

Charter Review Committee Meeting Minutes  
April 2, 2018 at 7:00PM  
Longmeadow Fire Department meeting room  
Approved at the April 17, 2018 meeting as corrected

Attendees: Tass Angelides, Liz Bone, Michael Clark, Peter Landon, David Martel, Arlene Miller, Gerry Nolet, and Larry Starr.

Chairman Martel called the meeting to order at 7:02PM.

- A. Public Comment: There were no comments offered by the public.
- B. Approval of minutes from the last meeting: Mr. Clark moved and Mrs. Bone seconded a motion to accept the minutes from the February 27, 2018 meeting as presented. The motion passed 6-1 with Mr. Nolet abstaining. Dr. Angelides had not arrived yet.
- C. Chairman Martel offered a few updates and they included:
  1. Chairman Martel has invited the Chairman of the Audit Committee, Ernie Welker, to attend our next meeting. He might join us or send a few written comments.
  2. Chairman Martel has been notified by the Select Board's office that our term of appointment is over in July. We will each have to re-apply. Mr. Martel offered to speak with the Select Board and request that, since we are a short term, single task committee, they might consider extending our terms collectively for one more year.
  3. Mr. Martel shared that he had spoken with the Town Manager about the current Charter provisions regarding the audit committee. Mr. Crane responded that he was OK with the provisions as currently stated.
  4. Mrs. Miller asked the Chair if the committee would have the opportunity to review all agreed upon charter changes in total, once our review has been completed. All agreed that we would create a red-lined document containing all proposed changes for review, before we take a final vote.
- D. Continuation of our review of the Charter with our focus on Article 6, Administrative Organization:
  1. Section 6-1c: The committee had discussed this section at our last meeting. Mr. Starr is still working on proposed language and will offer it at our next meeting.
  2. Section 6-2: All agreed to hold off on the discussion about the "Department of Finance and Administration" until Stephen Crane is at our meeting. Mr. Crane's input on this would be important.
  3. Section 6-3a: It was the will of the committee not to propose any amendments to 6-a or 6-b as it relates to budget.
  4. Section 6-3b: The discussion about this section centered on the fact that it was 'transitional language' and was no longer pertinent. A motion was made by Mr. Starr and seconded by Mrs. Bone to delete this entire section. The motion passed 5-3.
  5. Section 6-3c will now become 6-3b because of the deletion approved above.
  6. Section 6-4c: It was noted that in line #3 there is a typo. All agreed to add "to" following the word "responsible" in that line. Chairman Martel offered to pursue with Stephen Crane the "continuity of government" issue.
  7. Section 6-5b: A motion was made by Mr. Starr and seconded by Mrs. Bone to delete the words at the end of the 4<sup>th</sup> sentence and beginning of the 5<sup>th</sup> "formerly performed by the park and recreation commission". The motion passed 7-1.
  8. Section 6-6 (School Committee): As part of the discussion on this section, the committee reviewed all points raised in a memo to the committee from Superintendent Marty O'Shea dated October 31, 2017. It was the consensus of the committee that all of these issues except one, were issues already dealt with

in the Town's by laws. While there were a few points worth serious consideration, the committee felt these should be discussed as part of a by law review. The only exception was in reference to Section 6-6b, the 6<sup>th</sup> sentence that refers to the vote needed by the School Committee to remove the Superintendent. A motion was made by Mr. Clark and seconded by Mr. Starr to delete the words "a majority" and "of all" and insert the words "at least five members". The final amended sentence should read "The superintendent may be removed from office by an affirmative vote of at least five members of the school committee. The motion passed unanimously.

9. Because the above motion is referenced in Section 3-3c, a motion was made by Mr. Starr and seconded by Mrs. Bone to insert the words "annually evaluate" and "in accordance with section 6-6b". The motion passed unanimously. The revised sentence should read..."school committees are authorized to appoint; fix their compensation and define their duties; make rules concerning their tenure of office, annually evaluate and discharge them in accordance to section 6-6b.

E. Continuation of our review of the Charter with the focus on Article 7, Finance and Fiscal Procedures:

1. Section 7-3: After considerable discussion, 3 amendments were offered on this section.

a. Amendment 1: A motion was made by Mr. Starr and seconded by Mrs. Bone to amend the first sentence, following the words "select board", by adding "and the finance committee"; delete the full second sentence that reads " Upon the adoption of the proposed budget by the select board, the town manager shall forward the proposed budget to the finance committee." The motion passed unanimously.

b. Amendment 2: A motion was made by Mr. Starr and seconded by Mrs. Bone to add a new second sentence that reads as follows: "The finance committee shall be authorized to provide input to the select board regarding its analysis of the proposed town budget." The motion passed unanimously.

c. Amendment 3: A motion was made by Mr. Starr and seconded by Mrs. Bone to modify the third sentence to add the following language at the beginning: "Upon adoption of the proposed budget by the select board..." and delete the word "simultaneously". The motion passed unanimously.

d. **7-3 as modified by three amendments now reads as follows:** Within a time fixed by by-law before the start of the fiscal year, the town manager shall submit to the select board and the finance committee a total town proposed budget for the next fiscal year with an accompanying budget message and supporting documents. The finance committee shall be authorized to provide input to the select board regarding its analysis of the proposed town budget. Upon adoption of the proposed budget by the select board, the town manager shall submit a general summary of the proposed budget to a local newspaper of general circulation in Longmeadow, and other media forms of communication including the town website. The summary shall include a notice stating the times and places where complete copies of the total town proposed budget shall be available for examination by the public.

The meeting was adjourned at 9:00 PM.

Respectfully submitted by Arlene C. Miller