



Town Manager
Lyn N. Simmons

Town of
Longmeadow, Massachusetts

20 Williams Street, Longmeadow, MA 01106
Tel. (413) 565-4110 • Fax (413) 565-4112



Select Board
Thomas Lachiusa, Chair Person
Marc Strange, Vice Chair
Steven Marantz, Clerk
Mark Gold
Richard Foster

Select Board Regular Meeting

Monday, August 3, 2020
7:00 PM

Remote Meeting

AGENDA

Arrangements for remote participation by Select Board members and members of the public are being made in accordance with Governor Baker's Emergency Order Modifying the State's Open Meeting Law.

[ORDER SUSPENDING CERTAIN PROVISION OF THE OPEN MEETING LAW 3-12-2020.PDF](#)

Join Zoom Meeting

[HTTPS://ZOOM.US/J/93643880804?PWD=C2VYOGPJEVI5ZXOZYTLQN29WQLG1QT09](https://zoom.us/j/93643880804?pwd=C2VYOGPJEVI5ZXOZYTLQN29WQLG1QT09)

Meeting ID: 936 4388 0804 Passcode: 628813

Or call 1 646 558 8656 Meeting ID: 936 4388 0804 Passcode: 628813

Open Meeting, Announce Remote Participation Method and Meeting Conduct

Update on COVID-19

Announcements

Resident Comments

Select Board Comments

Town Manager's Report

Old Business

1 Approve Minutes from July 20, 2020

Documents:

[07 20 2020 DRAFT MEETING MINUTES.PDF](#)

2 Approve Polling Location Change Report

Documents:

[POLLING LOCATION CHANGE REPORT.PDF](#)

New Business

1 Sign 2020 State Primary Election Warrant

Documents:

[PRIMARY ELECTION WARRANT.PDF](#)

2 Open Meeting Law Discussion

Documents:

[EMAIL FROM R FOSTER 7 21 20.PDF](#)
[RESPONSE FROM ATTORNEY GENERAL.PDF](#)

Correspondence

Email from Resident

Documents:

[EMAIL FROM RESIDENT - DIGNAZIO.PDF](#)

Adjourn

~ The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. ~

DRAFT

Select Board Regular Meeting
Monday, July 20, 2020 - 7:00 p.m.
REMOTE

Arrangements for remote participation by Select Board members and members of the public were made in accordance with Governor Baker's Emergency Order Modifying the State's Open Meeting Law. Participation in this meeting was done remotely via Zoom.

Select Board Present via Zoom: Chair Thomas Lachiusa, Marc Strange, Steven Marantz, Mark Gold, Richard Foster

Also Present via Zoom: Town Manager Lyn Simmons, CFO Paul Pasterczyk, Debbie House, David Marinelli, Joe McCarthy (Eversource),

Residents: Jonathan David, Martin Hernandez, Michael Baick, Marcello Federico, Bill Johnson

The meeting was called to order at 7:00 p.m. by Chair Thomas Lachiusa. Due to COVID-19 concerns, and the Governor's executive order, and changes to Open Meeting Law remote participation, this meeting was held remotely with residents having the option of calling in or sending in their comments. All votes were taken by roll call. LCTV was also utilized to broadcast and record the meeting.

Chair Lachiusa confirmed that all members and persons anticipated on the agenda were present and could hear and be heard throughout the meeting. Ensuring public access does not ensure public participation unless such participation is required by law. This meeting allowed for public comment.

COVID-19 Update – The update was given by Ms. Simmons.

There are currently 5 community cases. The Town has hired a Compliance Officer who has been helping the town and schools with reopening plans. The Compliance Officer is also working with Parks and Recreation on the athletic fields and the basketball courts. Signage and guidelines are being considered and reviewed. The School Department continues to monitor and develop their three plans for reopening.

Announcements

1. Residents were asked to remove all signs placed on the town treebelts by August 1. Signs remaining after August 1 will be removed and disposed of.
2. The Treasurer/Collector and Town Clerk have opened two satellite offices in the Community House for walk in customers. The hours are Mondays and Wednesdays 10 a.m. to 3 p.m. and Fridays 9 a.m. to noon. Each office has a separate entrance; exit is from the main doors. Cash is not accepted at this time. Appointments can be set up at the Community House to meet with other depart if need be. Other town buildings will remain closed to the public.

Residents Comments

1. Jonathan David, 194 Bliss Road, has been a resident in town since 1985 and believes there is selective bylaw enforcement going on in town. There are many bylaw violations in plain sight all over town. He submitted many pictures of violations just in his neighborhood. He has a neighbor who has complained about his property for years.
2. Martin Hernandez, 299 Maple Road, has been a resident since 2013 and has 2 children. His son is bullied at the high school (LHS). Mr. Hernandez and his sisters were bullied when they were young at Blueberry Hill School. He would like the town to recognize the problem of racism and provide a safe and hate free environment and pass the Racism as a Public Health Crisis Resolution.
3. Michael Baick, 491 Laurel Street helped Mr. Strange with the language for the Racism as a Public Health Crisis Resolution. He believes this is a step forward and just a beginning. He is grateful to have been part of the process.

4. Marcello Federico, currently lives in Ashfield, is a 2011 graduate of Longmeadow High School and his parents live in town at 186 Meadowlark Drive. Mr. Federico read an article – I can't breathe - to the Board. Mr. Federico stated that he experienced racism in the Longmeadow public schools.
5. Bill Johnson, 209 Laurel Street has lived in town for 11 years and has never felt welcomed in Longmeadow in 11 years. He knows people of color who have left town because of their experience at the high school (LHS), there is a lack of administrative support. He believes there is systemic racism, no people of color in the Police or Fire Departments. Mr. Johnson has spent his life being attentive to racism.

7:30 Continuation of Hearing for Verizon Petition #1A4RN3D

Eversource contract engineer Joe McCarthy attended the meeting. There was no representative from Verizon at this meeting. This Verizon petition, continued from the July 6 meeting, is for one pole to be placed on Williams Street near the Redfern/Williams/Frank Smith intersection to add support to an area with a long span between poles. The pole would be in front of the former church property which will be redeveloped. The Select Board concern was that the pole may be in the way of a future curb cut. Mr. Gold wanted to hear of other options besides adding more poles. Mr. McCarthy is an engineer and was instructed to design as overhead by Eversource. There is a significant cost to go underground. Mr. McCarthy cannot speak about other options as he is not an Eversource planner. Taller poles will hold heavier wires and circuits coming from the new substation at the intersection of Williams and Chestnut.

David Marinelli, former Tree Warden spoke about the taller poles and the significant impact on the trees. Eversource has been a good partner to the town, Mr. Marinelli was disturbed that the taller poles could be installed without notice. Limbs will have to be trimmed. Two public shade trees and two private trees will be removed. We lost some trees in the same area a year or two ago when the sidewalks were installed. Mr. Marinelli suggested future discussions of plans with Eversource, the DPW Director, and the Tree Warden so the planning can incorporate the trees.

Mr. Strange would like a "decision maker" from Eversource to answer some questions. Mr. Gold would like to put restraints on the petition approval.

Mr. Gold made the motion to close the hearing. Mr. Marantz seconded the motion.

Roll Call Vote: Mr. Lachiusa-YES, Mr. Strange-NO, Mr. Marantz-YES, Mr. Gold-YES, Mr. Foster-YES

Mr. Gold made the motion to approve Verizon Petition #1A4RN3D contingent upon all requirements set forth by the DPW in their memo are met, should the future development of the First Church require the repositioning of this pole that such repositioning be done at the expense of Verizon / Eversource and not the owner / developer of the First Church property, that any trees on Williams Street to the East of Redfern Drive / Frank Smith Road that have been marked for removal be replaced with trees that meet the specification of the Longmeadow Tree Warden, and that any trees on Williams Street to the East of Redfern Drive / Frank Smith Road that have had their upper limbs trimmed to accommodate the taller poles and new wires be reviewed by the Longmeadow Tree Warden. Trimming of those trees is to be approved and supervised by the Tree Warden, and if deemed necessary by the Tree Warden, those trees shall be replaced with trees that meet the Tree Warden's specifications. Mr. Lachiusa seconded the motion.

Roll Call Vote: Mr. Lachiusa-YES, Mr. Strange-YES, Mr. Marantz-YES, Mr. Gold-YES, Mr. Foster-NO

Select Board Comments

1. Mr. Gold stated that its important to enforce our bylaws in a consistent and uniform manner.

Town Manager's Report

1. Covid-19 updates can be found on the town's website.
2. The Treasurer/Collector and the Town Clerk now have satellite offices in the Community House for walk-in service. Hours are Mondays and Wednesdays from 10am to 3pm and Fridays 9am to noon. Cash

is not accepted. All town offices remain closed to the public, but appointments can be set up to meet with a resident, if need be, at the Community House to limit exposure to other buildings and offices.

3. Payments for property taxes, excise taxes, water and sewer bills will now be processed through a lockbox service in Reading, MA. The service cost is approximately \$7,000/year.
4. The Building Department is using a new permit software program called PermitLink which will allow residents to request inspections, apply for a permit, and pay for permits online. Parcel information is linked to the Assessor's database. All permit applications in the prior program will be moved over to PermitLink and be available for viewing.
5. The Knollwood sidewalk project is expected to start next week and take about 3-4 weeks to finish. Gomes Construction is the contractor.
6. The Wolf Swamp Fields project is expected to go out to bid at the end of the month.
7. The second phase of the LED streetlight conversion project started, installation work should conclude by the end of August. Progress can be followed on an interactive map on the town's website. Streetlight issues should be reported to the DPW office.
8. The Town submitted a \$1.5 million project request to Senator Eric Lesser for inclusion in the 2020 Transportation Bond Bill for improvements to Grassy Gutter Road. The improvements would include widening for bike lanes, sidewalk installation, intersection realignment, crosswalks with signals, and a queuing lane in front of the high school to decrease congestion.
9. There will be a virtual public forum on the Open Space and Recreation Plan updates on July 29 at 7pm. Information is available on the town's website.
10. Richard Mastroianni was hired as the new Tree Warden. The position is budgeted for 10 hours/week. The Town Manager will be reviewing modifications to the tree program and the Tree Warden position.

The departments submitted their June 2020 monthly reports to the Select Board.

Old Business

1. Approved Minutes

Mr. Strange made the motion to approve the Regular Meeting Minutes from July 6, 2020 as presented.

Mr. Marantz seconded the motion.

Roll Call Vote: Mr. Lachiusa-YES, Mr. Strange-YES, Mr. Marantz-YES, Mr. Gold-YES, Mr. Foster-YES

2. Tree Committee Appointment

Mr. Gold made the motion to appoint David Marinelli to the Tree Committee for a three year term expiring June 2023. Mr. Marantz seconded the motion.

Roll Call Vote: Mr. Lachiusa-YES, Mr. Strange-YES, Mr. Marantz-YES, Mr. Gold-YES, Mr. Foster-YES

3. Tree Manual Update by the Tree Committee

Mr. Strange made the motion to approve the updated Tree Manual. Mr. Gold seconded the motion.

Mr. Pasterczyk reported that there were no liability issues with the insurance company as long as whoever goes on private property is insured. Mr. Marantz noted that the manual does not address the effects of natural gas on trees and urged the Tree Committee to look into this issue.

Roll Call Vote: Mr. Lachiusa-YES, Mr. Strange-YES, Mr. Marantz-YES, Mr. Gold-YES, Mr. Foster-YES

4. Racism as a Public Health Crisis Resolution – Mr. Strange explained that this was a collaborative effort. Unnecessary language was removed. Another change was requested; the removal of “men” in the sixth paragraph and replaced with “people”. Mr. Gold and Mr. Marantz had questions on the set up of the “working group”, details will have to be specified. Mr. Strange suggested that the group be populated by a person of color. Ms. Simmons will research setting up a task force, for more clarity.

Mr. Marantz made the motion to accept the resolution, Racism as a Public Health Crisis as modified and with the directive that the Town Manager provide the Select Board, within the next couple of meetings, with what the task force will be composed of. Mr. Strange Seconded the motion.

Roll Call Vote: Mr. Lachiusa-YES, Mr. Strange-YES, Mr. Marantz-YES, Mr. Gold-YES, Mr. Foster-YES

5. Select Board Liaison Assignments for FY 2021 – The Select Board finished up the assignments. Mr. Lachiusa will cover the Board of Health, Building Committee, and Cultural Council. Mr. Gold will take the Recycling Commission. Mr. Strange will cover the Planning Board, Conservation Commission,

Zoning Board of Appeals, Parks and Recreation Commission, and the Senior Housing Task Force. Mr. Lachiusa is interested in finding a college student interested in local government to act as a liaison for the boards and committees.

6. Tax Ceiling Discussion (Annual Town Meeting Article 14 follow up) – The tax ceiling article did not pass at the Annual Town Meeting in June. Mr. Marantz asked the Board if they should bring this back for the Fall Town Meeting in October. The other members felt the next Annual Town Meeting in May would be better. Mr. Gold suggested also thinking about what else we can do to prepare to hit the tax ceiling. Mr. Pasterczyk stated that IF there was NO market value growth, we would hit the ceiling in 2025. Our debt exclusion, which is now about \$2.20 does not count towards the \$25 limit.
7. Springfield Water and Sewer Commission Capital Projects Letter Stating Select Board Concerns – Mr. Lachiusa drafted a letter to the Springfield Water and Sewer Commissioners for the Board's review and comment. A minor change will be made and the letter will be mailed to Springfield and other towns that are also water customers.

New Business

1. Election Worker Appointments for FY 2021
Mr. Gold made the motion to accept the Election Worker recommendations of the Democratic Committee. Mr. Strange seconded the motion.
Roll Call Vote: Mr. Lachiusa-YES, Mr. Strange-YES, Mr. Marantz-YES, Mr. Gold-YES, Mr. Foster-YES
Mr. Gold made the motion to accept the Election Worker recommendations of the Republican Committee. Mr. Strange seconded the motion.
Roll Call Vote: Mr. Lachiusa-YES, Mr. Strange-YES, Mr. Marantz-YES, Mr. Gold-YES, Mr. Foster-YES
2. Auditor Engagement Letter – Auditors Melanson Heath submitted an engagement letter for the FY20 Audit. This is a standard letter highlighting the responsibilities of the town and guidelines. The town goes out to bid every 5 years per the bylaws. The audit costs approximately \$44,000.
Mr. Gold made the motion to engage Melanson Heath to conduct the FY20 audit for the Town of Longmeadow. Mr. Foster seconded the motion.
Roll Call Vote: Mr. Lachiusa-YES, Mr. Strange-YES, Mr. Marantz-YES, Mr. Gold-YES, Mr. Foster-YES
3. Department Activity Fees – The Parks and Recreation Department sets their programming fees. The Adult Center currently has some small fees. When the new Adult Center building opens more activities will be planned. A discussion on setting fees for the activities and resident vs. non-resident. The fees collected from Parks and Recreation and the Adult Center go to support the program, not the General Fund. Parks and Recreation has an additional program charge for non-residents. The Adult Center will be encouraged to do the same to help cover program costs.
4. Polling Location Change – Greenwood Center will be considered for use as a polling location for the primary election in September and the presidential election in November. Ms. Simmons explained that the building will allow for better social distancing than the Community House. Residents would enter the middle of the building then go to either the right or left wing depending on which precinct they live in. There would be one-way pedestrian traffic with voters exiting from the doors in their wing of the building. The Select Board was asked to evaluate this and report on whether the change of location would have a disparate adverse impact on the basis of race, national origin, disability, income, or age. The location is handicap accessible. A CodeRED call will be sent out to residents to notify of the polling location change along with signage and social media. Early voting will be held at Greenwood Center. Mr. Gold asked about a location for people who set up tents and hold signs outside. An area will be reserved for them 150' away from the polling location. Mr. Marantz was concerned with the short timeframe to notify residents of the change.
Mr. Foster made the motion to accept the recommendation of the Town Manager regarding the change in polling locations to Greenwood Center. Mr. Gold seconded the motion.
Roll Call Vote: Mr. Lachiusa-YES, Mr. Strange-YES, Mr. Marantz-YES, Mr. Gold-YES, Mr. Foster-YES
5. Select Board Policy on Overhead Utility Wires – Mr. Gold drafted a Select Board Policy regarding overhead utility wires being strung across certain main roads in town. He asked that the other Board

members review it, Mr. Gold would like to bring it back to another meeting for a vote. The other Board members were supportive of this.

6. Discussion on Forming a Charter Commission – Mr. Foster asked the Select Board to research and consider the five different types of government that would suit our town better. When the Charter Review Committee was working on their recommendations, no Select Board members who worked under the Charter were interviewed or asked for comments. A Charter Committee is appointed and makes recommendations to the Select Board. A Charter Commission is elected and its recommendations go to the voters. Mr. Foster would like to place a motion in a few weeks after the Select Board has time to research.

Mr. Marantz made the motion to adjourn the meeting at 10:12 p.m. Mr. Strange seconded the motion.

Roll Call Vote: Mr. Lachiusa-YES, Mr. Strange-YES, Mr. Marantz-YES, Mr. Gold-YES, Mr. Foster-YES

Respectfully submitted,
Debbie House

Documents:

Agenda
Announcements Sheet
Verizon Petition 1A4RN3D and DPW Comment on Petition
Town Manager's Report and Departments' June Reports
Draft Minutes July 6, 2020
Appointments memo Tree Committee
Tree manual-updated
Racism as a Public Health Crisis Resolution
SB Liaison Assignments FY20 and FY21
Draft Letter to Springfield Water and Sewer Commission
Democratic Election Worker Letter
Republican Election Worker Letter
Melanson Heath Auditor Engagement Letter
Election Polls Change memo
Draft SB Policy on Overhead Utility Wires
Charter Review Committee Final Report

Report on Longmeadow Polling Place Relocation

In accordance with Section 11 of Chapter 115 of the Acts of 2020 the Town Clerk of the Town of Longmeadow has requested that the five voting precincts of the Town which normally vote at one polling location at the Community House, 735 Longmeadow Street, be relocated for the State Primary scheduled for September 1, 2020 and the General Election scheduled for November 3, 2020 to Greenwood Center, 231 Maple Road.

The Emergency Management Director, John Dearborn concluded that the current polling location would not be sufficient to safely conduct the elections and has recommended that Greenwood Center would be a suitable alternate location based on the following:

- There is no adverse impact on the basis of disability or age.
 - Greenwood currently houses the Longmeadow Adult Center and the town run daycare. It can safely house all the necessary equipment needed to properly conduct in-person voting while also accommodating any persons with disabilities or any other special considerations.
- There is no adverse impact on the basis of race or national origin.
 - Greenwood is a public building that provides programming and services to adults and children of many races and national origins. Longmeadow is a diverse community and this is reflected in the standards and practices of the Greenwood day care center and the Longmeadow Adult Center as well as our Elections. No voter should feel unwelcome or uncomfortable entering and voting within the Greenwood Center.
- There is no adverse impact on the basis of income.
 - The major economic factor is transportation. Greenwood Center is centrally located and is 1.8 miles from the Community House (current polling location). This distance should not adversely impact the majority of voters.
 - If transportation issues are irresolvable for certain voters, there will be early voting widely available prior to each election and mail in voting with all postage costs prepaid.

Based on the information above information provided by the Town Clerk, Katherine Ingram and the Safety Plan provided by Emergency Management Director, John Dearborn, the Select Board reports that the relocation of the polling location from the Community House to Greenwood Center in accordance with Section 11 of Chapter 115 of the Acts of 2020 will have no adverse impact on the basis of race, national origin, disability, income, or age.

On behalf of the Longmeadow Select Board, August 3, 2020

Thomas Lachiusa, Chair
Longmeadow Select Board

Town of Longmeadow Public Gathering Health and Safety Plan For COVID-19

In preparation for a public event sponsored by the Town or directly associated with the Town, the following plan with detail should be completed. As guidance the preparer should utilize the Town of Longmeadow Health and Safety Guidance for Public Gatherings and Town Events (Elections, Meetings and Town Meeting), Current CDC Guidance for public gatherings and the state and local guidance and or orders.

Special Note:

In accordance with Section 11 of Chapter 115 of the Acts of 2020 the Town Clerk of the Town of Longmeadow has requested that the five voting precincts of the Town which normally vote at one polling location at the Community House, 735 Longmeadow Street, be relocated for the State Primary scheduled for September 1, 2020 and the General Election scheduled for November 3, 2020 to Greenwood Center, 231 Maple Road.

The Emergency Management Director, John Dearborn concluded that the current polling location would not be sufficient to safely conduct the elections and has recommended that Greenwood Center would be a suitable alternate location based on the following:

- There is no adverse impact on the basis of disability or age.
 - Greenwood currently houses the Longmeadow Adult Center and the town run daycare. It can safely house all the necessary equipment needed to properly conduct in-person voting while also accommodating any persons with disabilities or any other special considerations.
- There is no adverse impact on the basis of race or national origin.

Greenwood is a public building that provides programming and services to adults and children of many races and national origins. Longmeadow is a diverse community and this is reflected in the standards and practices of the Greenwood day care center and the Longmeadow Adult Center as well as our Elections. No voter should feel unwelcome or uncomfortable entering and voting within the Greenwood Center.
- There is no adverse impact on the basis of income.
 - The major economic factor is transportation. Greenwood Center is centrally located and is 1.8 miles from the Community House (current polling location). This distance should not adversely impact the majority of voters.

- If transportation issues are irresolvable for certain voters, there will be early voting widely available prior to each election and mail in voting with all postage costs prepaid.

Based on the information above and the information provided by the Town Clerk, Katherine Ingram and Emergency Management Director, John Dearborn, the Select Board reports that the relocation of the polling location from the Community House to Greenwood Center in accordance with Section 11 of Chapter 115 of the Acts of 2020 will have no adverse impact on the basis of race, national origin, disability, income, or age.

Event Title: State Primary scheduled September 1, 2020 and the General Election scheduled for November 3, 2020 at Greenwood Center, 231 Maple Road.

Event Coordinator: Town Clerk

Event Health and Safety Officer(s): Public Safety & Health

Other Organizational Notes: This event will be organized under the Incident Command System. The following are the assigned positions:

Event Coordinator: Town Clerk

Operations: Town Clerk

Legal Procedure: Town Counsel

Safety and Security: Police Department

Safety and Emergency Response: Emergency Management / Fire / EMS

Logistics: Department of Public Works (Facilities)

Safety and Health: Longmeadow Health Department

Event Date: September 1, 2020 and November 3, 2020

Event Rain Date (if Applicable): N/A

Event Time: (Start and Finish): 07:00 – 20:00

Event Location: Greenwood Center, 231 Maple Road, Longmeadow, Ma. 01106

Please describe the location or provide diagram: See Diagram

Description of Event: Town Election

Event Contingencies / Risk Assessment: During the planning for this event and during the period leading up to the actual event a continuous risk assessment will be conducted. During the event we will monitor our actual procedures to assess effectiveness.

Will a record of attendees and participants be maintained should there be a need for contact tracing? Yes, all attendees and participants must register at the beginning of the event.

Number of attendees: Estimated to be 2000-7000+-

Number of Staff: (List by discipline):

Town Staff / Election Workers: 24

Public Safety: 2

DPW: 4-6 (Set-up and Take Down)

Has the staff / volunteers associated with this event reviewed and acknowledged the Town of Longmeadow COVID-19 Employee Guidance and will they participate in the self-screening / self-certifying process? Yes, see below

Describe the process to accomplish this: On August (TBD) the event workers will be assembled in-person to review this guidance. At the beginning of the event volunteers will be asked to self-certify. This process will be managed by the Town Clerk.

Has the staff / volunteers associated with this event been briefed on this plan and associated contingencies? Yes, see below

Describe the process to accomplish this: On (TBD) there will be an onsite meeting review this plan.

Has public messaging regarding the event and safety considerations been made public for attendees prior to the event? Yes, the use of absentee voting has been widely markets and by every assessment has been successful. This action should actually reduce event attendees. Public messages will be broadcast regarding the new location. Signage will be posted at the community house on the day of the event.

*******Masks of face coverings are required for Town events.**

At the entrances to the event will health screening guidance be posted? Yes, see the attached signage for health screening for attendees.

Will masks be made available at the event? Yes, 500 disposable masks will be made available for this event from the emergency management cache.

Will signage be posted outlining the need to wear mask or face coverings? Yes, see the attached signage

In the case a participant cannot wear a mask due to a medical condition is there a contingency? Yes, separate Voting Booths are set up.

What other personal protective equipment will be utilized for this event? Gloves will be issued to registration workers. The gloves will be supplied by Emergency Management, Also pens will be provided to each participant to eliminate touch to touch potential.

Will hand sanitizing be made available? Yes, hand sanitizer will be available at each registration station and two tables will be set up with hand sanitizer at the exits.

Will trash cans be available? Yes, trash cans are available for the disposal of gloves.

Social Distancing: In planning the participant traffic patterns we have incorporated social distancing principals for waiting lines and during voting.

Seating: The only seating is for the actual election worker. This seating is planned to be properly spaced and or shielding has been provided.

Waiting lines: The primary reason for selecting this location is it affords opportunity to have participants wait inside of the building while maintaining social distancing. In the case of this facility, the main entrance will be utilized and depending on the precinct, participants will be directed to the right or the left. The long hallways will be marked a six foot intervals. This will provide sheltered waiting areas.

Participant traffic patterns: As stated this facility has long hallways leading to the voting locations in the gymnasium and the COA great room. Participants will enter through the main entrance and will be directed to the right or the left, depending on precinct. Once the participant has voted they will follow the traffic pattern and exit through the COA main entrance or the gymnasium main entrance. The traffic pattern will be clearly marked with signs and poll workers will assist with managing traffic flow.

Orderly assembly: N/A

Orderly dismissal: N/A

Customer service shields: Customer service shields will be installed at each of the registration stations. These shields provide a non-porous (Plexiglas) barrier between the worker and the public being served. The shields have a small pass through at the base to facilitate transfer of materials such as voting cards.

ADA Access: This facility is ADA accessible. The ramp at the southern side of the building will be utilized. We have also planned traffic patterns and ADA accessible voting booths.

Restroom: There are restrooms in the facility. The restroom will be cleaned periodically during the event.

Other Action Items: N/A

Indoor vs Outdoor: Indoor Event

Indoor:

Limited Occupancy: Yes, the traffic patterns limit actual occupancy during the event, most participant will be in line, inside of the building.

Ventilation Systems and Air Change Management: Windows will be open and several fans will be set up to provide continuous air changes / flow. This will be managed according to outside temperature and conditions.

Periodic Cleaning: A custodian will be on hand to do periodic wiping of equipment and bathrooms.

Post Event Cleaning: The equipment will be cleaned after the event prior to storage

Outdoor: N/A

General Safety: Consideration should be given for slip, trip and fall hazards. Tents and other equipment should be secured to be wind resistant. There will be no smoking allowed during the event as per Town policy.

Police: Longmeadow Police will provide detail officers to assist with security and the movement of participants.

Parking: This facility has a large parking lot with 115 spaces, There are 4 handicapped spaces with clear and easy access to the facility.

EMS / Fire: The Fire Department can be accessed via 911

Worker Identification: All volunteers and non-uniformed workers will be identified by a vest.

Weather:

Weather specifics for this event: The only potential issue regarding weather would be a snow or ice event on the November election. In this case Longmeadow DPW / Facilities will manage the application of deicer and plowing to make the travel surfaces safe.

Additional support / safety supplies: N/A

Lighting: Supplemental lighting may be provided in the parking lot. We will use two of the Town light Towers.

After Action Survey / After Action Report: Note: After the event the workers and participants should be surveyed to ascertain aspects that are appreciated and areas for improvement. This information should be assembled into a report used to address future needs.

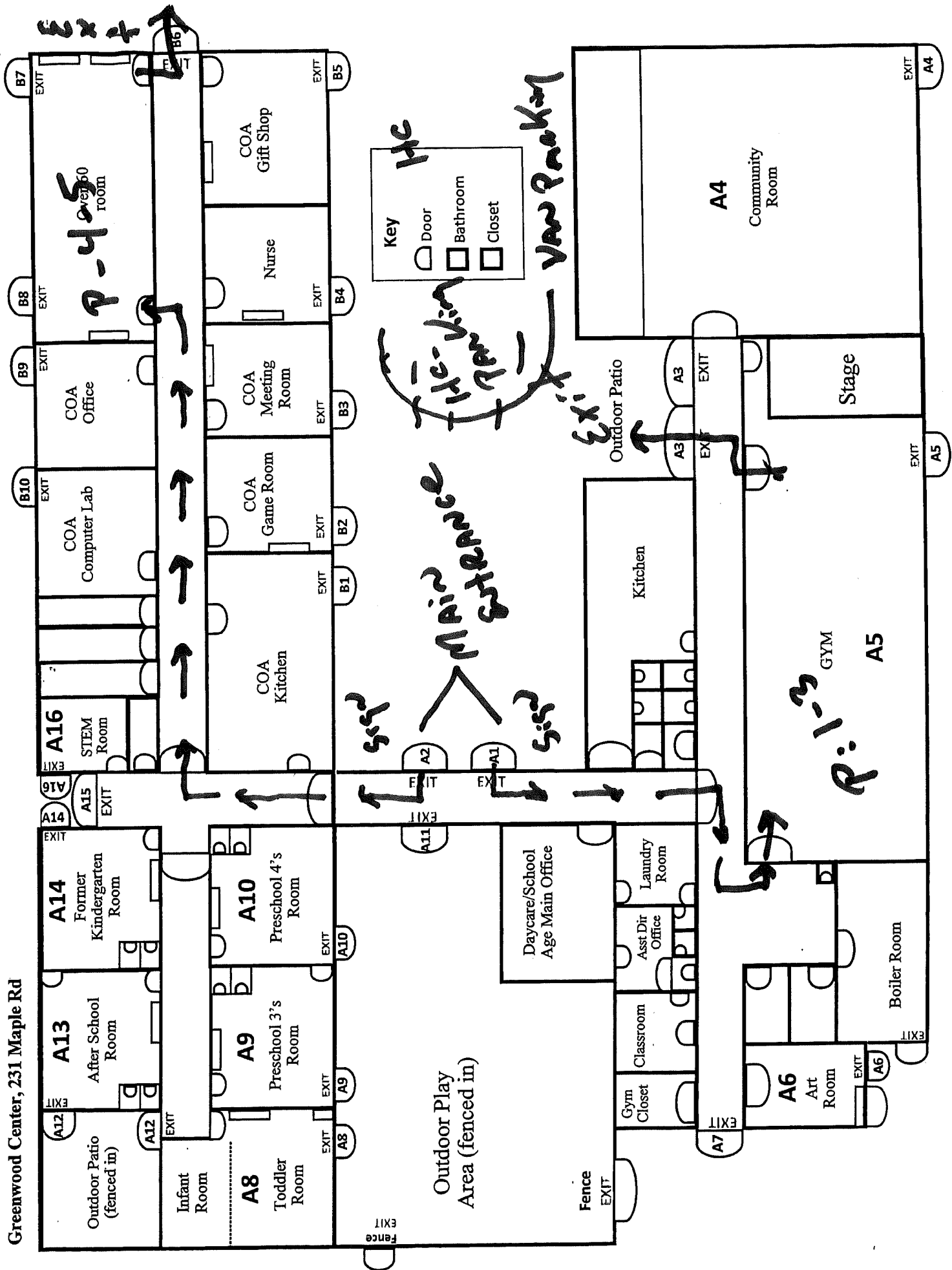
References:

Town of Longmeadow Covid-19 Public Gathering Guidance

Town of Longmeadow Covid-19 Employee Guidance

Entry Signs

Greenwood Center, 231 Maple Rd



Key

- Door
- Bathroom
- Closet

HC

Van Parking

Main Entrance

The View

P: 1-3 GYM A5

P-455

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

WARRANT FOR 2020 STATE PRIMARY

SS.

To the Constables of the Town of Longmeadow:

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at:

Precincts A, B, C, D, E

Greenwood Center, 231 Maple Road, Longmeadow, MA 01106

On **Tuesday, THE FIRST DAY OF SEPTEMBER, 2020**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

SENATOR IN CONGRESS	FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS	FIRST DISTRICT
COUNCILLOR	EIGHTH DISTRICT
SENATOR IN GENERAL COURT	FIRST HAMPDEN + HAMPSHIRE DISTRICT
REPRESENTATIVE IN GENERAL COURT	SECOND HAMPDEN DISTRICT
REGISTER OF PROBATE	HAMPDEN COUNTY

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 3rd day of August, 2020.

Thomas Lachiusa, Chair

Marc Strange, Vice Chair

Steven Marantz, Clerk

Mark Gold

Richard Foster

Town of Longmeadow Select Board

I hereby certify that the above has been duly posted in all five precincts:

Constable

_____, 2020
(month and day)

From: **Richard Foster** <rfoster@longmeadow.org>
Date: Tue, Jul 21, 2020 at 12:43 PM
Subject: Behavior
To: Thomas Lachiusa <tlachiusa@longmeadow.org>

As Chair you allowed a visitor to insinuate that the wife of one of our Select Board members was likely a racists without intervention.

This is a new low for our board.

Richard

From: [Thomas Lachiusa](#)
Sent: Tuesday, July 21, 2020 4:58 PM
To: [Richard Foster](#)
Subject: Re: Meeting

Hi Richard,

The issue of racism cannot be handled in a business as usual approach. My understanding was the woman he was commenting about was the friend of a business associate. You may want to listen to it again. Bill, the individual who spoke was sitting next to a resident.

Tom

On Tue, Jul 21, 2020 at 4:48 PM Richard Foster <rfoster@longmeadow.org> wrote:

There is a lot of confusion about last night meeting, but there is a good chance that the guy was talking about the other guys wife instead of Steve's . But he was still spreading the thoughts of racism in our community which is not a positive message.

Other person that spoke was not a resident of our community and should not have addressed our board.

Resident comments have always been two minutes.

The Response from the Attorney General's office

Good Morning Tom,

Thank you for contacting the Division. If you are concerned that a member(s) is communicating via email, then perhaps the best solution at this point would be to discuss it during an open meeting and remind the members of their obligations under the Open Meeting Law. The law defines "deliberation" as "an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction. The Open Meeting Law does not carve out an exception to the definition of "deliberation" for discussions that do not result in a decision or vote. Any communication among a quorum of a public body on matters that are pending or will come before it and within the public body's jurisdiction is considered deliberation. Moreover, the expression of an opinion of one public body member on matters within the body's jurisdiction to a quorum of a public body is a deliberation, even if no other public body member responds. This also applies to serial communications where members individually discuss matters with one other member but then end up reaching a quorum in a serial fashion.

You could also make the emails that you have received public by reading their content during a meeting and listing the emails in the meeting minutes, or by referencing the emails during a meeting and posting the e-mails along with the minutes on the municipal website. Perhaps other members will follow your lead if they have also received similar emails or you could suggest that emails be released so that your public body does not end up being in violation of the Open Meeting Law. Finally, you could always file an Open Meeting Law complaint against your own public body and address the issue in that way. I hope this information was helpful.

Sincerely,

Kerry Kilcoyne
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Division of Open Government
Office of the Massachusetts Attorney General
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Boston, MA 02108

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On Thu, Jul 23, 2020 at 4:12 PM Tom Dignazio <tom.dignazio@gmail.com> wrote:
Tom,

I am writing in regard to some discussion that took place at the end of the last Select Board meeting. This is in regards to Mr. Foster's desire to open another Charter Commission with the intention of changing our form of town government away from Town Meeting. I'd like to advise that this would be perceived very poorly by much of the town. It would validate some of the concerns I heard in the buildup to the last town meeting that if votes don't go the desired way of the SB, they try again at poorly attended meetings or change the rules. It would surely be seen an attempt to consolidate control and decrease visibility in the decision making process.

Furthermore, I think the belief that was expressed that article 14 failed mainly because a powerpoint presentation couldn't be given is naive. I supported article 14 and helped craft Maury's endorsement and rationale for it. I do not feel that additional charts and graphs would have added enough to the debate to move many (any?) votes. As a non-voting attendee at the recent Tax Ceiling task force I cautioned that there was not enough support for the idea and it was by no means guaranteed to pass.

Finally, I'd like to express my support for Town Meeting government for Longmeadow. I still believe we are of a size where the benefits of Town Meeting outweigh its limitations. For one, Town Meeting is the primary reason I began volunteering in various capacities with the town. Also, I am originally from NJ where corruption, kickbacks, toadyism, and self-dealing are ingrained in the DNA of local politics. Town Meeting may be inefficient but it is incorruptible.

Before engaging another commission to spend years re-examining this, I urge to get a sense of the sentiments from the town at large. You will find many people who will confront any effort to move away from Town Meeting with suspicion, cynicism, and anger.

Thank you!

Your neighbor,

Tom Dignazio
24 Crescent Road
Finance Committee
Formerly Capital Planning, Town Meeting Counter, and rec league coach.