

Wednesday, October 28, 2019 – 4:00 PM

Meeting Minutes

Water Department Meeting Room

438 Granby Road

South Hadley, MA 01075

In Attendance: Water Department Superintendent and Bylaw & Policy Adhoc Advisory Committee (BPAAC) Chair Jeffrey Cyr, Board of Water Commissioners (BOWC) Chair William Schenker, Interim Clerk Treasurer Ira Brezinsky, District Moderator and Counsel Mark Beauregard, Community Resident Mitchell Malinowski, Firefighter/Paramedic Chase St. Andre (arrived 4:12, left 4:50)

CALL TO ORDER

Cyr called the meeting to order at 4:03 PM

APPROVAL OF MINUTES

Motion: Beauregard moved and Schenker seconded to approve the minutes of 10/7/19. Motion carried 5-0. (St. Andre did not vote as he arrived at 4:10.)

ONGOING DISCUSSION OF BYLAWS AND POLICIES

The committee continued to work on a draft of bylaws from the previous meeting, updated by Brezinsky and Cyr based on discussion from the previous meeting, as well as ideas incorporated from other town and district bylaws. The focus was on the first half of the original draft (pages 1-9, reduced to about 5 ½ pages in total.

Topics discussed included:

- Elected Officers, including elected versus appointed Clerk/Treasurer
- Date, place and requirements for elections
- Appointment of officers to vacated positions
- Establishment of Appointing Authority Committee
- Eligibility of elected officers to be employed by the District
- Eligibility of District employees to hold elected District office
- Eligibility of immediate family of elected officers to be employed by the District
- Determination of compensation for elected officers
- Duties of elected and appointed officers – Moderator, Prudential Committee, Water Commissioners, Clerk, Treasurer
- Annual and Special District Meetings – procedures, requirements, date of Annual Meeting,

The committee will continue to refine the first half of the document and begin work on the second half at its next meeting.

CUMMULATIVE ISSUES TO BE REVIEWED

- Status of Clerk Treasurer (elected versus appointed)
- Strong Chief/Weak Chief
- Updating of policies and determination of how various policies are derived, approved and implemented
- Establishment of Appointing Authority Committee in the event that an elected official leaves mid-term and needs to be replaced
- Clarification of language in sections 10, 13 & 14e of the current bylaws
- Modification of language to comport with the Collective Bargaining Agreement (CBA) and Mass General Law (MGL), i.e. roles and responsibilities, longevity, fines, etc.
- Recall provision – What would be the standard? What would be the process?
- Distinguish between general revision of language for clarification purposes versus substantive change(s) in policy or bylaw
- Differentiation of bylaw versus policy
- Policies regarding survivor health insurance benefits
- Policy manuals
- Employee handbooks
- Operational oversight of each department
- “Strong Chief” policies and procedures
- Conflicting language in the bylaws regarding approval of warrants – PC v. BOWC
- Section 16 – No Assistant Superintendent
- Process and rules for promotions. What should be in bylaw versus policy or contract?
- Date of Annual Meeting
- Clearly defined roles and responsibilities of PC and BOWC.
- Eligibility for participation in District health insurance

NEXT MEETING

The next meeting is planned for November 12 at 4:00 PM.

ADJOURNMENT

Motion: Schenker moved and Malinowski seconded to adjourn at 5:58 PM. Motion carried 5-0.

Respectfully submitted,

Ira Brezinsky
District #1, Interim Clerk Treasurer