

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

Members Present:

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

Excused:

Scott Ludwig, Elizabeth Larrabee;

1. Call to Order

The meeting was called to order at 6:46 p.m. by Ben Smith.

2. Approval of the Minutes

Charles Skehan made a motion that the Commission approve the November 5, 2012 minutes, which was seconded by Elizabeth Cousins. The motion carried with Barb Skehan and Ben Smith abstaining.

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

Maria Jacques offered another draft of the Charter after having made updates since the last meeting. The Commission reviewed it and made some edits and revisions through Section 6. Maria Jacques was asked to make the discussed edits, and Ben Smith offered to review the document for stylistic and grammatical issues.

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

Maria Jacques provided a drafting sample as well as a reference to the Town of Sharon, Massachusetts Charter Report to help members understand how to draft their sections. The group discussed drafting assignments and agreed to provide preliminary drafts of their sections to be discussed at the next meeting.

5. Scheduling of Next Meeting

The Commission scheduled its next meeting for **December 17, 2012 at 6:30 p.m.** in the meeting room of the Chelsea Town Office.

6. Other Business

There was no other business discussed.

7. Adjournment

Peter Hanson moved to adjourn, which was seconded by Barb Skehan. Ben Smith declared the meeting adjourned at 9:01 p.m.