

GREENFIELD TOWN COUNCIL
Special Meeting Minutes
November 10, 2010

GCTV-15

5:30 pm

CALL TO ORDER: Meeting was called to order at 5:45 p.m. by President Farrell.

President Farrell stated this meeting was being recorded. If any other person present was doing the same, they must notify the chairperson at this time. It was noted the Town Council was audio recording and GCTV-15 was video recording the meeting for future broadcast.

ROLL CALL OF MEMBERS: Roll Call was taken. Councilors Bitters, McLellan, Allis, Letourneau, and Guin were absent.

ALSO PRESENT: Mayor William Martin; Director of Municipal Finance and Administration Marjorie L. Kelly; School Superintendent Dr. Susan Hollins; Town Clerk Maureen Winseck; Planning Board Chairwoman Roxanne Wedegartner; GCTV-15 staff; and members of the public.

PUBLIC HEARINGS: None.

COMMUNICATIONS:

MAYOR: None.

SCHOOL SUPERINTENDENT: Dr. Hollins discussed the following:

- Current enrollment numbers were between 1607 and 1610.
- There was an increased number of middle school students participating in sports.
- The Math and Science Academy only has three (3) open spots. The 8th Grade Academy was also doing very well.
- The Virtual School, although very complicated, was serving 286 students throughout the State.
- The High School TV studio was up and running.
- The Police Officer in the schools was missed.
- Transportation of students.
- The High School elective program was on budget.
- The School Building program was going well and it was expected by September, renovations would be occurring.

TOWN OFFICERS: None.

MOTIONS, ORDERS, AND RESOLUTIONS

Order no. FY 10 -030

MOTION: On a motion by Councilor Devlin, second by Councilor Sutphin, it was,

MOVED: THAT IT BE ORDERED THAT THE GREENFIELD TOWN COUNCIL PURSUANT TO CHARTER SECTION 2-10 ACCEPTS THE FOLLOWING APPOINTMENT BY THE MAYOR TO THE GREENFIELD HOUSING AUTHORITY: ELIZABETH SERRANO (TENANT REPRESENTATIVE) – EXPIRING JUNE 30, 2015 COMPLETING THE 5 YEAR TERM LEFT VACANT BY THE RESIGNATION OF ELIZABETH WINN.

DISCUSSION: Councilor Devlin stated the Appointments and Ordinance Committee forwarded a unanimous positive recommendation for approval.

It was unanimously

VOTED: TO APPROVE THE MOTION ORDER NO. FY 10 -030.

Order no. FY 10 -031

MOTION: On a motion by Councilor Devlin, second by Councilor Sutphin, it was,

MOVED: THAT IT BE ORDERED THAT THE GREENFIELD TOWN COUNCIL ACCEPT MASSACHUSETTS GENERAL LAW SECTION 33 B of CHAPTER 138, WHICH READS AS FOLLOWS: THE LOCAL LICENSING AUTHORITY OF ANY CITY OR TOWN WHICH ACCEPTS THIS SECTION MAY AUTHORIZE LICENSEES UNDER SECTION TWELVE TO SELL ALCOHOLIC BEVERAGES BETWEEN THE HOURS OF 10:00 A.M. AND 12:00 NOON ON SUNDAYS, THE LAST MONDAY IN MAY AND ON CHRISTMAS DAY OR ON THE DAY FOLLOWING WHEN SAID DAY OCCURS ON SUNDAY.

DISCUSSION: President Farrell stated the License Commission forwarded the request for acceptance. He noted if a bar or restaurant wanted to sell alcohol at 10:00 am on Sunday they would need to obtain approval by the License Commission prior to doing so.

It was, by majority, 4 yes and 3 no,

VOTED: TO APPROVE THE MOTION ORDER NO FY 10 -031.

PRESENTATION OF PETITIONS AND SIMILAR PAPERS None.

REPORTS OF COMMITTEES None.

UNFINISHED BUSINESS: None.

OLD BUSINESS: None.

NEW BUSINESS: Councilor Maloney held first readings:

- Upon recommendation of the Mayor and in accordance with MGL Ch.44 §33B, the Fiscal Year 2011 Central Maintenance budget be reduced by \$50,000.
- Upon recommendation of the Mayor and in accordance with MGL Ch.44 §33B, the Fiscal Year 2011 Regional School Assessments be reduced by \$50,000.
- Upon recommendation of the Mayor, the amount of \$65,000 be appropriated from Free Cash for the purpose of paying Year 1 of an option to purchase the Lunt property on Federal Street.

Order no. FY11-032

MOTION: On a motion by Councilor Devlin, second by Councilor Sutphin, it was, by majority (1 no)

MOVED: THAT IT BE ORDERED THAT THE TOWN COUNCIL OF GREENFIELD, IN ACCORDANCE WITH M.G.L.c 40A SECTION 5, HEREBY INITIATES AND FORWARDS TO THE ECONOMIC DEVELOPMENT COMMITTEE AND PLANNING BOARD FOR CONSIDERATION AND RECOMMENDATION, THE ATTACHED "PETITION FOR ZONE CHANGE" FOR PROPERTIES LOCATED ON THE NORTH SIDE OF THE MOHAWK TRAIL AS LISTED ON THE ATTACHED EXHIBITS A AND B AND, FILED WITH THE TOWN CLERK OCTOBER 26, 2010.

DISCUSSION: President Farrell stated this would begin the Zoning process. It was noted the petitioner was not a resident of Greenfield, however, he did own property in Greenfield.

It was unanimously

VOTED: TO APPROVE THE MOTION ORDER NO. FY 10 -032

MOTIONS FOR RECONSIDERATION: None.

PUBLIC FORUM: Al Norman expressed concern with the amount of "hate speech" he has heard through the media and within the town. He spoke of a person who was a Mayor appointee to a board or commission, who had written and spoken hate speech. Mr. Norman reviewed the Code of Conduct for Greenfield Boards, Commissions and Committees, dated December 12, 2006 (attached). He had drafted a Greenfield Code of Civility to be considered (attached). He felt this treatment was a form of bullying and intimidation. He also provided a document from the Leverett School Committee dated March 6, 2007 (attached). He would be happy to work with anyone to improve the respect and communication within the Town of Greenfield. President Farrell stated this issue along with these documents would be on the Committee Chair's Agenda for December. He would forward these to the Appointments and Ordinance and Community Relations and Education Committees for review and recommendation.

Jen Smith, Wendell Resident, employed by Mount Grace Land Conservation Trust, offered support for the proposed APR at the Town Farm. Ms. Smith offered her assistance to anyone who would like additional information. She reviewed the specifics of the proposal.

ADJOURNMENT: On a motion by Councilor Maloney, second by Councilor Sutphin, it was unanimously

VOTED: TO ADJOURN THE MEETING AT 7:19 P.M.

Attest: _____
Maureen T. Winseck, Town Clerk

GREENFIELD TOWN COUNCIL MEMBERS

GCTV-15
Special Meeting
November 10, 2010

1. Bitters, Paul	---						
2. McLellan, Thomas	---						
3. Allis, Brickett	---						
4. Maloney, Mark	P						
5. Singer, David	P						
6. Letourneau, Danielle	---						
7. Sluter, Shenandoah	P						
8. Vicencio-Rasku, Iris	P						
9. Hirschfeld, Norman	P						
10. Farrell, Timothy	---						
11. Guin, Daniel	---						
12. Devlin, Patrick	P						
13. Sutphin, Tracey	P						



Office of the Mayor

Christine Forgey, Mayor

Town of GREENFIELD, MASSACHUSETTS

Town Hall, 14 Court Square, Greenfield, MA 01301

Phone: 413-772-1560 Fax: 413-772-1519

CODE OF CONDUCT

For All Greenfield Boards, Commissions and Committees

December 12, 2006

Board members shall conduct themselves with civility toward applicants, the public and staff, and one another at all times.

Board members shall maintain appropriate decorum during their meetings.

Board members shall act with impartiality in all matters coming before them and shall render their judgment only after considering the complete application and record of proceedings.

Board members shall avoid *ex parte* communication with applicants or abutters, and shall disclose any *ex parte* communications to the Board during the meeting review process.

Board members shall make every effort to attend every meeting of their Board and remain for the entire meeting. Board members shall notify the Board Chair or Vice Chair in advance if they will be unable to attend a meeting. Excessive absences are cause for dismissal from the Board.

Boards shall keep accurate records of their proceedings as required by law, and shall not alter records except to correct errors of fact.

Boards shall comply fully with the Open Meeting Law (MGL Ch. 39); the Public Records Law (MGL Ch. 66); and the Conflict of Interest Laws (MGL Ch. 268A); and related state and local regulations.

Boards shall conduct their business in accordance with generally recognized rules of procedure, such as Robert's Rule of Order, and applicable laws and regulations.

Board members shall keep themselves knowledgeable about applicable laws and regulations.

A violation of this Code of Conduct is sufficient grounds for removal from office.

The Town Of Greenfield is an Affirmative Action/Equal Opportunity Employer

**TOWN OF GREENFIELD
BOARDS & COMMISSIONS
GENERAL PROTOCOL**

BOARD/COMMISSION RULES AND REGULATIONS

ALL CHAIRPERSONS ARE REQUESTED TO REVIEW THEIR REGULATIONS TO ENSURE THAT THEY CONFORM TO THE CURRENT CHARTER. THE TOWN ATTORNEY SHOULD BE CONSULTED FOR ANY CLARIFICATION. IF TOWN ATTORNEY SERVICES ARE NEEDED BY A BOARD/COMMISSION THE REQUEST MUST GO THROUGH THE MAYORS OFFICE.

MEETINGS:

ALL MEETINGS OF ESTABLISHED BOARDS AND COMMISSIONS MUST BE POSTED ON THE TOWN HALL BULLETIN BOARD AT LEAST 48 HOURS PRIOR TO THE MEETING. WRITTEN NOTICE SHOULD BE DELIVERED OR EMAILED TO THE TOWN CLERKS OFFICE FOR POSTING ON THE BULLETIN BOARD AND ON THE TOWN WEBSITE UNDER EVENT CALENDAR.

THE CHAIR OR PRESIDING OFFICER IS EXPECTED TO FAMILIARIZE HIM/HERSELF WITH ROBERTS RULES OF ORDER AND TO SET REASONABLE RULES OF ORDER FOR MEETINGS. IN ADDITION, HE/SHE IS EXPECTED TO MAINTAIN ORDER AT ANY OPEN MEETING OF HIS/HER BOARD OR COMMISSION, TO SHOW RESPECT FOR ALL PARTIES IN ATTENDANCE, AND TO ENSURE THAT OTHER BOARD/COMMISSION MEMBERS DO THE SAME.

A HARD COPY OF MEETING MINUTES MUST BE FILED WITH THE TOWN CLERKS OFFICE. THE BOARD/COMMISSION SHOULD ALSO HAVE MINUTES ON FILE WITH A COPY TO THE MAYOR AS AN FYI. THE MAYORS COPY CAN BE EMAILED TO MAYOR@TOWNOFGREENFIELD.ORG

APPOINTMENTS AND RESIGNATIONS:

THE MAYOR WILL APPOINT, SUBJECT TO REVIEW BY THE TOWN COUNCIL, ALL MEMBERS OF BOARDS AND COMMISSIONS TO TERMS SPECIFIED BY CHARTER OR TOWN BYLAWS. INPUT FROM CHAIRPERSONS WILL BE SOUGHT; HOWEVER THE MAYOR WILL HAVE ULTIMATE AUTHORITY TO MAKE THE APPOINTMENT.

ANY RECOMMENDATIONS FROM THE BOARD/COMMISSION CHAIR SHOULD BE MADE IN WRITING TO THE MAYORS OFFICE.

RESIGNATIONS MUST BE SENT IN WRITING TO THE MAYORS OFFICE WITH A COPY TO THE TOWN CLERK. NO RESIGNATION WILL BE RECOGNIZED WITHOUT WRITTEN NOTICE AND MEMBERS WILL BE EXPECTED TO CONTINUE SERVING THE BOARD/COMMISSION EFFECTIVELY.

September 5, 2007

Greenfield Code of Civility

Collectively and individually, the members of the Greenfield Town Council, the Office of the Mayor, and all elected and appointed officials of the town of Greenfield, do hereby agree to abide by a Code of Civility to ensure that our town's business is conducted in a respectful and courteous manner, and in a way that will generate respect and credibility for our town.

The freedom to express one's views about public matters is a cornerstone of the democratic process. We, as elected and appointed officials welcome the diverse views and opinions of all members of the public, as they relate to the issues before us. In order for these discussions to be meaningful and effective, we must treat others with respect and dignity.

By adoption of this motion, and by affixing our signatures to this document, we collectively and individually agree to abide by our Code of Civility to the best of our abilities.

I do hereby agree that:

1. I will conduct myself in a professional and civil manner at all times as a representative of the town of Greenfield, including treating each member of the Council, all boards, commissions, and members of the public with respect at all times.
2. Even in the face of disagreement or differences of opinion, I will demonstrate esteem and deference for my colleagues and the public. During all public meetings, functions, or events I will not engage in or threaten to engage in any verbal or physical attack on any other individual. I will not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures. I believe that derogatory language about an individual's ethnicity, race, sexuality, age, disability, religion, or point of view, is not acceptable.
3. I will promote and enforce a safe meeting environment at all times. At moments when members of the public become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow Council or board, or commission members in demanding that the persons conduct themselves in a respectful and orderly manner even if I agree with the point of view that is being expressed.
4. I will take responsibility for my own actions, and will work to fulfill my role and responsibilities as specified in the bylaws
5. I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.
6. I understand that my words and actions as a private citizen may not be easily distinguishable by the public from my elected or appointed role, and therefore I agree to abide by this Code of Civility in presenting my private opinions in any public manner, for as long as I remain an elected or appointed official of the town of Greenfield.
7. Out of respect to my fellow town officials and the public, I will make the best possible effort to understand the issues before me, and will work to ensure that the full range of opinions on an issue can be presented in all matters that come before me, without any threats, or intimidation, bullying, or name-calling.

Signed by me this date of _____

Name

Elected or Appointed Office

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

The School Committee welcomes everyone to its meetings. All regular and special meetings of the School Committee shall be open to the public and shall conform to the Open Meeting Law. Executive sessions are closed to the public and will be held only as prescribed by the statutes of the Commonwealth of Massachusetts. We are your elected officials. The Leverett School Committee serves as a representative for the community that includes students, their families, residents of Leverett, and the staff at school. The School Committee believes that community participation is important and vital to its understanding of the programs and operations of our schools and for the health of the educational community. Therefore, we will take steps to inform and to listen.

During its meetings, we will strive to find a balance between hearing from members of the community and conducting the required business. In order to achieve this objective, the **following rules and procedures** are established for School Committee meetings:

1. At the start of each regularly scheduled School Committee meeting, individuals, or group representatives will be invited to address the Committee during the Public Comment period. Public Hearing is the time for the public to bring up something not already on the agenda. In general, it is a time for us to listen, to acknowledge, to clarify, and, possibly, to direct your concern/issue to the appropriate place. It is not a time for lengthy discussion. The Chairperson will determine the length of the Public Comment period given the urgency and relevancy of the items raised, the number of other speakers and the length of items on the agenda. The Chairperson, in conjunction with the Committee, will determine an appropriate time to revisit the concerns/issues raised by the public.
2. The Chairperson of the School Committee shall preside over the meeting. In this role, s/he will acknowledge speakers from the public. S/he will determine the length of time for public participation and **ensure that comments are appropriate**. During any part of the meeting, the public may be recognized by the Chairperson to speak on an item before the Committee. All remarks will be addressed through the Chairperson of the meeting rather than directly to other participants.
3. **Comments made by anyone at the meeting should at all times be respectful. If a speaker persists in improper conduct or remarks, the Chairperson may rescind the individual's right to address the committee. Defamatory or abusive remarks are always out of order.**
4. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel, students or any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
5. The School Committee will provide information to the public at the meeting to help them participate in an informed manner. This will include providing copies of the agenda and materials to be discussed. Since not all materials are easily reproduced and public attendance will vary, the number of documents provided for the public should be reasonable. Minutes of the meetings shall be maintained as required and available to the public. Again, welcome.

Adopted by Leverett School Committee, March 6, 2007