

Meeting notes 3-22-22

Medfield School Building Bylaw Review Committee

Attendees: Sarah Lemke, Russ Hallisey, Bob Morill, Tom Marie, Carolyn Casey, Cynthia Greene. Brittney Franklin hosted and set up the meeting.

Meeting began at 7:02 pm via Zoom

Minutes of the 3/15 meeting were unanimously approved.

Discussion Questions/Preliminary Determinations

1. Members tentatively agreed on the following three entities to appoint members:
  - i. Moderator,
  - ii. School Committee, and
  - iii. Selectboard.
2. Superintendent, principal(s) of the school(s) in question, and Town Administrator, or such party's designee, would serve on the Committee as non-voting members.
3. Key criteria for Committee membership and which of three noted appointed above should appoint:
  - School Committee to appoint- 4 total
    - 2 members – the members debated whether 1 or 2 School Committee members would participate and ultimately reached consensus that 2 people would be preferred. The Committee also recommended that the 2 members' terms did not expire at the same time.
    - Consensus that we should have 2 non-employee, non-school Committee members appointed by the School Committee, at least 1 of whom has pertinent educational experience
  - Selectboard to appoint- 4 total
    - Planning Board member, recommended by the Planning Board to the Selectboard, representing the interests of the Town-Wide Master Plan
    - 3 people with building expertise architect/engineer/procurement (using language from section (C) of the existing PBC bylaw), energy, and procurement
  - Moderator to appoint- 4 total
    - Warrant committee member
    - One town resident over 55 years of age
    - 2 other residents at large
  - 12 voting members total
4. Process
  - a. Quorum- 7 members to hold a meeting
  - b. Vote- 2/3rds of the Committee (8/12), not just the quorum then-present
  - c. Chair to be elected by a 2/3rds vote of the full Committee.
  - d. A clerk, provided by the Town, will take minutes at all meetings and ensure that the meeting is recorded.
  - e. Term of each appointment is the length of the school building project under review.
  - f. Vacancy in any position to be filled by the original appointing authority.

- g. Starting the process- Consensus was reached that the process would commence in accordance with the language in the first sentence of subsection (L) of the existing PBC bylaw, substituting the School Committee as the initiating agency in the opening clause.

Next meeting tasks:

1. Prepare a draft of a new clean section to review as a group
  - a. Sarah to draft the process section, following the minutes of the 3/22/22 meeting
  - b. Carolyn to draft the appointment section, following the minutes of the 3/22/22 meeting
2. Amend existing PBC bylaw, as necessary, to exclude school building projects from the scope of that bylaw.
3. Commence next meeting at 6:30 to receive public input, 2 minute limit per speaker, followed by drafting of bylaw language.

Motion to approve the minutes (prepared by Sarah Lemke and reviewed on the zoom screen together) of 3/22 unanimously approved.

Motion to adjourn unanimously approved at 8:40.