request to borrow \$88,320 in Tax Anticipation Notes. A motion was made by Mr. Smith and seconded by Mr. Pushard to adopt the TAN resolution as prepared by the Town's Bond Counsel. The vote was unanimous.
- C. The Selectboard was presented with a notification from SVRSU 12 of a recent School Board reapportionment in accordance with 2010 Census population changes. No action was taken.
- D. There was discussion on the need for an Order to begin the process for adopting a Town Charter. A motion was made by Mr. Smith and seconded by Ms. Leotsakos that the municipal officers of the Town of Chelsea hereby order that the adoption of a new municipal charter be considered and therefore provide for the establishment of a Charter Commission to carry out that purpose as set forth in 30-A M.R.S.A. Subsection 2102 et seq. The vote was unanimous.

**Verbal Communication:**

- A. Town Manager – The Manager reported on a few items.
- B. Department Reports – There were no department reports at this time.
- C. Selectboard -

**Mr. Pushard** informed the Board that he has road issue to discuss with the manager. He explained to the Board that he had gotten a call from Mrs. Burns on the Townhouse Road about her inability now to target practice on her land because of the location of the new buildings belonging to the Montessori School. He asked about the status of the town audits.

**Mr. Smith** had nothing to communicate at this time.

**Ms. Leotsakos** informed the Board that even though she was not pushing to be Board Chair again it was the time of year for the selection of a Chair.

**Mr. Smith made a motion that was seconded by Mr. Pushard to elect Linda Leotsakos Selectboard Chair. Vote was 2-0-1(Leotsakos).**

She went on to remind everyone that the Kennebec Journal has a section of the paper reserved for Government Notices and she would like to have current listing for Chelsea sent in for publication. She wanted to make sure that citizens were being given plenty of opportunity to apply for Board and Committee vacancies. She publicly thanked Rick Danforth for the recent assessing help he provided. She informed the Selectboard of the mapping issues caused by the many splits created by the CMP transmission line widening.

**Executive Session:**

A. A motion was made by Mr. Smith that was seconded by Mr. Pushard to go into executive session to discuss a legal matter pursuant to 1MRSA Subsection 405(6). Vote was unanimous. In at 9:23PM.

Motion by Mr. Smith that was seconded by Mr. Pushard to come out of executive session. Out at 10:00PM. No action was taken. Selectboard will move forward with contract negotiations with Scott Tilton, Interim Manager.

**Adjournment**

A motion was made to adjourn by Mr. Smith and seconded Mr. Pushard. Ms. Leotsakos declared the meeting adjourned at 10:01PM.

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