

Town of Longmeadow



Select Board / Town Manager Policies



as of March 10, 2010

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Anonymous Correspondence Policy

Unless it directly pertains to public health and safety, all anonymous correspondence received in the Select Board's office will not be circulated and will be immediately disposed.

Adopted by the Select Board June 6, 2005

Fire Alarm Rules and Regulations

Section 1: On the effective date of these Rules and Regulations, as noted below, no alarm system or equipment designed to summon the Fire Department and/or ambulance shall be installed without first obtaining an alarm permit from the Fire Chief or his designee. Existing alarm systems must obtain a permit within three (3) months of the effective date of these Rules and Regulations. The Select Board shall prescribe an application form for alarm permits. Failure to make a timely application for a permit will be treated as a violation of these Rules and Regulations and will subject the applicant to a fine of \$35 pursuant to Section 8.

Section 2: Whenever the alarm system or equipment is disconnected, removed, or substantially altered, the owner or other occupant of the alarmed premises shall notify the Fire Chief in writing within thirty (30) days so that an appropriate notation may be made on the permit. Upon transfer of property ownership a new application for alarm permit must be filed.

Section 3: No automatic dialing device shall be connected to any telephone numbers listed to the Longmeadow Fire Department after the effective date of these Rules and Regulations. Within three (3) months after the effective date of these Rules and Regulations, all automatic dialing devices interconnected to a telephone line transmitting directly to the Fire Department shall be disconnected. Any person using an automatic dialing device may have the device interconnected to a telephone line transmitting directly to a “central station”, and answering service, or any privately owned or privately operated facility or terminal.

Section 4: Every permit application shall include the names and telephone numbers of the owners, the alarm company to which the alarm is connected, and at least two other persons who may be reached by the Longmeadow Fire Department in the event of an alarm, and who is authorized to respond to the alarm and have access to the alarmed premises.

Section 5: Town of Longmeadow by-laws 6-203 shall apply to false alarms. This by-law imposes a fine of \$25.00 for a “false alarm” which results in a Fire Department response to a person’s residence or business after one (1) false alarm has been responded to in a calendar year. A \$50.00 fine will be imposed for a third and all subsequent false alarms. A “false alarm” is defined as the triggering of the alarm by any cause other than a condition which the alarm system is intended to report (such as smoke or fire).

Section 6: Town of Longmeadow by-law 6-203(b) shall apply to payment of false alarm fees.

Section 7: The owner or occupant of the alarmed premises acknowledges that the installation of the alarm does not entitle the owner to any higher level of responsibility or duty from the Longmeadow Fire Department than premises without an alarm.

Section 8: Violation of any provision of these Rules and Regulations shall constitute a violation of the Longmeadow Town by-laws and shall be punished by a fine of \$35.00.

Adopted by the Select Board and Effective July 10, 2006

Open and Handicapped Accessible Meetings Policy

All meetings of governmental bodies must be posted and conducted in conformance with M.G.L. Chapter 39, Sections 23A to 24 (the “Open Meeting Law”). A copy of this statute is available from the Town Clerk’s office.

In accordance with a 1999 directive from the Select Board, meetings of Town governmental bodies are to be held in handicapped accessible locations.

Adopted by the Select Board June 20, 2005

ADA Policy Statement and Grievance Procedure

The Town of Longmeadow does not discriminate on the basis of disability in access to, or employment in, programs, services and/or activities.

Accordingly, the Town of Longmeadow will:

Take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.

Make reasonable accommodations in policies, practices, or procedures when necessary to avoid discrimination on the basis of disability, unless a fundamental alteration in a local government program would result.

Operate its programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

The Town of Longmeadow will not:

Refuse to allow a person with a disability to participate in a local government service, program, or activity simply because the person has a disability.

Provide services or benefits to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective.

Subject individuals with disabilities to discrimination in employment under any local government service, program, or activity.

The ADA Coordinator for the Town of Longmeadow is the Director of the Council on Aging. Inquiries, requests or complaints should be directed to:

Director of the Council on Aging, ADA Coordinator
Council on Aging Office
231 Maple Road
Longmeadow, MA 01106
Tel. (413) 565-4150

If a person brings a complaint to the ADA Coordinator and the situation has not been satisfactorily resolved, he/she may then bring the matter to:

Town Manager
Town Hall, 20 Williams Street
Longmeadow, MA 01106

Additional information may be obtained from the ADA Coordinator and from:

Office of the Americans with Disabilities Act
Civil Rights Division
U.S. Dept. of Justice
Washington, DC 20035-6118
(202) 514-0301 (Voice) (202) 514-0381 (TDD)

Approved by the Select Board June 19, 2000
Amended by the Town Manager July 19, 2007

**Town Health Insurance Enrollment/Re-Enrollment
for Separated Retirees Policy**

- I. All restrictions applying to current employees shall apply to retirees enrolling/re-enrolling and include but not necessarily be limited to the following:
 - A. Retirees wishing to enroll/re-enroll or to enroll/re-enroll their dependents in the Town Health Insurance may only have the opportunity to do so once.
 - B. The Town may require a medical exam, at the enrollee's costs, by a physician chosen by the Town, prior to approval of enrollment/re-enrollment.
 - C. Final determination of any enrollment/re-enrollment by a non-participating retiree or his/her dependent shall be with the Town of Longmeadow Select Board.
- II. The Town of Longmeadow shall only contribute the same amount as current retirees at the time of enrollment.

Adopted by the Select Board July 10, 1995

Revised by the Select Board June 5, 2000

Reissued by the Select Board August 11, 2005

Request for Legal Services Policy

Use of Town Counsel or Labor Counsel requires prior approval by the Town Manager. Departments and officials should first try to have legal questions answered through cost savings methods, such as state agencies or officials, or by using legal volumes located in the Police Department or via the internet. For any matter which requires use of Town or Labor Counsel, the attached "Request for Legal Services" form should be used. Litigation or defense can only be initiated by the Select Board.

Attachments (2)

Adopted by the Select Board April 19, 2005

Town of Longmeadow
Request for Legal Services

Name _____ **Title** _____

Date _____ **Phone** _____

Committee/Department _____

Description of Request (include such information as “request for legal opinion” or “relates to pending litigation”. Is this a request of a committee or an individual member’s concern; and is the request high – low priority and explain why? Please attach all relevant documentation.)

Have you tried other legal resources (law books, state agencies, etc.)?

Time Frame (by what date is a response needed; please explain.)

Submit completed request form to the Select Board’s office for processing

Your request for legal services relative to _____
_____ was:

___ Forwarded to Town Counsel/Labor Counsel
Date _____

___ Returned
Date _____

Reason _____

Town Manager

Legal Resources

Massachusetts General Laws:

<http://www.mass.gov/legis/laws/mgl>

Longmeadow Police Department

Town Clerk:

General By-Laws

Zoning By-Laws

Important Phone/Contact Numbers*:

Attorney General	617-727-2200/413-784-1240
Secretary of State	671-727-7030
Campaign and Political Finance	800-462-6273
Department of Revenue	800-521-5536
- Municipal Finance	
- Personnel	
- Accounting	
- Health Insurance (Ch. 32B)	
Division of Local Mandates	800-462-2678
Elections	800-462-8683
Ethics	888-485-4766
Inspector General (Procurement)	800-322-1323
Public Records	617-727-2832
State Bookstore (for publications)	617-727-2834

**Most of this information and related publications are on-line at <http://www.mass.gov>*

One-Day Liquor License Policy

One-day liquor licenses will be granted at the sole discretion of the Select Board. Applicant must state time, date and place of event on application forms.

Servers must be certified as trained in alcohol service safety (such as “TIPS”, “SafeServ”, or other alcohol service safety program). Proof of certification must be submitted with the application.

For events on Town property or premises, where alcoholic beverages will be served, all licensees MUST submit the following prior to the event:

Proof of a certificate of insurance in the amount of \$1 Million per occurrence / \$3 Million aggregate and naming the Town of Longmeadow as an additional insured on a liquor liability policy for the event.

For insurance purposes, Town departments may not be applicants for one-day liquor licenses.

Adopted by the Select Board March 21, 2005

Amended by the Select Board January 16, 2007

Liquor License Violations Policy

The hierarchy of action to be taken by the Select Board, acting as the Local Licensing Authority, in the case of liquor license violations, both local violations and violations identified by the ABCC, will be as follows:

1. Warning
2. Two (2) to five (5) days license suspension
3. Six (6) to twenty-nine (29) days license suspension
4. Thirty (30) or more days license suspension, or revocation of license

If the violation is determined to be intentional, the Police Department will prefer criminal charges and recommend more substantial punishment.

The action to be taken is subject to a Hearing and discussion of each violation in accordance with Chapter 138 of the Massachusetts General Laws.

The Select Board, on January 8, 1990 voted to adopt these guidelines, as recommended by the Police Chief, reserving the right to impose other penalties depending on the severity of the violation.

Reaffirmed by the Select Board March 24, 1997

Revised November 16, 2009 by the Select Board

Adopted November 23, 2009 by the Select Board

Municipal Parking Lot Policy

Since the purpose of the municipal parking lot is to provide free, accessible, safe, and temporary parking for Town employees and the public, the Select Board hereby establishes the following criteria for the use and maintenance of the lot:

1. No vehicle shall remain in the lot for more than two weeks except by special permission of the Select Board.
2. No unregistered or uninspected vehicle shall be parked in the lot.
3. The lot shall be well lighted.
4. The lot shall be kept in an orderly condition.
5. A sign installed in the lot shall indicate the restrictions contained in Items #1 and #2.

Adopted by the Select Board May 1996

National Incident Management (NIMS) Executive Order

January 31, 2006

WHEREAS, In Homeland Security Directive (HSPD)-5, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all federal, state, local and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary that all federal, state, local, and tribal emergency management agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the state's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the state, including all public safety and emergency response organizations training programs; and

WHEREAS, the National Commission of Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW THEREFORE, pursuant to the authority vested in me by the Longmeadow Town Charter, I do hereby direct the National Incident Management System be utilized for all incident management in the Town of Longmeadow.

I further direct this to take effect immediately.

Robin Crosbie, Town Manager

Waste Reduction Policy

Effective Date: July 1, 2006

One (1) 36-gallon barrel or bag, up to 40 lbs per household per week;

Additional waste must be disposed of in Town approved bags, available at convenient locations in Town;

Cost per bag is \$1.75 and covers disposal costs;

Hardship waivers may be granted on a case-by-case basis by the Town Manager, upon application by letter, for a specific length of time, not to exceed one year. Waiver may be granted upon re-application;

The Select Board may grant amnesty for certain specified periods where unusual amounts of waste is generated;

There will be an implementation period in July, 2006

Adopted by the Select Board March 27, 2006

Recycling and Yard Waste Center Progressive Disciplinary Policy

Recognizing that Longmeadow's Recycling and yard Waste Center (the Center) is a facility which exists to serve the recycling and disposal needs of the residents of the Town of Longmeadow; and

That many residents use the Center on any given day; and

That certain rules and regulations have been established to assure safety, order and efficiency;

The following progressive disciplinary steps have been established for individuals who violate said rules, prominently posted at the Recycling and Yard Waste Center:

Step 1 Verbal warning by an Attendant or a Recycling Commission Volunteer

Step 2 Written warning by the same, followed by a written notice from the Town Manager.

Step 3 Written warning of loss of privilege of said individual to use the Center for thirty (30) days following the date of said violation

Step 4 Written notification of loss of privilege of said individual to use the Center for twelve (12) months following the date of said violation

Each violation shall require a written incident report to be filed with the Town Manager on the next business day following said violation.

These progressive disciplinary steps may be accelerated in whole or in part depending on the seriousness of the behavior of the Center user.

Anyone who enters the Center during a period in which their privileges have been revoked, by the Town Manager, shall be considered trespassing.

Adopted by the Select Board December 4, 2000

Amended by the Select Board October 7, 2003

Amended by the Town Manager July, 2007

Transfer Station/Recycling and Yard Waste Center Rules and Regulations

1. The Transfer Station/Recycling and Yard Waste Center (Center) is for Longmeadow residents use only.
2. A current sticker is required by all residents using the Center.
3. Assistance in emptying cars at the Swap Shop may be given to residents by Center Staff (Attendants and Volunteers) only.
4. Directives from the Center staff relating to any Center operations must be followed.
5. Parking limit is no more than 15 minutes per visit, 30 minutes per day for residents visiting the Swap Shop.
6. Attendants and volunteers will not hold or reserve Swap Shop items for personal use while working at the Center.
7. Attendants and volunteers will not hold or reserve Swap Shop items for residents. If you see something in the Swap Shop that you want, take it; first come first serve.
8. Residents who do not abide by the Center Rules and Regulations may have their sticker revoked.
9. All items taken from the Swap Shop/Recycling and Yard Waste Center are “as is”. The Town of Longmeadow does not assume any responsibility nor liability for items taken from the Swap Shop, nor does the Town make any representations as to the safety of those items.

Adopted by the Town Manager July 2007

Rubbish/Recycling Curbside Pick-Up Container Policy

Rubbish and recycling containers may be placed out for curbside pick-up a maximum of twenty-four (24) hours prior to the scheduled curbside collection and must be removed within twenty-four (24) hours after the collection.

Adopted by the Select Board August 21, 2000

Recycling Center Volunteer Safety Regulations

Preamble

It is hereby understood and agreed that all Recycling Center volunteers are required to abide by the following safety regulations. It is further understood and agreed that the safety of any volunteers working at the Recycling Center is of paramount concern. The purposes and goals of the Recycling Center are, primarily, to recycle those items which are recyclable and to provide a valuable service to the residents of the Town of Longmeadow – to wit, a means of disposing those items which are otherwise difficult to discard. While the assistance of volunteers is necessary to achieve these goals, personal safety is not to be compromised to achieve these goals. Volunteers are directed to follow the foregoing safety regulations, and to exercise common sense and good judgment at all times to insure personal safety.

Regulations

- I. Personal
 - A. The following attire must be worn by all volunteers while working at the Recycling Center:
 1. Gloves
 2. Safety glasses or safety goggles
 3. Sturdy shoes (no canvas, sandals, moccasins or tennis shoes)
 - B. Volunteers shall not work at the Recycling Center after sunset.

- II. Handling of Items
 - A. The Recycling center shall be monitored and kept clean of broken glass, nails or other sharp or fragmented items. To the extent that volunteers choose to clean such broken glass, nails, or other sharp items they shall at all times wear appropriate safety attire and use proper equipment (including but not limited to shovels, brooms, dust pans, hand trucks, wheelbarrows, etc.) when cleaning or moving items.
 - B. Request residents place glass, mirrors, and windows directly in the bulk rolloff from their vehicles.
 - C. Request assistance or action of experienced personnel when advisable. For example, the DPW will handle heavy or very large items.
 - D. It is expressly understood that volunteers are under no obligation to assist residents with the unloading of vehicles, other than to direct residents as to where to place or discard items being unloaded.
 - E. Under no circumstances shall volunteers climb into the rolloffs at the Recycling Center.

- III. Safety Equipment
 - A. A first aid kit shall be maintained by the Recycling Center and available for use by all volunteers.
 - B. A two-way radio, telephone or the equivalent thereof shall be maintained at the Recycling Center, which shall be for use in case of emergency only.

IV. Weather

It is understood that from time to time inclement weather makes it difficult, impractical, or impossible, from a safety standpoint, for the Recycling Center to engage in normal operation. Therefore, the Recycling Center reserves the right to close at any time because of poor weather conditions. Moreover, it is expressly understood that any volunteer who is scheduled to work at the Recycling Center is under no obligation to do so, even if the Recycling Center is open, if he or she believes that inclement weather creates a safety hazard.

Adopted by the Recycling Commission June 24, 1999

Street Light Policy for Public Ways

Standard Lighting Systems as Provided by Northeast Utilities

All lighting services for proposed developments as supplied by Northeast Utilities within the Town of Longmeadow shall be submitted to the Engineering Department for review. The street light layout plan and all proposed lighting to be installed by Northeast Utilities shall meet all requirements of the Planning Board and shall be as approved by the Director of Public Works.

Specialty Lighting Systems

Any proposed street lighting system which is not supplied, installed and maintained by Northeast Utilities shall be approved by the Director of Public Works prior to installation. For these systems, the Town shall pay all normal electrical costs for operation of the lights once the street is accepted as a public way. All maintenance, repairs and replacement costs shall be borne by the abutters and/or other interested parties as the case may be. Prior to installation, an agreement for maintenance, repair and replacement of the lighting system by the abutting property owners shall be submitted by the developer and approved by the Director of Public Works. All costs for the lighting system shall be borne by the developer until the street is accepted by the Town, at which time the Town will pay for normal electrical costs for operation of the lighting system but, not repairs. All lighting systems shall be inspected and certified by an engineer to ensure compliance with the American National Standards Institute and the Illuminating Engineering Society in meeting all requirements for a residential roadway lighting system.

Lighting Systems Must Conform to the Following Guidelines:

Guidelines for Installation of Streetlights

Installation of publicly funded streetlights shall conform with at least one of the following conditions:

1. Intersection of streets.
2. Along curves in the road.
3. At locations where there are inclines or declines in roads which would cause safety problems.
4. At locations where the safety of the public would be improved by the installation of a light.

Streetlights shall not be installed on straight roads where the only purpose to installing a light would be to light a particular house or location.

The Town of Longmeadow assumes no responsibility whatsoever for determining which locations within the Town should have streetlights.

Requests for Additional Streetlights

Upon written request, the Select Board may authorize installation of streetlights on existing public streets, provided the request conforms to one of the above conditions.

Amended by the Select Board May 15, 2006

Objects on Town Treebelts and Property Policy

The Select Board or Town Manager, as the individual case may be, control the use of Town property based upon established policies, procedures, by-laws and statutes.

A. Signs

1. A request for the placement of a sign must be submitted to the Select Board/Town Manager's Office in writing.
2. The placement of signs shall be limited to municipal or non-profit organizations and shall be limited to events, activities or functions conducted in Longmeadow.
3. Signs are limited to three locations in Town:
 - (1) Longmeadow Street at the Springfield, MA boundary.
 - (2) Longmeadow Street at the Enfield, CT boundary.
 - (3) Triangle at Williams and Bliss Streets
4. Signs shall be placed, at each location, not more than sixty (60) feet after the red and white wood sign that reads "Longmeadow, Settled 1644," and not more than eight (8) feet from the Longmeadow Street curb.
5. Signs shall meet the following criteria:
 - (1) Signs shall not exceed two (2) feet by three (3) feet.
 - (2) Signs shall be white or yellow with dark letters.
 - (3) Letters shall be a minimum of 4" in height.
6. All signs shall be free-standing and not attached to any pole, tree or other structure.
7. Only one sign shall be placed at each location. Signs may be double-sided.
8. The placement of signs shall be limited to three consecutive days.
9. All requests will be reviewed on a case-by-case basis.

B. Other Objects/Structures

No other permanent or temporary object or structure may be placed upon Town property, including treebelts, without the express written consent of the Select Board or Town Manager, provided that the applicant also receives the necessary approvals from the Planning Board or Zoning Board of Appeals, and other permits or licenses as applicable, prior to placement.

Adopted by the Select Board September 11, 2000

Revised by the Select Board June 10, 2006

Revised by the Select Board October 23, 2006

Revised by the Select Board March 3, 2008

Use of Retained Earnings Policy

Ambulance Retained Earnings, Water Retained Earnings and Sewer Retained Earnings are for the following purposes:

For expenditure on or to offset the direct and indirect costs for operations, equipment, studies or capital projects that support the mission or purpose of these operations.

Adopted by the Select Board October 10, 2006

Acceptance of Gifts and Donations Policy

Acceptance of Gifts to Departments

In numerous instances, the various departments or agencies of the Town of Longmeadow receive offers of gifts or donations for various purposes. It is the policy of the Town to encourage such donations and gifts, with the clear understanding that there is no offer on the part of the Town of its departments or agencies to reciprocate in any manner with regard to provisions of services, enforcement of laws or regulations, or any other consideration by the Town; and that gifts or donations be consistent with the Town's mission, activities and goals; and that resources are available to properly utilize and maintain any gift.

The Town Manager is hereby authorized to accept any such gifts or donations on the part of the Town, to see to their disposition in accordance with donors wishes and applicable law, and to notify the Select Board prior to accepting any such gifts or donations.

Solicitation/Acceptance of Donations

In order to achieve department missions and provide essential services, the Select Board recognizes the need for staff to develop fiscal and other resources to supplement municipal funding. The policy of the Select Board regarding fundraising activities by staff is the following:

1. Such activities will not decrease staff effectiveness nor will they constitute an inordinate amount of work time.
2. In accordance with the Conflict of Interest Law (Massachusetts General Laws, Chapter 268A), Town employees will not realize personal financial benefit from fundraising activities.
3. Persons involved in fundraising are expected to use good judgment at all times, and to be sensitive to issues such as the business climate and ability to give.
4. In accordance with the Town's established policy on Acceptance of Gifts, it is understood that there is no offer on the part of the Town or its Departments or Agencies to reciprocate in any manner with regard to provision of services, enforcement of laws or regulations or any other considerations by the Town.
5. To ensure consistency in communication about fundraising efforts, Boards, Committees, Commissions and Department Heads shall inform the Town Manager of new fundraising efforts or campaigns prior to such activities.
6. Notice of regular or ongoing fundraising activities should be given to the Town Manager through the regular channels of communications.
7. The Town Manager will establish guidelines as necessary to specifically describe different types of fundraising and appropriate actions.

Adopted by the Select Board August 13, 2007

Block Party Rules and Regulations

Definition:

A block party is defined as a party that is open to all residents of the given streets that are to be closed, and other invitees.

Time and Duration:

No block party can begin before 9:00 a.m. and must conclude by 10:00 p.m. The total duration may not exceed 6 hours.

Street Closure:

Street closures must be approved by the Police Chief and the Select Board. The Police Chief may require a private-duty police detail if it is determined to be necessary to public safety. Street closure can only be authorized by a permit from the Select Board (per Longmeadow By-Law 4-203).

Application:

An application form **MUST** be submitted to the Select Board office. The Select Board has up to 30 days to approve the application. The application **MUST** include certification by the applicant that all residents of the block or streets to be closed have been notified and have no objection to the closure (The Select Board may, at its discretion, require a list of residents in the affected area along with signatures stating the same).

Applicant/participants agree to comply with all laws and regulations of the Commonwealth and the Town of Longmeadow.

Adopted by the Select Board April 27, 2009

Revised by the Select Board August 19, 2009

Rules and Orders Regulating the Use of the Longmeadow Town Green

Purpose: The purpose of these regulations is to help assure public safety and good order in the use of the Town Green as a public resource of the Town. At the same time, the regulations are intended to confirm the Town's commitment to protect rights conferred by the Constitution of the United States and the Massachusetts Declaration of Rights in permitting use of the green.

Section 1 **General Policies**

Permission for use of the Town Green space may be granted to groups or private individuals. Permission will be granted for events held during daylight hours, and special events for evening operation will be considered individually.

Wires, equipment, signs, tents and other similar structures, or any other miscellaneous items, will not be hung from trees.

Temporary displays, tents or structures may require approval by the Building Commissioner. Food sales may require obtaining a permit from the town's Board of Health.

General Usage Policy

The Town Green is a public area for use by the public. A permit to reserve the Town Green does not allow the permit holder to prevent anyone from entering onto the Town Green space. A fee shall not be required for anyone to enter upon the Town Green. Individuals or profit businesses/organizations may not hold events which are for the purpose of profit. As a condition of issuing a permit the Town of Longmeadow may require an organization to present a copy of their non-profit status as approved by the Federal Government or the Commonwealth.

The Town Green has been divided into two separate areas; The North Green, and South Green. The North Green is located directly in front of the Community House, while the South Green is located in front of Center School and the First Church of Longmeadow.

These two areas are treated separately. Reserving one area does not reserve the other. If one of the areas is reserved and another group wishes to use that reserved area during the same time, all subsequent groups must obtain permission from the first group before a permit will be issued.

Permit Required Activities

Permits are required for any of the following activities, singly or in a combination:

Use of the Town Green for organized activities and events such as art shows, festive and religious celebrations, concerts, etc.

Impermissible Activities

- a. Possession, destruction, injury, defacement, removal, or disturbance of any structure, sign, equipment, monument, statue, marker, display, animal, plant.
- b. Distribution or display of commercial advertising, or soliciting of business, or any other commercial transactions except for sponsors of and vendors at permitted events.
- c. Possession of, or the use of, alcoholic beverages on the Town Green or surrounding paved areas.
- d. Unreasonably loud operation of audio devices except as permitted.
- e. Disorderly conduct.
- f. Use of rollerblades, roller skates, skateboards, scooters, and bicycles.
- g. Use of motor vehicles on the Town Green without appropriate authorization
- h. Use of the Town Green by private groups/individuals for private gain.
- i. Charging of admission to use the Town Green.
- j. Denying any citizen access to the Town Green.
- k. Bringing animals of any variety (including leashed dogs) onto the Town Green during a permitted event. This prohibition shall not apply to service dogs or to animals used as part of the permitted activities, such as ponies for pony rides.
- l. Overnight camping except as permitted.

Permit Process

- a. Applications for permits to conduct activities on the Town Green listed above, shall be filed on an application provided by the Town of Longmeadow’s Parks and Recreation Department no later than 14 days prior to the requested date for said use by a Longmeadow resident, organization, or non-profit groups. Late or incomplete applications will be considered at the discretion of the Town Manager.
- b. Permit applications shall include the following minimum information:
 - 1. Name, address and telephone number of applicant. In the case of a group or organization; the name, address, and telephone number of the responsible contact person. For events only: The applicant must designate a person or persons responsible for the event who will be at the Town Green during the entire scheduled event.
 - 2. Date(s) and times required.
 - 3. Nature and purpose of the event i.e., political rally, concert, non-profit activity.
 - 4. Area of the Green (i.e., North, South, all, and/or paved areas)
 - 5. Anticipated number of participants and/or spectators.
 - 6. Clean up plan
 - 7. Statement of special equipment and facilities to be used; i.e. electrical.
- c. Applications will be available from the Parks and Recreation office.

- d. Applications for the paved area will be made separately and must also be approved by the Department of Public Works and the Chief of Police.
- e. As a condition of issuing the permit, the Town Manager may require the sponsor to pay for detailed police officers as she/he deems necessary. In the case of activities with a duration of more than one day, this requirement may be imposed at anytime it is determined to be necessary by the Town Manager or the Police Chief without advanced notice to the sponsors.
- f. Permits are issued on the express condition that the Sponsor shall maintain the area and any approved display, in good condition at all times. The Sponsor shall leave the Town Green in the same condition it was in before said event. All trash must be removed and properly disposed of by the Sponsor. The area must be cleaned and cleared by the Sponsor at the end of the day.
- g. All applications will be accepted or rejected within 14 days of the date the application is filed. In the event an application is rejected, the Town shall notify the applicant in writing and shall specify the reason(s) for the rejection thereof.

General Conditions

- a. Permits are non-transferable and are only valid for the dates, times, and activities specified. Permit holders and vendors allowed under the terms of the permit must obtain all other necessary state and local permits (such as permits from the Town Board of Health, transient vendor and similar permits and licenses).
- b. A permit may be revoked by the Town Manager if a sanctioned event engages in activities that are not within the specifications of the permit.
- c. Needs for electricity, lighting and water must be coordinated by the Sponsor with the Department of Public Works who shall arrange for permitted uses. The sponsor shall be responsible for all related cost.
- d. Amplification of sound from any other audio device may be restricted to a certain level of amplification by a police officer during an event if they deem it the public's best interest.
- e. The Longmeadow Police Department shall be the enforcement agency for any and all portions of these regulations.
- f. All situations not defined in these regulations, or request for exceptions must be ruled on by the Town Manager.

- g. No fee shall be charged by the Town for a permitted activity on the Town Green. The Town Manager may, however, require a deposit for the use of the Town Green; said deposit to be returned in full when the Green is determined to be restored to pre-use condition.
- h. Applicants may be required to provide proof of insurance to protect the interest of the Town of Longmeadow and name the Town of Longmeadow as additional insured if the applicant's event includes multiple vendors and groups.
- i. The town, its agents, servants and employees shall be held free and clear of any and all liability and the person(s) and/or entity (ies) shall indemnify the Town of Longmeadow for all cost, expenses, and claims made upon it, liability, or otherwise.
- j. The Town of Longmeadow will be held harmless from any and all claims, suits, causes of action, judgments and demands of any nature made or obtained by third parties which result from activities or actions of the Town of Longmeadow, its agents or servants under this permit and if judgment is entered against the Town of Longmeadow, said judgment will be paid by said applicant together with all interest thereon.
- k. If the Town's Department of Public Works is needed to restore any portion of the reserved area to the condition prior to usage, the individual or organization responsible will be billed for these services.

Grounds for Denial of Permit Request:

A permit for use of the Town Green may be rejected for the following reasons:

- a. Permit has been granted to a prior applicant or there is an event scheduled which conflicts.
- b. The activity would present an unreasonable danger to the health and safety of the applicant or other users of the Town green.
- c. Event is such in nature or duration that it cannot reasonably be accommodated in the area applied for.
- d. Event will, in the opinion of the Town Manager, cause unacceptable interference with use and enjoyment of the Town Green by the general public; provided, however, that no permit application shall be denied based on the content or subject matter of the proposed activity.
- e. Permit is requested for a date(s) that conflicts with official celebrations of the Town of Longmeadow.
- f. the application was incomplete;
- g. the application contained a material falsehood or misrepresentation;
- h. the applicant was legally incompetent to sue or be sued;

- i. the applicant had damaged Town property on prior occasions and failed to make payments to repair the damage;
- j. the proposed use would be prohibited by the classifications and uses of the Town green;
- k. the applicant could not comply with applicable licensure requirements concerning the sale or offering of goods or services;
- l. the proposed use is prohibited by law;
- m. the applicant has made material misrepresentations regarding the proposed use of the park in the past; or
- n. the applicant has violated the terms of permits issued by the Town of Longmeadow in the past.

Severability

The provisions of the above regulations for the use of the Town Green shall be deemed to be severable, and if any of its provisions shall be held unconstitutional by any court or competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions.

Section 2 Organizational Responsibilities

- a. Trash Collection and Disposal
 - 1. It is the responsibility of any organization that reserves the use of the Town Green to insure that all refuse generated by the event is collected and disposed of properly by the organization.

- b. Guidelines for Bathroom Facilities at Public Events
 - 1. For every two-hundred (200) females, you should have one (1) toilet facility.
 - 2. For every five-hundred males you should have one (1) toilet facility.

The number of bathroom facilities required, as stated above depends on the number of people expected to attend a specific event. Each bathroom is required to have a hand sanitizer.

- c. Sale of Food at Events
 - 1. Food sales may require obtaining a permit from the board of health. Please contact the Health Director to determine whether or not a permit is required and for the regulations regarding “Mobile and Temporary” service. The cost of any food permits will be the responsibility of the applicant.

Use of Town Green by any organization or individual does not constitute town-endorsement of the views or activities by said group.

Adopted by the Select Board April 27, 2009

Recycling Center Employee/Volunteer Policy
(formally “Items Left at the Recycling Center Policy”)

All items stored at the Recycling Center/Transfer Station are property of the Town of Longmeadow. Items left at the “Swap Shop” are available to Longmeadow residents with current recycling center stickers on a first come-first serve basis.

Town employees and volunteers shall not be allowed to take or set-aside items from the Swap Shop during working hours, nor may they set aside or watch over items for other people. Employees and volunteers who are residents and who hold a current sticker may use the facility and remove items from the Swap Shop during non-working hours.

Any employee or volunteer found to be setting aside items for themselves or others during working hours or in any way found attempting to influence residents to give them items intended for the facility during their working hours shall be in violation of this policy. Employees or volunteers violating this policy will be subject to disciplinary action, up to and including termination.

Adopted by the Select Board August 2002

Revised by the Town Manager May 2007

Buy Recycled Policy

In recognition of the need to make more efficient use of our natural resources, create markets for the materials collected in recycling programs, reduce solid waste volume and disposal costs, and serve as a model for private and public institutions, the Town of Longmeadow is committed to purchasing products which are environmentally preferable and/or made of recycled materials whenever such products meet quality requirements and are available at reasonable terms and without paying higher prices.

To the maximum extent practicable, the following standards should be adhered to:

- a) For all purchases of printing and writing paper for in-house use or custom printed materials by professional printers, including copier paper, offset paper, forms, stationary, envelopes, tablets, notepads and file folders, the minimum content standards shall be no less than 20% post-consumer recycled materials to meet the current state and federal minimum standards. This minimum standard **may be** increased to 30% beginning December 31, 1998, to match the scheduled increase in federal minimum standards.
- b) Town departments shall ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practicable, along with the recycling symbol.
- c) For the purpose of measuring the progress of the program and success in meeting the recycling goals of the Commonwealth, each department shall report purchases of recycled products to the Select Board on July 30 for the previous fiscal year.

Adopted by the Select Board September 29, 1997

Freedom From Unlawful Harassment, Discrimination and Sexual Harassment Policy

It is the goal of the Town of Longmeadow to promote a workplace that is free of sexual harassment and any other form of prohibited harassment or discrimination. Sexual harassment and any other form of prohibited harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by the Town of Longmeadow. Further, any retaliation against an individual who has complained about sexual harassment, prohibited harassment, discrimination, or retaliation against individuals for cooperating with an investigation of a sexual harassment or other harassment or discrimination complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, discrimination and other forms of harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because the Town of Longmeadow takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Furthermore, although this policy addresses sexual harassment, harassment or discrimination based on any protected class is also prohibited. The reporting procedures in this policy may be used to file a complaint of harassment or discrimination involving any protected class. Legally protected classes include: race, color, religion, nation origin, sex, sexual orientation (not including where the object of the orientation involves minor children), genetic information, ancestry, age, handicap or disability, and service in the uniformed military service.

Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this:

“sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) submission to or rejection of such advances, request or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- (b) such advances, request or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life; comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons; e-mail, web sites, screen savers, or computer graphics
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquires into one’s sexual experiences; and,
- Discussion of one’s sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the Town of Longmeadow.

Complaints of Sexual Harassment, Discrimination or Harassment Based on Membership in Another Protected Class

If any of our employees believes that he or she has been subjected to unlawful harassment or discrimination, including sexual harassment, the employee is encouraged to file a complaint with the Town of Longmeadow. This may be done in writing or discussed orally.

If you would like to file a complaint you may do so by contacting either: Robin Crosbie, Town Manager at Town Hall, 20 Williams Street, Longmeadow, MA 01106 (413) 565-4110 or, in her absence, Paul Pasterczyk, Finance Director at 735 Longmeadow Street, Longmeadow, MA 01106 (413) 565-4136. Both Ms. Crosbie and Mr. Pasterczyk are available to discuss any concerns you may have and to provide information to you about our policy on unlawful harassment and discrimination including sexual harassment and our complaint process.

If an employee brings the matter to the Town Manager or to the Finance Director and does not believe that the situation has been satisfactorily resolved, the employee should then bring his/her complaint to the Chair of the Select Board, Town Hall, 20 Williams Street, Longmeadow, Massachusetts 01106 Tel. (413) 565-4110.

Unlawful Harassment and Discrimination Including Sexual Harassment Investigation

When we receive the complaint of unlawful harassment or discrimination including sexual harassment, we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action up to and including termination.

Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to unlawful harassment or discrimination, including sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC – 300 days; MCAD – 300 days).

The United States Equal Employment Opportunity Commission (“EEOC”)

One Congress Street, 10th Floor
Boston, MA 02114
(617) 565-3200

The Massachusetts Commission Against Discrimination (“MCAD”)

Boston Office
One Ashburton Place
Room 601
Boston, MA 02108
(617) 727-3990

Springfield Office
436 Dwight Street
Room 220
Springfield, MA 01103
(413) 739-2145

Adopted by the Select Board on March 27, 2006

Policy on Workplace Violence

Definitions:

Workplace violence includes, but is not limited to, harassment, threats, intimidation, physical attack, or property damage. The following are a few examples of conduct that the Town will not tolerate pursuant to this policy:

- Use of vulgar or profane language towards others.
- Disparaging or derogatory comments or slurs or name calling.
- Any behavior outlined in the Town's Sexual Harassment Policy.
- Any form of oral or written threat that suggests or infers physical harm or an act of violence.
- The use of Town property, services or equipment such as phones, faxes, copiers, computers, vehicles, etc., for the purpose of threatening any individual with physical harm or an act of violence.
- Any physical assault, or threat of physical assault, such as hitting, pushing, punching, kicking or holding.
- Impeding or intentional blocking of the movement of another person with the intent to cause harm or intimidation.

Weapons and Explosives:

Non-Employees: A person, who is not a law enforcement officer, may not carry on his or her person, a firearm, whether loaded or unloaded, or any other dangerous weapon as outlined, in any building, or on the grounds of any property of the Town of Longmeadow, without the written authorization of the Town Manager.

Any violation of the provisions of this policy by non-employees, visitors or vendors, may result in the removal from the premises of the violator, a criminal trespass order issued, and/or a possible criminal complaint being sought.

Employees: Employees and officials of the Town of Longmeadow are prohibited from bringing to the workplace, or possessing on any Town property, building or parking area: firearms, ammunition, knives, starter pistol, flare gun, explosives and or blasting caps, or any other dangerous weapon. Having been issued a valid Class A, B, C or D firearms/rifle or chemical spray license by the Department of Public Safety does not supersede this prohibition. Law enforcement employees (Officers) are exempt from this provision as it applies to firearms and ammunition. Possession of other dangerous weapons by law enforcement officers in the course of their duties is also exempt.

Any violation of the provisions of this policy by an employee or Town official shall subject the employee or official to appropriate disciplinary action, up to and including termination, and possible criminal action being sought.

Prevention of Workplace Violence:

The Town subscribes to the concept of a safe workplace environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing workers of the dangers of workplace violence, communicating sanctions imposed for violating this policy, and providing a reporting hierarchy within which to report incidents of violence without fear of reprisal.

Procedure for Reporting Violence:

Each incident of workplace violent behavior, whether the incident is committed by another employee or an external individual such as a customer, vendor, or citizen, must be reported to the Town Manager. In critical incidents in which serious threat or injury occurs, emergency responders such as Police, Fire and/or Ambulance personnel must be promptly notified by the immediate Supervisor who must then report the incident immediately to the Town Manager.

Exceptions Pursuant to M.G.L. 258, Section 10

This policy is not intended to be construed to provide explicit and specific assurances of safety or assistance, nor be cause for intervention by a municipal employee which causes injury or places a victim in a worse position.

Adopted by the Select Board May 16, 2005

Revised by the Select Board June 23, 2006

Budget Transfers Policy

Budget Transfers – In order to facilitate management response while preserving expenditure accountability, the following procedures will be followed for all budgetary transfers, excluding the School Department:

Intra Departmental Budget Transfers:

Budgets voted with Statutory appropriation compliance at the functional level (General Government, Public Safety, Planning and Community Development, Public Works, Community Services and Debt Service / Employee Benefits / Liability Insurance) will be created with line item detail proposed during the budget process by the Department Head and Finance Director and approved by the Town Manager. The line item detail will be used for appropriation and expenditure internal control and must be maintained as if voted separately, except that line items can run a deficit up to 10% of the line item or \$100.00, whichever is greater. No total functional appropriation may be allowed to go into a deficit. To allow for managerial flexibility, the line item appropriations within the functional level can be amended upon the request of a Department Head and the approval of the Town Manager.

Inter Departmental Budget Transfers:

Transfers between departments within a functional level can be made upon the written request of a Department Head, consent of the Department Head from whose budget funds will be transferred, and the approval of the Town Manager. Transfers will only be allowed for extraordinary and unforeseeable purposes.

Inter Fund Transfers:

Transfers in and or out of enterprise-type funds (Water, Sewer and Ambulance) are not allowed. The Water and Sewer Departments each are their own funds where fund specific receipts and expenditures are tracked separately and a fund balance maintained.

No transfers can be made between functional budgetary levels where separate appropriations are made, except by vote of Town Meeting.

Transfers will be processed via the attached form.

Adopted by the Town Manager April 20, 2006

Revised by the Town Manager July 17, 2007

Town of Longmeadow Budget Transfer Form
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Intra Departmental Transfer

Account(s) to be transferred to:

DEPT: _____

ORG #: _____

NAME: _____

Object #: _____

Original Budget _____

Current Budget (if different) _____

Please provide the dates, amounts, and reasons of all previous budget amendments

Amount of present request: _____

Reasons for the Request: _____

Account(s) transfer taken from:

DEPT: _____

ORG #: _____

NAME: _____

Object #: _____

Department Head Signature: _____ Date: _____

Inter Departmental Transfer

If the account from which the transfer is coming from is an account under the jurisdiction of another Department Head, the consent of the Department Head relinquishing funds is required.

Department Head Signature _____ Date: _____

Town Manager Action:

Approved as presented _____ denied _____

other _____

Town Manager Signature: _____ Date: _____

Records Management Policy

Proper keeping, maintenance and retrieval of records are essential to the function of town government, and are legal requirements. This includes proper storage and disposition of records. Space limitations and ability to locate and retrieve records make it necessary that records be regularly maintained. For these purposes, the following procedures shall be used for records maintenance:

1. Records shall be maintained and disposed of in accordance with laws applicable to those records.
2. Access to records shall be in accordance with laws relating to those records. Confidential records should be clearly marked “Confidential” and kept secured.
3. Storage boxes containing records shall be clearly marked either “Permanent” or “Dispose”, with a disposal date in accordance with the Secretary of the Commonwealth’s records retention schedule or any other prevailing laws. Certain records, while not permanent, may be important and warrant keeping. These should be clearly marked as “Important” or “Keep for Reference.” Boxes must also be marked with topics and years that the box contains.
4. Departments shall annually or sooner review files and records for disposal, obtaining the necessary permission from the Secretary of the Commonwealth or other appropriate agency.

Information on records retention can be obtained by contacting the office of the Secretary of the Commonwealth at 617-727-7030. The Records Retention Schedule and procedures manual is available in the office of the Longmeadow Finance Director or may be accessed on-line through the state website portal www.mass.gov .

Adopted by the Town Manager June 7, 2006

Electronic Equipment Disposal Policy

Introduction:

The appropriate disposal of old equipment isn't simply a chore that has to be carried out in order to comply with state and federal regulations with the handling of hazardous waste disposal (Waste Electronic & Electrical Equipment), but one of a civic duty by each and every town representative. This policy will answer how to handle equipment which needs to be disposed of whether it's computers, photocopiers, printers or fax cartridges, audio-visual equipment, televisions, telecommunications equipment, mobile phones or other electronic equipment.

Base Guidelines:

A department may possess electronic related equipment that is no longer required due to:

- Excess of useful life (cannot provide “basic level of service”)
- Lack of continued need (sits unused)
- Can not be upgraded to handle required software/hardware
- Wear, damage, or deterioration
- Excessive cost of maintenance
- New installation (extra computer)

Electronic related equipment meeting any of the above situations would be considered surplus until deemed otherwise by the appropriate personnel. Departments having surplus equipment should not dispose, sell, redistribute, donate, or “part” without contacting their Information Technology (IT) department, or representatives, first.

Note: Computers can be passed on through departments, recycled, and sold externally only after being “decommissioned” by the IT Administrator for the Town or Schools. Failing to do so can cause problems if data is not removed in a satisfactory manner because these systems may contain disks that hold information that is confidential and proprietary in nature. To keep in line with the Data Protection Act it is vital for the IT department representative to remove such data and files. Original user should be sure to save files for future use; this is not the responsibility of the IT department representative. In addition to standard user files, software must be removed in order to adhere to our various licensing agreements with our suppliers.

Based on IT department’s assessment of the equipment, an IT representative will:

1. Redistribute

An effort will be made to redistribute the computer or related equipment to a location within the Town or Schools that may make use of the equipment. In this case, the computer or related equipment is put back into service somewhere else after following the guidelines for removing sensitive data and files, as well as licensed software packages based on departmental constraints.

2. Sell

Any hardware considered being no longer of use or service to the Town/schools shall be sold wherever possible. The IT department will ensure the hardware is cleared of all software licensed to the Town/School and any data left by the previous user. IT department, working with the town purchasing agent representative, will determine a fair market price and consider the appropriate way to sell the equipment for the best price.

3. “Bench top Repair Part’s”

Hardware that cannot be sold, and can no longer be used effectively, but has useful parts, will be cannibalized for those parts. Any parts deemed not of value will be disposed of by following the guidelines defined here in.

4. Donate

The equipment that cannot be put back into service, sold, and cannot be used for parts will be donated whenever possible.

5. Recycled

Toner cartridges, ink jet cartridges, and mobile devices must be recycled. Some of the School and Town departments use money generated from such activities to support the purchasing of additional supplies and to fund certain club activities. Please refer to note #4 below for locations to drop off old or used cartridges.

6. Dispose

If it is determined that computer or related equipment cannot meet any of the above categories, then it will need to be disposed of. The IT department will dispose of the equipment in compliance with all state and federal laws. The IT department will make every effort to be environmentally responsible.

NOTE:

1. TV’s/CRT’s/CPU motherboards/hard drives must be labeled “**Non-Commodity**” and disposed of appropriately since they contain hazardous materials.
2. Batteries – Lead acid (automobile, Backup Batteries, etc), NiCad, button, etc must be brought to gray tool shed at DPW for proper disposal.
3. Printers/Scanners can be disposed of by regular means of trash disposal/dumpster.
4. Toner/Ink Cartridges Recycling:
 - For Town departments the cartridges can be brought to the IT department for proper disposal or they can also be dropped off at the Council on Aging for fundraising.
 - Longmeadow High School – Room 124 at the High School Science Dept.
 - Wolf Swamp School – 565-4270.
 - Glenbrook Middle School –565-4250.
 - Blueberry School – 565-4280. Collection box located in teacher’s workroom.
 - The Funding Factory (1-888-883-8237)
3409 W. 14th
Erie, PA 16505-5247
 - Williams Middle School –565-4260.
 - Center School –565-4290. Collection box located in office.
The Funding Factory (1-888-883-8237)
3409 W. 14th
Erie PA 16505-5247
5. Mobile telephones – check with Town purchasing agent.

Adopted by the Town Manager February 14, 2006

Amended by the Town Manager July 19, 2007

Employee Recreation Participation Discount Policy

Policy

Effective June 1, 2007, all Town Government, benefited employees and their family members residing in the same household are eligible for a discount on designated programs and/or services offered and/or sponsored by the Longmeadow Parks and Recreation Department, while employed with the Town of Longmeadow. (This does not include the School Department employees) The Director of Parks and Recreation is responsible for the monitoring and management of the Employee Recreation Participant Discount Program affecting the Parks and Recreation Department. The Director of Parks and Recreation will review the program on an annual basis and make recommendations to the Town Manager for approval as necessary.

For the purposes of this policy, a benefited employee is any employee that works year-round, and has qualified for all employment benefit options provided by the Town.

The Town Manager reserves the right to change or amend the policy and/or cease all discounts at anytime.

Policy Guidelines

- Employees must be currently employed. Any discounts will cease immediately upon separation of employment.
- Employees may only submit a request for the Employee Participant Discount Program if they are not participating in the Parks and Recreation Department Financial Assistance program. (See attached)
- The policy is based on financial viability and may not be available in the event of insufficient income to cover program or department expenses.
- Proof of household occupancy will be required for family members other than spouse and/or own children.
- Discounts are only available if space is available in the specific activity and/or program. Space is determined on a first come, first served basis. Employees must follow all Department established registration and payment guidelines.
- If the employee and/or family member takes the last spot of the class or program, the class or program maximum enrollment will be increased by the same amount when appropriate.
- If the employee lives outside of Longmeadow, the non-resident fee will be waived.
- Discounts are not retroactive or transferable.
- Employee Discount cannot be used with any other discount, gift certificate or coupon.
- No Discount on Field Trips, Special Admission, and/or Rental Fees.
- Participants may only receive a discount on one program per season per person in household. This is not transferable from one participant to the other. Programs do not include passes. Participants may enroll in other programs at full price and if a non-resident, the non-resident fee will be waived. (Non-Resident is anyone who does not have primary residence in Longmeadow).
- Discounts are available only to employees who are not delinquent in other Town fees, charges, or assessments.

Discounted Programs and/or Services

Child Care

- 25% discount on Infant and Toddler Child Care per child. Only two employee discount participant spots will be allowed in the Infant program and two participant spots for the Toddler program. Enrollment based on first come first served.
- 50% discount on Preschool, Kindergarten, School Age Child Care and Day Camp per child for a maximum of two children per family.

“Type A” Programs

Programs where a vendor is contracted to operate the activity/program and Department receives a percentage of the revenue

- Waiver of the LPRD percentage on “Type A” Programs and Services per child-this percentage varies by program. One program per season per person in household. (See Below) The discount varies from 10% to 30% based on agreement.

Examples: Dance, Sport and Specialty Camps

“Type B” Programs

Programs conducted by an employee of the Longmeadow Parks and Recreation Department. These programs must increase the maximum enrollment by the number of employee discount individuals enrolled.

- 50% discount on LPRD “Type B” programs that are not operated by a contracted vendor. One program per season per person in household. A season is spring, summer, fall and winter.

Examples: Music for Youngsters

Pool Passes

- 50% discount on Seasonal indoor and Outdoor pool passes. Parks and Recreation Staff that are directly responsible for the supervision of the pools will receive a free household season pass.

Free Programs

- Co-ed Volleyball, Men’s Volleyball and Men’s Basketball Open Gyms
- Public swim lessons

Programs and/or Services not eligible for Discounts

Birthday Party Pool Rentals
Facility Reservations
Cribbage
Jazzercise
Yoga
Ballet Birthday Parties
Sponsored Athletic Associations/Sponsored Leagues

Discount Policy Statement

The Town Manager reserves the right to change and/or amend the policy and/or cease all discounts at anytime.

Contact Information

Bari Thomas, CPRP
Director of Parks and Recreation
Phone: 413.565.4160
Email: bthomas@longmeadow.org

Adopted by Director of Parks and Recreation January 31, 2006

Amended by the Town Manager July 2007

CORI Regulations

The Massachusetts Criminal History Systems Board has developed a model CORI policy which has been adopted by the Town.

In order to comply with CORI regulations, department heads should comply with the following steps when requesting and utilizing a CORI report:

1. All CORI requests by Longmeadow departments must be submitted on the form which is attached to this memorandum. This request form contains the additional identifying information which is required by the new regulations. Please note the requirement for a photographic form of identification.
2. It is the responsibility of the department head to determine if the CORI report does in fact correspond with the individual who is the subject of the report. If a town department has difficulty confirming that the person identified in the CORI report is the same person as the applicant, the department head should contact the CORI Unit at the Systems Board (617-660-4640). The CORI unit will require additional written documentation to perform a further identification check (this additional information is described on Page 2 of the enclosed regulations.)
3. If the Longmeadow department takes an adverse action based on the CORI report, the applicant must be notified immediately and provided with a copy of the CORI report and the Longmeadow CORI Policy. Please note Section VII of the Policy concerning the factors which must be considered when making a decision on whether the CORI report should in fact have an impact on the Longmeadow department's employment decision. If an applicant claims that his or her CORI report is inaccurate, the department should provide the applicant with a copy of the attached "Information Concerning the Process for Correcting a Criminal Record."

The following pages detail the CORI Policy of the Town and provides the CORI Certification request form, in compliance with CORI regulations.

CORI Policy

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment, volunteer work or licensing purposes, the following practices and procedures will generally be followed by the Town of Longmeadow.

- I. CORI checks will only be conducted as authorized by the Criminal History Systems Board (CHSB). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of this CORI policy.
- II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB.
- III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
- IV. If a criminal record is received from the CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
- V. If the Town of Longmeadow, or one of its departments, is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.
- VI. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the applicant, the Town of Longmeadow will make a determination based on a comparison of the CORI record and documents provided by the applicant. The Town of Longmeadow may contact CHSB and request a detailed search consistent with CHSB policy.
- VII. If the Town of Longmeadow reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV of this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- (a) Relevance of the crime to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof;
- (i) Any other relevant information, including information submitted by the candidate or requested by the hiring authority

VIII. The Town of Longmeadow will notify the applicant of the decision and the basis of the decision in a timely manner.

Adopted by the Town Manager September 8, 2005

Town of Longmeadow

Criminal Offender Record Information ("CORI")

Individual Agreement of Non-Disclosure and Statement of CORI Certification Compliance

I understand that any person who willfully requests, obtains or seeks to obtain criminal offender record information (CORI) under false pretenses, or who willfully communicates or seeks to communicate CORI to any agency or person except in accordance with the provisions of M.G.L. c. 6, §§168 through 178B, inclusive, shall for each offense be fined not to exceed five thousand dollars (\$5,000.00), or imprisoned in a jail or house of correction for up to one year, or both and/or may be ordered by the Criminal History Systems Board to pay civil fines not to exceed five hundred (\$500.00) for each willful violation.

I understand that CORI certification authorizes me to only request, access, and review CORI to the extent authorized by the CHSB. The extent of the certification will be included in the agency's CORI certification letter and I agree to read, understand, and request CORI only for those individuals for which the CHSB has granted certification.

I have reviewed, understand and agree to comply with the CHSB audit guidelines that are available at www.mass.gov/chsb. I agree to store and disseminate CORI consistent with these guidelines.

I understand how to read and interpret a CORI report and have reviewed the information provided by the CHSB entitled "How to Read a BOP" that is available at www.mass.gov/chsb. I agree to provide all applicants with a copy of their CORI upon request so they may review it.

I understand that all agencies certified to access CORI are required to maintain an agency CORI policy and will review the Model CORI policy that is available at www.mass.gov/chsb.

I also understand that a criminal record check will be conducted on me by the Criminal History Systems Board as a prerequisite to my having authorization for access to CORI. You will only be notified if you are determined inappropriate to access CORI.

Signed this _____ day of _____, 200

Signature

Last name

First name

Middle initial

Maiden name

Alias

Date of Birth (MM/DD/YY)

Social Security Number (requested but not required)

Job title

Driver's License # State

Agency/ Business

Agency Code (if previously certified)

Address

This document is to be completed by ALL persons employed by, contracted with, or otherwise operating in association with the herein named agency, and who may have access to CORI.

Administrative Policy for Documents Relating to Litigation

The following administrative policy is adopted pursuant to Article 6-1(a) of the Town Charter. This policy outlines the procedures for processing litigation documents delivered to employees or officers of the Town.

1. **Summons and Complaint.** A summons is the document, typically served by a Deputy Sheriff, which puts the Town on notice that a suit has been filed against it. A copy of the complaint, which describes the claim against the Town, is attached to the summons. (A copy of a summons and the first page of a complaint involving a personal injury claim against the Town are attached for informational purposes to this memorandum.) The rules of procedure provide that process against a municipality may be made by serving either the Town Treasurer or Clerk.

The rules of procedure require that the Town file an answer to the complaint in court within 20 days of the date of service. A copy of the summons and complaint is to be sent to the Town Manager immediately upon their being served on the Town. The Town Manager shall forward the complaint to Counsel. Copies of the summons and complaint shall also simultaneously be delivered to the Finance Director since his department is the point of contact with the Town's liability insurance carrier. In the typical personal injury matter, the Town's insurance carrier engages an attorney to defend the claim on behalf of the Town. The Finance Director and Town Counsel will consult, as appropriate, to determine whether the case in question will be covered by insurance.

2. **Zoning Appeals.** An appeal from a zoning decision (such as a decision of the Zoning Board of Appeals or Planning Board) is taken by filing an appeal in the Housing Court or Superior Court. There is no summons issued in these cases – instead a notice of the filing of the Complaint (with a copy of the Complaint attached) must be delivered to the Town Clerk's Office within the 20 day appeal period. The Town Clerk shall deliver immediately to the Town Manager a copy of the notice, with the complaint attached. The Town Manager shall forward it to Counsel. The zoning appeal statute also requires that the notice and complaint must be sent by certified mail to each member of the Board which issued the decision. These individual members need not take any action since Counsel will represent them in the litigation.
3. **Subpoenas.** Town officials are occasionally served with a subpoena to appear as a witness at a trial or for a deposition (answering questions under oath before a stenographer). The subpoena is often for purposes of having the "keeper of the records" of a certain department appear at a trial or deposition purely for providing and identifying the records. (A copy of a typical subpoena is attached to this memorandum.) Town Counsel should be contacted by the individual or department which receives a subpoena so that Town Counsel can review its requirements and to determine if there are any grounds for objecting to the subpoena. Often it is possible to avoid the need for an individual to appear at a trial or deposition by producing copies of the documents which are requested in advance of the trial or deposition.

4. During the course of litigation, an employee or officer may be served with a request for production of documents or a document asking numerous questions (interrogatories). Before responding, the employee or officer should contact Counsel for direction. Sometimes the scope of the document is extremely broad and Counsel can advise about responses or file objections to certain requests.

Adopted by the Town Manager August 2005

Administrative Policy for Procurement of Goods and Services

The following administrative policy is adopted pursuant to Article 6-1(a) of the Town Charter. The Town Manager is the Chief Procurement Officer for the Town of Longmeadow under Section 5-2(p). Departments shall follow compliance with state procurement laws, inclusive but not limited to Ch 30B, Ch 30 and Ch 149, and be responsible for meeting all requirements. Departments under the jurisdiction of the Town Manager must follow all procurement steps. The School Department is exempt from Procurement between \$0.00 - \$4,999.99.

A. Procurement Costing \$0.00 to \$499.99

An officer or board wishing to purchase goods or services with an estimated cost between \$0.01 and \$499.99 shall use “sound business practice”.

B. Procurements Costing \$500.00 to \$4,999.99

An officer or board wishing to purchase goods or services with an estimated cost between \$500 and \$4,999.99 shall use sound business practice. The officer or board will provide the Town Manager with a draft Purchase Order, which shall include the narrative description of the “sound Business practice”, utilized in recommending the vendor along with the other required information on the Purchase Order. The Town Manager or his/her designee must approve the Purchase Order (see below) before funds can be committed. Exceptions to this threshold shall include petty cash reimbursements, utility costs, employee benefits and debt service payments.

Form: [Purchase Order](#)

C. Procurements Costing from \$5,000.00 to \$24,999.99

1) An officer or board wishing to purchase goods or services with an estimated cost of \$5,000.00 to \$24,999.99 will provide the Town Manager with a brief description of the goods or services on the form which the purchaser intends to use in soliciting three oral or written quotations from potential vendors (see below Procurement Information Compliance Sheet). The Town Manager or his/her designee must approve the procurement documentation before the solicitation process can begin.

Form: [Procurement Information Compliance Sheet](#)

2) After the solicitation process has been completed, the purchasing officer or board will present the Town Manager or his/her designee with copies of documents which are evidence of the quotations together with a written explanation from the purchaser if the contract is not being awarded to the vendor providing the lowest responsive and responsible quotation. The Town Manager must approve the recommended award before the contract process can begin.

Form: [Contract Documents and Scope of Services](#)

- 3) Once the contract (see Contract Document and Scope of Services) is in order, the Town Manager will approve it and present it for execution by the appropriate board or officer. For procurements by departments under the authority of the Select Board (such as Police Department and Fire Department), the Select Board would execute the contract. For procurements by the School Department, the contract would be executed by the School Committee.

Form: [Contract Documents and Scope of Services](#)

D. Procurements Costing \$25,000.00 or More

- 1) An officer or board wishing to purchase goods or services with an estimated cost of \$25,000 or more will give advance notice to the Town Manager, including a brief description of the goods or services and the estimated cost. The Town Manager will advise the board of officer whether the procurements should be through sealed bids or a request for proposals.
- 2) The officer or board will submit the [legal notice](#) and invitation for bid (IFB) or request for proposal (RFP) forms for review, revision and approval by the Town Manager or his/her designee.
- 3) After the board of officer completes the bidding or RFP process, the board or officer will deliver the responses and the IFB or RFP to the Town Manager with a written recommendation as to the award of the contract.
- 4) The Town Manager or his/her designee will review the invitation and responses for compliance with Chapter 30B. If the Town Manager determines that Chapter 30B has been complied with and that the proposed contract is in order, the Town Manager will approve and forward the contract to the appropriate board or officer for execution. For procurements by departments under the authority of the Select board (such as the Police Department and Fire department), the Select Board will execute the contract. For procurements by the School Department, the School Committee would execute the contract.

Form: [Contract Documents and Scope of Services](#)

Adopted by the Town Manager June 1, 2005

Note: The Inspector General's Office is responsible for enforcement of MGL Chapter 30B, the procurement law that governs most purchases not related to public works and building construction. Information regarding CH 30 B, inclusive of an instruction manual and training sessions, can be obtained from IG's website www.mass.gov/ig

Environmental Management System Roles and Responsibilities Employee Policy

There is formed an Environmental Assessment Team (EAT) to monitor compliance with the Town Environmental Management System (EMS). The EMS provides guidance on environmental regulatory compliance of all Town operations, from disposal of fluorescent bulbs to use of generators. Employees of the Town of Longmeadow must be aware of potential environmental hazards and take immediate action to prevent the threat of environmental contamination. These actions include mitigation within the scope of training provided to the employee, and/or reporting of such environmental threat to their immediate supervisor, department head or to the EAT. Employees are also encouraged to provide feedback to the EAT on ways to improve environmental performance.

Any employee who reports potential environmental hazards to the EAT shall do so without fear of retribution or disciplinary action for making such report.

Environmental Assessment Team Members:

Town Manager	565-4110
Director of Public Works	567-3400
Assistant DPW Superintendent.....	567-3400
Parks and Recreation Foreman	565-4160
Fire Chief	567-3357
Superintendent of Buildings and Grounds.....	565-4200

Employees who violate environmental regulations may be subject to discipline, up to and including termination

Adopted by the Town Manager and Effective December 12, 2006

Amended by the Town Manager July 19, 2007

Idling Reduction Policy

This policy applies to Longmeadow residents, the municipal fleet, and school vehicles operated by or within the town of Longmeadow.

Objectives

1. To reduce the health and environmental effects of vehicle exhaust by reducing unnecessary idling.
2. To comply with the state's idling reduction regulation and law.
3. To educate and inform municipal employees and residents about the health and environmental effects of gasoline and diesel exhaust.

Purpose

Idling vehicles pollute the air and present several health and environmental hazards. Gasoline and diesel vehicles produce carbon monoxide, carbon dioxide, volatile organic compounds (VOCs) and oxides of nitrogen (NOx). Carbon monoxide causes respiratory distress and in high concentrations can be lethal; carbon dioxide is a primary contributor to global warming; and VOCs and NOx form ozone, ground-level smog and impair lung function. In addition, diesel exhaust contains fine particulate matter, which the U.S. Environmental Protection Agency has designated as a likely carcinogen. The elderly, chronically ill and children are all particularly vulnerable to these health effects because their lung function is respectively decreased, impaired or still in development.

In addition, Massachusetts General Law (MGL Chapter 90, Section 16A) and the Massachusetts Department of Environmental Protection (DEP) idling reduction regulation (310 CMR 7.11(1)(b)) both prohibit unnecessary vehicle idling by stating that the engine must be shut down if the vehicle will be stopped for more than five minutes. Exemptions include: 1) the vehicle is being serviced and the idling is required to repair the vehicle; or 2) the vehicle is making deliveries and needs to keep its engine running (to power refrigerators, for example); and, 3) the vehicle's accessory equipment needs to be powered, such as a fork lift or a truck's rear dump bed, a wheelchair lift in a bus or van, or police communication equipment.

Therefore the Town of Longmeadow, in support of the reduction of unnecessary vehicle idling, will post signs in public areas, educate municipal employees and residents, and establish best management practices regarding the reduction of unnecessary idling for municipal vehicle operations.

Adopted by the Board of Health May 1, 2006

Adopted by the Select Board October 23, 2006

Vehicle Usage Policy

Policy:

It is the policy of the Town of Longmeadow to provide vehicles for use by certain employees where required for the business of the Town, to allow employees to drive Town vehicles on such business of the Town , and to reimburse employees for the use of a personal vehicle for such business of the Town, all according to the guidelines set forth below.

Applicability:

This policy shall apply to all departments of the Town under the jurisdiction of the Town Manager with the exception of the Police and Fire Departments, where similar departmental operating procedures govern.

Guidelines:

1. Employees may drive Town vehicles only with the approval of their supervisors. No unauthorized passengers shall be transported in Town vehicles.
2. A supervisor may assign a driver only after determining that the driver meets the standards set forth in the Town's insurance policies and such other requirements as the Town may adopt. The supervisor shall also determine that the driver has a valid driver's license in the appropriate vehicle category and verify that they have a safe driving record. Any employee driving a Town vehicle may not have a driver's license under suspension or revocation. Employees must inform their supervisors of any changes that may affect their ability to meet the requirements of this policy.
3. Employees and passengers are prohibited from smoking while in municipal vehicles. Smoking means inhaling, or carrying a burning tobacco or other plant product.
4. Employees who regularly require transportation during the normal course of their work assignment may be assigned a Town vehicle to be used only for business purposes.
5. At the time of the effective date of this policy, employees who are approved by the Town Manager, as being required to respond to emergencies on a 24 hour basis as needed, may use a Town vehicle assigned to them for commuting purposes. No employee may use a Town vehicle for non-business purposes except those employees assigned a vehicle for commuting purposes and then only for de minimis purposes. De minimis purposes can be defined as stopping to get milk on the way home from work or some other such stop that is on the way to and from work or within the sphere of the individual's work related travels. Such use will be in accordance with the regulations of the Internal Revenue Services. Such use will be treated as taxable compensation in accordance with Internal Revenue Service regulations. Unless specifically granted by contract or other agreement, no employees in this category may use Town vehicles for personal use beyond de minimis purposes.

6. All Town vehicles shall be marked with distinctive markings approved by the Town Manager, identifying the vehicle as belonging to the Town of Longmeadow. Vehicles may be unmarked if specifically approved by the Town Manager.
7. Employees who are regularly assigned the use of a particular Town vehicle shall be responsible for the ongoing regular maintenance and safety of the vehicle within their department budgets.
8. Employees who drive a Town vehicle shall, in addition to meeting the approval requirements above, drive safely and maintain the security for vehicle and its contents. Employees are also responsible for any driving or parking infractions or fines as a result of their use of a Town vehicle; however parking fines may be reimbursed with approval by the Town Manager if those fines occur on official business and under extenuating circumstances.
9. Employees driving on Town business may claim reimbursement for parking fees and tolls actually incurred upon evidence of proper receipts. Fuel for Town vehicles shall be supplied by the Town's fuel tanks located at the Highway garage.
10. Employees may use their own vehicles for Town business but only with the prior approval of their supervisor. Employees who use their personal vehicles for approved business purposes will receive a mileage allowance based on the IRS mileage rate or an annually budgeted automobile allowance. This allowance is to compensate for the cost of fuel, oil, depreciation, insurance and all other costs associated with operating the vehicle within Town limits. Travel outside Town limits will be reimbursed at the IRS rate.
11. Employees must report any accident, theft, or damage involving a Town vehicle or a personal vehicle used on Town business to their supervisor, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than one business day after the incident. Employees are expected to cooperate fully with authorities in the event of an accident.
12. Employees driving Town vehicles are subject to all applicable state and federal statutes and regulations.

CURRENTLY ASSIGNED TOWN VEHICLES

Public Works (4):	Director of Public Works Assistant Superintendent of Street Operations Assistant Superintendent of Water and Wastewater Operations Director of Facilities
Police (1):	Police Chief
Fire (1):	Fire Chief

Adopted by the Town Manager September 14, 2005

Revised by the Town Manager July 19, 2007

Revised by the Town Manager August 19, 2008

Weather and Emergency Events Policy

Purpose and Scope

The purpose of this policy is to set forth the guidelines to be followed in the event that snow, other weather-related events, or emergency situations cause the closing or limited staffing of municipal departments.

Applicability

This policy applies to management, administrative, professional and support personnel, regardless of work location. It does not apply to public safety, custodial and maintenance staff, day care personnel, or non-administrative Department of Public Works personnel.

Policy

It is the policy of the Town of Longmeadow to compensate employees who cannot report for work when the municipal building they work in is closed due to snow or other weather-related event. The Town will compensate non-exempt employees at the rate of time and one half their regular rate of pay, if required to remain at work or report to work after the municipal building in which they work has been closed, regardless of the number of hours worked that week.

Procedures

Snow, Other Weather-Related Event, or Emergency Which Begins **BEFORE Working Hours**

If a snow or other weather-related event occurs before or during morning commute hours, employees should take a reasonable amount of time necessary to arrive at work safely. Employees who prefer to use accumulated leave time, in lieu of reporting to work, should be allowed to do so. In general, if Longmeadow schools are closed or delayed as a result of the weather, employees may use up to one extra hour in the morning beyond their normal start time to ensure a safe arrival at work, without loss of pay.

Unless the municipal building is closed by the Town Manager or building administrator/designee, employees who do not report to work at all must use their own accumulated leave for the day.

In the event that a decision is made by the Town Manager or building administrator/designee not to open the building, or to schedule a late opening, employees will be notified by their supervisor as soon as possible prior to the start of their work day. Appropriate notification may also be made on the Town website and local television stations. Employees will be compensated for the period that the municipal building in which they work is closed, unless they were previously scheduled to be on vacation, sick or other leave for that period.

Snow, Other Weather-Related Event, or Emergency Which Begins **DURING** Working Hours

Limited Work Force

When an event begins during the day and is forecast to impact driving conditions, or otherwise impact operation of the facility, the Town Manager or building administrator/designee may call for a limited work force. This shall mean that at least one employee in each department should remain in the office until the close of business, or until the building is closed by the Town Manager or building administrator/designee.

As a practical matter, employees who live the farthest driving distance away, who are most at risk of injury during a snow or other weather-related event, or who must arrive somewhere at a specified time, such as to a child care facility, or who are otherwise concerned about driving, should be the first employees to be released. Employees so released will be paid for the remainder of their regular work day. To the extent possible, the limited work force should rotate.

When a limited work force is designated by the Town Manager or building administrator/designee, non-exempt employees who are required to work when other employees are released will be entitled to receive banked compensatory time at the rate of time and one half for all hours worked after the designation, in addition to their regular pay for that day.

The Town Manager or building administrator/designee at his or her discretion may close certain offices during a limited work force situation. If the office is closed at the discretion of the Town Manager or building administrator/designee, no employees need remain during the limited work force.

Changes

The Town Manager may make reasonable changes in this policy based on weather and/or emergency conditions or the needs of the Town.

Adopted by the Town Manager December 13, 2005

Access and Use of Telecommunications Systems Policy

Purpose

The purpose of this policy is to set in place the standards for the proper and allowed uses of the Town's telecommunications systems, defined to include telephones, electronic mail (e-mail), facsimile machines (faxes), emergency notification systems, radio communication systems and the internet.

Policy

The Town of Longmeadow provides staff with the ability to send messages and information through e-mail, fax and the internet. The latter two forms of communication have become increasingly popular due to their ability to instantaneously reach a wide number of people and are provided by the Town as tools to improve the efficiency and effectiveness of municipal operations.

The use of these capabilities and equipment is subject to the same management oversight as any other employee activity. The telecommunication systems are the property of the Town and should be used for appropriate business purposes.

Applicability

All Town employees, with the exception of those employed by the school, are subject to the provisions of this policy. Members of Town boards and committees are strongly advised to comply with the Public Records Law and the guidelines established by the Middlesex District Attorney's Office with respect to the Open Meeting Law as highlighted below. Although these guidelines are not law, they may be given deference by other District Attorneys or the court when interpreting and enforcing the Open Meeting Law.

Privacy/Public Access

1. Massachusetts statute broadly defines the term "public record" to include all documentary materials or data, regardless of its physical form or characteristics, created or received by any official or employee of any governmental unit, unless falling within a strictly defined set of exemptions (MGL c.4, s. 7(26)), unless otherwise exempted by state or federal laws. E-mail is therefore considered a public record and as such is subject to the requirements of the Public Records Law (MGL c.66). Additionally, federal courts have also held that e-mail is considered a record for purposes of the Federal Freedom of Information Act.
2. All e-mail sent and received as principal addressee at a Town-issued address, or any address when in an official capacity, as well as faxes and internet postings should be considered a public record subject to legal discovery and record retention policies.
3. Employees and committee members acting in their official capacity should have no expectation of privacy in their use of these telecommunications systems. The Town Manager, or his/her designee, reserves the right to monitor e-mail messages, internet postings and faxes and to access all such messages residing on Town of Longmeadow equipment or property. All messages sent or received by e-mail or the internet are stored automatically on the Town's computer system and deleting such messages does not guarantee that they cannot be retrieved.

4. Notwithstanding the Town's right to retrieve and read any e-mail messages, faxes or internet postings generated from or sent to a Town-issued address, employees shall not retrieve or read any messages that are not sent to them unless express permission is given by the intended recipient.
5. No employees shall send e-mail under another employee's name nor shall any employee change any portion of a previously sent e-mail message without prior authorization.

Appropriate Use

1. E-mail, and related on-line services, are the property of the Town and are to be used for business matters directly related to the operational activities of the Town and as a means to further the Town's objective to provide efficient, complete, accurate, and timely services.
2. Users shall act in a professional manner, properly identifying themselves, and shall ensure that they do not misrepresent themselves or the Town.
3. The telecommunications systems shall not be used for personal gain or to conduct personal business, political activity, fundraising activity, or charitable activity unless sponsored by the Town, with the approval of the Town Manager. The transmission of materials used for commercial promotion, product endorsement or political lobbying is strictly prohibited.
4. The telecommunications systems shall not be used to promote discrimination on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability or sexual preference; to promote, result in, or contribute to sexual harassment; or to promote personal, political or religious business or beliefs.
5. The telecommunications systems shall not be used for any illegal activity, including but not limited to, the transmission of copyrighted or trade secret material, the transmission of obscene, defamatory, or threatening material, or the propagation of any type of criminal activity.
6. No user shall violate the computer security systems implemented by the Town of other institutions, organizations, companies or individuals.
7. No user shall pirate software or download and transfer software for which the use does not have the proper licensing.
8. All users are expected to undertake precautions to prevent infection of Town computers by computer viruses. Executable programs imported from other sites to Town computers may not be used unless they have been authorized by the Town Manager, or his/her designee, and have been subjected to virus detection procedures approved by the Town Manager, or his/her designee. Additional restrictions or regulations on the importing of remote files may from time to time be imposed and such restrictions or regulations shall be considered part of this policy.
9. Users shall not engage in activities that could cause congestion and disruption of networks and systems, including but not limited to consuming excessive system resources, e.g. mail bombing and flooding.
10. For security purposes, employees should either log off or revert back to a password screen saver when leaving their computer for an extended period of time. When leaving for the day, employees should log off. All electronic media should be kept away from magnets including those found in telephone receivers and paper clip holders.
11. Viewing or transmitting pornography from Town systems is strictly forbidden.

12. Installation of computer software and hardware is only to be done by the IT Department staff, or authorized vendor. IT staff can make exceptions on a case-by-case basis, but a request must first be made to the IT Department. Installation of privately owned hardware and software onto Town systems is prohibited.
13. Employees may not take any computer equipment or software out of the workplace without written permission from the Town Manager. Copying Town-owned software for personal use is a violation of software license agreements and is therefore forbidden.
14. Violations of this policy may result in disciplinary action up to and including termination. The Town will report any unlawful use of its systems to the appropriate legal authority for prosecution.
15. Many computer files contain sensitive and privacy-protected data. Release of this data, whether deliberate or accidental, to unauthorized persons or agencies, may result in disciplinary action up to and including termination. The Town will report any unlawful use of its systems to the appropriate legal authority for prosecution.

Open Meeting Law Compliance

1. The Middlesex District Attorney's Office has established guidelines for the use of e-mail by members of governmental bodies. These guidelines emphasize compliance with the Open Meeting Law (MGL c.39, s23A-23B) by reaffirming that no substantive discussion by a quorum of members of a governmental body about public business within the jurisdiction of the governmental body is permissible except at a meeting held in compliance with the provisions of the Open Meeting Law. Despite the convenience and speed of communication by e-mail, its use by members of a governmental body carries a high risk of violating the Open Meeting Law. As with private conversations held in person or over the telephone, e-mail conversations among a quorum of members of a governmental body that relate to public business violates the Open Meeting Law, as the public is deprived of the opportunity to attend and monitor the e-mail "meeting". Because the very nature of e-mail makes it possible for private, serial conversations to reach a quorum of members without the knowledge of all participants, members of governmental bodies should exercise caution with communications via e-mail on an individual basis.
2. Matters of a purely housekeeping or administrative nature, such as scheduling or canceling meetings, announcements, requests to place items on the agenda, or communications by members of a governmental body to department heads or staff may be communicated outside of a meeting, but care should be taken not to use e-mail for the purposes of deliberations.

Agreement

All employees shall agree to abide by the Policy on Access and Use of Telecommunications Systems, and shall sign a statement so stating prior to the granting of access. A signed copy shall be maintained in the employee's personnel file. Any employee who violates this policy or uses the Town's telecommunications systems for improper purposes shall be subject to discipline, up to and including discharge.

*Promulgated and distributed by Town Manager June 26, 2006
This policy supersedes all prior policies*

Access and Use of Telecommunications Systems Policy
Employee Confirmation of Receipt

The use of the Town's telecommunication system constitutes employee consent to monitoring of systems and is conditioned upon strict adherence to this policy. Any employee who violates this policy or uses the Town's telecommunications system for improper purposes shall be subject to discipline, up to and including discharge.

I certify that I have been given a copy of this policy and provided the opportunity to ask questions about its content. In addition, I certify that I have fully read the policy and agree to abide by its provisions.

Employee Name

Employee Signature/Date

Copy of this page to personnel file on _____ (date)

Budget Policies of the Longmeadow Select Board

The Town will strive to maintain the Operating Stabilization Fund at 5% of the General Fund operating revenues.

After the budget is balanced and all known deficits are accounted for, that portion of the General Fund's Undesignated Fund Balance available for appropriation in excess of \$500,000 will be transferred to the Operating Stabilization Fund, including any excess funds in School Committee accounts including revolving funds (excluding legal requirements like school lunch).

As part of its annual operating budget process, the Town will fund the Capital Stabilization at an amount up to, but not exceeding 2% of the estimated General Fund operating revenues. The Town will not fund Debt Service from this allocation.

The Town will balance its operating budgets without the use of *anticipated* reserves.

Unless unallowable, costs of employee benefits and other indirect costs associated with positions funded by sources other than the General Fund will be the responsibility of that source.

In any fiscal year, the excludable debt service raised through Proposition 2½ override exclusions shall not exceed 20% of the property tax revenue.

The Town will structure its debt service to avoid volatility in the tax rate when Proposition 2½ exclusion votes are approved.

Non-recurring revenues shall not be used for any operating expenditures.

Revenue and expenditure estimates should be conservative, yet realistic to minimize the future effects of shortfalls.

Financing of the Town's capital plan should be reviewed annually by the Select Board and Town Manager to ensure fiscal optimization. Incorporated in the review, considerations would include available funds, debt management and the use of Proposition 2½ exclusions.

When calculating user fees, in addition to direct operating costs, consideration should be given to the following other types of costs: employee benefits, capital, administrative and other indirect costs/overhead.

The Town will maintain aggressive amortization schedules on all of its debt service.

The Town will strive to foster an open competitive atmosphere in all procurement and bidding matters in order to maximize competition and ultimately award contracts that are in the best interest of the Town.

Adopted by the Select Board December 3, 2007

Capital Improvement Budget Policy

Town of Longmeadow

- The Town will make capital improvements in accordance with an adopted capital improvement program.
- The Town will develop a multi-year plan for capital improvements and update it annually.
- The Town will enact an annual capital budget based on the multi-year capital improvement plan.
- The Town will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvement will be projected and included in operating budget forecasts.
- The Town will maintain all its assets at a level adequate to protect the Town's capital investment and to minimize future maintenance and replacements costs.
- The Town, as part of its capital planning process, will project its equipment replacement and maintenance needs for the next several years and will update this projection each year. From this projection, a maintenance and replacement schedule will be developed and followed.
- The Town will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to Town Meeting for approval.
- The Town will determine the least costly financing method for all new projects.
- The Town will seek grants, donations and intergovernmental finance assistance only for those capital projects that are consistent with strategic plans or that are consistent with operation capabilities and objectives.
- Departments are not expected to fund the cost of capital projects within their operating budgets, nor will funds set aside for overall municipal and school operations be reduced to fund capital projects.

Adopted by the Select Board January 7, 2008

Operating Stabilization Fund Policy

Purpose: The Operating Stabilization Fund was established by vote of town meeting on November 18, 2003, pursuant to MGL 40 Section 5B, with the express purpose “to fund any lawful municipal purpose”, and an express goal of reaching 4% of the town’s operating budget. Under MGL, the aggregate amount of stabilization funds in a municipality shall not exceed 10% of the amount raised in the preceding year by taxation of real estate and personal property. Expenditures from and transfers into a stabilization fund requires a 2/3 vote of town meeting.

Sources of Income: Funds may be transferred into the Operating Stabilization fund from any general fund source, including taxation and free cash.

Allowed Uses of Funds: Upon appropriate vote at Town Meeting, the monies from the Stabilization Fund may be appropriated to finance the following:

1. Emergency, urgent or unforeseen expenses for which there are no feasible or alternative funding sources; or
2. To stabilize the municipal budget when variances are due to adverse economic conditions that are expected to be of short term duration.

Fund Balance: Interest shall accrue to the fund. The target balance at 4% shall be \$2,000,000, based on the FY2010 general fund operating budget.

Minimum Balance: The minimum balance shall not be reduced below \$1,000,000, unless a concurrent plan has been developed for replenishing the minimum balance.

Maximum Balance: The maximum balance shall be \$3,500,000.

Policy Review: This policy shall be reviewed triennially.

Adopted by the Select Board December 21, 2009

Water Enterprise Fund Policy

Purpose: The Water Enterprise Fund was adopted by a vote of town meeting on November 27, 2007, pursuant to MGL 44 Section 53F ½, to raise and retain funds to be used in support of the operations, maintenance, repair, and capital needs of the potable and firefighting water distribution system in the town of Longmeadow, including indirect costs related to the operation and maintenance of the system.

Sources of Income: All receipts, revenues and funds, including interest on these, from any source derived from all activities of the enterprise are deposited into this account. This includes user fees, connection fees and all other special fees and charges. User fees are comprised of a fixed equivalent meter charge, based upon the meter size, plus a fixed amount as a “rate reserve”, plus a consumption rate based on estimated total billable units. The purpose of the “rate reserve” is to maintain the water reserve balance and to offset seasonal volatility caused by unpredictable weather patterns that affect revenue or otherwise impact the system during the budgetary year.

Allowed Uses of Funds: Upon appropriate vote at Town Meeting, the monies from the Water Enterprise Fund may be appropriated to finance the following items:

1. Operations, repairs and maintenance to the potable and fire fighting water distribution system. Included in this category are repairs to the water tower, pumping station, line, valves, hydrants and other distribution system equipment and infrastructure, plus that portion of town direct and indirect costs associated with providing water service.
2. Outright purchase of individual capital equipment necessary for the installation, replacement, repair and maintenance of water distribution and supply systems, up to \$20,000.
3. Bonded indebtedness for maintenance and repair of the water distribution system.

Not allowed uses of funds: Repair, maintenance, capital or other expenditure that is unrelated to the potable and fire water distribution systems.

Fund Reserves: Accumulated revenues in excess of expenditures become certified annually by the Department of Revenue as the Water Reserve Fund and may be appropriated by town meeting for water system related purposes.

Allowed Uses of Reserves: Upon appropriate vote of the Select Board and Town Meeting, monies from the reserves may be used for the following purposes:

1. Outright purchase of individual capital equipment or infrastructure necessary for the water distribution system, up to \$500,000.
2. Offset bonding costs of capital projects.
3. Offset seasonal variability of rates.
4. Unexpected revenue deficiencies.
5. Unforeseen and/or emergency equipment or repairs to the water distribution system, including environmental compliance.

Not Allowed Uses of Funds:

1. Outright purchase of capital equipment exceeding \$500,000.

Minimum Reserve Balance: The target balance of the water reserve fund shall be maintained at a level that is not less than \$500,000. By vote of the Select Board and town meeting the fund may fall below this minimum level to fund capital needs less than \$100,000 or to provide for payment for unanticipated (emergency) repairs to the water distribution system.

Maximum Reserve Balance: The maximum balance of the water reserve fund will be \$1,500,000 and may be used to offset water rates in the ensuing year or to fund capital needs.

Policy Review:

This policy shall be reviewed triennially.

Adopted January 4, 2010 by the Select Board acting as Water Commission

Sewer Enterprise Fund Policy

Purpose: The Sewer Enterprise Fund was adopted by a vote of town meeting on November 27, 2007, pursuant to MGL 44 Section 53F ½, to raise and retain funds to be used in support of the operations, maintenance, repair, and capital needs of the wastewater system in the town of Longmeadow, including indirect costs related to the operation and maintenance of the system.

Sources of Income: All receipts, revenues and funds, including interest on these, from any source derived from all activities of the enterprise are deposited into this account. This includes user fees, connection fees and all other special fees and charges. User fees are comprised of a fixed equivalent meter charge, based upon the meter size, plus a fixed amount as a “rate reserve”, plus a consumption rate based on estimated total billable units. The purpose of the “rate reserve” is to maintain the sewer reserve balance and to offset seasonal volatility caused by unpredictable weather patterns that affect revenue or otherwise impact the system during the budgetary year.

Allowed Uses of Funds: Upon appropriate vote at Town Meeting, the monies from the Sewer Enterprise Fund may be appropriated to finance the following items:

1. Operations, repairs and maintenance to the sewer collection system. Included in this category are repairs to the pumping station, mains, and other collection system equipment and infrastructure.
2. Outright purchase of individual capital equipment necessary for the installation, replacement, repair and maintenance of sewer collection and supply systems, up to \$20,000.
3. Bonded indebtedness for maintenance and repair of the sewer collection system.

Not allowed uses of funds: Repair, maintenance, capital or other expenditure that is unrelated to the sewer collection system.

Fund Reserves: Accumulated revenues in excess of expenditures become certified annually by the Department of Revenue as the Sewer Reserve Fund and may be appropriated by town meeting for sewer system related purposes.

Allowed Uses of Reserves: Upon appropriate vote of the Select Board and town meeting, monies from the reserves may be used for the following purposes:

6. Outright purchase of individual capital equipment or infrastructure necessary for the sewer collection system, up to \$500,000.
7. Offset bonding costs of capital projects.
8. Offset seasonal variability of rates.
9. Unexpected revenue deficiencies.
10. Unforeseen and/or emergency equipment or repairs to the sewer collection system, including environmental compliance.

Not Allowed Uses of Funds:

1. Outright purchase of capital equipment exceeding \$500,000.

Minimum Reserve Balance: The target balance of the sewer reserve fund shall be maintained at a level that is not less than \$500,000. By vote of the Select Board and town meeting the fund may fall below this minimum level to fund capital needs of less than \$100,000 or to provide for payment for unanticipated (emergency) repairs to the sewer collection system.

Maximum Reserve Balance: The balance of the sewer reserve fund will be \$1,500,000 and may be used to offset sewer rates in the ensuing year or to fund capital needs.

Policy Review:

This policy shall be reviewed triennially.

Adopted January 4, 2010 by the Select Board acting as Sewer Commission

Ambulance Fund Policy

Purpose: The Ambulance Fund, pursuant to MGL 40 Section 5F, is used to defray the “cost of certain facilities and services by charges established by the town upon persons making use of such services.” In Longmeadow, the Ambulance Fund defrays the cost of “purchasing, hiring, maintaining and operating ambulances”, as outlined in Ch. 40 s.5F.

Sources of Income: The fund accumulates monies from charges to persons using ambulance services provided by the Longmeadow Fire / EMT group. All revenue derived from billing for ambulance services accrue to this fund and carry forward year to year.

Allowed Uses of Funds:

- Upon appropriate vote of Town Meeting, Ambulance Funds may be used to purchase a replacement ambulance and all related equipment utilized to provide emergency medical services associated with ambulance service.
- The fund may be used to pay for direct and indirect costs of employing and training ambulance staff and for the necessary overhead expenses associated with operating the ambulance service. All such funding shall be identified and appropriated during the general town budget approval process.

Not Allowed Uses: Any use that is not related to providing ambulance and EMT services.

Fund Balance: Revenues in excess of appropriation and capital expenses shall remain in the fund and allowed to accumulate to facilitate the purchase of replacement ambulances as needed. There is no minimum fund balance. Fund balances over \$250,000 shall, by vote of Town Meeting, be transferred to the Town’s general fund for the purposes of offsetting the cost of public safety services.

Fund Budgeting: The Select Board shall annually approve a budget for the Ambulance Fund. The annual budget shall be based on anticipated revenue and shall include transfers to both the operating and capital budgets.

Adopted by the Select Board February 22, 2010

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