

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

**Members Present:**

Charles Skehan, Peter Hanson, Maria Jacques, Rick Danforth Elizabeth Cousins

**Excused:**

Barbara Skehan, Ben Smith, Scott Ludwig, Elizabeth Larrabee;

**1. Call to Order**

The meeting was called to order at 6:33 p.m. by Peter Hanson.

**2. Approval of the Minutes**

Rick Danforth made a motion to approve the October 17, 2012 minutes. A second was offered by Charles Skehan. The motion carried.

**3. Review of Draft Charter Provisions, Revisions and Edits to the Same**

Maria Jacques offered the first rough draft of the Charter after having merged all the different sections. The Commission reviewed it and made some minor edits. References were also updated. Maria will make all the changes in time for the next meeting.

**4. Discussion of Drafting Assignments for Preliminary Report/Recommendations of Charter**

Preliminary discussion was that the Subcommittees that drafted the various sections might be assigned the report section. Maria Jacques suggested we set up a format for people to follow so that they have the same look and feel. Peter Hanson said we could get into this more at the next meeting.

**5. Scheduling of Next Meeting**

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

**6. Other Business**

The group discussed the possibility that it would not make the deadline for providing a preliminary report. Maria Jacques made a motion that the Charter Commission request that the Board of Selectmen extend the time period for preparation of preliminary and final reports of a new municipal charter by five months for each. A second was provided by Charles Skehan. There was discussion about the importance of having the Charter ready for the June 2013 Town Meeting. The group agreed that the intent is to have it ready but this extension puts some flexibility into the schedule with the holidays coming up. The motion carried. The Commission agreed it should review the overall schedule next meeting.

## **7. Adjournment**

Elizabeth Cousins moved to adjourn, which was seconded by Charles Skehan. Peter Hanson declared the meeting adjourned at 8:00 p.m.