

Charter Review Committee Meeting Minutes
June 7, 2018 at 7:00PM
Longmeadow High School Meeting Room
Accepted as presented at the June 27, 2018 meeting

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

Administrative Support: Paul Pasterczyk, (Finance Director) was present and was invited by the committee to participate in the meeting.

Chairman Martel called the meeting to order at 7:04 PM.

- A. Public Comment: There were no comments offered by the public.
- B. Approval of minutes from the last meeting: Mr. Clark moved and Mr. Starr seconded a motion to amend the minutes of May 30th by adding the following sentence as #5 to item D. “Mr. Crane commented that if there is no change to combine Capital Planning with either Finance or the Permanent Building Committee, he would support it being an administrative oversight function by the Select Board.” The motion passed. A motion was made by Mr. Clark and seconded by Mr. Starr to accept the minutes as amended. The motion passed.
- C. Chairman Martel asked for consensus on a next meeting date. It was agreed to meet on Wednesday, June 27, 2018 from 6-8PM. Arlene will secure a meeting location and inform the committee.
- D. Chairman Martel summarized what he sees as our “to do” list for this meeting. Items included:
 1. Move section 7.7(Capital Improvement Program) to 2-11 with the capital improvement committee where it should belong.
 2. In Section 2-10 (Finance section) change “fiscal” to “financial”. Make the same change in 2-10b.
 3. Add a new section titled 2-12 that will address the creation and duties of the Permanent Building Committee.
- E. Chairman Martel led the committee through a discussion of each of the above items.
 1. Section 7.7a and b, and a new section 2-10: Mr. Clark volunteered to rewrite these sections in advance of our next meeting. He will circulate then for information in advance of the meeting. His rewrite should include speaking to the process of developing a 5-year capital plan. The capital planning committee formation would be inserted into 2-10.
 2. Regarding section 2-10b: The committee discussed amending the second sentence to read “The finance committee shall have jurisdiction over the reserve fund, shall conduct long range financial planning, shall advise on financial policy and on short and long term debt management and shall further perform those duties assigned to it in article seven of this charter, assigned by by-law and as may be voted by town meeting.” No motion was taken on this change.
 3. There was a discussion of Section 2-10a. No changes were recommended.
 4. Regarding section 2-11, it was agreed that Mr. Clark’s assignment would address this section.
 5. Regarding section 2-12a: A motion was made by Mr. Martel and seconded by Mr. Starr stating that a new section 2-12 be created called “Town Building Committee” and its charge shall be as stated in the vote of the Select Board as voted by them to be a committee with the exception of the deletion of the second paragraph and the formatting of the “additional responsibilities” section. The motion passed.
 6. After reviewing section 7-8, no changes were recommended.
 7. There was a discussion about section 7-9 (Audit Committee): Suggestions included adding “finance director” following “town accountant” in the second sentence, moving 7-9 to 2-13 and renumbering 7-10 to 7-9. A motion to that effect was made by Mr. Starr and seconded by Mr. Landon. The motion passed.
- F. Chairman Martel noted that our goal for the next meeting would be to tie up these loose ends and to move onto Article 8.

The meeting was adjourned at 9:03 PM.

Respectfully submitted by Arlene C. Miller