

***Committee on Rules, Orders, Appointments, & Ordinances
And the Northampton City Council***

*Councilor David A. Murphy
Councilor Maureen T. Carney
Councilor Ryan R. O'Donnell*

***Meeting Date: October 27, 2015
Meeting Time: 5:00 pm
City Council Chambers, 212 Main Street
Northampton, Massachusetts***

1. At 5:12, Councilor Murphy called the meeting to order. He announced that the meeting would be audio recorded.
2. Present: Councilors O'Donnell, Carney, and Murphy were present from the Committee on Rules, Orders, Appointments and Ordinances meeting. Councilors Dwight, Sciarra, Klein, LaBarge were also present from the City Council. At 6:30pm Councilor LaBarge left the meeting; Councilor Sciarra left at 7:10pm. The meeting adjourned at 7:30 pm.
3. Councilor Murphy clarified that the committee would be reviewing the version of the rules labeled with October 23, 2015 box at the top. The new rules that are eventually approved will take affect with the first city council meeting in 2016.
4. As a matter of process, Councilor Murphy read each section and described the changes that were being introduced. Councilors were able to provide feedback on each section under consideration; items that were deemed "incomplete" or needed further scrutiny were set aside for further discussion. Those items appear in gray (the black & white equivalent of highlighting) below. If a councilor was not present at the meeting but gave suggestions prior to the meeting, those comments were included as part of the discussion, when appropriate.

The committee stopped at section 4.5. A new meeting time will be determined in the near future; Councilor Murphy agreed to update the Council on the status of the Rules review, and ask the Council when perhaps another meeting should be scheduled.

- Regarding section 2.1.1-Councilor Dwight suggests that the wording be changed to clarify that the Council President shall act as the presiding officer of the City Council at every meeting in which he/she is present.

- Regarding section 2.2.1.3-Councilor Klein suggests that this section may not be needed; Councilor O'Donnell agreed but suggested that 2.2 ELECTION OF COUNCIL PRESIDENT AND VICE-PRESIDENT wording in general may conflict with Charter requirements and perhaps the wording should be reviewed with the City Solicitor. He suggested changing the wording to 2.2.1.2 to "in the event of a vacancy for either office".
- Councilor Murphy noted that section 2.3.1 (regarding council president powers and duties) will need further discussion based on Councilor input (including Councilor Adams who submitted comments in writing but was not present at the meeting).
- Councilor Murphy noted new responsibilities mandated by charter change need to be added to council president duties. The Administrative Assistant noted that 2.3.7 only reflects authorizing hours worked by the AA, but does not include responsibilities such as drafting a City Council budget, approving City Council expenditures, or approving payroll for all of City Council.
- Regarding 2.3.8, Councilor Klein would like to see wording added that allows flexibility for extension of time if a Committee Study Request will take longer than the stated 120 days. Councilor Dwight noted that it is important that a project be stopped if the committee is not progressing; Councilor LaBarge agreed. Councilor O'Donnell stated that in his opinion, if the committee wants more time, the committee should report back on the progress to date and request more time to complete the project. Councilor Klein indicated that the wording can remain as is, however, the Council President could reassign the project after the 120 days.
- Regarding Section 2.5: Councilor Klein asked about the job description for the Administrative Assistant. The job description is a lot more detailed. Councilor O'Donnell explained that were are expanding on the role of the job that was previously defined. 2.5.2.5 Councilor Klein suggested that "papers" should be replaced with "documents". This allows for electronic versions of anything. Councilor O'Donnell suggested that the word "are" should be placed between "papers documents distributed" (last two words of this section).
- Regarding 2.5.2.6-copies of video records of the meeting are no longer obtained. Currently the AA provides the link to the website of all city council meetings. This is available on the Agendas and Minutes webpage. Councilor Dwight suggested that regardless of the method, there needs to be a backup method for storage of meeting recordings. The IT department is working on getting two "cubes" which will allow for archiving of videos. One cube will be kept in the Council Office and rotated to IT Department on a monthly basis. Councilor O'Donnell suggested that we should request electronic copies of meetings that we store somehow. Councilor Klein suggested to amend the wording to read, "to secure video records of all recorded meetings of the City Council and its committees."
- Councilor Klein recommended revising Section 2.5.2.8 to amend this section to read, "for an independent auditor"

- Regarding the new committee names, Councilor O'Donnell tried to define a title of a committee that reflects what the committee will actually cover. There are two categories that are distinct based on whether the City actually performs the function. For example, the city has departments that cover social services, libraries, etc.; these would be covered by the Committee on City Services. The city doesn't actually "do land use, tourism, local business, etc.;" these categories would fall under the category of the Committee on Community Resources. Councilor Murphy noted that there could be some overlap; however, this may be beneficial so that more councilors will have an opportunity to look at a particular item. Councilor Klein voiced a concern about the public perception regarding the proposed changes. The changes do not seem to make sense to her. Councilor LaBarge agreed with Councilor Klein.
- Councilor O'Donnell explained that the proposed changes were aimed at creating two committees: one that addressed services provided by the city, things that are funded by the city, all or in part. The remaining groups are not, as a broad rule, funded or provided for by the city. "Arts" was one example. To help the public better understand the function of a committee, Councilor O'Donnell recommended a FAQ page on the City Council Webpage that could answer questions about committees.
- The Committee on Community resources consists of areas covered by the Committee on Economic and Community Development, Housing and Land Use. Suggested language change to section 2.6.1.2.2: "The Committee may develop, review and recommend policies on economic development, local business, tourism, the environment, the arts, planning, zoning, sustainability, land use, and affordability, among others."
- Regarding Committee on Public Works and Utilities, in section 2.6.1.5.2, it was suggested that "other utility rates" should be clarified to read, "other municipal utility rates". Councilor Klein questioned whether 2.6.1.5.2 is necessary as the "public hearing" power is defined in section 2.6.2.4 (note: this question was never resolved, however, the committee discussed using "shall" instead of "may" hold public hearings on water, sewer, stormwater, and other municipal utility rates.
- Section 2.6.2.3 has been reworded to include the section of the Charter that compels a person to appear before the Council, when necessary.
- Section 2.6.2.4 It was suggested to remove "or joint hearings" as this wording is unnecessary.
- Section 2.3.2.6 – Councilor Dwight suggested that "supporting documents" should be submitted to the City Council along with a committee's recommendation as it should be part of the record for the decisions made by the council.
- Section 2.6.3 NON-MEMBER ATTENDANCE AT COMMITTEES MEETINGS-Councilor O'Donnell suggested postponing discussion on this item. Councilor Klein did suggest a correction to the

wording—“...so long as the total Councilors present...” should read, “... so long as the total number of Councilors present...”

- Section 2.6.4 – Add “The resolution shall define the scope and composition of the select committee.”
- Regarding the State Legislative Agenda, the Agenda will take the form of a resolution.
- 4.3 Recognition of Mayor and Department Heads Representatives was suggested because often employees other than Dept. Heads attend meetings.
- Regarding Consent Agenda: Councilor O’Donnell shared Councilor Adams’ objection to have appointments as part of the consent agenda. His argument was not known, although Councilor Dwight did mention that certain appointments in the past were contentious, and that perhaps appointments should not be considered “automatic”. Councilor O’Donnell argued that the language allows for matters to be considered separately.

At 7:30 pm Councilor O’Donnell moved to adjourn the meeting; Councilor Carney seconded the motion. The motion was approved on a voice vote of 3 Yes, 0 No.