

**Town of Chelsea
Charter Commission Meeting Minutes
December 17, 2012, 6:30 PM
Chelsea Town Office**

Members Present:

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

Excused:

Elizabeth Larrabee; Charles Skehan

1. Call to Order

The meeting was called to order at 6:55 p.m. by Ben Smith.

2. Approval of the Minutes

Elizabeth Cousins made a motion that the Commission approve the December 5, 2012 minutes, which was seconded by Peter Hanson. The motion carried unanimously.

3. Additional Review of Edits of Proposed Charter Revisions

The Commission continued with the review of the Charter offered at the last meeting beginning with Section 7. Minor edits for style, grammar, clarity and consistency were made. Maria Jacques was asked to make the discussed edits and distribute a clean draft by December 21, 2012.

4. Review of Drafts of Preliminary Report Sections

Various drafts of sections were distributed. Comments were made to help drafters with content as well as style. Authors of the sections are to make the updates and send to Maria Jacques by December 21, 2012 so that she can put them together into one document.

5. Scheduling of Next Meeting

The Commission scheduled its next meeting for **January 2, 2013, 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

Rick Danforth moved to adjourn, which was seconded by Barb Skehan. Ben Smith declared the meeting adjourned at 8:56 p.m.