



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

**TOWN COUNCIL**

(413) 525-5400 ext. 1100

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

**BYLAW COMMITTEE MEETING**  
September 16, 2020, 2:00 p.m.  
Via Zoom Webinar

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

Absent: DPW Deputy Superintendent Tom Christensen

Committee Chair Henry called the meeting to order at 2:00 p.m.

**Motion:** Mr. Fonseca made a motion to approve the Bylaw Committee Meeting minutes of February 10, 2020. Councilor O'Connor seconded and all were in favor, via a roll call vote.

The Committee discussed the Charter and the manner in which General Code formatted it within the Code. The Committee agreed that they chose the option (Question C-001 in the Final Workbook) to have the Charter appear as a pdf in its exact appearance in the Code rather than the way General Code had reformatted it. This is a Draft Question and the Committee will correct this when addressed in that question. Ms. Quaglietti will send the pdf of the Charter to the Committee so they can re-familiarize themselves with how it looks.

Fees and fines were discussed and it was agreed that this will be a large task to address with General Code. This also appears as a Draft Question. Vice President O'Connor felt that the convenience fee charged for online payments should appear as a fee. After discussion some Committee members agreed that since this is controlled by a third party (UniBank), it would not be appropriate to be categorized as a fee.

General Code's deadline of November 6 was discussed and whether or not the Committee will be able to meet that date. Ms. Quaglietti felt that the review of this draft was not as monumental as she first thought. The Committee agreed that after the next meeting they may have a better idea of the work that lies ahead, and can make a better determination at that time regarding an extension of the deadline.

Chair Henry addressed the manner in which the review could be approached by the Committee, and felt the best way would be to divide the pages of the "List of Changes – Bylaws" amongst the Committee members. He will assign this and let the members know which pages they will be responsible for.

Chair Henry then suggested the Committee start addressing the Draft Questions. The first question asks which Code adoption would the Town prefer for Town Council approval.

**Motion:** Mr. Fonseca moved that the Committee choose the option that the Town would like a Final Draft of the Code to adopt prior to publication. Councilor Page seconded and all were in favor via a roll call vote.

Chair Henry asked that in preparation for the next meeting, the Committee look at the remaining five Draft Questions. The next meeting will either be Thursday, September 24 at 3:00 p.m. or Friday, September 25 at 1:00 p.m., based on Vice President O'Connor's availability.

**Motion:** Councilor Page made a motion to adjourn at 3:15 p.m. Vice President O'Connor seconded and all were in favor, via a roll call vote.

Respectfully submitted,

Jeanne R. Quaglietti  
Town Clerk/Clerk of the Council