

**Town of Chelsea  
Charter Commission Meeting  
June 5, 2012, 6:30 PM  
Chelsea Town Office  
Minutes**

**Members Present:**

Barbara Skehan, Charles Skehan, Elizabeth Larrabee, Rick Danforth, Peter Hanson, Ben Smith, Maria Jacques, Elizabeth Cousins,

**1. Call to Order**

The meeting was called to order at 6:37 p.m. by Ben Smith.

**2. Approval of the Minutes**

Betty Larrabee moved to approve the April 24, 2012 minutes. It was seconded by Rick Danforth. The motion carried by a unanimous vote.

Barbara Skehan made a motion to approve the minutes of the Public Hearing held May 22, 2012. It was seconded by Betty Larrabee. Discussion: Beth Cousins asked why some comments of the Charter Commission members were not recorded. Ben Smith explained the purpose of the meeting was to record the comments of members of the public. The motion carried by a unanimous vote.

**3. Discussion of Comments from Public Hearing**

The Commission discussed various comments offered by citizens at the recent public hearing. All agreed more investigation and discussion was needed regarding whether Chelsea should have a 3 or 5 member Select Board. There also seemed to be strong sentiment regarding the need for a recall provision.

**4. Review of other Town Charters**

Ben Smith asked for comments from members regarding the sample town charters that had been provided for their review. All members thought the Charter of the Town of Arundel seemed like a good "template." The Commission then proceeded to go through that charter noting areas and language that that seemed to fit well based on Commission members' goals and comments by the public. Members also identified other areas that would need to be eliminated, or in the least, modified in order to fit Chelsea's needs. The Commission also noted areas that would benefit from intensive review by a subcommittee.

**5. Creation of Sub Committees**

The Commission decided to establish the following three subcommittees to conduct further research on charter provisions using the Town of Arundel's charter as a model: boards and committees (and fire department), conflict of interest/recall, and duties and qualifications of town manager, town clerk, CEO and other employees. Members volunteered for the following subcommittee assignments. :

Boards and Committees—Skip and Barb Skehan and Scott Ludwig<sup>1</sup>

Conflict of Interest/Recall—Betty Larrabee, Rick Danforth, and Pete Hanson

Duties of Town Manager, CEO, Town Clerk and Other Paid Employees---Ben Smith, Beth Cousins, Maria Jacques

A motion was made by Peter Hanson to establish the subcommittees and assign members as noted above. Betty Larrabee seconded the motion. The motion carried.

## **6. Scheduling of Next Meeting**

The Commission scheduled its next meeting for July 16, 2012 at 6:30 p.m. in the Chelsea Town Office.

## **7. Other Business**

There was no other business

## **8. Adjournment**

Betty Larrabee made a motion to adjourn. Maria Jacques seconded the motion. The motion carried and the meeting adjourned at 9:16 p.m.

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<sup>1</sup> Mr. Ludwig did not volunteer for this subcommittee as he was not present at the meeting, but was selected to serve on this subcommittee subject to his agreement.