

**Minutes**  
**Board of Selectmen Meeting**  
**Monday, February 17, 2004**  
**Police Station Community Meeting Room**  
**7:00 p.m.**

Chairman Brian Ashe called the meeting to order at 7:00 p.m.

**Present:** Selectmen Brian Ashe and John Papale.

**Also Present:** Town Administrator Susan Wright

**Absent:** Hal Haberman

**Acceptance of Minutes:**

The minutes of the January 30, 2004 Special Meeting were accepted as presented. The minutes of the February 2, 2004 Regular Meeting and the February 2, 2004 Executive Session were accepted as presented.

**Visitor Comment:** There was no one present for the Visitor Comment Session.

**Town Administrator Resignation:** Mr. Ashe announced that Town Administrator Susan Wright would be resigning her position with the town to take a position with the City of Northampton as School Business Administrator. Mr. Ashe thanked Ms. Wright for her service to the town and regretted that she would be leaving. Her last day will be March 19, 2004.

**Old Business:**

- 1. FY04 Budget Update:** The Board discussed the FY05 budget. To meet the objective of the Appropriations Committee the Board had to submit a level dollar budget for the line items under the Selectmen's jurisdiction. This required reductions in the amount of \$461,411. The Board of Selectmen has since made reductions in the amount of \$471,201 and therefore have exceeded the goal by \$10,000. Ms. Wright noted that \$209,000 of the reductions came from the Retirement Account, as the actual assessment is now known. Dr. Papale suggested that the savings in the Retirement Account might also be shared with other departments and Ms. Wright responded that this would be a policy decision to be discussed by the Selectmen, School Committee and Appropriations Committee. Ms. Wright also noted that currently the budget is based on an estimated reduction of 10% in state aid and that thus far, the Governor's budget state aid figures, if successful, would allow an increase in town revenue projections of \$460,000.

The Board also discussed the requests from three departments for increases in their FY05 budget requests. The Town Accountant requested \$989 be added to his FY05 budget to bring his payroll and benefits specialist from 35 hours per week to 37.5 hours per week. The Health Director requested a \$150 increase in her mileage line item. The Library, at the previous Selectmen's Meeting had requested that \$3,316 be added to cover the increase in the CW/MARS fees and that \$5,000 be added for library maintenance. The Board took no action on the requests, preferring to wait until a more detailed budget picture is known.

- 2. Schedule for Police Chief Interviews:** Mr. Ashe stated that the interviews for Chief of Police were delayed due to scheduling difficulties and that he hoped that they would be conducted next week.

**New Business:**

1. **Cell Tower Co-location Agreement:** The Board reviewed a request from Crown Castle to approve T-Mobile's co-location on the Pondsides Road cell tower. Dr. Papale had several questions regarding the cell tower and the payments made to the town, so a decision on the approval was deferred until the next meeting.
2. **One-Day Liquor Licenses:** The Board granted a one-day liquor license to Suzanne Rosenberg for all alcohol for a Bar Mitzvah celebration to be held at Bay Path College on March 27, 2004 from 6:30 to 11:00 P.M. The Board granted a one-day liquor license to Elizabeth Comey for all alcohol for a Library fundraising event to be held on April 4, 2004 from 6:30 P.M. to 10:00 P.M. at the Storrs Library.
3. **Sign Primary Warrant:** The Board approved and signed the warrant for the Presidential Primaries to be held on March 2, 2004 from 7:00 A.M. to 8:00 P.M.

**Verizon Petition Hearing:** The Board met with Andrew Hufnagel, Manager of the Right of Way Program for Verizon. They heard a request to locate a single pole on the southerly side of Maple Road starting at a point approximately 33 feet westerly of the centerline of Albermarle Road. The pole is to be added for cable anchoring and is being done at the request of a customer. It was noted that the proper abutter notification had been done and Mr. Hufnagel indicated several abutters had phoned him for information. There was no one present at the hearing to object to the installation and the Board unanimously approved the requested petition.

**Town Administrator Report:**

1. **Town Auction:** The Annual Spring Auction has been scheduled for April 10, 2004. All Departments having equipment to be sold at auction have been reminded that the Board of Selectmen need to declare items surplus prior to the auction.
2. **Charter Update:** Ms. Wright detailed the schedule for the upcoming Charter publications and votes.
3. **Interim Town Administrator:** The Board discussed the process for choosing an interim Town Administrator but no decisions were made. It was noted that the hope is to have some overlap between the incoming and outgoing administrators to provide for a smooth transition. It was also noted that the position needed to be interim for at least five months, or perhaps longer if the Charter passes.

**Correspondence:**

1. **Retirement:** The Board noted that Patrolman Paul Calarese would be retiring in April of this year after 28 years with the Longmeadow Police Department.
2. **MMA Regional Update Meetings:** The Board made note of the regional update meetings being held throughout the state. The closest meeting is in Amherst on March 10, 2004 from 6:00 to 7:30 P.M.
3. **Mailboxes:** The Board noted the research Ms. Wright had done relative to the mailbox issue with the Post Office.

Seeing no further business, the Board voted to adjourn the open portion of the meeting and to enter in Executive Session to discuss pending litigation, not to return to open session. A roll call vote was taken:

Mr. Ashe                    yes  
Dr. Papale                yes

The meeting adjourned at 7:35 P.M.

Respectfully submitted,

Susan Wright  
Town Administrator