

**Town of Chelsea  
Charter Commission Public Meeting  
October 17, 2012, 6:30 PM  
Chelsea Town Office  
Minutes--Draft**

**Members Present:**

Charles Skehan, Ben Smith, Peter Hanson, Scott Ludwig, Maria Jacques, Rick Danforth

**Excused:**

Barbara Skehan, Elizabeth Larrabee; Elizabeth Cousins

**1. Call to Order**

The meeting was called to order at 6:44 p.m. by Ben Smith.

**2. Approval of the Minutes**

Scott Ludwig made a motion to approve the October 4, 2012 minutes. A second was offered by Peter Hanson. The motion carried.

**3. Review and Discussion of Additional charter Provisions Not Already Considered or Reviewed by Charter Sub-Committees**

The group discussed various sections contained in the Charter for the Town of Arundel. As with the reviews that had occurred under the subcommittees, the Commission as a whole felt that the Arundel Charter was very straight forward, accessible, and would provide good guidance and authority for the Town of Chelsea and future generations. The group reviewed the following sections contained at the beginning of the sample Arundel Charter: Powers of the Town, Elected Officers, Town Meeting Moderator and Selectmen. (A Preamble will need to be developed a later date.)

The Commission agreed to recommend adopting the Powers of the Town Charter section as presented in the Arundel Charter, subject to some modifications. Members of the Commissions agreed that elected officers should include the Town Meeting Moderator, the Board of Selectmen, the Budget Committee, the Planning Board, the Assessors' Review board and the Board of Appeals. Members also agreed that selectmen should be prohibited from holding any other elected office and a member of the Planning Board should not concurrently be a member of the Board of Appeals. Under the Election section, members agreed that write-in candidates must receive at least 25 votes in order

to be an eligible candidate for election (the same as minimum signature requirement for candidates under State law).

Under the Selectmen section, the Commission developed draft language in order to allow the Board of Selectmen to fill vacancies that may occur within relatively short timeframes. Other provisions under this section largely reflect state law but were included because the Commission felt that these sections should be included in the town Charter as guidance for future citizens.

The Commission then reviewed the following sections found at the end of the Charter: Severability, Amendment, Amendment of State Statutes, Transition Provisions, State and Municipal Laws, and the Effective Date. The Commission agreed with the draft language contained in the sample Arundel Charter under these sections, finding that they were straight forward and would be helpful to clarify the effect of the Charter in the event of subsequent amendments, conflicting authority or determinations that one or multiple sections were found invalid. These sections also explained the process that could be followed to amend the charter. The Transition section defines how contracts and offices currently in place at the time of the Charter that are not consistent with it will transition.

Maria Jacques was asked to merge all sections of the draft Charter into one document and provide it to members for the next meeting.

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

The Commission scheduled its next meeting for November 5, 2012 at 6:30 p.m. in the meeting room of the Chelsea Town Office.

#### **5. Other Business**

There was no other business.

#### **6. Adjournment**

Peter Hanson moved to adjourn, which was seconded by Scott Ludwig. Ben Smith declared the meeting adjourned at 8:30 p.m.