

**Town of Chelsea
Charter Commission Meeting Minutes
January 15, 2013, 6:30 PM
Chelsea Town Office**

Members Present:

Barbara Skehan, Charles Skehan, Rick Danforth, Scott Ludwig, Peter Hanson, Ben Smith

Excused:

Elizabeth Larrabee, Maria Jacques, Beth Cousins

1. Call to Order

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

2. Approval of the Minutes

Rick Danforth made a motion that the Commission approve the January 15, 2013 Charter Commission Minutes, which was seconded by Charles Skehan. All members present voted in favor of approving the minutes, and the motion carried.

3. Review and Edits to Charter and Preliminary Report and Drafts Reviewed by Town Attorney

The Commission reviewed the suggestions made by the Town Attorney. Members agreed to many of the suggested edits by the Town attorney, including, additional language under the following areas: Section 2.5 – Vacancy in Office, Section 4.1 – Eligibility (requiring citizens holding office to be at least 18 in accordance with Maine law), Section 4.4 – Induction and Organizational meeting (providing that the new BOS shall meet within 14 days of the commencement of the new fiscal year), Section 4.6 – meeting procedure (clarifying the types of meeting, required notice, and the explicit authority for one selectman to act in the absence of a quorum of members if necessary to sign a warrant for a special town meeting or conduct other necessary business), as well as Sections dealing with the qualifications and duties of the Town Manager, Town Clerk, and CEO. The Commission also made changes to portions of Section 13, the recall provisions in the Charter in order to require specific conduct that would give rise to citizens rights to seek recall of an elected office. The Commission also discussed other non-substantive or typographical edits to other portions of the Charter, the preliminary report and the preamble to the Charter.

4. Scheduling of Next Meeting

The Commission scheduled its next meeting for **January 24, 2013, at 6:30 p.m.** in the meeting room of the Chelsea Town Office.

5. Other Business

The Commission did not address any other business.

6. Adjournment

Rick Danforth moved to adjourn, which was seconded by Barb Skehan. Ben Smith declared the meeting adjourned at 8:24 p.m.