

## Longmeadow Charter Commission Minutes

DATE: June 10, 2003 TIME: 7:00pm. (Adjourned 9:15pm)

PLACE: School Committee Meeting Room.

This was the third meeting of the Longmeadow Charter Commission. Present: Susan R. Altman, Kathleen E. Grady, William Hoff, R. Peter Landon, Arlene C. Miller (Vice Chair), Roger F. Nadeau, Joseph A. Occhiuti, Rebecca M. Townsend (Clerk), Roger B. Wojcik (Chair).

1. Mr. Wojcik opened the meeting by **reviewing the minutes of June 3, 2003. Ms. Altman moved that the meeting minutes be approved (seconded and approved).**
2. Mr. Wojcik opened discussion on preparations for the **hearings on June 18 and 19.**
  - a. Ms. Grady reported that **LCTV will be videotaping the hearing on the 18<sup>th</sup>.** They will set up two microphones for the audience and some for Commission members on the 3 tables in the pit of the auditorium. LCTV will set up. The hearing will be shown live on LCTV and backed up on videotape, to be repeated later. Since they are unavailable to videotape on the 19<sup>th</sup>, Ms. Grady volunteered to supply her own video camera and tripod so that a tape record may be made. **Ms. Miller asked about LCTV running an ad for the hearings. If they are not already running one, Ms. Townsend will check about that possibility.**
  - b. Mr. Wojcik asked Mr. Finestone if refreshments will be served on the 19<sup>th</sup>, and he referred Mr. Wojcik to someone who might provide assistance.
  - c. Mr. Wojcik asked the group for estimates on how many people would attend on the 19<sup>th</sup>. It is set up for 40 people.
  - d. Supplies for the meetings include a flip chart, transparencies and overhead projector. Mr. Wojcik will inquire about a screen.
  - e. Ms. Grady inquired about a handout to focus attendees on the Commission's task. She provided a sample of what we might include: Decision Points for Charter Commissions and an Organizational Overview. **The Commission reached a compromise: we will distribute handouts featuring Longmeadow's organizational chart and part of Ms. Grady's Organizational Overview that deals with the present system. Following estimates on the total copies we will need and Mr. Landon's guess of 93, we will make 150 for both hearings.**
  - f. **Mr. Wojcik will get index cards** for attendees to write comments or questions for the Commission, should they prefer that mode.
  - g. Ms. Miller and Ms. Townsend will arrive early on June 18 to check on the auditorium and ensure everything is set up.
  - h. In response to Principal Sedran's question about the availability of Charter Commission funds to cover overtime pay for a janitor should we stay at Williams past 10pm, **all agreed that the hearing would probably end around 9 or 9:30pm on the June 18<sup>th</sup> hearing.**
3. **Mr. Hoff confirmed that Charter Commission regular meetings would occur in the School Committee Room.**
4. Ms. Grady inquired about the possibility of LCTV taping our regular meetings. We took no action at this time.

5. Mr. Occhiuti confirmed the printing of 2500 copies of Public Hearing posters at a price of \$81.25. He will distribute the copies on Wednesday.
6. **Mr. Wojcik noted that we are able to use Town letterhead. Ms. Townsend will obtain an email address for the Commission.** We decided that all Commissioners names should be printed on the stationary. Mr. Wojcik and Ms. Townsend will have copies of the letterhead. We can obtain transparency paper from Cindy French, and she will alert us when she can find storage space for Charter Commission documents.
7. Mr. Wojcik indicated that we would receive a monthly summary of the Charter Commission business account from the Town Accountant. **He nominated Mr. Occhiuti to keep track of monies, watching expenditures, ensuring proper financial forms are completed, and issuing a monthly report. Mr. Wojcik will continue to be the one Charter Commission member to authorize expenditures.**
8. Mr. Wojcik inquired about **outreach efforts**. Ms. Grady and Ms. Townsend confirmed the approved press releases had been sent out to the Longmeadow News, The Reminder, LCTV, Longmeadow.org, The Republican, and Masslive.com's Longmeadow Forum (signed "LCharterComm"). Following discussion on the frequency of a **feature article in the Longmeadow News**, we agreed that **once every two weeks we would submit an article**. We brainstormed possible topics: meeting schedule, feedback from public hearings, time-line/process, overview of potential structures, specifics of potential structures. **We will assign articles at our next regular meeting. Any member may write such a feature, but it will be signed, "Longmeadow Charter Commission."** We will hold several public hearings, forums, and roundtable discussions. We will create "suggestion boxes" for the public to drop a comment card about Charter issues. Boxes will be placed at the Library, Greenwood Senior Center, and Town Hall. **Ms. Grady would direct that project.**
9. We agreed that certain invited guests are critical to our work, including the Attorney General's office, the Department of Housing and Community Development, and the Massachusetts Municipal Association.
10. **Mr. Occhiuti will bring the updated by-laws to the next regular meeting.**
11. Mr. Wojcik opened discussion on the **proposed procedure for Charter Commission activity**. The following tasks will be directed by the people listed next to each task:

DATE	TASK	PERSONS RESPONSIBLE
May-June 2003	a. Write Mission Statement with Goals and Objectives	Mr. Landon
June 18 & 19, 2003	b. Initial Public Hearings	18 <sup>th</sup> : Ms. Miller, Ms. Altman 19 <sup>th</sup> : Mr. Wojcik, Ms. Grady
RESEARCH PHASE (Ongoing)	c. Organize Meeting with AG's office	Mr. Wojcik, Mr. Nadeau
	d. Evaluate Current System	Ms. Miller, Mr. Occhiuti

	e. Look at Alternatives	Ms. Townsend, Mr. Hoff
	f. Identify Alternate Models	Ms. Altman, Ms. Miller
	g. Detail List of Charter Provisions	Ms. Grady, Mr. Wojcik
	h. Develop and Test Alternatives	Mr. Hoff, Ms. Grady
	i. Select the Model	All
	j. Draft the Preliminary Charter	Mr. Wojcik
BEFORE 1/20/04	k. Submit Report to the State and the Public	All
BEFORE 2/18/04	l. Hold Public Hearing	Ms. Grady
3/18/04	m. Residents Review Proposal	
	n. Publicity	All
5/18/04	o. Election	

The above timeline of tasks represents activities that need to get completed. Other members may participate in each task, but these are the persons responsible for ensuring the completion of the assigned task. The process leans toward linearity but is not rigid: we may, and in some cases should, cycle back to any one task to revise our conclusions based on findings from new research. Some tasks will not be complete until others are.

**Mr. Hoff moved (seconded) that we approve this “living list” of procedure. Approved.**

**Task directors must create a proposed approach and timeframe. All members may submit ideas to directors. Directors are urged to plan an extra 30 days into their timeframe to cover contingencies.**

12. Mr. Landon suggested we **revisit the possibility of having a facilitator** or legal expert guide us in our methodology. We decided that we would meet with State officials prior to making any decision on that.

At 9:15 Mr. Hoff moved to adjourn. Mr. Landon seconded. Mr. Wojcik declared the meeting adjourned.

Approved June 25, 2003

Respectfully submitted,

Rebecca M. Townsend, Clerk