

**Town of Chelsea  
Charter Commission Public Meeting  
July 16, 2012, 6:30 PM  
Chelsea Town Office**

**Members Present:**

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

**1. Call to Order**

The meeting was called to order at 6:34 p.m. by Ben Smith, Chairman.

**2. Approval of the Minutes**

Elizabeth Cousins made a motion to approve the June 5, 2012 minutes. It was seconded by Barbara Skehan. The motion carried.

**3. Subcommittee Reports**

Town Manager, Town Clerk, and Other Employee Subcommittee:

Elizabeth Cousins reported that they used Arundel as a starting place. They merged current job descriptions with duties listed in this charter that they thought were most appropriate. The subcommittee distributed a draft of the section. Rather than review it at the meeting, the Commission decided to give members time to read it and discuss it at the next meeting.

Boards and Committees Subcommittee

Scott Ludwig said they used Arundel's charter as a starting place. Arundel did not list the duties just referred to the ordinance or Maine Law. They did not go through the duties of the Selectmen but thought we would want to. There was discussion about whether there were Ordinances missing from the Town website. Scott Ludwig said he'd call the town manager to get any that were missing regarding Boards or Committees. Barb Skehan said she liked the idea of defining the role of a school advisory board. They promised a draft by the next meeting.

Recall and Conflict of Interests Subcommittee

Rick Danforth said they will meet July 16th and they will likely use Arundel as a starting place but there are parts of the Sabattus Charter he also liked. Peter

Hanson mentioned that there did not seem to be much of a process outlined in the charters we reviewed regarding the process for forfeiture of office.

#### **4. Discussion of Preliminary Timeline for Completions of Preliminary Report**

The Commission discussed the following preliminary timeline in order to allow for consideration by voters of a new municipal charter in June 2013.

Issuance and Distribution of Preliminary Report	January 18, 2013
First Public Hearing <sup>1</sup>	February 6, 2013
Second Public Hearing <sup>2</sup>	April 3, 2013
Final Report to Board of Selectmen	May __, 2013 ( <u>at least 35 days prior to election</u> ).
Printing of final report, copies to be made available at Clerk's office, and Posting of Report in manner of proposed ordinances	May __, 2013 ( <u>two weeks prior to election</u> ).
Secret Ballot Vote by Town on New Municipal Charter	June __, 2013

The Commission noted that there are legal requirements for what the reports must contain and how they are distributed. Ben Smith noted that we must have the town's attorney review the preliminary and final report. In addition, under Maine law, elections governing the adoption of charter amendments or new municipal charters must be by secret ballot in accordance with 30-A M.R.S.A. §§ 2528-2532.

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<sup>1</sup> Notice of this public hearing must include posting and publication in a newspaper of general circulation 10 days prior to the public hearing or on or before **January 27, 2012**.

<sup>2</sup> Given the 10 day notice requirement for public hearings relating to the charter commission, posting of notice of this public hearing and publication in a newspaper of general circulation (KJ) must occur 10 days prior to the public hearing or on or before **March 24, 2012**.

The Commission discussed following meeting dates in order to advance the charter process and allow the Commission to meet the preliminary timeline:

August 1, 2012, 6:30 p.m.,Chelsea Town Office  
August 13, 2012, 6:30 p.m.,Chelsea Town Office  
September 5, 2012, 6:30 p.m.,Chelsea Town Office  
September 25, 2012, 6:30 p.m.,Chelsea Town Office

## **5. Discussion of Any Additional Subcommittee Assignments**

Subject to revisiting, the Commission decided that no further subcommittee assignments were necessary at this time to further Commission business.

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

The Commission scheduled its next meeting for August 1, 2012 at 6:30 p.m. in the Chelsea Town Office.

## **7. Other Business**

There was no other business

## **8. Adjournment**

Peter Hanson moved to adjourn, which was seconded by Barbara Skehan. Ben Smith declared the meeting adjourned at 8:06 p.m.