

CHARTER REVIEW COMMISSION
Meeting Minutes

For the Meeting Held On : February 11, 2016
Meeting Time : 6:30 p.m.

Location : Council on Aging – Media Room
Address : 328 North Main Street, East Longmeadow, MA

Meeting Posted On... **Day:** Friday **Date:** 02 / 05 / 2016
(48 hrs required)

Is Meeting Being Recorded by Digital Recorder: Yes _____ No X
The Minutes of this Meeting are being taken by: Marge Larocca
The Minutes of this Meeting are being recorded by: ELCAT

Committee Members: (check if attended)

| | | | | | | | |
|--------------|---|----------------|---|-----------------|---|-----------------|---|
| Dawn Starks | ✓ | Russell Denver | ✓ | William Fonseca | ✓ | George Kingston | ✓ |
| Larry Levine | ✓ | Eric Madison | | Raymond Miller | ✓ | Tom O'Connor | ✓ |
| Ralph Page | ✓ | | | | | | |

Attendees:

Did the Chair release any prior Executive Session Minutes? Yes No

Dates of Executive Session Released :

TOPIC / MATTER #1

Review of Submission of Final Report to DHCD, AG & BOS

Summary of Matter Discussed :

- The Chairman opened the meeting and stated that the charter final report was submitted two weeks ago to the Board of Selectmen, and that she hasn't received a response from them.
- The Chairman stated that the charter final report was submitted and accepted electronically by the Department of Housing & Community Development and by the Attorney General's Office.

Documents or Exhibits for this Matter:

- None

Votes Taken Under this Matter :

- None

TOPIC / MATTER #2

Wording for Ballot

Summary of Matter Discussed :

- The Chairman asked everyone to review the sample wording for the ballot for changes. Discussion followed about amendments to the language. The Chairman read the language with the amendments that were discussed.
- A motion was made to approve the sample wording for the ballot as amended. The motion was seconded and all were in favor.

Documents or Exhibits for this Matter:

- None

Votes Taken Under this Matter :

- A motion was made to approve the sample wording for the ballot as amended. The motion was seconded and all were in favor.

TOPIC / MATTER #3
Educational Outreach

Summary of Matter Discussed :

- The Chairman spoke about getting educational outreach for the charter completed. A discussion followed about the mailing of the final report of the charter by the Board of Selectmen, and that it will include a cover page and letter to the citizens. It was decided that another conversation is needed with the Board of Selectmen regarding the mailing and to offer the assistance of the Charter Commission if needed.
- Discussion followed about the timeline of the mailing as the statute states that it has to be mailed to voters no later than two weeks before the election. The Chairman stated that this information was relayed to the Town Administrator. She added that the letter of the law needs to be met and printing in a newspaper of general circulation does not meet the law requirement for the final report.
- A discussion followed about mailing educational information to voters, and about the substance of the educational information. It was also discussed to have one or two informational forums and having a video to explain the charter on ELCAT. Discussion followed about the content for the informational video session. The timeline for the forums, video session was discussed.
- L. Levine stated that he submitted a slightly revised letter to the Board of Selectmen and that it will be printed in the Council on Aging newsletter in March. He added that he and W. Fonseca will speak during a lunch at the Council on Aging during the first week of April.
- Discussion began about the consensus for crafting a letter to the Board of Selectmen to convey the opinion of the Charter Commission to reconsider and delay any appointments until after the April 12th Town Election, or fill vacancies with interim individuals.

Documents or Exhibits for this Matter:

- None

Votes Taken Under this Matter :

- None

TOPIC / MATTER #2
Meeting Minutes – January 28, 2016

Summary of Matter Discussed :

- The Meeting Minutes of January 28, 2016 were reviewed. A motion was made to accept the January 28, 2016 Charter Commission Meeting Minutes. The motion was seconded and all were in favor.

Documents or Exhibits for this Matter:

- January 28, 2016 Charter Commission Meeting Minutes

Votes Taken Under this Matter :

- A motion was made to accept the January 28, 2016 Charter Commission Meeting Minutes. The motion was seconded and all were in favor.

Meeting Adjourned: 7:30 PM

Next Meeting: February 11, 2016 – 6:30 PM – 328 North Main St. – Media Room