

**DRAFT**

Town Meeting Procedure Committee Minutes

**July 19, 2018**

1. **Attendance:** Cheryl Barker, Rebecca Greene, Mark Wolinski. Also attending: Moderator McClung.
2. **Called to order:** A meeting of the Town Meeting Study Committee was held in the Selectmens Conference Room at Swampscott Town Hall. Meeting was opened at 7:30.
3. **Discussion:** The Moderator welcomed the committee members, thanked them for their willingness to serve, and presented an overview of the committee mission. He also introduced three documents for the committee's review (attached): a listing of open and representative town meetings in the Commonwealth, the governing statutes/regulations from the town by-laws and charter and from MGL, as well as an introductory framework for reviewing potential changes in process/procedure.
4. **Officers:** Mr. Wolinski was unanimously elected as Chair. Ms. Barker was elected Secretary.
5. **Adjournment:** There being no other business matters to discuss; the meeting was adjourned at 8:30p.m.

Respectfully submitted,

Cheryl Barker  
Secretary