

**Town of Chelsea  
Charter Commission Public Meeting  
August 1, 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.

**2. Approval of the Minutes**

Peter Hanson made a motion to approve the July 16, 2012 minutes. It was seconded by Barbara Skehan. The motion carried.

**3. Preliminary Discussion of Recommendations of Charter Commission Subcommittees**

Town Manager, Town Clerk, and Other Employee Subcommittee:

The Commission reviewed the draft section provided by the subcommittee. Maria Jacques will incorporate all changes and provide a revision by the next meeting.

Boards and Committees Subcommittee

The subcommittee on Boards and Committees provided a draft but had questions for the larger group so that it could continue its work. Questions included whether we currently had a Road Advisory Committee. The subcommittee was asked to try to define the appointment process, terms, duties for each board and committee as well as the composition of each board/committee. The Subcommittee will not be recommending a separate advisory board to Chelsea's members of Regional School Unit Board of Directors at this time. The question of the structure and framework of the Board of Assessors or whether those duties would be assumed by a different individual such as an assessor's agent will be left to the broader group. The subcommittee may recommend that, as part of the preamble to the section dealing with boards and committees, there will be a requirement for each board or subcommittee to provide minutes to the Town Clerk once approved.

## Recall and Conflict of Interests Subcommittee

There was no discussion on this item. Peter will send out a revised version of the conflict of interest/recall section prior to the next meeting.

### **4. Scheduling of Next Meeting**

The Commission scheduled its next meeting for August 13, 2012 at 6:30 p.m. in the Chelsea Town Office.

### **5. Other Business**

There was no other business

### **6. Adjournment**

Barbara Skehan moved to adjourn, which was seconded by Peter Hanson. Ben Smith declared the meeting adjourned at 9:22 p.m.