



TOWN OF EAST LONGMEADOW  
60 CENTER SQUARE  
EAST LONGMEADOW, MA 01028

**TOWN COUNCIL**

(413) 525-5400 ext. 1100

Kathleen G. Hill, President  
Michael J. Kane, Vice President      Ralph E. Page  
Donald J. Anderson                      Thomas C. O'Connor  
R. Patrick Henry, Jr.                      Marilyn M. Richards

**BYLAW COMMITTEE MEETING**  
December 30, 2019, 10:00 a.m.  
Town Manager's Conference Room

Present: Councilor Pat Henry, Councilor Tom O'Connor, Councilor Ralph Page, DPW Deputy Superintendent Tom Christensen, School Committee Member Bill Fonseca, and Town Clerk/Clerk of the Council Jeanne Quaglietti

Committee Chair Henry opened the meeting at 10:00 a.m.

**Motion:** Mr. Fonseca made a motion to approve the November 21, 2019 minutes. Councilor Page seconded and all were in favor.

Chair Henry discussed the two changes that were made to the proposed bylaw to establish a Charter Review Committee. The changes were recommended by the Town Council during the public hearing and first reading of the bylaw. The changes are: (1) that the Charter Review Committee must submit its report to the Council on or before March 15 of the following year, rather than not less than one year from the date the Committee is established; and (2) that the membership of the Committee is comprised of at least two members who are not current town councilors or town employees, nor former charter commission members. Chair Henry will make those revisions to the originally proposed bylaw to have ready for the second reading of the bylaw at the Council's January 14, 2020 meeting.

Chair Henry next discussed the Bylaw Committee's review of the submissions for the General Code workbook. He had concerns including responses from department heads that were more like comments, and the inclusion of a fee table in the General Code. The Committee discussed these concerns and the best way for the Committee to review the workbook. It was decided that the Committee would go through the workbook page by page and review each question. Chair Henry would like to give the Council a project update at the Council's January 14, 2020 meeting, and then give an executive summary of the results of the Committee's review of the workbook at the Council's January 28, 2020 meeting.

The Committee proceeded to review the General Code workbook up to Chapter 19, page 26, and will continue the review at two scheduled meetings on January 2, 2020, at 1:00 p.m., and January 3, 2020, at 10:00 a.m. The continued review will be the sole purpose of these two meetings.

**Motion:** Mr. Fonseca made a motion to adjourn at 12:00 p.m. Councilor Page seconded and all were in favor.

Respectfully submitted,

Jeanne R. Quaglietti  
Town Clerk/Clerk of the Council