

**Town of Chelsea
Charter Commission Meeting Minutes
March 26, 2013, 6:30 pm
Chelsea Town Office**

Members Present:

Barbara Skehan, Charles Skehan, Rick Danforth, Peter Hanson, Ben Smith, Maria Jacques, Beth Cousins, Scott Ludwig

Excused:

Elizabeth Larrabee,

1. Call to Order

The meeting was called to order at 6:33 p.m. by Ben Smith.

2. Approval of Minutes—March 11 Public Hearing Minutes and March 11 Meeting Minutes

Barb Skehan made a motion to accept the Public Hearing Minutes of the March 11 and the Chelsea Charter Commission Meeting Minutes of March 11. Beth Cousins seconded the motion. The motion carried.

3. Additional Review of Final Edits/Amendments to Proposed Municipal Charter and Draft Final Report

Ben Smith discussed an email received from Scott Tilton regarding the deadline of December 1 to provide a Municipal Budget (Article 5.2.i) as being unrealistic. Members discussed the current process and decided to change the date to February 15 of each year.

Next, the group discussed the compensation of the Fire Chief and other members as it was not currently identified as to the process as to who was responsible for it. The Commission decided to add that compensation for the Fire Chief and members of the Fire Department shall be determined annually by the Board of Selectmen.

Maria Jacques was asked to add the public hearing information to the preamble as it was described in the draft final report.

Under 4.0 Board of Selectmen, there was discussion as to a residency requirement for a selectman. Ben Smith said he would clarify this with the Town attorney.

The Commission discussed whether the duties of the Board of Selectmen should be changed in light of the fact that the Charter requires the Town to hire an Assessors' Agent. In the end, the Commission decided that no change was needed.

Under 6.3, the Commission decided to clarify that the Town Manger shall establish the compensation of the Town Clerk.

Other changes were non-substantive edits. The Commission gave permission to Ben Smith and Maria Jacques to review the document for style and format. Ben Smith would then send it to the attorney requesting he write a letter regarding his review as required by statute.

The Commission then reviewed the draft final report. Changes were made to make it consistent with the proposed final Charter.

4. Other Business

The next meeting of the Chelsea Charter Commission was scheduled for April 8, 2013 at the Chelsea Town Office.

5. Adjournment

Scott Ludwig moved to adjourn, which was seconded by Peter Hanson. Ben Smith declared the meeting adjourned at 8:30 p.m.