

**Minutes**  
**Select Board Meeting**  
**Monday – December 18, 2006**  
**Police Station Community Room**  
**7:00 pm**

Vice Chair Person William Scibelli called the meeting to order at 7:00 pm.

**Present:** Select Board Persons: William Scibelli, Kathleen Grady, Paul Santaniello and Hal Haberman

**Absent:** Chair Person Brian Ashe

**Also Present:** Town Manager Robin Crosbie; Recording Secretary Stacy Wieners; Audit Committee P. Adornato; Audit Committee E. Welker; Audit Committee G. Rosenberg; Tree Committee P. Bouvier; Acting Town Clerk G. Nolet and the Longmeadow News L. Phung.

**Announcements:**

- Vice Chair Person William Scibelli wished the residents of Longmeadow a very Happy Holiday and a Safe New Year.
- 2007 Recycling Calendars will be delivered with “The Reminder” this week.
- During the weeks of December 25, 2006 and January 1, 2007, the Town will allow each resident to put out two (2) barrels or two (2) bags of refuse for each of these weeks. Any additional refuse must be in approved Longmeadow refuse bags.

**7:03 pm Acceptance of Minutes:**

- Select Person Kathleen Grady made a motion to accept the November 30, 2006 Special Meeting Notes as presented. Select Person Paul Santaniello seconded the motion. Vice Chair Person William Scibelli called a vote and the motion carried unanimously.
- Select Person Hal Haberman made a motion to accept the December 4, 2006 Regular Meeting notes with corrections. Select Person Kathleen Grady seconded the motion. Vice Chair Person William Scibelli called a vote and the motion carried unanimously.

**7:05 pm Visitor Comment/Question Period**

- Mr. Peter Bouvier requested the Select Board make a proclamation declaring April 27, 2007 Arbor Day for Longmeadow. After a brief discussion, Select Person Hal Haberman made a motion to declare April 27, 2007 Arbor Day for the Town of Longmeadow. Select Person Kathleen Grady seconded the motion. Vice Chair Person William Scibelli called a vote and the motion carried unanimously.
- Town Accountant Paul Pasterczyk took some time to introduce Ms. Katherine Ingram to the Select Board. Starting January 8, 2007 she will be taking on the duties of the Town Clerk. The Select Board welcomed Ms. Ingram to the Town and wished her the best of luck.
- Acting Town Clerk, Gerry Nolet, wanted to congratulate Ms. Ingram as well as the Town of Longmeadow because he believes she will be a great asset to the Town.
- Town Manager Robin Crosbie took a moment to thank Gerry Nolet and all others for stepping up and helping.

**7:15 pm Audit Committee-** Mr. Paul Ardonato, Chair Person of the Audit Committee, shared with the Select Board some of the items they will be working on. (1) Employee Benefits and the impact on future financials in Town. (2) Follow up on progress of 2006 audit. (3) Internal Controls of the Finances of the Town. They suggest hiring a part time individual to work on the internal control portion only. He also asked the Select Board to consider how communications can be improved so the Select Board can provide direction, focus as well as evaluation of how they are doing. There was much discussion with the members of the Select Board regarding these items. Members of the Select Board have attended Audit Committee meetings in the past and will continue to do so. Select Person Kathleen Grady stated that the role of the Audit Committee was to provide expertise regarding the financial state of the Town: dealing with issues in the Management letters, making sure that those issues are taken care of and to review the audit reports. It was never the intention for the role of the committee to actually do audits. Vice Chair Person William Scibelli asked to be made aware of when joint meetings with the Audit, Capital Planning and Finance committees are so members of the Select Board can attend.

**7:40 pm Vacancy Applicant Interviews:** The Select Board interviewed Stephen Metz for the Capital Planning Committee. Jeff Morton and Russell Preston were interviewed for the Zoning Board of Appeals. The Select Board will make appointments at the next meeting.

**Old Business:** None at this time.

**7:54 pm New Business:**

**1. Historic District Committee Vacancy Appointment-** Select Person Paul Santaniello made a motion to appoint Carsten Golden to the Historic District Commission for a term ending June 30, 2009. Select Person Kathleen Grady seconded the motion. Vice Chair William Scibelli called a vote and the motion carried unanimously.

**2. Review Draft of Strategic Plan 7:56 pm –** The Select Board reviewed the draft submitted by Select Person Kathleen Grady. She and Select Person Paul Santaniello met and talked about drafting a 3-yr plan to represent the top priorities of the Town. The plan is broken down (but not limited to) three priorities: (1) Protection of Assets and Resources (2) Land Use (3) Fiscal Stability. The plan was shared with other Committees / Boards in Town and has been well received. Vice Chair Person William Scibelli believes the next step should be a Town Forum allowing input from and having discussions with residents. Town Manager Robin Crosbie requested that the other members of the Select Board review the document carefully and forward their comments to Select Person Kathleen Grady and she will update the document. Town Manager Robin Crosbie will plan a Town Forum for early next year.

**8:30 pm Consent Agenda:**

1. Annual Liquor License Renewals
2. One-Day Liquor License Application
3. Sign Deeds for Tax Title Properties

Select Person Hal Haberman made a motion to accept items one (1) and three (3) on the Consent Agenda as presented. Select Person Paul Santaniello seconded the motion. Vice Chair Person William Scibelli called a vote and the motion carried unanimously.

**8:31 pm-** The Select Board wished to discuss item two (2) in more detail prior to voting on it. Select Person Paul Santaniello believes the Town should require all bartenders to be TIPS (Training for Intervention Procedures) certified when one- day liquor licenses are granted

regardless if the event is on Town or Private property. Select Person Hal Haberman will check with the ABCC (Alcoholic Beverage Control Commission) to see what other communities in the surrounding areas are requiring. Select Person Paul Santaniello made a motion to approve the one-day liquor license application recommending that the bartender be TIPS certified and a Police Officer be present at the event as required by Police Chief Danio. Select Person Kathleen Grady seconded the motion. Vice Chair Person William Scibelli called a vote and the motion carried unanimously.

### **8:36pm Correspondence**

- Select Person Kathleen Grady announced that the Select Board is seeking applicants for vacancies on the Historic District Commission, Historical Commission and the Cultural Council.
- Select Person Kathleen Grady reminded the residents that the Annual Town Meeting will be held on Tuesday April 5, 2007. Zoning Articles must be submitted by January 16<sup>th</sup>, all other articles are due in the Select Board's office no later than 4:00 pm on Thursday February 15, 2007 and Citizen Petitions are do in the Select Board's office no later than 4:00 pm on March 1<sup>st</sup>. The warrant will be sent to the printer on March 23<sup>rd</sup>, for publication the week of April 9<sup>th</sup>.
- A list was presented to the Select Board with an update of past due fees collected from the residents. It was suggested that the Town collect fees for childcare up front.
- Longmeadow has saved \$106,000 with the new trash policy.
- Select Person Paul Santaniello responded to a letter written to the members of the Select Board and the Town Manager from Judd Peskin, Chair of the Finance Committee, regarding a statement Town Manager Robin Crosbie made at Town Meeting. Select Person Paul Santaniello supports Town Manager Robin Crosbie actions the evening of the Town Meeting and strongly believes that Mr. Peskin should have handled the issue that night. Other members of the Select Board agree.

**Select Board Reports** – None at this time.

**8:34 pm Town Manager's Report** – Town Manager Robin Crosbie announced that five (5) Request for Proposals (RFP) were just about completed. She also met with the School Committee to discuss the swimming pool situation and she has met with Parks and Recreation to discuss similar issues with the fields.

**8:45- Executive Session** – Select Person Hal Haberman made a motion to adjourn into Executive Session for the purpose of Collective Bargaining not to return to Open Session. Select Person Paul Santaniello seconded the motion. Vice Chair Person William Scibelli called a vote and the motion carried unanimously. Roll call vote: W. Scibelli-yes, H. Haberman – yes K. Grady – yes and P. Santaniello – yes. The meeting was adjourned at 8:50 pm.

Respectfully Submitted,

Stacy Wieners  
Recording Secretary