

Charter Review Committee Meeting Minutes
April 30, 2018 at 7:00PM
Longmeadow High School Meeting Room
Minutes were approved as presented at the May16, 2018 meeting

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

Guests: Dan Healy (member of the Capital Planning Committee), and Dr. Metz (Chairman of the Capital Planning Committee)

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

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

- A. Public Comment: Liz Bone offered a few thoughts about e mail exchanges among committee members and called for respect and less political tones to comments.
- B. Approval of minutes from the last meeting: Mrs. Bone moved and Mr. Starr seconded a motion to accept the minutes from the April 17, 2018 meeting as presented. The motion passed unanimously.
- C. Chairman Martel began our discussion of the financial issues by distributing a handout summarizing, as he saw it, the responsibilities of each of the committees we would be focusing on: Capital Planning Committee, Finance Committee and Permanent Building Committee. After explaining his handout, Mr. Martel offered a proposal to expand the finance committee membership and responsibility to include capital planning functions. He offered no changes to the Permanent Building Committee. Mr. Martel's handout and his proposal were intended to act as a framework for our deliberation. A general discussion about the three committees including aspects such as membership, functions, redundancies, capital and financial planning responsibilities consumed most of the meeting.
- D. Mr. Crane offered a graphic summary of the current approval process dealing with large municipal expenditures. He emphasized that municipal spending and long term financial planning is very different from private sector activities, because they are subject to annual appropriation. Mr. Crane drew a graph delineating the various committees reviewing large financial expenditures. The graph is attached.
- E. There was a general consensus but no vote about several important issues and they include:
 - 1. The system, as it currently operates, is not broken.
 - 2. Combining Capital Planning with the Finance Committee would not be advantageous for either function.
 - 3. Large building projects such as the new DPW building drive long range financial planning.
 - 4. The committee might consider adding long-term financial planning functions to both Capital Planning and Finance Committees.
 - 5. Creating a liaison position with a Finance Committee person on Capital Planning could be beneficial.
 - 6. Consider codifying in the charter in the budget process section, the required step of a joint meeting of School Committee, Select Board and Finance early on in the process.
- F. Chairman Martel reviewed next steps and suggested that the committee needs to now incorporate the issues as agreed upon above in principle into Articles 2 and 7 of the Charter as they relate to each of the committees. This would be the focus at our next meeting. In addition, Mr. Martel directed committee members to review a document Mr. Landon had circulated containing draft language for functions related to the capital planning committee. That too will be a focus of our next meeting. Once these issues have been voted upon, we can proceed to discussions related to the Audit Committee.

The meeting was adjourned at 9:07 PM.

Respectfully submitted by Arlene C. Miller