

Berkley Cultural Council

Minutes of Special Meeting 1.12.2022

1. Call to order 6:34pm; Disclaimer read by Eden Jones

Attendance by Roll Call: Carla Lyman, Arlene Medeiros, Eden Jones, remotely: Kelly Larabee, Stephanie Malloch, Susan Barrett, Angela Chang

2. Purpose of the meeting to review and discuss mailings received by the BCC:
 - OML complaint from Patrick Higgins and Associates regarding 12.6.2021 meeting – failure to list grant applicants and project name on agenda
 - BCC has until 1.26.2022 to respond
 - Arlene summarizes non-compliance with OML was not listing grant applicants and program title on agenda, a requirement BCC was totally unaware of.
 - BCC actually received an email from Mina Kim informing council that beginning FY 2023, based on AG clarification, we will need to do this – however this communication was received AFTER last meeting
 - Suggestion to simply reply to complainant that the BCC was unaware of this requirement and will comply in the future
 - Angela notes that Easton CC does list and references on agenda available at Town Clerk
 - Eden notes that per advice from AG office BCC should include name of applicant and application number on agenda, and provide a link to full applications
3. Eden reads preliminary draft letter and asks for comments/suggestions/corrections etc from council members
 - Arlene suggests send letter to both addresses listed on complaint via certified mail
 - Stephanie suggests include statement conveying BCC did discuss with AG office
 - Kelly asks whether we should have letter reviewed by town lawyer before sending?
 - Eden shares that Town Council to provide a letter for a similar issue composed for another town body as a reference for us
4. Council members note there are actually 2 complaints, same complaint for two meetings, 12.6.2021 and 12.15.2021
 - Discussion follows regarding whether complaint for 12.15 meeting, would require we redo as that was a voting meeting? Other councils have, some have not. BCC to ask Mina Kim whether this would be the case or not, as well as check with town as to town requirements
 - Eden notes draft letter only addresses 12.6 meeting, council recommends simply add 12.15 meeting to letter, address both complaints with 1 letter- all in favor
 - Send letter to both addresses of complainant, cc Town Administrator, Town Clerk, and AG office
 - Council reviews steps council will follow:
 - 1) contact Mina regarding need to remote and revote? And what about approval letters as have already been sent? Tentative meeting set for M 1/24 if necessary, although complaint is not regarding this
 - 2) revise letter
 - 3) forward to Town Manager to have Town Attorney review

- Angela notes at this point of meeting that Westport CC response to a similar complaint that requirement is not in fact in effect until FY2023 so were NOT actually non-compliant
5. Other mailing received from David Bates in regards to application not funded this FY, simply asking what he can do in future to improve chance of funding. Council will reply application was fine it was simply a case of not having unlimited funds, we thank him for applying and look forward to next year's.
 6. Motion to adjourn by Carla, 2nd by Arlene, all in favor by roll call. Adjourn 7:36pm.