

Minutes of the Longmeadow Charter Transition Team
1:00pm Thursday, January 13, 2005 – Police Community Meeting Room

Members Present: Roger Wojcik - Chairperson, Laura Bertelli – Vice Chairperson, Paul Pasterczyk - Secretary, Joseph Occhiuti and Jerry Nolet

Members Absent: Norman Thidemann

There were no visitors present so therefore any visitor comments.

The Charter Transition Team (CTT) voted to accept the December 9, 2004 minutes as presented.

Walter Gunn updated the group on the progress regarding the Audit Committee (created by the Charter under Section 7-9). A subcommittee consisting of Mr. Gunn, Ms. Bertelli, Mr. Pasterczyk and Peter Landon, former Charter Commissioner, had recently met to consider comments made by Mr. Wojcik and Tom Groux, the former consultant to the Charter Commission. The Committee discussed and incorporated many of the comments. In summary the subcommittee considered issues concerning level of responsibility, redundancy, and made sure the recommendations were parallel to the Charter. The CTT voted to accept the January 4, 2005 draft (attached) and begin the process of popularization.

Mr. Pasterczyk reported on the teleconference and actual visits a group of CTT members and other local officials had with past and current officials in the Towns of Harvard and Reading, each of which had consolidated School/Town business departments. Ms. Bertelli outlined the important point that everyone would be working with the same data – there would be less fighting of facts and more time available for setting /accomplishing priorities/goals. The group also made known the importance of a written agreement which would outline expectations. (Ms. Bertelli excused herself from the meeting at this point). It was agreed the Committee members would forward their thoughts to Mr. Pasterczyk regarding the Charter created Finance Departments on their findings including: justification, organization and operation (budget and problem resolution). Mr. Pasterczyk would incorporate the feedback along with feedback from the to-be appointed Town Manager and the School Superintendent to begin preliminary work on the consolidation.

Mr. Wojcik updated the CTT on his findings with regard to a Department of Public Works (DPW) Advisory Committee. Mr. Wojcik stated that only a small number of communities have such a group. In Amherst, the main function of the group was to review projects although he had the sense the committee would like to do more. Many communities had permanent Building Committees and Capital Planning Committees.

Mr. Pasterczyk distributed the Town's Code of Conduct and Code of Ethics- each of which were found in the Town's Personnel Policy manual. These were distributed as a result of inquiries from a previous meeting.

The Committee voted to adjourn at 2:15 pm.

Respectfully Submitted,

Paul J. Pasterczyk, Secretary