

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

Members Present:

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

Excused:

Ben Smith, Elizabeth Larrabee

1. Call to Order

The meeting was called to order at 6:43 p.m. by Peter Hanson.

2. Approval of the Minutes

Rick Danforth made a motion to approve the August 13, 2012 minutes. A second was offered by Barbara. Discussion followed of some changes in the discussion of the Boards and Committees Subcommittee. Rick Danforth amended his motion to incorporate the changes. The motion carried. Maria Jacques said she would provide the revised minutes to the Commission.

3. Preliminary Discussion of Recommendations of Charter Commission Subcommittees

A. Town Manager, Town Clerk, and Other Employees Subcommittee:

The Commission reviewed a draft of the Town Manager, Town Clerk and other employee section. There were minor edits but agreed the duties of each should be in the active voice. A requirement to provide proof of automobile insurance was added to the Town Manager qualifications. There is still an open question as to what other roles the Town Manager fills (6.2.d). The section about Appointed Officers/Officials needs to be reviewed for accuracy. The Commission streamlined the duties of the Code Enforcement Officer because they seemed duplicative.

B. Boards and Committees Subcommittee

The Commission reviewed a revised draft of the Boards and Committees section. The consensus was that the Board of Assessment Review would have (5) members and no alternates.

The Budget Committee would have seven members, three elected at the town meeting and four appointed by the selectman. A quorum for the Budget Committee would be five. There was language added to require the Budget Committee be present at the Annual Town Meeting and any other Special Town Meeting with fiscal impact.

It was agreed that the Planning Board should have seven members with no alternates. They would be elected and serve staggered three-year terms

The Cemetery Maintenance Committee would have five members with staggered three year terms.

There were no changes to the Road Advisory Committee.

The group agreed that there should be language authorizing the Board of Selectmen to create Ad Hoc Committees as needed.

C. Recall and Conflict of Interest Subcommittee

The Commission agreed to hold further discussion of this section until the next meeting.

4. Scheduling of Next Meeting

The Commission scheduled its next meeting for September 25, 2012 at 6:30 p.m. in the meeting room of the Chelsea Town Office.

5. Other Business

There was no other business though it was noted that additional meetings will need to be scheduled at the next meeting.

6. Adjournment

Rick Danforth moved to adjourn, which was seconded by Scott Ludwig. Peter Hanson declared the meeting adjourned at 9:08 p.m.