

Charter Review Committee Meeting Minutes
June 27, 2018 at 6:00PM
Longmeadow Fire Department meeting room
Approved as presented at the July 23, 2018 meeting

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

Administrative Support: Stephen Crane (Town Manager) and Paul Pasterczyk (Finance Director) were present and were invited by the committee to participate in the meeting.

Chairman Martel called the meeting to order at 6:02 PM.

- A. Public Comment: There were no comments offered by the public.
- B. Approval of minutes from the last meeting: Mr. Landon moved and Mr. Starr seconded a motion to accept the minutes from the June 7, 2018 meeting as presented. The motion passed.
- C. Chairman Martel asked for consensus on a next meeting date. It was agreed to discuss the date later in the meeting.
- D. Chairman Martel summarized what he sees as the goals for our next few meetings. The goals include:
 1. Finalizing the discussion about capital planning and audit committees.
 2. Move on to a review of Sections 8 and 9. The chairman expressed his hope that the entire review process could be completed in the next two meetings.
- E. Chairman Martel led the committee through a discussion of each of the following items.
 1. Section 2-11 and 7-7 as rewritten by Mr. Clark. There was a long discussion about each sentence in these two sections. A final draft is attached to these minutes. A motion was made by Mr. Landon and seconded by Mrs. Bone to accept both section 2-11 and 7-7 as revised. The motion passed unanimously.
 2. Section 7-9, audit committee: It was agreed, but no vote was taken, to move this section to 2-13. The committee discussed the need to have an audit committee, which essentially adds another layer to the financial check and balance program. Mr. Crane offered that there are many built in checks and balances within the state requirements for financial reporting. Mr. Pasterczyk offered that the creation of an audit committee was considered to be relevant when the charter was first drafted because of the then decentralized structure of our government with many independent elected offices. Some committee members felt as though they needed more information before voting to delete this committee. Chairman Martel summarized saying that the audit committee should remain in the charter subject to further discussion.
 3. Section 7-9 continued: It was noted that we had already added "finance director" to the last sentence on 7-9 following the words "town accountant".
 4. Issues related to the library board and the council on aging board of directors: Mr. Starr volunteered to look over these two somewhat complicated issues and draft some language for consideration in the charter that might make the relationship between these boards and the town's government clearer. This assignment will be forthcoming.
- F. Next meeting dates were agreed upon. They will be July 23, 2018 and August 22, 2018; both from 6-8PM.

The meeting was adjourned at 7:50 PM.

Respectfully submitted by Arlene C. Miller