



MINUTES

Board of Selectmen Meeting
Monday, January 4, 2016 at 6:00 P.M.
Town Hall Hearing Room, 60 Center Square
East Longmeadow, Massachusetts 01028

Present: Paul L. Federici, Chairman, Board of Selectmen, William R. Gorman, Chairman, Board of Health, Angela Thorpe, Clerk of the Board

The Chairman of the Board opened the Meeting at 6:00P.M.with the Pledge of Allegiance. Moment of Silence. Announcements were made in accordance with M.G.L. 30A, §20 (e), and noted that the meeting was being recorded by the Board of Selectmen, East Longmeadow Community Access Television and Selectman Angela Thorpe.

APPOINTMENTS:

Budgets

6:00 P.M. – Sara Menard, Town Accountant

Accounting: The Accountant reported that there were no raises that were incorporated per the instructions of the Appropriations Committee; no shifts in salary, TEU members; the non-salary expenses were normal; the Audit fee will be consistent for the third year; more training to keep up with changes.

Supplemental, requesting to increase the hours to full-time for the Accounts Payable Clerk that is shared with other departments, Recreation and IT. There were questions from Board members.

Motion:

P. Federici proposed a motion to approve the budget for the Accounting Department as presented. So moved by W. Gorman. A. Thorpe seconded. Motion passed 2-1. Selectman Thorpe opposed.

Motion:

P. Federici proposed a motion to approve the supplemental budget for Accounting. So moved by W. Gorman. A. Thorpe seconded. Motion passed 2-1. Selectman Thorpe opposed.

6:15 P.M. – Ryan Quimby, Information Technology

IT Budget: The Director reported that the one big difference would be with the part-time salaries and will work it out regarding the Accounts Payable Clerk. Reduced budgeted amounts for outside conferences doing more in house training. Went over other items. Still looking to get things reduced. No shifts on salary side, TEU members. There were a few questions from a Board member. The Accountant spoke to the Budget questions.

No supplemental budget.

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Motion:

P. Federici proposed a motion to approve the IT Department budget as presented. So moved by W. Gorman. A. Thorpe seconded. Motion passed 3-0.

6:30 P.M. – Paul Morrisette, Fire Chief

Fire Department Budget: The Chief spoke about the continued change in the operation. Non salary expenses went down. Spoke about the extended coverage. There were no questions from the Board.

No supplemental budget.

Motion:

P. Federici proposed a motion to approve the Fire Department Budget as presented. So moved by W. Gorman. A. Thorpe seconded. Motion passed 3-0.

6:45 P.M. – Douglas Mellis, Police Chief

Police Department Budget: The Chief said that the retirement of the senior sergeant was showing a 13% deficit and will also affect the Quinn Bill as well as longevity; overall showing a 4% reduction. Vehicle; The recommendation was for one new cruiser. Increased the maintenance for vehicles, guns and AED's.

Supplemental Budget. It was noted that the supplemental budget was revised. Looking for an increase in the department by one new member a second detective position. Spoke about the overtime budget at length, regional lock-up (would save money) suppressers for the rifles (the Chief explained) and gasoline is another issue. Selectman Gorman stated that he thinks that the \$177,000 dollar overtime budget could be cut by \$150,000 dollars for a small Town like East Longmeadow. The Chief asked how Selectman Gorman sees how that can be done. The Chief mentioned the statement he made to Appropriations a year or two ago that in 1979 when there were 29 police officers and the population was 11,000 today there are 26 police officers and a population of almost 16,000. There was discussion on other communities and their overtime by Selectman Gorman and the Interim Town Administrator. The Chief said that his overtime includes training, the Chief elaborated. The discussion continued by the Police Chief saying that if the Board feels it could be cut he would be willing to sit down and try to cut it but come March and he is in the hole he does not want to be chastised or have what happened last year. Selectman Federici said that this is something that could be looked at in the near future to see what could be done to whittle it down; maybe it is a question of more full time police officers. There was further discussion on the increase of \$20,000 for maintenance. The Town Accountant also spoke. Selectman Gorman said that he still thinks that the overtime is way out of "whack".

Motion:

P. Federici proposed a motion to accept the budget for the Police Department Budget. The motion was not moved or seconded. Motion failed.

The Interim Town Administrator said that there is no budget to move forward to Appropriations. The Interim continued the discussion regarding a vote in order to move it forward. Selectman

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Federici said that he was not necessarily in favor of the cuts so why would he propose them but would propose them in order to move the vote forward.

Motion:

P. Federici proposed a motion to move forward the Police Department Budget with any cuts suggested by the Board. So moved by A. Thorpe. W. Gorman seconded. The question Selectman Thorpe had was the overtime and the repairs. The Accountant was asked what the year to date was for the overtime, \$176,181,000. There are currently twenty-five officers. There was further discussion. The Chief asked the Board for direction on what to cut. The Interim Town Administrator gave a suggestion to the Board. Selectman Thorpe and Selectman Gorman still thought that the overtime was too much and needs to be fixed. There were no answers on how to fix this. There were thoughts to have a joint meeting with Appropriations and maybe some questions could be answered. The Board was at a standstill. They will proceed with Appropriations. The Chief asked the Board about his contract and when he will get his compensation. Selectman Federici thought it was all set but will talk to Town Counsel. The Town Accountant said that she did not believe there was enough in the police budget. The Accountant gave options to have the Board approve a reserve fund transfer and go before Appropriations to see if they would support or make the Chief wait until the Town Meeting or starting May 1st do an interdepartmental transfer if there was an amount in the budget that was not going to be used. The Accountant recommended a plan be in place. There was no vote. The budget was not passed.

7:00 P.M. – Thomas Florence, Town Clerk

Town Clerk/Treasurer/Collector

Salaries increased 1% because of the two step increases in the office; everything remained the same. Non-salary 2% increase. Clerk spoke about other fees charged to the department.

Supplemental – The Clerk told the Board that he was just submitting now but was not part of the material for tonight a 2% increase for Treasurer/Collector. Appropriation does not want to bring salary into supplemental. The Accountant said that the Clerk could put on the supplemental but just state that it was part of the negotiations in order to make the submission. Selectman Thorpe had questions.

Motion:

P. Federici proposed a motion to approve the Clerk/Treasurer/Collector budget as presented. So moved by A. Thorpe. W. Gorman seconded. Motion passed 3-0.

Supplemental was tabled.

Licensing and Registration

The Clerk explained that it will be going up because of an odd number of years there are more elections. Spoke about the police detail being more of a cost.

Motion:

P. Federici proposed a motion to accept the Licensing and Registration budget as presented. So moved by W. Gorman. A. Thorpe seconded. Motion passed 3-0.

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Long Term Debt

The Clerk discussed this with the Board. The Town Accountant mentioned that the Board would only have to approve the general fund debt; DPW controls the water sewer it will be approved by them.

Motion:

P. Federici proposed a motion to approve the Long Term Debt principal and interest less water and sewer. So moved by A. Thorpe. W. Gorman seconded. Motion passed 3-0.

Hampden County Retirement

The Clerk explained that this is very similar to other communities.

Motion:

P. Federici proposed a motion to approve the Hampden County Retirement Budget as presented. So moved by W. Gorman. A. Thorpe seconded. Motion passed 3-0.

Pioneer Valley Commission Assessment

The Clerk told the Board that the portion remained the same for the last six years.

Motion:

P. Federici proposed a motion to approve the PVPC Assessment budget. So moved by W. Gorman. A. Thorpe seconded. Motion passed 3-0.

7:15 P.M – Don Maki, ELCAT

It was explained that ELCAT was a revolving fund, not part of the general fund and benefits for staff come out of that fund. The Director stated that there was one notable change in the budget for printing cost. A program schedule will be printed in the COA monthly newsletter and printed in the Reminder monthly. Other increase was for a news person that was part time now and would like to make it a full time position in FY17.

Motion:

P. Federici proposed a motion to approve the ELCAT budget as presented. So moved by W. Gorman. A. Thorpe seconded. Motion passed 3-0.

7:30 P.M. – Greg Neffinger, Interim Town Administrator, Selectmen

Health

It was noted that the Town Accountant met with the new full-time Health Agent on this budget. The Town Accountant spoke to this budget. There were a few questions from the Board regarding training and the Health Nurse.

Motion:

P. Federici proposed a motion to approve the Health Department budget as presented. So moved by W. Gorman. A. Thorpe seconded. Selectman Thorpe discussed being able to come back and ask questions later. Motion passed 3-0.

No Supplemental Budget

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Selectmen

The Interim told the Board that the Town Accountant put the Celebrations in the Selectmen's budget. There was further discussion regarding the Veteran's budget and the 4th of July Parade.

Motion:

P. Federici proposed a motion to approve the Selectmen's budget as presented. So moved by A. Thorpe. W. Gorman seconded. Motion passed 3-0.

Supplemental budget

Town Accountant told the Board that it was discussed with the Interim Town Administrator that the current contract for the Administrator was \$82,000 dollars and depending on whether the Charter goes through or not depending on the responsibilities would require a salary higher than \$82,000 dollars.

Motion:

P. Federici proposed a motion to approve the Supplemental budget for the Board of Selectmen. So moved by W. Gorman. A. Thorpe seconded. Selectman Thorpe had discussion saying that they are making an assumption as for all budgets. Selectman Federici disagreed saying that they are planning ahead. Selectman Thorpe respectfully disagreed. Motion passed 2-1. Selectman Thorpe opposed.

Animal Control

The Town Accountant stated that the increase is because of the approved steepened and holiday pay for FY15 & FY16. Non salary expenses increased because of updating equipment, training and keeping certifications up required by the State.

No supplemental

Motion:

P. Federici proposed a motion to approve the Animal Control budget as presented. So moved by A. Thorpe. W. Gorman seconded. Motion passed 3-0.

Emergency Preparedness

No changes in the salary. Selectman Federici went over the budget. The Town Accountant mentioned doing an inventory of the radios. The budget was 4% lower than the previous year.

No supplemental

Motion:

P. Federici proposed a motion to approve the Emergency Preparedness budget as presented. So moved by A. Thorpe. W. Gorman seconded. Motion passed 3-0.

Legal Budget

The Town Accountant said that the overall is 0%. The FY17 budget could be the same as FY16.

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Motion:

P. Federici proposed a motion to approve the Legal budget as presented. So moved by W. Gorman. A. Thorpe seconded. There was a small discussion. Motion passed 3-0.

Veterans' Services

No increase in salaries. 1% increase in supplies and veterans benefits.

Motion:

P. Federici proposed a motion to approve the Veterans' budget as presented. So moved by W. Gorman . A. Gorman seconded. Motion passed 3-0.

Liability

The Town Accountant went through all the insurances. The Accountant mentioned the dividends that are received a few times a year.

Motion:

P. Federici proposed a motion to approve the Liability budget. So moved by W. Gorman. A. Thorpe seconded. Motion passed 3-0.

Trash

There was a decrease of 7%. The Accountant gave explanation.

Motion:

P. Federici proposed a motion to approve the trash collection and disposal budget as presented. So moved by A. Thorpe. W. Gorman seconded. Motion passed 3-0.

Solid Waste

Solid Waste is a Revolving fund. The Board of Selectmen has this as a Warrant Article.

No Supplemental

Motion:

P. Federici proposed a motion to accept the Solid Waste Disposal Revolving Fund budget as presented So moved by W. Gorman. A. Thorpe seconded. Motion passed 3-0.

7:45 P.M. – Daniel Hellyer, Building Commissioner

The Building Commissioner was not able to attend. The Town Accountant mentioned that she had met with the Building Commissioner prior to this meeting. The Accountant mentioned that there was one item that was not included and that was the vehicle that the Town Clerk and the Building Commissioner use. The Accountant mentioned that the vehicle repair will not be included in the Clerk's budget but will be in the Building Commissioners because he is the one that uses it. The Accountant recommended \$600 for repairs. The Board was ok with the change. Showing a decrease in the budget. No changes in salaries. Everything stays contractual. Expenses have decreased.

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Motion:

P. Federici proposed a motion to accept the Building Commissioner's budget with the one change noted for the town vehicle being added to the non-salary expenses. So moved by A. Thorpe. W. Gorman seconded. Motion passed 3-0.

8:00 P.M. – Carolyn Brennan, Council on Aging

The Director was not able to attend. The Council on Aging has a general budget and a revolving account. 1% decrease in budget and 1% decrease in the salary side and increase in non-salary. There were some questions from the Board. The Accountant explained.

Motion:

P. Federici proposed a motion to approve the Council on Aging Budget. So moved by A. Thorpe. W. Gorman seconded. Motion passed 3-0.

Council on Aging Revolving Fund

State and Federal grants are in the revolving. Accountant recommended waiting to approve until the Director submits it in the right format.

8:15 P.M. - Colin Drury, Recreation Department

The Director was not able to attend. The Town Accountant told the Board that she and the Recreation Director discussed the budget prior to the meeting. Recreation has a general budget and a revolving account. The Town Accountant explained the change in the salary area. Non-salary item was decreased 42% compared to FY16 budget and 36% FY15 actual. The Commission was able to take some of the items out of the general fund expense such as school use fee and portable bathrooms and moved it to the revolving. Doing that does meet the definitions to fall under revolving. Overall it is a 1% increase.

Supplemental

Are requesting to have a program coordinator at the 28 hours. Potential for the current department head place holder for salary. The Board still does not have a signed contract for the Director. The Accountant had discussion on what the Board approved earlier for a full time Accounts Payable position and that the budget for this position should be in with Recreation. The Board had further discussion and questions on the program coordinator and the dollar amount as a place holder for the Director. The Board held off on the supplemental.

Motion:

P. Federici proposed a motion to approve the Recreation Department budget with the change for the part-time person to be made by the Town Accountant and the Recreation Director at the appropriate dollar amount. So moved by W. Gorman. A. Thorpe seconded. Motion passed 3-0.

Recreation Revolving

The Board did not have a copy of the Recreation Revolving paperwork. The Director will be notified to get the paperwork to the Board.

The Interim Town Administrator spoke about a Human Resource Department and that Appropriations set aside 150,000 for two positions. The Interim will gather more information

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and will notify Appropriations that a budget will be put together with the dollar amount that they had approved and will show the breakdown when completed.

Motion:

P. Federici proposed a motion to allow the Town Accountant and the Interim Town Administrator to come up with a budget reflecting \$150,000 dollar total for the HR Department. So moved by A. Thorpe. W. Gorman seconded. Selectman Thorpe stated that if money could be saved that would be great, understanding the the \$150,000 is what they recommended. The Interim mentioned that somewhere along the line it could be restructured so that the Benefits Manager would be under Human Resource. Motion passed 3-0.

Meetings/Invitations/Reminders

The Clerk of the Board read the meetings/invitations/reminders into the record.

Motion:

P. Federici proposed a motion to adjourn. So moved by A. Thorpe. W. Gorman seconded. Motion passed 3-0.

Meeting Adjourned at 7:40 P.M.

Minutes respectfully submitted by Lorraine Banspach, Assistant Executive Secretary

MINUTES APPROVED AT THE BOARD OF SELECTMEN MEETING ON WEDNESDAY,
MARCH 16, 2016

Angela Thorpe, Clerk of the Board