

Tuesday, November 12, 2019 – 4:00 PM

Meeting Minutes

Fire Department Meeting Room

144 Newton Street

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, Prudential Committee Chair Bruce Perron, Interim Clerk/Treasurer Ira Brezinsky, District Moderator and Counsel Mark Beauregard, Chief Robert Authier, Firefighter/Paramedic Chase St. Andre, Captain Kurt Schenker

CALL TO ORDER

Cyr called the meeting to order at 4:02 PM

APPROVAL OF MINUTES

Motion: Perron moved and Authier seconded to approve the minutes of 10/28/19. Motion carried 7-0.

ONGOING DISCUSSION OF BYLAWS AND POLICIES

The committee continued to work on a draft of bylaws from the previous meeting, specifically focusing on review of the discussion from the previous meeting regarding 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 December 3 at 4:00 PM.

ADJOURNMENT

Motion: Authier moved and Perron seconded to adjourn at 5:59 PM. Motion carried 7-0.

Respectfully submitted,

Ira Brezinsky
District #1, Interim Clerk Treasurer