

Minutes
Select Board Meeting
Monday – December 3, 2007
Police Station Community Room
7:00 pm

Chair Person Hal Haberman called the meeting to order at 7:00 pm.

Present: Select Board Persons Hal Haberman, Paul Santaniello, Kathleen Grady, William Scibelli and Brian Ashe.

Also Present (as signed in): Town Manager Robin Crosbie; Recording Secretary Stacy Wieners; C. Freedman; B. Brooks; R. Langone; D. Hoyer and J. Nolet.

Announcements:

1. Town Manager Robin Crosbie presented the Select Board with a proposal for Water and Sewer Rate changes. The Board has not had an opportunity to review it. The Select Board will have a discussion at the next Regular Meeting. Chair Person Hal Haberman stated that the Water and Sewer rate issue is the Select Board's top priority.
2. Remaining Board/Committee Vacancies deadline is January 15, 2008.
3. Bulk leaf pick up will be extended through Friday December 14, 2007.

Acceptance of Minutes:

- Select Person Paul Santaniello made a motion to accept the Minutes of the November 19, 2007 Regular Meeting Notes with one correction. Select Person Brian Ashe seconded the motion. Chair Person Hal Haberman called a vote and the motion carried unanimously.

7:05 pm Visitor Comment / Question Period

- Mr. Brooks addressed the Select Board regarding his water bill.
- Mr. Langone addressed the Select Board regarding sidewalk safety. He informed the Select Board that when plows pass they toss snow and slush over the curbs and onto sidewalks. He feels it is extremely difficult to keep the walks clear for pedestrians, and more importantly; students that use the sidewalks to get to and from school. He asked the Select Board for some guidance with this problem and just wanted to make them aware. Chair Person Hal Haberman requested that Mike Wrabel contact Mr. Langone to gather more information.
- Mr. Curt Freedman thanked the Select Board for taking action regarding the water and sewer rates in Town. He also suggested that the Board look to residents with knowledge regarding this issue to assist them with determining a resolution to the problem, prior to paying an outside consulting firm to do so.
- Mr. Jerry Nolet addressed the Select Board regarding Water and Sewer rates.

7:17 pm Tax Classification Hearing – Select Person Brian Ashe made a motion to open the Public Hearing. Select Person Paul Santaniello seconded the motion. Finance Director, Paul Pasterczyk was present to answer any questions. Mr. Robert Leclair, Assistant Assessor, also attended the meeting and explained to the Select Board why the Board of Assessors recommend a factor of 1 be adopted for fiscal 2008 resulting in a single tax rate. He presented the Select Board with a detailed report. The Select Board discussed the report and asked Mr. Leclair several questions. Longmeadow resident Diane Nadaeu addressed the Select Board regarding some research she had done regarding taxes on land. She

questioned why everyone was not charged the same price per square foot. It was explained that the location of the land has an effect on the price. Select Person Paul Santaniello stated that he is in favor of a split tax rate. He believes that business property in Longmeadow is prime and a slightly higher tax rate will not have a negative impact on businesses staying or coming into Longmeadow but will offer some relief to residents. After much discussion Chair Person Hal Haberman called for a motion. Select Person Brian Ashe made a motion to adopt a factor of 1 for fiscal year 2008 keeping a single tax rate. Select Person William Scibelli seconded the motion. Chair Person Hal Haberman called for a roll call vote: : P. Santaniello – NO; K. Grady – NO; H. Haberman – YES; B. Ashe – YES; W. Scibelli – YES. The motion passed 3:2.

8:10 pm Old Business- Budget Goals and Policies- Select Person Paul Santaniello provided the other members of the Board a draft copy of the Financial Policies which included his suggestions and changes for discussion. The Select Board discussed the document in detail. They agreed to include the item regarding the Capital Budget during the discussion of the Capital Improvement Budget Policy at the next meeting. After much discussion Select Person William Scibelli made a motion to adopt the Statement of Mission Statement and Goals as well as the Financial Policies of the Longmeadow Select Board with the changes discussed. Select Person Kathleen Grady seconded the motion. Chair Person Hal Haberman called a vote and the motion carried unanimously. The following documents were adopted by the Select Board.

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.

**Statement of Mission and Values
for Determining Goals of the Longmeadow Select Board**

To preserve the exceptional quality of life in our Town including our safe and open community, residential and historical character, beautiful parks and open spaces, commitment to academic excellence, and outstanding Town services (*Taken from the Longmeadow Long Range Plan, 2004.*)

To deliver Town services in a way that is accountable, efficient, collaborative and responsive to the residents of the Town and that continuously enhances our Town assets and resources. (*Taken from the Home Rule Charter Preamble, 2004.*)

Priorities 2007 – 2010

1. Protection of Assets and Resources
2. Land Use and Regulation
3. Fiscal Stability

Goals for Fiscal Year 2009

1. Protection of Assets:

- Preserve municipal and educational services in the following sequence:
 1. Regulatory compliance
 2. Life safety
 3. Property protection
 4. Cultural services and experience enhancement
- Maintain environmental compliance programs; continue maintenance of and capital investment in building and facilities; develop longer term capital plan using results of facilities study.
- Continue improving field and parks maintenance.
- Develop and implement water and sewer capital repair and improvement plan based on results of water and sewer studies.
- Undertake preliminary design for DPW facility based on results of site study.

2. Land Use and Regulation:

- Continue progress on updating zoning bylaws and regulations.
- Develop strategy for improving opportunities for economic development

3. Fiscal Stability:

- Continue to seek revenues to support core services.
- Continue to evaluate services for relevance, effectiveness and efficiency.
- Continue efforts to reduce energy consumption and its costs, and to implement environmentally sound practices.

7:59 pm New Business

Discussion – February Meeting Date Change - Select Person Paul Santaniello is unable to attend the February 19th meeting as it is during school vacation. He requested that the date be changed. Chair Person Hal Haberman will discuss the date change when it is closer in order to take other schedules into consideration.

8:01 pm Consent Agenda

One-Day Liquor License Application- Select Person William Scibelli made a motion to accept the one-day liquor license application contingent upon an officer be present at the event and the individual serving/selling the alcohol be TIPS certified and his/her name be documented. Select Person Brian Ashe seconded the motion. Chair Person Hal Haberman called a vote and the motion carried unanimously.

8:03 pm Correspondence

- Select Person Kathleen Grady reported that information regarding tax assistance is in Voice this month.

- Select Person Kathleen Grady shared that the Select Board received a death threat indirectly through the Clerk's office and stressed that the Select Board is taking this very seriously. She added that the Police spoke to the individual and that she is contemplating filing a formal complaint.

Select Board Reports - None at this time.

8:07 pm Town Manager's Report

- Town Manager Robin Crosbie reported that applications to the CPA were due today. She submitted an application for the Community House. To her knowledge five other applications were submitted for other projects around Town.
- Town Manager Robin Crosbie provided the Select Board with spread sheets detailing land parcels that have been turned over to conservation and other properties that are foreclosed.

9:00 pm Executive Session

Select Person William Scibelli made a motion to enter into Executive Session for Collective Bargaining, not to return to open meeting. Select Person Paul Santaniello seconded the motion. A roll call vote: P. Santaniello – YES; K. Grady – YES; H. Haberman – YES; B. Ashe – YES; W. Scibelli – YES. The motion passed 5:0.

The Regular Meeting was adjourned at 9:00 pm

Respectfully Submitted,

Stacy Wieners
Recording Secretary