

Minutes of the Longmeadow Charter Transition Team,
1:00pm, Thursday, September 2, 2004 – Police Dept Meeting Room

Members Present: Roger Wojcik, Chairperson (*past member of the Charter Commission*), Laura Bertelli, Vice-Chairperson (*representing the School Committee*), Paul Pasterczyk, Secretary (*representing the town employees*), Jerry Nolet (*representing the Finance Committee*), Joseph Occhiuti (*past member of the Charter Commission*), Norman Thidemann (*Acting Town Administrator*)

Members Absent: A representative of the Planning Board

One member of the press was in attendance.

The Minutes of the August 24, 2004 meeting were accepted and presented.

The meeting was open for visitor comments. Being none, the visitor comment portion of the meeting was closed.

The Charter Transition Team (CTT) revisited the Town Manager (TM) Selection Process. An information report regarding the process was presented by Jerry Nolet and the CTT used this as a working document from which discussion ensued regarding the process.

The CTT voted (5-0, Nolet abstained) to recommend to the Select Board that a Town Manager (TM) Selection Committee be comprised of nine individuals: 3 at-large residents chosen by the Select Board (***note - these residents are not to be Town employees or officials***), a School Committee member, a Finance Committee member, the Police Chief, the Fire Chief, the Superintendent of Schools, and the Director of Administration and Finance.

It was noted that this composition, by design, minimally maintained 5 residents, which would be a majority of the membership.

The CTT proposed the following calendar:

- Sept 7 – Select Board approved process
- Sept 15 – Postings are made for the 3 at-large resident vacancies

- Oct 6 – The expanded Select Board appoints 3 at-large residents to TM Selection Committee
- Oct 18 – TM Selection Committee meets

- Nov 18 – TM Selection Committee recommends 3-5 finalists for the Town Manager's position

Dec 31 – Select Board selects Town Manager

The CTT debated what they believed the qualities and characteristics of a Town Manager should be. *The CTT's rough draft of key qualities and characteristics included possession of the following tangible and intangible attributes:*

Tangibles

- knowledge of the Charter
- Bachelors Degree/Masters preferred in relevant field of study
- 3 years min experience (MA specifically and New England preferred) in Collective Bargaining and Budget/Finance along with the MA General Laws associated
- memberships in professional organizations
- clean record

Intangibles

- knowledge of Longmeadow's personality
- articulate and composed
- excellent communication skills
- accomplishments in School/Town relations
- proven leadership/confidence
- politically astute
- managerial chemistry
- skills in dealing with the public

It was noted that the tangibles/intangibles were not all inclusive and would be presented to the TM Selection Committee to be used as a guideline.

Some of the next topics of discussion will include the CTT communication. As part of this process, informational sessions would be set up with the Towns Union representatives. Other issues to be addressed in the near future also include consolidation of the Department of Public Works and the Department of Administration and Finance.

The next meeting of the CTT will be held September 16, 2004.

The Committee voted to adjourn at 2:30pm.

Respectfully submitted,

Paul J. Pasterczyk
Charter Transition Team Secretary