

**CHARTER REVIEW COMMISSION**  
Meeting Minutes

**For the Meeting Held On** : February 18, 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:** Tuesday      **Date:** 02 / 16 / 2016  
(48 hrs required)

**Is Meeting Being Recorded by Digital Recorder:**      Yes X No \_\_\_\_\_  
**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**  
Discussion/Edit of Letter

**Summary of Matter Discussed :**

- The Chairman opened the meeting with a roll call. A draft of a letter to all Board Members was distributed. Discussion began about the content of the letter to be sent to all the elected boards recommending the postponement of any permanent appointment of department head vacancies.
- A motion was made to approve the letter. The motion as seconded and all were in favor.
- A motion was made to authorize the Chairperson to sign the letter on behalf of the Commission and sent it out. The motion was seconded. Discussion followed. It was decided to add "This letter was unanimously endorsed by the Charter Commission" to the letter. All were in favor of the motion.

**Documents or Exhibits for this Matter:**

- 2-18-16 Charter Commission Draft Letter to Boards

**Votes Taken Under this Matter :**

- A motion was made to approve the letter. The motion as seconded and all were in favor.
- A motion was made to authorize the Chairperson to sign the letter on behalf of the Commission and sent it out. The motion was seconded. Discussion followed. It was decided to add "This letter was unanimously endorsed by the Charter Commission" to the letter. All were in favor of the motion.

**TOPIC / MATTER #2**  
**Ballot Question Language**

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**Summary of Matter Discussed :**

- Discussion began about the language for the ballot question. It was determined to add the word “as” after the word “charter” in the ballot question. *G. Kingston read the statutory language later in the meeting and noted that the “as” should be placed before the word “summarized”.*

**Documents or Exhibits for this Matter:**

- Ballot Question Language

**Votes Taken Under this Matter :**

- None

**TOPIC / MATTER #3**  
**Educational Information**

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**Summary of Matter Discussed :**

- R. Page gave an explanation of an educational mailing that he created. Discussion followed about the information. Recommendations for changes and additional information were made.
- A discussion followed about printing and mailing costs. The Commission members expressed their gratitude to R. Page for crafting the informational flyer.

**Documents or Exhibits for this Matter:**

- East Longmeadow Charter Commission Educational Material

**Votes Taken Under this Matter :**

- None

**TOPIC / MATTER #2**  
**Educational Programs**

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**Summary of Matter Discussed :**

- Discussion began about dates for public forums, creating a letter to inform groups that the Charter Commission is available to speak about the charter and about the timing for the mailing of the informational material.
- Discussion followed about creating an informational post card and to include information on the proposed charter change in the robo-call prior to the town election.

**Documents or Exhibits for this Matter:**

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**Votes Taken Under this Matter :**

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**TOPIC / MATTER #2**  
**Meeting Minutes – February 11, 2016**

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**Summary of Matter Discussed :**

- The Meeting Minutes of February 11, 2016 were reviewed. A motion was made to accept the February 11, 2016 Charter Commission Meeting Minutes. The motion was seconded and all were in favor.

**Documents or Exhibits for this Matter:**

- February 11, 2016 Charter Commission Meeting Minutes

**Votes Taken Under this Matter :**

- A motion was made to accept the February 11, 2016 Charter Commission Meeting Minutes. The motion was seconded and all were in favor.

**Meeting Adjourned: 7:40 PM**

**Next Meeting: February 25, 2016 – 6:30 PM – 328 North Main St. – Media Room**