

**Town of Chelsea
Charter Commission Meeting Minutes
January 2, 2013, 6:30 PM
Chelsea Town Office**

Members Present:

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

Excused:

Elizabeth Larrabee, Peter Hanson, Scott Ludwig

1. Call to Order

The meeting was called to order at 6:39 p.m. by Ben Smith.

2. Approval of the Minutes

Barb Skeehan made a motion that the Commission approve the December 17, 2012 minutes, which was seconded by Rick Danforth. The motion carried unanimously.

3. Additional Review of Edits of Proposed Charter Revisions

The Commission made a few minor edits to the latest draft of the Charter. Maria Jacques was asked to make the discussed edits by January 4, 2013 so that Ben Smith can provide it to the Town attorney for review.

4. Review of Drafts of Preliminary Report Sections

The Commission reviewed the first draft of the preliminary report. Edits were made for consistency and style. Maria Jacques was asked to draft an opening to the report. Barb Skehan and Rick Danforth will make the required edits to their sections and then forward the copy to Maria Jacques who will add the opening. Ben Smith will then prepare it for review for the Town attorney. The goal is to get the attorney's input prior to the Commission's next meeting.

5. Scheduling of Next Meeting

The Commission scheduled its next meeting for **January 15, 2013, at 6:30 p.m.** in the meeting room of the Chelsea Town Office.

6. Other Business

The Commission discussed the upcoming public hearing. The date of the hearing will be picked at the next meeting but should be in early February. Distribution of the draft and notice of the public hearing will include such methods as Facebook, the Town of Chelsea website, an article in the Kennebec Journal, the Town Office and other routine locations such as local stores.

7. Adjournment

Rick Danforth moved to adjourn, which was seconded by Barb Skehan. Ben Smith declared the meeting adjourned at 8:13 p.m.