

DRAFT

Select Board Regular Meeting
Monday, February 3, 2020 – 6:30 p.m.
Longmeadow High School, Room A15, 535 Bliss Road, Longmeadow, MA

Present: Chair Marie Angelides, Marc Strange, Richard Foster, Mark Gold and Tom Lachiusa

Also Present: Town Manager Lyn Simmons, Paul Pasterczyk, Debbie House, Amy Nelson

Interviewees: Carol Steiner, Roger Wojcik, Kiernan Mulcahy, and Craig Pericolosi

Open Session – Ms. Angelides called the meeting to order at 6:30 p.m.

Executive Session

Mr. Foster made the motion to enter into executive session at 6:30 p.m. in accordance with MGL Chapter 30A, Section 21(a) (3) to discuss strategy with regard to anticipated litigation relative to the DPW, and anticipated regulatory litigation relative to TGP 261 Upgrade Projects and Columbia Gas lateral/meter station, and petition to intervene, discussion of which in open meeting may have a detrimental effect on the litigating position of the Town and the Chair so declares, to reconvene in open session. Mr. Gold seconded the motion. Roll call vote: Mr. Gold-YES, Mr. Strange-YES, Ms. Angelides-YES, Mr. Lachiusa-YES, and Mr. Foster-YES (separate minutes)

Select Board Reconvened to Open Session at 7:02 p.m.

Announcements – Ms. Simmons read this week’s announcements.

1. The public survey for the Open Space and Recreation Plan launched on January 22. Residents are encouraged to take the survey on the home page of the town website as input is critical to capturing the needs and wants of the community.
2. Absentee ballots are available at the Town Hall or on the town website for the March 3 Presidential Primary Election The deadline to apply for an absentee ballot is noon on March 2. The ballots must be returned to the Town Clerk by the close of polls (8:00 p.m.) on Election Day in order to be counted.
3. Early voting will take place from February 24 – 28 at the Community House. See the town website for more information and hours.
4. The School Department’s FY21 budget plan draft is available for view and comment on the district’s website. A public budget hearing will take place on February 4 at 6:30 p.m. at the high school in meeting room A15.
5. Nomination papers are available at the Town Clerk’s office for the June 16 town elections. See the website for more information.
6. Mr. Lachiusa took the Open Space survey and encourages residents to do so.

Resident comments - none

Select Board Comments

1. Mr. Foster asked that the Crumbling Foundation Report be on a future agenda for discussion and review.
2. Mr. Lachiusa commented on the MMA conference last weekend and the information he received on bike trails and scooter programs.

Interviews

- 1-2. Carol Steiner, 82 Williamsburg Drive and Roger Wojcik, 29 Burns Meadow interviewed for positions on the Senior Housing Task Force.
Ms. Steiner has worked with seniors for many years, visits them, and knows about their housing and is aware of their needs.
Mr. Wojcik asked for information on the scope and mission of the task force. Mr. Strange explained what the task force will be doing; they will research services for seniors, not just housing. Mr. Wojcik

noted that housing itself is quite an issue. He is very supportive and suggested the task force look at other models that are out there.

3. Kiernan Mulcahy, 525 Wolf Swamp Road applied for a position on the Conservation Commission. Mr. Mulcahy grew up in Longmeadow and loves the Meadows area. He went to college for Criminal Justice and Environmental Science. He has been following the Conservation Commission meetings and would like to be involved.
4. Craig Pericolosi, 97 Cooley Drive applied for a position on the Park and Recreation Commission. He has looked into changing the bylaws with the Parks & Recreation Director. Mr. Pericolosi has 12-year-old twin girls and plans on many years of playing sports on the fields. Mr. Gold asked Mr. Pericolosi what his thoughts were on the Wolf Swamp Fields. He feels there is a great opportunity to redo the fields. His daughters have been injured on the fields. Mr. Pericolosi believes a redesign of the area will be good.

Town Manager's Report

1. The Fire Department was awarded the SAFE grant and the Senior Safe Grant again this year. These grants support community outreach, safety classes in schools, and safety programs for seniors.
2. Arden Engineering was awarded the installer contract for the streetlights. The LED fixtures for the cobrahead lights should be delivered in March. The decorative fixtures are ordered and expected at the end of March or early April.
3. Police Chief John Stankiewicz will be retiring on February 29. The position will be advertised internally for 15 days. Captain Gary Fontaine will be appointed as Interim Police Chief March 1. Upon closing of the job posting, the internal applicants will be reviewed and an assessment process will begin.
4. The new DPW facility and the new Adult Center building should both be completed in the fall of 2020. A Clerk of the Works for both projects has been retained and will be onsite at each project every day.
5. The Human Resources Department created a LinkedIn account to help share and promote town employment opportunities.
6. The Human Resource Director is now Human Resource Management certified after completing a 12-week course hosted by Westfield State University.

Mr. Gold would like to have a discussion at a future meeting about setting up a process or procedure for the Select Board to review/approve requests for streetlights by residents.

Mr. Lachiusa noted that donations in the amount of \$430,000 have been collected so far for "extras" for the new Adult Center building.

Chair's Report

Ms. Angelides attended a recent Building Committee meeting. She showed the Select Board a colored drawing of what the new Adult Center will look like when it is completed. A private group is raising money for extras which is anything that is not part of the basic fixtures or furnishings of the building. The Presley Blake Family has set up a matching grant. Anyone wishing to donate or needs more information can contact Marybeth Bergeron or Marie Angelides at mangelides@longmeadow.org.

This year will mark the 150th anniversary of the town's Memorial Day program at Longmeadow Days. Our Veterans Services Director will be putting together a program for this year's celebration.

Ms. Angelides stated that Police Chief John Stankiewicz will be missed when he retires at the end of February. He has been with LPD for 37 years, serving the last 5 years as Chief. Chief Stankiewicz has been instrumental in getting the Regional Dispatch up and running, and the accreditation of the Police Department. LPD is the only Hampden County Police Department to reach accreditation.

Old Business

1. Minutes approval – *Mr. Gold made the motion to approve the minutes from the January 21, 2020 regular meeting as presented. Mr. Foster seconded the motion. The vote was 5 in favor and 0 opposed. Mr. Gold made the motion to approve the minutes from the January 21, 2020 joint meeting as presented. Mr. Foster seconded the motion. The vote was 5 in favor and 0 opposed.*

2. Charter Amendments/Town Manager Section 5 Updates – Ms. Simmons has been working on this article. East Longmeadow and Amherst do not have a Town Manager reappointment clause, just an appointment (majority vote) and removal (super majority vote). Mr. Gold likes the super majority vote for an appointment and removal, and a majority vote for renewal of a contract. After some discussion a motion was made.

Mr. Lachiusa made the motion to appoint a Town Manager and terminate a Town Manager with cause by a super majority of the Select Board, and to renew a Town Manager's contract by a simple majority of the Select Board. Mr. Gold seconded the motion. The vote was 4 in favor and 1 opposed (Mr. Foster). Mr. Gold made the motion to approve the modifications of Article 5 of the Town Charter Sections 5.1, 5.2, 5.3, and 5.5 as presented by Ms. Simmons. Mr. Strange seconded the motion. The vote was 5 in favor and 0 opposed.

3. Select Board/Town Manager Policies Updates – Mr. Pasterczyk presented five updated financial policies for Select Board review and approval: Ambulance Fund Policy, Budget Policies of the Longmeadow Select Board, Capital Improvement Budget Policy, Capital Improvements Policy, and Capital Stabilization Fund Policy.

Mr. Lachiusa made the motion to approve the recommended changes to the Ambulance Fund Policy.

Mr. Strange seconded the motion. Mr. Gold would like more clarification.

The vote was 3 in favor, 1 opposed (Mr. Gold), and 1 abstained (Mr. Foster).

The other four financial policy updates were tabled to a future meeting.

New Business

1. Quarterly Investment Report – Amy Nelson, Assistant Town Treasurer/Collector attended the meeting to give the Investment Report for the period October – December 2019. A borrowing was done in October in the amount of \$14,840,000 for the COA building, LED street lights, Morningside Culvert, and a portion of the landfill cap. The interest accumulating on the bond proceeds will be allocated into the Town's general fund, water fund, and sewer fund. Interest earned as of December 31, 2019 on all bond proceeds was \$93,415.95. The investment income earned this quarter on the OPEB Pension Reserves investment fund was \$117,714.72.

Mr. Pasterczyk believes the current cash flow policies are fine at this point. It is a good idea to put some funds away in the capital stabilization fund or the operational stabilization fund when possible. Mr. Pasterczyk will have a policy on bond proceeds for the next meeting.

2. Presidential Primary Election Warrant – *Mr. Gold made the motion to approve the Presidential Primary Election Warrant as presented by the Town Clerk for March 3, 2020. Mr. Foster seconded the motion. The vote was 5 in favor and 0 opposed.*

3. Budget Direction/Financial Update – Mr. Pasterczyk presented a financial update for FY20 and FY21. General Fund FY20 revenues – projecting the Town will exceed its general fund estimated revenues by nearly \$465K. About 50% of this is non-reoccurring revenue and will diminish over the next year or so. The reimbursement from the Parks and Recreation Department from the day care operations is projected to fall approximately \$30K, the expenditures will also be much less than the appropriation and the net effect should result in a near \$0 impact. Mr. Pasterczyk does not anticipate any large appropriation surpluses with the exception of the employee/retiree benefits/liability insurance function. Certain budgetary shortfalls will erode our remaining FY20 free cash of \$395K (snow and ice, legal expenses, Fire Dept. overtime, energy projects, Longmeadow Street engineering work) which will leave very little, if any free cash to transfer to the operational stabilization fund at the annual town meeting. Mr. Pasterczyk projects the FY21 free cash to fall in the \$750K - \$1.00 million range. The ambulance revenues are projected to exceed the budget amounts by \$175K+, these excess funds will go into the ambulance fund mainly for the purchase of future ambulance capital needs.

The enterprise funds have three areas of concern: Sewer Charges – Springfield appears to be short when projected to the fiscal year end. The final assessment was received in the early fall. The shortfall is approximately \$40K and can be taken from the sewer retained earnings account, or a warrant article can be prepared to address this if needed. Water Revenues – if consumption is not substantially higher in the

second half of the fiscal year than it was last fiscal year in the same period, we could be about \$200K short in revenue projection. No town meeting action would be required, but it will seriously cut into the water retained earnings account. Solid Waste Recycling – the final costs of the new trash carts is still being negotiated and there is an administrative backlog in the DPW office due to staff changes. This matter will be monitored and a warrant article will be written as a placeholder until a final disposition can be determined.

FY21 – Original budget projections for FY21 showed a deficit of \$677,325 of which \$373,100 was a result of the Select Board initiative to raise only 1.75% of the allowable 2.50% under Proposition 2.5. Departmental budget requests came in nearly \$1.07 million over what was projected in the fall. FY20 new growth is \$110K greater than projected, FY21 Pension Assessment came in \$123K greater than projected, Governor's state aid is \$86K less than projected, School recommended budget is \$137K less than projected. The health insurance rates will be proposed on February 19th. The Town Manager's task to propose a near level service budget while meeting most of the FY21 proposed initiatives will be very challenging. Mr. Pasterczyk believes that a FY21 balanced budget with the Select Board's initiatives is not possible without service cuts. Mr. Pasterczyk's recommendation to the Town Manager is to raise the tax rate to 1.875. Mr. Gold prefers this tax rate to maintain level services. Mr. Pasterczyk noted that this is more than level services. We are adding custodial staff to the new Adult Center and maintenance to the Wolf Swamp Fields. Mr. Foster feels there is a bigger discussion to have. Mr. Gold added that the Town's problem is salaries and benefits. Other communities have more new growth and revenues than Longmeadow. The increase in the tax rate to 1.875 would be about .04 on the tax rate which would be about \$15/average household/year. Mr. Strange is in favor of the increase. Mr. Strange asked about eliminating positions through attrition and retirements. Mr. Gold noted that maybe all new employees could have a different pension set up. He also questioned whether the town was even allowed to do this. Ms. Angelides asked Ms. Simmons to come up with a long term plan or regionalization plan to help with this. Mr. Foster questioned whether there was any feasible way to change our retirement system. Ms. Angelides will follow Mr. Pasterczyk's professional recommendation on the FY21 budget. The Capital Planning Committee recommendations and the School budget will be presented at the February 18th Select Board meeting. The Finance Committee will also attend. The Town Manager's budget will be presented to the Select Board on March 2. The Finance Committee will receive the Town Manager's budget when the Select Board receives it. A list of warrant articles will be presented to the Select Board and Finance Committee on February 18th. Budget meetings will be set up the second week of March.

4. Goal Setting – Ms. Angelides asked the Select Board to start thinking about goal setting for a future meeting.
5. Sign Bylaw Discussion – Mr. Strange stated that the current sign bylaw does not allow for sponsorship signs at fields. This could be potential revenue. Mr. Gold added that signs used to be on the field fences a long time ago, and that there are regulations as far as what is on the sign, the size of the sign, where they are... Mr. Strange, Ms. Simmons and Bari Jarvis are looking at the town athletic fields and will try to get something together for the May Town Meeting.
6. Mass Historical Commission Preservation Award Letter of Support – Ms. Sandra Krein would like to nominate the Brewer-Young Mansion Restoration and Adaptive Reuse for the MHC Preservation Award for 2020. She has asked the Select Board for a letter of support to be submitted with the application. *Mr. Lachiusa made the motion to send a letter of support nominating the Brewer-Young Mansion Restoration and Adaptive Reuse for the MHC Preservation Award for 2020. Mr. Strange seconded the motion. The vote was 5 in favor and 0 opposed.*
7. Greenwood Building Future Reuse – Ms. Simmons asked the Select Board if Westcomm could be allowed to do a feasibility study on the Greenwood building. Westcomm is currently renting a small space in Chicopee, but will need a larger space at some point, especially if other towns join. *Mr. Gold made the motion to allow Ms. Simmons to have initial discussions with Westcomm regarding a feasibility study of Greenwood. Mr. Strange seconded the motion. The vote was 5 in favor and 0 opposed.*

2/3/20 Regular Meeting

Mr. Lachiusa made the motion to adjourn the meeting at 9:30 p.m. Mr. Foster seconded the motion. The vote was 5 in favor and 0 opposed.

The next regular Select Board meeting will be on Tuesday, February 18. A special meeting will be scheduled for February 24 and budget meetings will be scheduled during the second week of March.

Respectfully submitted,
Debbie House

Documents:

Agenda

Announcements sheet

Interview Schedule memo and applications

Town Managers Report

Draft Minutes 1/21/20 regular meeting

Draft Minutes 1/21/20 joint meeting

Policies with updates: ambulance, budget policies, capital improvement budget, capital improvements, capital stabilization

Treasurer's Investment Report Oct.-Dec.

Presidential Primary Election Warrant

Financial Update FY20 and FY21 packet

Select Board Goals-finance

Letter of Support request for MHC Preservation Award 2020

Correspondence: Comcast