

**Town of Chelsea
Charter Commission Meeting Minutes
January 24, 2013, 6:30 PM
Chelsea Town Office**

Members Present:

Barbara Skehan, Charles Skehan, Rick Danforth, Peter Hanson, Ben Smith, Maria Jacques, Beth Cousins

Excused:

Elizabeth Larrabee, Scott Ludwig

1. Call to Order

The meeting was called to order at 6:38 p.m. by Ben Smith.

2. Approval of the Minutes

Barb Skehan made a motion that the Commission approve the January 15, 2013 Charter Commission Minutes, which was seconded by Rick Danforth. All members present voted in favor except Beth Cousins and Maria Jacques who abstained.

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

Ben Smith led the Commission through the disposition of the suggestions previously provided by the Town Attorney. The "Establishment" language that Scott Ludwig had objected to was removed. The Conflict of Interest section was modified so that it applies to municipal officers or officials whether elected or appointed. The forfeiture of office section was amended similarly. Following the conclusion of the Cemetery Committee Meeting, Beth Cousins and Peter Hanson joined the meeting. Ben Smith reviewed what the Commission had already covered. Under 4.1, an exclusion was made to allow an elected official to serve contemporaneously on the Fire Department. 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.

Beth Cousins made a motion to allow Ben Smith and Maria Jacques to prepare a final preliminary report for issuance. It was seconded by Rick Danforth. All voted in favor and the motion carried.

4. Scheduling of Next Meeting and Dates for Issuance of Preliminary and Final reports and Dates for Public Hearings

The Commission agreed on the following schedule:

Issue the preliminary draft charter report	February 1, 2013
1st Hearing	February 11, 2013
2nd Hearing (if needed)	March 11, 2013
Issue final charter report to Board of Selectmen	May 1, 2013

The Commission noted that the public hearing must be noticed in the newspaper at least 10 days prior to the hearing. Ben Smith said he would send the Town Manager the language for the notice and ask him to take care of it.

There was additional discussion regarding distribution of the report which will include at a minimum the Town website, the two stores in town, the town office, and a copy to each of the chairs of the various Boards and Committees.

5. Other Business

The Commission did not address any other business.

6. Adjournment

Barb Skehan moved to adjourn, which was seconded by Rick Danforth. Ben Smith declared the meeting adjourned at 8:02 p.m.