

**Minutes**  
**Board of Selectmen Meeting**  
**Tuesday, April 22, 2003**  
**Police Station Community Room**  
**7:00 p.m.**

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

**Present:** Selectmen Brian Ashe and Hal W. Haberman.

**Also Present:** Town Administrator Susan Wright.

**Absent:** Selectman Gerard Nolet.

**Acceptance of Minutes**

The minutes of the April 7, 2003 Regular Meeting and Executive Session were all accepted as presented.

**Visitor Comment and Questions:** No one stepped forward to address the Board.

**Auditor Tom Scanlon:** Present for the discussion with Auditor Scanlon were Louise Lines, Town Treasurer, Collector, Town Clerk and Paul Pasterczyk, Town Accountant. Mr. Scanlon presented the findings of the audit for the period July 1, 2001 to June 30, 2002. He stated that the town records were in very good shape and while there was little free cash, the town's financial position was good. He presented the Management Letter and discussed a few of the highlights. Some of the issues cited in the Management Letter included the need to bring the School Activity Funds into the office of the Town Treasurer, the implementation of a full Purchase Order System and the continue to work on the issues of the reconciliation of taxes. Mr. Scanlon noted that the Gemini computer system was responsible for many of the problems related to the reconciliation work.

Mr. Scanlon then talked about the upcoming implementation of GASB 34 which are new Government Accountant Standards that will need to be followed by all municipalities nationwide. These new requirements will certainly lengthen the annual audit and will require more work on the part of the Town Accountant to document and maintain a complete listing of the town's assets. The new format will certainly provide more information but will also be more time consuming to compose. Mr. Scanlon handed out some sample data from another town that has already implemented the new accounting methods to illustrate the format and information that will be provided. He stated that each town will have a management discussion analysis to accompany the audit that is prepared by the town's financial team. He will be conducting a course for towns that he serves sometime in May.

**Old Business:**

**1. Request for Shaker Road Resident to Plant Grass on Unused Pavement:** It was noted that the Board had already given permission provided Town Counsel approved the plan. Town counsel approval is still pending.

**New Business:**

**1. Block Party Application:** The Board approved a Block Party Application for Ilyssa Zippin, 115 Tanglewood Drive for a party on Lake and Tanglewood. It was noted that the Chief of Police had modified the street closing plan.

**2. One Day Liquor Licenses:** The Board approved two – one-day liquor licenses for events to be held at Bay Path College. The approvals were given to Jean Gagne and Carlo Buendo for events to be held June 28 and May 25 respectively.

**3. Request to Use Town Property for a Tag Sale:** The Board approved a request for the ENABLE Program of Longmeadow to hold a tag sale on the large grassy circle between Birchwood and Hazelwood Avenues. The group wants to use the Town Green as their first choice and this location as their second choice however since the Tag Sale will be held May 3, 2002 they want to be prepared with approval for a location should the Parks Commissioner turn down their request to use the Town Green.

**4. Request to Close Street:** The Board gave permission to close a portion of Longmeadow Street in front of the First Church for their annual Family Fun event. The permission was granted for June 1, 2003 from 4:15 to 6:30 p.m. with a June 2, 2003 rain date.

**5. Dog Complaint:** The Board reviewed a report from Animal Control Officer Warner Cross regarding a complaint by Paulette Huot, Williams Street, Longmeadow against a dog owned by Matthew Charpentier and Lianne Cronin of Springfield. It was noted that no action by the Board was necessary at this time.

**6. Designate Privacy Officer:** The Board voted to designate Paul Pasterczyk the Privacy Officer for enforcement of the federal requirements for HIPPA, the Health Insurance Portability and Accountability Act of 1996.

**7. Vote on Insurance Rates:** The Board voted to approve the rates for the health plans offered to town employees through the Scantic Valley Regional Health Trust (SVRHT). The Board voted to approve the rates that will be approved by the Regional Health Trust on April 24, 2003. The Board was provided with the proposed rates and approved them as presented, pending the final SVRHT vote. It was noted that there are substantial increases this year in the premiums and employees and the town alike will have to share in this extraordinary increases.

**8. Transfers for Selectmen's Wage Apportionment Account for Non-Union Staff:** The Board voted to allocate the funds provided by Reserve Fund Transfer for raises for non-union staff for Fiscal Year 2003. These raises are provided, similar to settled union contracts, as a retroactive 2% raise to January 1, 2003. The amounts were transferred as follows to the various accounts:

1080	Selectmen Salary Clerical - \$305.00
0062	Planning Board Clerical - \$133.00
0051	Bldg/Prop Maint Salary Custodian - \$102.00
2897	Police Salary Dispatcher - \$1,086.00
2507	Fire Salary PT Secretary - \$613.00
2336	Health Salary Clerical - \$436.00
0068	COA Salary Admin - \$3,374.00
0473	Library Salary Custodian - \$270.00
0472	Library Salary Library Assts - \$4,900.00
0525	Parks Salary Labor - \$1,153.00
0567	Water Salary Clerical - \$145.00
2143	Sewer Salary Clerical - \$145.00

Total \$12,662.00

**9. Anthony Road:** The Board discussed an issue related to Anthony Road. Several complaints about the condition of this private way have been made. Some of the complainants claimed that town equipment damaged a portion of the road when they were removing an oil tank from the vacant 216 Anthony Road property managed by the Conservation Commission. In speaking with Superintendent of Streets, it was their opinion that while the town equipment certainly didn't help the condition of the road, the road was already in poor condition. The town equipment was not out there very long and in fact only made a few trips over the road to remove the underground oil tank.

Ms. Wright presented information from town Counsel. Town Counsel stated that he town has not accepted MGL Chapter 40, Section 6N which allows the town to make temporary repairs on private ways. In the absence of such a bylaw, town funded repairs on a private way have no legal appropriation and also could expose the town to liability for up to six years for injuries caused by a defect in the private way. Also, Assistant Supt. for Engineering Bob Hubbard informed Ms. Wright that the town had not made improvements to any private ways for over a dozen years.

After much discussion, and some frustration the Board decided not to make any improvements to the private road known as Anthony Road. However, Ms. Wright was instructed to inform the residents that complained about the options that they had such as petitioning for the bylaw or to have the road accepted as a town road. Also, Ms. Wright will contact Mr. Chabot, a resident of Anthony Road, who had indicated last year he wanted to pay to pave the road to determine if he still intends to make improvements. It was noted that in the current fiscal crisis funds for all roads in town are in short supply and taking on a road such as Anthony Road at this time, could drain significant resources from other areas of town.

**10. Town Administrator's Report:** The Board reviewed the Town Administrator Report. Of note, the Board discussed the Venti property and decided to look into renting the property. The Town Administrator will have more on this next meeting. Other items of note included progress on the clean-up of Anthony Road and an update on health insurance issues.

**Correspondence:**

*Police Chief:* The Board was informed that the likelihood of the shortfall that was projected in February has been reduced. Barring any unforeseen injuries or need for increased police services the account balance should be sufficient to complete the fiscal year.

*Officer Kirby, Safety Officer:* Officer Kirby sent a memorandum to the Board regarding confusing parking in front of the Town Hall. He will work with the Superintendent of Streets to rectify the situation.

*Mr. Robert Belli:* The Board received two more letters from Mr. Belli requesting information regarding the Rome case. These letters have been answered.

**Executive Session:**

At 7:40 p.m. the motion was made and seconded to go into Executive Session for the purpose of discussing collective bargaining and contract negotiations with non-union employees. On a roll call vote the Board voted as follows:

Mr. Ashe           yes  
Mr. Haberman   yes

It was noted that the Board would not return to Open Session.

Respectfully submitted,

Susan Wright  
Town Administrator