

Charter Review Committee Meeting Minutes  
May 30, 2018 at 7:00PM  
Longmeadow High School Meeting Room  
Approved as amended at the June 7, 2018 meeting

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

Guests: Chris Cove, Peter Greenberg and Marybeth Bergeron (all members of the Permanent Building Committee)

Administrative Support: Stephen Crane (Town Manager) and Paul Pasterczyk, (Finance Director) were present and were 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. Starr moved and Mr. Landon seconded a motion to accept the minutes from the May 16, 2018 meeting as presented. The motion passed unanimously.
- C. Chairman Martel reminded members that our next meeting will be held on Thursday, June 7<sup>th</sup> at 7PM at the LHS meeting room.
- D. Chairman Martel summarized the main topic to be discussed at this meeting. That is matters related to the Finance, Capital Planning and Permanent Building committees. The question at hand is do we agree to support shifting the responsibilities of the capital planning committee to the permanent building committee?

Virtually the entire meeting once again was consumed by an extended debate and discussion among members as well as guests, of the possible expansion of the functions of the Permanent Building Committee (PBC) to include the functions currently assigned to the Capital Planning Committee (CPC). Several comments worth noting were made during the discussion and they include:

1. On the issue of “long term planning” Mr. Crane noted that each year the Capital Planning Committee produces, with assistance from the town manager, a 1-5 year plan. This plan, which is submitted annually, deals with short-term needs and projects that require more attention.
  2. Mr. Crane also offered the information that the Select Board was purposeful in not including capital planning functions into the scope of work for the PBC.
  3. Mrs. Bergeron noted that the PBC was created and charged with the task of looking at all vertical construction projects, not horizontal. (Not fire engines but buildings) She continued to clarify that the PBC has created a sub committee to provide public oversight to the DPW building through completion of construction. If the Adult Center over-ride is successful, the PBC will provide oversight to the site design, final building plans, the bid process as well as oversight through completion of construction.
  4. Mr. Crane noted that the town has more needs than the financial resources to fund those needs. That is why the town deals with financial matters and projects on a year-to-year basis.
  5. 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.
- E. Several summary remarks were offered and they included:
1. It might be advantageous if all committees had skill-based qualifications for appointments.
  2. It might be advantageous to have committee chairs meet from time to time and/or institutionalize adding liaisons on certain boards such as a finance person as a liaison on the PBC.
  3. The CRC should create a “soft” document as an addendum to our recommendations to the SB that reflect some “over arching” recommendations.
  4. Mr. Starr observed that it does not seem that we have the desire among the committee members to move the functions of the CPC to the PBC.

- F. As a reminder, the CRC has several loose ends to be completed before we can move onto Article 8.
1. Add the “creation process” of the CPC.
  2. Change “fiscal” to “financial” in section 2-10b in the 4th and 5th lines “shall conduct fiscal planning” and “shall advise on fiscal policy”. No motion was taken yet on this suggestion.
  3. PBC needs to be included in the charter.
  4. Discuss the Audit Committee section.
- G. Chairman Martel noted that our goal would be to tie up these loose ends and be able to move onto Article 8 at our next meeting.

The meeting was adjourned at 8:44 PM.

Respectfully submitted by Arlene C. Miller