

Charter Review Committee Meeting Minutes  
April 17, 2018 at 7:00PM  
Longmeadow High School room 12A  
Accepted as presented at the April 30, 2018 meeting

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

Chairman Martel called the meeting to order at 7:03PM.

- A. Public Comment: There were no comments offered by the public.
- B. Approval of minutes from the last meeting: Mr. Landon moved and Mrs. Bone seconded a motion to accept the minutes from the April 2, 2018 meeting as corrected. The motion passed unanimously.
- C. Chairman Martel offered a few updates and they included:
  1. The Select Board would be reviewing the committee's request to exercise the reappointment process for this committee only as an "extension appointment" since we are all just one year appointments. Also to be considered is the fact the extension is likely to be for less than a year.
  2. Chairman Martel reported that he has invited Stephen Crane to expand on issues he had mentioned in an October 3, 2017 memo to the committee.
  3. Chairmen Martel asked Mrs. Miller to solicit possible future meeting dates from committee members and make arrangements for our next few meetings.
- D. Continuation of our review of the Charter with our focus on Article 7, Finances and Fiscal Procedures:
  1. Sections 7-3: A motion was made by Mr. Starr and seconded by Dr. Angelides to change the word "proposed" to "adopted" in the second to last sentence. The motion passed unanimously.
  2. Section 7-6a: A motion was made by Mr. Starr and seconded by Dr. Angelides to delete in the first sentence "as acted upon by the select board" and replace with "from the town manager". The motion passed unanimously.
  3. Section 7-6b: A motion was made by Mr. Starr and seconded by Dr. Angelides to delete the words "and select board" in the first sentence. The motion passed unanimously.
  4. Section 7-6c: A motion was made by Mr. Starr and seconded by Dr. Angelides to end the first sentence of this section after "select board" and delete all the words in that sentence following "select board". Continue this paragraph with a second sentence saying "Upon approval of the budget by the select board, the finance committee shall provide its recommendations to the town clerk in sufficient time to be included in the warrant." Also included in the motion was the recommendation to change the title of 7-6c to "**Recommendation to the Select Board and Town Meeting**". The motion passed unanimously.

\*\*Summary of how section 7-6 will read with all of the above proposed changes included. \*\*

- Section 7-6a: **Public Hearing:** The finance committee, upon receipt of the proposed budget by the town manager, shall provide for the publication in a local newspaper and on the town website, of a notice stating the date, time and place, when a public hearing shall be held by the finance committee on the proposed budget.
- Section 7-6b: **Finance Committee Meetings:** The finance committee shall consider in public meetings the detailed expenditures for each town agency as proposed by the town manager and may confer with representatives of any agency in connection with such considerations. The finance committee may require the town manager or any other town agency to provide such additional information as it deems necessary or desirable.

- **Section 7-6c: Recommendation to the Select Board and Town Meeting:** After the public hearing on the proposed budget, the finance committee shall file a report of its recommendations with the select board. Upon approval of the budget by the select board, the finance committee shall provide its recommendations to the town clerk in sufficient time to be included in the warrant. The finance committee's recommendation shall state whether the committee supports or does not support the specific budget proposals. If the finance committee recommendation is to not support specific budget proposals, the committee shall indicate its reasons in the warrant.
  
- 5. **Section 7-7:** Mr. Landon proposed several changes to this section. There was a general discussion about the responsibilities of the capital planning committee, the finance committee and which of these might be best suited to be tasked with providing the town with a long term fiscal plan. Chairman Martel was asked to communicate with the chairs of the Capital Planning committee, the finance committee and the new building committee to review their scope of work, is it working and what changes would they like to see. Were there any duties they have that they would like to see deleted or expanded?

The meeting was adjourned at 9:00 PM.

Respectfully submitted by Arlene C. Miller