

**Select Board Regular Meeting**  
**Monday, June 6, 2022 - 7:00 p.m.**  
**Longmeadow High School, Meeting Room A15**  
**535 Bliss Road, Longmeadow, MA**

**Select Board Members Present:** Vice Chair Joshua Levine, Mark Gold, and Thomas Lachiusa. Absent – Steve Marantz

**Staff Present:** Lyn Simmons, Michael Barbieri, James Leyden, Bari Jarvis.

Acting Chair, Joshua Levine, called this meeting to order at 7:02 p.m. The meeting opened with the Pledge of Allegiance. LCTV was also utilized to broadcast and record the meeting.

Chair Levine 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 law requires such participation. This meeting allowed for public comment.

To view the full recording of the Select Board meeting, please click [here](#).

#### **Announcements**

**Absentee Ballots for Annual Town Election:** The Annual Town Election is approaching on Tuesday, June 14, 2022. The deadline to request an Absentee Ballot to be mailed is Wednesday, June 8. Deadline to request an Absentee Ballot in person is noon on Monday, June 13. Please contact the Town Clerk's Office at 413-565-4103 or email [kingram@longmeadow.org](mailto:kingram@longmeadow.org) for additional information. The election will be held at the Longmeadow Community House, 735 Longmeadow Street, Longmeadow, MA 01106. Polls will be open between 7:00 am - 8:00 pm

**Board and Committee Applications for Open Vacancies:** Residents interested in serving on a Longmeadow Board or Committee can visit [www.longmeadow.org/CivicAlerts](http://www.longmeadow.org/CivicAlerts), to view the current vacancies list for Annual interviews and appointments. Here you will also find the online application to serve on a Town Board or Committee and specific details about the mission of each appointed group. For additional information, please email [adminassistant@longmeadow.org](mailto:adminassistant@longmeadow.org)

#### **Board and Committee Interviews**

Gregory Valania was present at the meeting for an interview to be reappointed to the Board of Health. Dr. Valania stated that he has served on the board for the past year and a half. Mr. Gold asked Mr. Valania about the Board of Health's response to Covid-19 and what is to come in the future. Dr. Valania stated that the board would have to respond to this on a month-to-month basis, based on the state data and requirements. Dr. Valania stated that it is unclear of what will happen in the near future, but the board will look at the local data to make appropriate decision at the time. Mr. Lachiusa asked Dr. Valania of what interests him in the Board of Health. Dr. Valania stated that local boards are often here to do preventative health, but have clearly been dealing with something emergent in the past few years. Dr. Valania stated that as a cardiologist, he focuses more on end stage disease, but is in fact very active with prevention. Dr. Valania stated that looking at obesity rates and blood pressure checks and getting people interested in fitness are things that eventually public boards of health should be looking at. Mr. Levine thanked Dr. Valania for his time on the board the past few years.

Vincent McPartland was present at the meeting for an interview to be reappointed to the Building Committee. Mr. McPartland indicated that he has been serving on the board for the past three years. Mr. McPartland

stated that the building committee has mainly focused on the construction of the DPW Facility and new Adult Center over the past few years. Moving into the future, the building committee is looking at other renovations, like the police station, school issues, etc. Mr. Levine asked if he felt the building committee has been effective and working well during his time. Mr. McPartland stated that he feels the building committee has done an excellent job over the last several years working together on these projects. Mr. Lachiusa questioned how Mr. McPartland feels about keeping older buildings in restoration. Mr. McPartland stated that a lot of work needs to be done to the old buildings and this is important for the Town to upkeep.

Saul Finestone was present at the meeting to interview for reappointment to the Council on Aging Board of Directors. Mr. Finestone stated that he has been serving on the COA BOD for several terms since the 1990's. Mr. Gold asked Mr. Finestone how the Council on Aging should interact with any of the private funding agencies. Mr. Finestone stated that there is plenty of room for helping the Adult Center with finances. Mr. Finestone believes that all of the groups have different ways of fundraising to help the center that are all beneficial to the community. Mr. Lachiusa stated that he knows Mr. Finestone has done a lot for this community and appreciates his service on the board. Mr. Finestone stated that he has enjoyed working on the board and wants to make sure precedents and bylaws are followed as needed in an advisory role.

Rowland Hawthorne and Evelyn Pratt were present to interview for reappointment to the Cultural Council. Ms. Pratt stated that the council has supported many events for all town ages in the community. Mr. Hawthorne stated that music, literature, fine art, and history programs are important to be implemented into the community, and these grants have allowed the council to assist in these functions. Ms. Pratt also indicated that there is a pending bill that calls for more money to be allocated to the Massachusetts Cultural Council to help assist local communities.

Minoo Tehrani was present to interview for reappointment to the Energy and Sustainability Committee. Ms. Tehrani stated that through the past three years, several of her students have done internships to the committee and have presented many different green initiative projects. Ms. Tehrani stated that the committee is currently working on Electronic Vehicle Charging and many more green initiatives. Mr. Levine questioned if our community could use solar power in a greater way. Ms. Tehrani believes that the community could use solar power and wind power in many ways. Mr. Gold asked Ms. Tehrani where she teaches and where her students come from that have interned. Ms. Tehrani stated that she taught at the Roger Williams and Western New England University, where she has had students help look into green energy. Mr. Lachiusa thanked Ms. Tehrani for her interest in the community.

Albert Hoffman was present to interview for appointment to the Historic District Commission. Mr. Hoffman stated that he is interested in continuing the education of history in the community. Mr. Gold asked a question about the expansion of the Historic District Commission. Mr. Gold explained that the district has authority over a well-defined area, but from time to time, we see a need to grow that area. Mr. Gold asked Mr. Hoffman what his thoughts about this were. Mr. Hoffman stated that assuming it ties in and makes sense, this could be very positive. If the district could be helped by expanding, then it would be important to look into this, Mr. Hoffman stated. Mr. Lachiusa stated that some of the companies that operate in Town do not abide by regulations on the historic homes in the area. Mr. Lachiusa thanked Mr. Hoffman for stepping up to volunteer. Stephen Bennett was present at the meeting for an interview to be reappointed to the Zoning Board of Appeals. Mr. Bennett indicated that he has been on the board for about thirteen years. Mr. Levine asked if he has enjoyed his time on the ZBA. Mr. Bennett stated that the ZBA is very active in variances and special permits for applications that cannot be given by the building department. Mr. Gold thanked Mr. Bennett for all of the work he has done on the board. Mr. Gold asked what Mr. Bennett's personal take was on leaning towards the homeowners or abutters when it comes to variances and special permits. Mr. Bennett stated that the majority of the time, no abutters come to the hearings. Mr. Bennett stated that sometimes people will come who do not like change. Mr. Bennett stated that abutter's comments always are taken into consideration.

Mr. Lachiusa questioned how the ZBA could approach situations to stick within the character of the Town. Mr. Bennett stated that this is more on the people who write the bylaws. Mr. Bennett went on to say that, the ZBA is there to ensure that the bylaws are applied properly and are being followed. Mr. Lachiusa questioned if anything has come up that may call for a bylaw change. Mr. Bennett stated that the ZBA works with the Planning Board in determining if a specific bylaw needs to be looked at.

Marybeth Bergeron was present at the meeting to interview for reappointment to the Building Committee. Mr. Gold asked Ms. Bergeron what are the steps to work on in the next few years now that construction on the new facilities have been completed. Ms. Bergeron stated that the building committee would continue to make reports on conditions of Town buildings. Ms. Bergeron questioned where the building committee fits in with all of the other responsibilities of other committees and town departments with the progress of the projects. Ms. Bergeron stated that the Select Board should identify a scope of the committee moving forward with some additional projects. Ms. Bergeron stated that a clear mission of the committee should be developed so that the committee could determine next steps. Mr. Levine questioned what kind of experience is needed to fill the vacancies on the board. Ms. Bergeron stated someone with architectural background would be important to see on the board. Mr. Lachiusa stated that we have been lucky to have a lot of diverse expertise on the board and agrees with revisiting the scope.

### **Resident Comments - None**

### **Select Board Comments**

Mr. Gold stated that he attended the MPO meeting of the PVPC. Mr. Gold stated that the Route 5 renovation has not moved back up to where we hoped it was going. The project is still slated for 2025, Mr. Gold indicated. Mr. Gold also reported that some actions have taken place at the Scantic Valley Health Consortium. Mr. Gold stated that their standard rate setting took place, and they reported that their finances, which took a very big hit in the fall of 2021, are starting to come back up. Mr. Gold stated that the rate that they set for FY2023 looked a bit iffy based on their reserves, but they are now more comfortable with those rates. Mr. Gold stated that Scantic Valley does a great job of reviewing their experienced curves and actual expenditures. Mr. Gold also stated that the PVTA had a meeting where they indicated they received some federal money to purchase electric buses. The service to Longmeadow remains limited, but Mr. Gold stated we are actively engaged in maintaining the service that we have.

Mr. Lachiusa requested that we have monitor speakers in the room to help people hear better in the boardroom. Mr. Lachiusa stated that this would help people in attendance in hearing everything that goes on in the room and would be a big improvement.

### **Town Manager's Report**

COVID-19 Update As of June 3, 2022, Health Department is currently tracking 110 cases. The statewide 14-day percent positivity rate is 8.44%, Longmeadow is at 8.61%. This is the first week we have seen a decrease in percent positivity in recent weeks.

Greenwood Pool Schedule We continue to struggle with the number of lifeguards who accepted positions. Over 14 employment offers were made, however only eight have accepted lifeguard positions, this puts us in a difficult position for staffing 7 days per week. The Parks & Recreation Department staff have been working hard on a solution and have concluded that closing one day per week is the only option with the amount of staff we have. Greenwood pool will open (weekends only) June 11 and open full time on the last day of school June 17. The pool will be open 6 days per week with Wednesday being the day that the pool remains closed. We will continue to try and recruit additional lifeguard and should our staffing levels increase, we will immediately revisit and implement a change to 7 days per week. This is a national issue, not just a

Longmeadow issue. Corporate aquatic facilities are also struggling. Wages were elevated by 15% (recreation revolving fund supported, not general fund) in hopes of attracting more candidates.

EV Chargers We have received the EV chargers for the DPW and the Adult Center. The one at the DPW was installed. The two for the Adult Center are about to be installed. They are not activated yet. We are working on a policy to bring forward to the Select Board to set the parameters on charging. Once the policy has been adopted, we can activate the chargers. We are still awaiting word on the grants for the high school and Wolf Swamp fields.

Upcoming Fireworks On June 17th, the Longmeadow Country Club will be opening their anniversary celebration with a kick off fireworks display. On July 3rd, Twin Hills Country Club will be holding their fireworks display. This is an annual event. Both are "private events". However, residents typically find viewing spots for the annual Twin Hills fireworks display and we anticipate the same will happen for this year's event. Both events have completed the permit process with the Fire Department. As a note, both the Twin Hills and the East Longmeadow Fireworks are scheduled for the same approximate time to begin right after dusk.

Mr. Gold asked Ms. Simmons to comment on the questions that may have come up as to why the Town would pay for the electricity for residents to charge their cars. Ms. Simmons stated that we would not be. Ms. Simmons continued on to say that we do not actually have any activated chargers as of right now, and once these chargers are activated, users will have to swipe their card or scan their phone to pay for the electricity. Mr. Gold stated that he has heard this answer before but felt it was important for residents to hear that again because he knows it will come up. Mr. Levine also stated that the chargers were paid for using some help of grant money. Ms. Simmons commented that it is a combination of private funds or grants and donations. The DPW chargers were paid for out of the DPW construction fund, and the chargers at the Adult Center were paid partially out of the construction fund, but primarily through a donation from LACCF. Mr. Lachiusa asked if the charger at the DPW would be in the lot in the front of the building. Ms. Simmons stated that all of the chargers would be public access including the soon to be developed sites of Wolf Swamp fields and the High School.

## **Old Business**

### **A. Approval of Meeting Minutes**

*Mr. Gold made the motion to approve the May 2, 2022 Select Board Regular Meeting Minutes as presented.*

*Mr. Lachiusa seconded the motion. The motion passed by a vote of 3-0.*

### **B. Town Manager Evaluation**

Mr. Levine stated that the Town Manager evaluations have been compiled and are available on the Select Board agenda packet. Mr. Levine summarized that as a whole, they were very positive and the board has been very impressed with the work of the Town Manager.

*Mr. Gold made the motion to award the Town Manager a salary raise with the same as the cost of living raise that will go to other non-union employees, which is scheduled to be between 2.0 – 2.67%, and to make an adjustment to section 10, titled vacation of contract, to grant the Town Manager; five weeks paid vacation per contract year, a week shall be defined as five working days, effective July 1, 2022, vacation shall accrue at a rate of 2.083 days per month which is 25 days per 12 months throughout the length of this agreement, the vacation year shall run from July 1 and any use of the accrued vacation days may be approved by the Select Board in advance. The Town Manager shall be allowed to carry over up to 5 days of vacation from one fiscal year to the next. Carryover of more than five days' vacation may be authorized by a vote of the Select Board but must be the result of extraordinary circumstances. The Town Manager shall report her use of vacation to the Human Resources Department when used, and shall report in writing to the Select Board, vacation days used each year. Any accrued but unused vacation days in excess of the five carryover days shall be forfeited*

*at the end of the fiscal year, vacation days are subject to buy back upon separation of employment. Mr. Lachiusa seconded the motion. The motion passed by a vote of 3-0 after discussion.*

Mr. Gold commented on the motion. The decision to add an additional week's vacation was based on input from Lyn, that suggested that would be of value to her as a contract modification, Mr. Gold stated. Mr. Gold explained that the board felt this would be appropriate to do this. Mr. Gold stated that we have consulted with the HR director in conjunction with making this decision. Mr. Gold explained that the comment that states, "Carry over by more than five-day's vacation may be authorized by the Select Board" was added because when the contract was first put together in 2019, the board had no idea about the pending pandemic. We had come to realize that sometimes the Town Manager just has to be here and cannot use all of the vacation days. Mr. Gold stated that we did not want to get into a position where the Town Manager had to use it or lose it during times that it was inappropriate to take vacation. Mr. Lachiusa stated that he is very pleased with Lyn's performance and it is nice to see that other members of the board are having similar feedback. Mr. Lachiusa thanked Ms. Simmons for another great year and looks forward to many more to come. Ms. Simmons thanked the board for their decision. Ms. Simmons commented that part of the reason she is doing well is because of the relationship she has with the Select Board. Ms. Simmons went on to say that, it is a two-way street and we are making it work of the continuing working relationship. Ms. Simmons explained that she could not accept these kind words without acknowledging the incredible hard-working staff that makes up the Town of Longmeadow. Mr. Gold commented that this was discussed in executive session prior to the meeting. Mr. Gold stated that Mr. Marantz was present during executive session but unfortunately had to leave because of a personal issue. Mr. Gold did not want to give an impression to residents that this was just three members of the board that acted, and explained that it was a unanimous decision on the part of the Select Board. Mr. Gold went on to say we can discuss this in executive session, but ultimately votes on contracts have to take place in open session.

#### C. Eversource Western Mass Natural Gas Pipeline Update

Mr. Levine provided an update concerning the proposed pipeline project from Eversource. Mr. Levine commented that we have been told that Eversource has filed with MEPA, which is the Massachusetts Environmental Protection Agency. They also have filed with the EFSB, which is the Energy and Facilities Siting Board. Mr. Levine stated that we have been working with legal counsel to determine the best route forward and there will be an opportunity to give comments to MEPA sometime within the next few months, and the Town is awaiting a timeframe. Mr. Levine stated that residents would have an opportunity to respond to this. Mr. Levine went on to say that, the EFSB filing is much more down the road and we will update everyone as soon as we have more information.

#### D. Set FY23 Water, Sewer, Stormwater Rates

FY2023 Water, sewer and stormwater rates were discussed at the previous meeting on May 16.

*Mr. Gold made the motion to adjust the water rates effective July 1, 2022 that is for the FY2023 water rate to be a rate of \$3.68 per hundred cubic feet of water, an increase of 2.5% over the prior year's water rate. Mr. Lachiusa seconded the motion. The motion passed by a vote of 3-0 after further discussion.*

Mr. Gold wanted residents to understand that the Town buys its water from the City of Springfield's Water Department. Mr. Gold explained that the rate Springfield is charging us next year has gone up 11.1%, and we are raising our rates by 2.5%. Mr. Gold commented that we are able to mitigate this based on some of the other things that we do, but people should understand that water is getting to be more and more expensive. When you look at the water rates around municipalities in the region or in the Commonwealth of Massachusetts, we are amongst the lowest in costs of water, Mr. Gold stated. Mr. Gold urged people to realize that our water rates are well under control and are reasonable. Mr. Gold went on to say that, the proposed rates for FY2023 do not change the fixed fee portion of your rate, which is the meter charge. Mr. Gold explained that the meter charge is intended to help cover the cost of the capital investments in the water

system. Mr. Gold believes that in the coming year, we should look at increasing the meter rate due to the cost of capital going up, but we would not be doing so this year. Mr. Gold explained how the Town fiscally sets water rates. Mr. Gold explained that we calculate what it will cost us to run the water department, which is to some degree an estimate of how many people there are in the DPW, and what percentage of them work in the water department. The next step is to divide what it costs to run the water department by how much water we are going to sell. Mr. Gold went on to say that, we look at the three-year running average of how much water we have sold. The DPW reports to us the amount of water that we buy from Springfield, and not the amount of water that we sell, Mr. Gold explained. Mr. Gold stated that there has been about a 15% difference in the water that we buy to the water that we sell. Mr. Gold stated that there are losses somewhere and this should be researched by the DPW to look into the water we buy versus the water that we sell.

*Mr. Gold made the motion to set the sewer rate at \$2.75 per 100 cubic feet of water used with a cap at 200 units of water usage so that you do not get charged for sewer after the first 200 units of water, an increase of 1.85% from the prior year's rate. Mr. Lachiusa seconded the motion. The motion passed by a vote of 3-0 after further discussion.*

Mr. Gold commented that our sewer rates are pretty reasonable, and we are setting the sewer rates now based on water usage, but we anticipate that sometime through the middle of this year to our new agreed upon winter-averaging method. Mr. Gold explained that people could readily expect that the rate will increase significantly. Mr. Gold went on to explain that the process for setting sewer rates is similar to that of water rates. Mr. Gold went on to say that once we come to winter averaging, the "sale" of sewer units will likely drop from 698,000 units to somewhere around 400,000 units. This will cause the rate to rise, Mr. Gold stated. For people who will not be paying for irrigation water anymore will save money. For people who are small users, using anywhere from 10-20 units of water per year, will find that their sewer rates will go up by 60% or so, which will more properly reflect the actual cost of sewer. Mr. Gold explained that this \$2.75 sewer rate is an interim rate until we get the winter averaging method going. Mr. Levine commented that most communities have much higher rates than our Town does now.

*Mr. Gold made the motion to set the stormwater rate to \$76.93 per equivalent residential unit (ERU), an increase of 15% from the prior year's ERU of \$66 per ERU. Mr. Lachiusa seconded the motion. The motion passed by a vote of 3-0 after further discussion.*

Mr. Gold explained that, the reason for an increase of this level is from when the Select Board implemented this utility, they voted to slowly over a period of eight or ten years, phase in the amount of actual stormwater charges from the DPW that get charged to this utility. Mr. Gold explained that this better reflects the actual cost, and helps us set funds for bonding for things that have to do with utilities and the federal EPA requirements for stormwater management. Mr. Lachiusa commented that the Town is compelled to make these changes due to the federal requirements on stormwater management and is hopeful that in the next few years we can see a drop in this.

#### E. Town of Longmeadow and LCTV Operating Agreement Update

Ms. Simmons stated that she has been working with LCTV, the Select Board chair, and the Town's cable attorney on making headway on the operating agreement. Ms. Simmons stated that she met with the group on May 24 and there are couple of sticking points to bring back to the board. Ms. Simmons referred to section eight regarding operational funding. Ms. Simmons explained that LCTV would like a set amount in the agreement guaranteed as opposed to coming to the Select Board annually to figure out what that amount would be. Ms. Simmons explained that this carries on through section nine, which relates to capital equipment. Mr. Levine questioned if there was a proposed amount, or if we are bidding against ourselves here. Ms. Simmons explained that the proposed amount is what the Cable Licensing Agreement is. Mr. Gold questioned if we are trying to be better overseers, where does this fit in the budget. Mr. Gold stated that we do not necessarily want to provide input to the budget, but we should have an idea of what we need to provide

annually over four quarters. Mr. Lachiusa questioned how the payment was made prior to a proposed agreement. Ms. Simmons stated that prior to this last agreement, the checks from the licensing agreement went right to LCTV. This past year, it was turned over to the Town first. Ms. Simmons explained that there is the actual license, capital funding, and the subscription payments for PEG access. Mr. Levine stated that it was reasonable to ask for an annual budget. Ms. Simmons read into the request and suggested that we include language in the agreement to reflect “subject to their annual budget.” Mr. Lachiusa asked if we have looked into what other Towns are doing for their operating agreements. Ms. Simmons stated that we have looked into this. Ms. Simmons stated that there would be agreement with LCTV if a liaison were provided from the Select Board as opposed to an active voting member. The board agreed with this modification. Ms. Simmons then touched upon what would happen to the equipment if LCTV dissolved due to a deliberate action of the board. Mr. Gold stated that it is in the best interest of the Town to have PEG access television. Mr. Gold explained that if for some reason, LCTV ceased to exist; the Town would want to have a successor to it. In order to do so, the Town would need to have the necessary equipment. Mr. Lachiusa agreed that it is an asset to have PEG television and if for some reason they disappeared it would be important for another group to step in. The board agreed that hopefully they were discussing nonsense, but it is something to think about because you cannot predict what will happen in the future. Ms. Simmons stated that lastly, the language regarding a lease would be removed because they are on school property. Ms. Simmons stated that they would continue conversation and hopefully have a finalized agreement for the board soon.

### **New Business**

#### **A. One Day Liquor License Applications**

##### **a. Longmeadow Adult Center Community Fund**

*Mr. Lachiusa made the motion to approve the two liquor licenses submitted by LACCF to the Select Board for events on June 9 and June 22 at the Longmeadow Adult Center. Mr. Gold seconded the motion. The motion passed by a vote of 2-1 (Gold – NO) after further discussion.*

Mr. Gold stated that it is very difficult to talk about one of these applications without the others. Mr. Gold explained that we have a public building that we are using for fundraisers or private meetings that we are selling liquor in. Mr. Gold feels that there needs to be some constraints or limitations to this and one of the issues that will come up is; how do you say yes to some and no to another without a policy? Mr. Gold went on to say that, he is torn on how to handle these things. Mr. Gold questioned if these are fundraisers of town programs. Mr. Gold suggested that these should be under the purview of the Adult Center if being submitted as a program. In Mr. Gold’s opinion, the applications that come forward to the board are for private events not coordinated through Adult Center staff. Mr. Lachiusa believes that if there were some difficulty, we would hear it from our Town Manager and the Director of the Adult Center. Mr. Lachiusa stated that he is in favor of these applications until a time comes where he feels it is problematic, but indicated that he was not convinced of that yet. Mr. Levine stated that his issue is that we have talked about this a number of times and we have not come up with a policy yet. Until such time, it is difficult to say no to things. Mr. Levine stated he has different feelings about the next application on the table. Mr. Gold stated that he understands Mr. Lachiusa’s comments, but was unsure if the Town’s resources should be used for private events where liquor is being served. Mr. Lachiusa stated that there are many different fundraisers that go on in Town is open to the policy and discussion on one-day applications, but feels that until a policy is set, we cannot single out these applications in lieu of it. Mr. Gold reiterated that he is not against the fundraiser, but objected to the liquor license. Mr. Gold questioned if we want to have Town buildings used for events that hold one-day liquor licenses for liability purposes. Mr. Levine requested that we have a policy discussion at a future meeting. Ms. Bergeron stated that these are not fundraisers and that they are not raising money for LACCF. This is out of the courtesy of the Adult Center for residents to attend. Ms. Bergeron used the example of the Art Show being an event for local artists at no charge to any attendee. Ms. Bergeron explained the mission

and purpose of these events including the international dinner events. Ms. Bergeron stated that no money is raised for these events and she takes all of the recommendations from the Adult Center staff in conjunction with planning for the program. Mr. Gold stated that the relationship between LACCF and the Adult Center staff is something he does not understand. Mr. Gold questioned if this is a program for the Adult Center, why is the Adult Center staff not applying for these licenses. Mr. Gold's concern is that because the Adult Center staff is not doing so, it is not an Adult Center program, it is an LACCF one. Mr. Gold stated that if the Adult Center wants to continue these, it is his opinion that the Adult Center staff should be coordinating with a volunteer committee to plan, and they should be the ones submitting the applications.

b. Graduation Party at Adult Center

*Mr. Lachiusa made the motion to approve the application for a one-day liquor license for a graduation party event to be held on June 18 at the Longmeadow Adult Center. Mr. Levine seconded the motion. The motion failed by a vote of 2-0 after further discussion (Lachiusa- Abstain)*

Mr. Levine stated that this application is much different from the last. Mr. Levine stated that he was in pause with this application because underage people will be involved. Mr. Gold stated that he received an email and a few calls from residents in concern about this application and the use of the Adult Center for liquor licenses. Mr. Gold went on to explain the concern of the residents. Mr. Gold indicated that this would be the first one-day license approved by the Select Board for a town building that had people under the age of 21. Mr. Gold apologized to the applicant that this was not explained in advance when told they can rent the Adult Center for an event. Ms. Simmons stated that pre-Covid; this type of application would have come forward for the location of the Community House. There is almost identical practice in doing this at the Community House, but Ms. Simmons stated that in her time there was never an event with people under 21. Mr. Gold stated that in his time, he has never seen an application for a one-day liquor license that included underage attendees. Ms. Pozutto, the applicant, stated that the reason she did not want to host this at her residence, was to prevent underage drinking. She felt that hosting the party at the Adult Center would better help monitor the attendees. Ms. Pozutto stated that the party was for her son's graduation and that the attendees would include; all family (who are over drinking age) and five of her son's friends who are underage. Mr. Levine appreciated the sentiment but hoped that she could understand the Boards stance about their feelings on the topic. The board agreed that the issue has never been the location or the applicant; it has always been the uninvited guests. Mr. Gold stated that the risk is through the roof with this application.

B. Review Fees for FY23

Chief John Dearborn and Captain John Rigney of the Fire Department were present to discuss FY2023 fees for ambulance. Chief Dearborn explained that we took a bit of a dip during Covid and are a little behind what we call our capital allotments. Chief Dearborn went on to explain the day-to-day operational expenses and how it compares to ambulance revenue. Chief explained that the increase in rates are based on the operating expenses. Mr. Lachiusa asked what happens when there is a gap between the rate and insurance companies. Chief stated that there is a cap with what can be charged. Chief stated that there are no negotiated rates with insurance companies. Mr. Gold questioned what percent is actually collected. Chief Dearborn responded by saying roughly 50% after Medicare adjustments. Chief Dearborn went into further detail about the new rates and how they were configured.

*Mr. Lachiusa made the motion to approve the proposed FY2023 ambulance rates for the Fire Dept. Mr. Gold seconded the motion. The motion passed by a vote of 3-0.*

Ms. Simmons explained some of the other rate changes requested for FY23, including the Recycling Center fees. Mr. Gold also went into detail regarding the change in blue bag charge and some of the other fees for bulk disposal.

*Mr. Gold made the motion to approve the Recycling Committees revised fee structure including the \$2.00 per blue bag. Mr. Lachiusa seconded the motion. The motion passed by a vote of 3-0.*

Ms. Simmons stated that we asked each department to look at fees to compare what other communities were charging as to what our actual costs are to provide this service. Some of these fees include the street-listing fee. Ms. Simmons recommended that the street-listing fee be increased to \$25 from \$15. Ms. Simmons explained that this fee was not updated since 2009.

*Mr. Gold made the motion to approve the increase with the street-listing annual fee. Mr. Lachiusa seconded the motion. The motion passed by a vote of 3-0.*

Ms. Simmons explained that the next fee for discussion is for the actual cost of advertising fees for public hearings. This fee was last looked at in 2009 as well.

*Mr. Gold made the motion to approve the increase of the public notification fee from \$150 - \$300. Mr. Lachiusa seconded the motion. The motion passed by a vote of 3-0.*

Ms. Simmons explained that the last two fees are for the tax collectors office, fees in which we do not have currently. The fees are for notice postings for collected real-estate taxes as well as for advertising notices.

*Mr. Gold made the motion to approve the advertising notice and notice fee for the collector's office. Mr. Lachiusa seconded the motion. The vote passed by a vote of 3-0.*

#### C. Adult Center / Parks Rental Fee and Usage Presentation

Ms. Simmons explained that the Town has officially launched the new rental fee and facilities usage policies into place. We wanted to share the forms and policies that were modeled with the board. The Parks and Recreation Department and Adult Center/Council on Aging Department looked at these facility policies. Ms. Simmons explained that this was discussed for many months and all of the possibilities of what requests would come in were considered. Jim Leyden, Adult Center Director, along with Bari Jarvis, Parks and Recreation Director were present to discuss the new facilities use rental policies. Mr. Leyden explained that the group was able to differentiate and separate the fees based on the groups. For example, Town Department, Board and Committee, or non-profit non-town sponsored organization. Mr. Gold questioned what was considered to come up with these fees. Mr. Leyden detailed that in conjunction with the Facilities Director, we were able to average out what it would cost to heat the building, the electricity, and staff and maintenance costs. All of the overhead costs were associated in the fee build up. We have seen a huge increase in rental requests for the new center, Mr. Leyden explained. Mr. Gold questioned if we ask for a security deposit. Mr. Leyden gave a breakdown of what the deposits would look like. Mr. Gold stated that these were deposits that went towards the rental, but how do we protect the town's assets in case something happens. Mr. Leyden explained that program assistants would have the ability to be supervisors for these functions to oversee the event and follow the guidelines. Mr. Leyden stated that we have considered all of the liabilities with this subject and all of the control factors that come along with rentals. Mr. Lachiusa stated that this is going to bring a lot of attention to the center in terms of events that will be requested. Mr. Leyden stated that he puts a lot of responsibility for following policies and guidelines on himself and the staff. Mr. Gold questioned what we think about non-town residents requesting to rent this facility being that town residents paid for the building. Mr. Gold asked how we want to manage the requests that come in to maintain the asset. Ms. Simmons stated that there would be an additional charge if it were for a non-resident. Ms. Simmons stated that this approach would be a pilot method to see what happens this next year before we decide on all of the what-ifs. Part of this policy is to be consistent among all Town departments in terms of fees and policies. A discussion ensued about one-day liquor licenses in these facilities. Ms. Simmons explained that a draft policy and agreement would come forward to the Select Board at a future meeting. A suggestion was made to have the LPD Chief look into some of the applications that require attention to this.

*Mr. Gold made the motion to approve the rental fees for FY2023 for the Adult Center and Parks and Recreation as presented. Mr. Lachiusa seconded the motion. The motion passed by a vote of 3-0.*

#### D. Board and Commission Handbook Review / Draft Code of Conduct

Ms. Simmons stated that we came across the handbook in the office for Board and Committee members and realized that this has not been revised in a while. Ms. Simmons also explained that there would be a draft code of conduct involved in this handbook as well that should be given to all members and signed upon appointment. Mr. Gold suggested adding in a section to the code of conduct draft that states, "I will follow all guidelines through the state and Open Meeting Law, etc." Mr. Levine indicated that there might be another form that needs to be signed for open meeting law and conflict of interest trainings. Mr. Lachiusa also stated that he did not see any section for attendance at meetings. Ms. Simmons stated that there is section detailing that members need to attend a reasonable amount of meetings. Mr. Gold believes that communicating well with volunteers in Town is important and all members should have to sign a code of conduct to acknowledge that they understand the policies.

**Correspondence** *(All Correspondence material can be found in the SB agenda packet linked under "documents" at the end of these minutes)*

SIDEWALKS LETTER (ACTION CIVICS PROJECT.PDF

TOWN OF LONGMEADOW MAIL - RE\_ ADDITIONAL INFORMATION FOR HISTORIC DISTRICT VIOLATION.PDF

COMCAST LETTER 1.PDF

COMCAST LETTER 2.PDF

RESIDENT LETTER.PDF

Mr. Gold commented about the Civic Action Project from Williams Middle School about the sidewalks in the Town. Mr. Gold and Mr. Levine thanked the Civics Action group for completing with project. A letter will be sent out to the group thanking them for their work on the project on behalf of the Select Board chair. Ms. Simmons also stated that she and the Assistant Town Manager would be attending the project presentations this week. Mr. Lachiusa stated that a letter was sent to the board about a concern over a behave that his wife was putting in. Mr. Lachiusa commented that in order to follow open meeting law, he is bringing this up under correspondence. Mr. Lachiusa indicated that the Health Director has reviewed and deemed that everything was done properly.

### **Adjourn**

*Mr. Lachiusa made the motion to adjourn the Select Board Regular Meeting at 10:00 p.m. Mr. Gold seconded the motion. The motion passed by a vote of 3-0.*

### **Documents**

[LONGMEADOW SELECT BOARD JUNE 6, 2022 Agenda Packet](#)

Respectfully submitted,

Michael Barbieri