

Longmeadow Town Manager Search Committee

April 17, 2012

6:00 PM

Fire Station Meeting Room

Accepted as amended at the May 9, 2012 meeting.

Meeting Minutes

Present: Marie Angelides, Officer Pamela Chaplin, Dan Healy, James Desrochers, Arlene Miller, Paul Pasterczyk, James Ryan and William Scibelli.

Guests: Town Council, David Martel. Search Consultant, Richard Kobayashi

1. Marie Angelides called the meeting to order at 6PM and asked each person present to introduce themselves.
2. Organization: A motion was made (Arlene/William) to elect Marie as the committee chair. The motion passed unanimously. All agreed that we would rotate the task of taking meeting minutes. Arlene volunteered to go first.
3. Town Council David Martel reviewed the various aspects of the Open Meeting Law. He distributed a document called "Open Meeting Law for Local Officials." Several points from the documents were emphasized and they included:
  - a. All provisions of the Open Meeting Law apply to this committee since we are a public body. In particular the meeting notice and agenda need to be posted 48 hours in advance of the meetings. Marie volunteered to take that responsibility.
  - b. A quorum of this committee is 5 members.
  - c. If the committee deems it necessary to enter into an Executive Session, a roll call vote is required to enter and exit the session. Details of this vote should be recorded in the Executive Session minutes, including each member's name and their vote.
  - d. Meeting minutes are required from each Executive Session and they remain confidential until the matters discussed in the session become public.
4. Applicant Review Process: Richard Kobayashi from the Collins Center for Public Management (our search consultant) discussed the process we would be following as we review the applications for the Town Manager position. There was a general discussion about procedure, timeline and our various roles.

There was a motion to adjourn (William/Jim D.) the meeting at 6:58PM. The motion passed.

Our next meeting is scheduled for May 9, 2012 from 4-6PM.

Notes taken by Arlene C. Miller