

Select Board Regular Meeting  
Monday, March 16, 2020 - 7:00 p.m.  
Longmeadow High School, Room A15, 535 Bliss Road, Longmeadow, MA

**Select Board Present in Person:** Marie Angelides, Chair

Select Board Present Remotely (phone): Mark Gold, Richard Foster, Marc Strange, and Tom Lachiusa

**Also Present in Person:** Lyn Simmons, Paul Pastercyzk, and Debbie House

Also Present Remotely (phone): Fire Chief John Dearborn, Police Sgt. Carl Mazzaferro

The meeting was called to order at 7:00 pm by Select Board Chair Marie Angelides and the Pledge of Allegiance was recited. Due to COVID-19 concerns and the Governor's executive order 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 the meeting. Four Select Board members called in and one attended in person.

**COVID-19 Update** – Emergency Management/Fire Chief Dearborn called in to the meeting. A COVID-19 task force was formed several weeks ago, the situation changes daily and rapidly, the schools, Library, Adult Center, and Town Hall are closed to the Public. Meals on Wheels is still operating. We are all asked to maintain social distancing and wash hands with soap often and use hand sanitizer. Restaurants and bars are closed per the Governor's order; take out service is still available. Check in on neighbors. Check the town's website, longmeadow.org for more information and sign up for the Town's notification system, Code Red.

### **Emergency Declaration**

Ms. Angelides read an emergency declaration done in response to the public health pandemic COVID-19 to mitigate the spread of the virus and to avail the town and schools to all federal and state relief and recovery assistance needed.

*Mr. Foster made the motion to approve the Emergency Declaration as read. Mr. Gold seconded the motion. Roll call vote: Ms. Angelides-yes, Mr. Gold-yes, Mr. Foster-yes, Mr. Lachiusa-yes, and Mr. Strange-yes*

**Residents Comments** – none

### **Select Board Comments**

1. Mr. Foster thanked the Town Manager, the staff, and Ms. Angelides for their extra efforts put in this past week.
2. Mr. Strange also expressed his thanks for keeping all informed.

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

1. The first shipment of the cobra head light fixtures was received. Installation may begin this week. The decorative light fixtures are in process. MAPC has extended the project completion deadline to June 30 due to manufacturing delays.
2. Recent routine water sampling has indicated that water contaminants were within allowable limits and no further outreach or notices were required. Testing is done quarterly. Mott MacDonald is still working on the hydraulic model and tracer study.

### **Old Business**

1. Approval of Minutes – *Mr. Foster made the motion to approve the meeting minutes from March 2, 2020 as presented. Mr. Gold seconded the motion. Roll call vote: Mr. Gold-yes, Mr. Foster-yes, and Mr. Strange-yes Ms. Angelides and Mr. Lachiusa abstained.*  
*Mr. Foster made the motion to approve the meeting minutes from March 9, 2020 as presented. Mr. Lachiusa seconded the motion. Roll call vote: Ms. Angelides-yes, Mr. Lachiusa-yes, and Mr. Strange-yes Mr. Gold and Mr. Foster abstained.*
2. Street Closure for Lacrosse Jamboree – Sgt. Carl Mazzaferro called in to explain the traffic/safety plan to close the portion of Bliss Road in front of the high school between Bliss Court and Blueberry Hill Road on May 16 from 7:00 a.m. - 6:00 p.m. for a Lacrosse Jamboree. Additional officers will be at the Grassy Gutter/Williams intersection, the Grassy Gutter/Bliss intersection, the Bliss/Blueberry Hill intersection, and the Bliss/Bliss Court intersection. Parking will be at the high school. The Blueberry Hill School parking lot will be used for people

dropping off tents. Four fields will be used at Russell Field and three fields will be used at the high school. No Parking signs will be placed on the side streets. People will be coming and going from the parking lot all day as games are scheduled throughout the day.

*Mr. Foster made the motion to approve the street closure for the Lacrosse Jamboree on May 16, 2020. Mr. Lachiusa seconded the motion. Roll call vote: Ms. Angelides-yes, Mr. Gold-yes, Mr. Foster-yes, Mr. Lachiusa-yes, and Mr. Strange-yes*

3. Appoint Historical Commission Member – *Mr. Gold made the motion to appoint Michael Smith to the Historical Commission for a term expiring June 2022. Mr. Foster seconded the motion. Roll call vote: Ms. Angelides-yes, Mr. Gold-yes, Mr. Foster-yes, Mr. Lachiusa-yes, and Mr. Strange-yes*

## **New Business**

1. Vote on FY21 Budget – The Town Meeting is currently scheduled for May 12. With the current situation (COVID-19), the Governor has been making modifications to Town Meeting rules. Moderators can open and recess a Town Meeting to a date within 30 days. The Town will take a hit on meals tax revenues, possibly state aid, and MGM revenues. Mr. Pasterczyk believes we should be able to absorb any hits. Mr. Gold was concerned about approving a budget with very shaky revenue figures. Mr. Pasterczyk is leery about making any cuts that may not come to fruition. We have opportunities in July to make payments to the retirement system and receive hefty discounts, we may not have these opportunities if we utilize a 1/12 budget. Mr. Pasterczyk prefers waiting until June to finalize a budget as opposed to a 1/12 budget. Ms. Angelides would like to go ahead and vote the budget as it can be amended later if needed. Mr. Gold would like to vote on a budget we can stick with. The Town is now able to hold the Town Meeting any time before year end (June 30).

The FY21 budget is article 13 on the Annual Town Meeting Warrant and was voted on below with the rest of the Warrant.

2. Vote Annual Town Meeting Warrant – The Select Board voted on warrant articles in groups as follows:  
*Mr. Lachiusa made the motion to approve warrant articles 1, 2, 3, 4, 5, 6, 7, 9, 12, 14, 21, 22, 23, 24, 25, 26, and 31 as presented. Mr. Gold seconded the motion. Roll call vote: Ms. Angelides-yes, Mr. Gold-yes, Mr. Foster-yes, Mr. Lachiusa-yes, and Mr. Strange-yes*

*Mr. Gold made the motion to approve warrant article 11 as presented. Mr. Strange seconded the motion.*

This represents the Town's share of the new trash carts. A grant for 75% of the cost was received. The Town's share was supposed to come from the savings from waste reduction; the savings have not materialized.

*Roll call vote: Ms. Angelides-yes, Mr. Gold-yes, Mr. Lachiusa-yes, and Mr. Strange-yes, Mr. Foster-No*

*Mr. Gold made the motion to approve warrant articles 17, 18, 19, 27, 28, 29, 30, 32, 33, and 34. Mr. Strange seconded the motion. Mr. Foster felt that there were too many questions for one night. Roll call vote: Ms. Angelides-yes, Mr. Gold-yes, Mr. Foster-No, Mr. Lachiusa-yes, and Mr. Strange-yes*

*Mr. Strange made the motion to approve warrant article 8 as presented. Mr. Lachiusa seconded the motion. Roll call vote: Ms. Angelides-yes, Mr. Gold-yes, Mr. Foster-yes, Mr. Lachiusa-yes, and Mr. Strange-yes*

Article 13 is the FY21 budget. Mr. Gold was concerned about the funding for public safety (ambulance) and the increase in DPW personnel. Mr. Foster noted that it is hard to support increasing FTEs. Mr. Pasterczyk recommended making minor adjustments to the budget to account for the increase in the legal retainer. Adjustments would be to decrease by \$10,000 the solid waste/recycling fund for trash and recycling curbside pickup line, decrease by \$13,000 the DPW town buildings custodial line, decrease by \$9,000 the grounds labor line, and increase by \$32,000 the Town Counsel retainer line. Ms. Angelides noted that she supports the increases for the ambulance and field personnel. Mr. Gold feels that outsourcing for grounds maintenance would be better. He would like to vote on the budget without the line item for more DPW personnel. Mr. Lachiusa supports the adjustments to the budget. Mr. Strange trusts the DPW Director's opinion on outsourcing. Mr. Foster had no comment.

*Mr. Lachiusa made the motion to approve warrant article 13, the FY21 budget with the four adjustments: decrease by \$10,000 the solid waste/recycling fund for trash and recycling curbside pickup line, decrease by \$13,000 the DPW town buildings custodial line, decrease by \$9,000 the grounds labor line, and increase by \$32,000 the Town Counsel retainer line. Mr. Strange seconded the motion. Roll call vote: Ms. Angelides-yes, Mr. Gold-No, Mr. Foster-No, Mr. Lachiusa-yes, and Mr. Strange-yes*

Mr. Gold added that a budget that passes by a 3-2 vote, does not look good on Town Meeting floor.

Article 16 is the capital budget. Mr. Gold questioned the replacement of doors at Greenwood and the status of the buildings reuse. Ms. Simmons responded that there are 10 poorly fitting original metal doors that need replacing. Westcomm did look at the facility for possible use, but the building may not be big enough. Mr. Foster questioned the replacement of car 2 (fire dept.), and the funds proposed for the two middle schools when the school department is submitting SOIs for them. Ms. Simmons responded that it would be at least 7 years before anyone would get into the middle schools; the energy plan for Glenbrook would pay for itself by then. Ms. Angelides questioned the high school fire door replacement. Ms. Simmons responded that the framing is failing on the current doors and would pose a safety risk during a lockdown. The Fire Department kitchen upgrade is to commercial standards for durability due to the constant use and wear and tear.

*Mr. Lachiusa made the motion to approve warrant article 16-capital budget as presented. Mr. Strange seconded the motion. Roll call vote: Ms. Angelides-yes, Mr. Gold-yes, Mr. Foster-No, Mr. Lachiusa-yes, and Mr. Strange-yes*

Article 20 is for a new ambulance. The old ambulance will be retired and a grant, if awarded, will equip it with ALS equipment. Mr. Gold does not have the data, but questions if the town needs 3 ambulances. Mr. Foster stated that the data was not received to support this. *Mr. Lachiusa made the motion to approve warrant article 20 as presented. Mr. Strange seconded the motion. Roll call vote: Ms. Angelides-yes, Mr. Gold-No, Mr. Foster-No, Mr. Lachiusa-yes, and Mr. Strange-yes*

*Mr. Gold made the motion to approve warrant article 35 (Historic District bylaw amendment) as presented. Mr. Lachiusa seconded the motion. Roll call vote: Ms. Angelides-yes, Mr. Gold-yes, Mr. Foster-yes, Mr. Lachiusa-yes, and Mr. Strange-yes*

*Mr. Gold made the motion to approve warrant articles 39, 40, 41, 41.1, and 41.2 as presented. Mr. Foster seconded the motion. Roll call vote: Ms. Angelides-yes, Mr. Gold-yes, Mr. Foster-yes, Mr. Lachiusa-yes, and Mr. Strange-yes*

*Mr. Lachiusa made the motion to approve warrant articles 10 and 15 as presented. Mr. Foster seconded the motion. Roll call vote: Ms. Angelides-yes, Mr. Gold-yes, Mr. Foster-yes, Mr. Lachiusa-yes, and Mr. Strange-yes*

It was decided to consider placing warrant articles 36, 37, and 38 on a special town meeting warrant. The Annual Town Meeting warrant articles will be renumbered for the final version.

*Mr. Foster made the motion to close the 2020 Annual Town Meeting Warrant. Mr. Gold seconded the motion. Roll call vote: Ms. Angelides-yes, Mr. Gold-yes, Mr. Foster-yes, Mr. Lachiusa-yes, and Mr. Strange-yes*

3. Vote on SOIs for Middle Schools – The School Committee voted on two Statement of Interests (SOI) for Williams Middle School and Glenbrook Middle School to be submitted to the MSBA for consideration. The Select Board is required to vote on these also.

*Mr. Foster made the motion to accept the SOI for Williams Middle School as read; Resolved: Having convened in an open meeting on March 16, 2020, prior to the SOI submission closing date, the Select Board of the Town of Longmeadow, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated no later than April 8, 2020 for the Williams Middle School located at 410 Williams Street, Longmeadow, MA which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future *Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists. Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility. Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements;* and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town to filing an application for funding with the Massachusetts School Building Authority.*

*Mr. Lachiusa seconded the motion. Roll call vote: Ms. Angelides-yes, Mr. Gold-yes, Mr. Foster-yes, Mr. Lachiusa-yes, and Mr. Strange-yes*

*Mr. Foster made the motion to accept the SOI for Glenbrook Middle School as read; Resolved: Having convened in an open meeting on March 16, 2020, prior to the SOI submission closing date, the Select Board of the Town of Longmeadow, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated no later than April 8, 2020 for the Glenbrook Middle School located at 110 Cambridge Circle, Longmeadow, MA which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future *Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists. Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility. Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements;* and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town to filing an application for funding with the Massachusetts School Building Authority.*

*Mr. Lachiusa seconded the motion. Roll call vote: Ms. Angelides-yes, Mr. Gold-yes, Mr. Foster-yes, Mr. Lachiusa-yes, and Mr. Strange-yes*

4. Town Counsel Fees – The retainer fees for Town Counsel have not been amended since 2014, hours have increased substantially over this time. Ms. Simmons, Mr. Gold, Mr. Pasterczyk, and Atty. Belcher-Timme (Doherty, Wallace, Pillsbury, and Murphy) met to discuss this. It was agreed to adjust the retainer fees for FY2021 to \$64,000/year. This was decided based on an hours estimate of 400, equating to \$160/hour or 8 hours of legal work/week. The hourly rates outside the retainer would increase to \$235 partner, \$200 associate, and \$125 paralegals. An annual engagement letter will be drafted.

*Mr. Gold made the motion to sign the engagement letter from Town Counsel with the amended fees. Mr. Foster seconded the motion. Roll call vote: Ms. Angelides-yes, Mr. Gold-yes, Mr. Foster-yes, Mr. Lachiusa-yes, and Mr. Strange-yes*

5. Seasonal Liquor License Renewal – The only seasonal liquor license, Clubhouse Café (at Franconia Golf Course) was up for renewal. All documentation was submitted to the Select Board’s office. The “seasonal” year runs April 1 – March 31.

*Mr. Lachiusa made the motion to approve the renewal of the seasonal liquor license for Clubhouse Café for the coming year. Mr. Gold seconded the motion. Roll call vote: Ms. Angelides-yes, Mr. Gold-yes, Mr. Foster-yes, Mr. Lachiusa-yes, and Mr. Strange-yes*

6. Vote DIF Percent Capture – The Select Board has to annually establish a “percent capture” of the tax increment in which to build its next year’s budget upon. The Town’s budget dollars will be used for the repayment of the debt service on the \$2.50 million bond issued in August of 2018 for the infrastructure improvements within the improvement district. The FY2021 debt service for the Dwight Road Improvement District is \$180,025. Based upon the current assessment on the DIF property of \$8,491,300 and the FY20 tax rate of \$24.21, Mr. Pasterczyk conservatively estimated that a 90% capture of the incremental taxes be utilized for FY2021.

*Mr. Lachiusa moved that the Select Board utilize 90% of the Dwight Road Improvement District’s incremental tax revenues in establishing the FY2021 District Improvement Financing Budget. Mr. Gold seconded the motion. Roll call vote: Ms. Angelides-yes, Mr. Gold-yes, Mr. Foster-yes, Mr. Lachiusa-yes, and Mr. Strange-yes*

7. Vote on Solid Waste/Recycling Enterprise Fund Status – The auditor is questioning if we are truly operating an enterprise fund or just accounting as if we were. We are not truly charging a fee for trash/recycling pickup and disposal. Blue trash bags are being sold and may bring in \$8,000 annually, the costs of the pickup and disposal of trash and recyclable materials runs close to \$1,000,000 annually. Mr. Pasterczyk recommends abandoning the enterprise fund accounting for the solid waste/recycling activities no later than FY 2022. The accounts can be set

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up as separate sub departments with the DPW's general fund budget. Town Meeting will have to vote to rescind the enterprise fund.

*Mr. Foster made the motion to abandon the enterprise fund accounting for solid waste/recycling activities no later than FY 2022. Mr. Strange seconded the motion. Roll call vote: Ms. Angelides-yes, Mr. Gold-yes, Mr. Foster-yes, Mr. Lachiusa-yes, and Mr. Strange-yes*

*Mr. Foster made the motion to adjourn the meeting at 9:45 p.m. Mr. Gold seconded the motion. Roll call vote: Ms. Angelides-yes, Mr. Gold-yes, Mr. Foster-yes, Mr. Lachiusa-yes, and Mr. Strange-yes*

**Documents:** Agenda, Emergency Declaration, Town Manager Report, Department Head February reports, Draft Minutes 3/2/20 and 3/9/20, Street Closure application, Appointment memo, FY21 budget line detail, Draft Town Warrant, SOI votes for middle schools, Town Counsel retainer sheet, Seasonal Liquor License renewal forms, DIF procedures memo, Enterprise Funds memo, Comcast letter