

Rules and Gvt Relations Committee Minutes
February 12, 2026
Submitted by Committee Clerk Jadczyk

Members present: Councilor Jadczyk, Councilor Kwiecinski

Members of the public present: None

1. The meeting was called to order by Councilor Kwiecinski at 5:52 PM.

2. Approval of the meeting minutes:

There are no minutes for 2026 to approve.

3. Public Speak: none

4. New Business:

- a. Ad hoc committees- introduced by Councilor Denham. Motion to approve by Councilor Jadczyk, seconded by Councilor Kwiecinski. Vote 2-0 in favor

5. Ongoing Business:

The issue of the water operator retirement reclassification was discussed, with the recognition that the matter is working its way through the legislative process (this is why the resolution was proposed, in order to be of support). It was noted that we have not heard feedback from local water operators. Agreement to leave the item on the agenda for now and to investigate possible economic impact on the retirement system. Councilor Jadczyk will investigate for the next meeting.

6. City Council Action Requests:

a. Amend Rule 11A to Meeting Agenda and Amend Rule 11L- Filing of Meeting Minutes

- i. The committee discussed standardizing templates for meeting agendas and committee minutes to ensure all subcommittees follow the same general format. Councilors discussed editing the proposed Committee Minutes template to include the time the meeting opens in the Call to Order item. Councilors also discussed editing to add an agenda item to the end of the list, to indicate meeting adjournment and move to Council. A motion was made by Councilor Jadczyk to amend the proposed Committee Minutes template to include a vote line for adjournment (add in 'Motion/Vote:' to follow immediately after the 'Adjournment' item) and to edit the 'Call to Order' line item to include '(time meeting opens)', with the proposed template, including both edits, to be moved forward to the full Council. Motion seconded by Councilor Kwiecinski. Vote 2-0 in favor.
- ii. Following discussion on whether the templates should be a requirement or a suggestion, the committee agreed on language to amend Rule 11L, which is titled 'Filing of Committee Minutes.' The proposed new text is as follows: *"Final and approved minutes of all committee meetings shall be sent to the City Clerk for public availability within thirty (30) days from the*

date of the meeting for which the minutes are documented.” The committee agreed on this language with the inclusion of proposed additional text to clarify that the templates are suggested formats rather than requirements. A motion to amend Rule 11L with this new proposed language– *“Final and approved minutes of all committee meetings shall be sent to the City Clerk for public availability within thirty (30) days from the date of the meeting for which the minutes are documented. Suggested committee meeting minutes and meeting agenda templates are as follows.”* – was made by Councilor Jadczyk, seconded by Councilor Kwiecinski. Vote 2-0 in favor.

- iii. The committee discussed standardizing the agenda format (‘Public Meeting Notice’) to include basic information like location, time, and list of topics, and agreed to add a box for a Google Meet link and an evergreen agenda item for ‘Mayoral Communications.’ They also considered where on the agenda the Mayoral Communications item should be placed, ultimately deciding that it should come before Public Speak due to any potential scheduling concerns for the Mayor. Councilor Jadczyk made a motion to edit the meeting agenda template (‘Public Meeting Notice’) to include space for a Google Meet Link (underneath the ‘Building & Room’ table item), and to edit the ‘list of topics to be discussed’ so Mayoral Communication is inserted before Public Speak, bumping everything else on the agenda further down. Motion to approve the above by Councilor Jadczyk, seconded by Councilor Kwiecinski. Vote 2-0 in favor. List of Topics to be Discussed to now read as follows:

Approval of prior meeting minutes

1. *Mayoral Communications*
2. *Public speak*
3. *Old business*
 - a.
 - b.
4. *New business*
 - a.
 - b.

Next meeting: TBD

b. Code of Conduct for Appointed Members of Boards, Committees, and Commissions

The Code of Conduct was developed by former Councilor Riley. This effort is to standardize policy for community for 200+ people who represent Easthampton. Most are volunteers, most are unpaid. The committee agreed to hold on approving the code of conduct to allow for further input from current board and committee chairs and department heads, including the personnel director. Councilor Kwiecinski will follow up with chairs and department heads to see if there is anything to add in to the Code of Conduct from their point of view.

Councilor Jadczyk will follow up with some research on Northampton and Amherst's Code of Conducts.

c. *Request to approve a Resolution in Support of Establishing the Easthampton Housing Crisis Task Force*

The committee agreed to hold discussion on this item so that Councilor Jamrog-McQuaid could attend. This item will be discussed at a future meeting.

Next meeting - tentatively scheduled for March 11th 6 pm

Motion to adjourn made by Councilor Jadczyk, seconded by Councilor Kwiecinski. Motion passed 2-0. Meeting adjourned 6:43 PM