



## ***Town Council***

*Kevin M. Manley, President  
Paul L. Federici, Vice President  
Kathleen G. Hill*

*Donald J. Anderson  
Eric H. Madison  
Michael J. Kane  
Joseph Ford*

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### MINUTES

#### Town Council Minutes

Friday, July 1, 2016 at 12:00 P.M.

Council on Aging Media Room, 328 North Main Street  
East Longmeadow, Massachusetts 01028

Present: Donald J. Anderson, Paul L. Federici, Joseph A. Ford, Kathleen M. Hill, Michael J. Kane, Eric H. Madison, Kevin J. Manley

The Town Clerk, Thomas P. Florence, opened the first meeting of the newly elected Town Council at 12:01PM with the Pledge of Allegiance, a moment of Silence honoring our troops serving abroad as well as the upcoming celebration of our country's 240<sup>th</sup> birthday.

Announcements were made in accordance with Massachusetts General Law Chapter 30A Section 20 (e). It was noted that ELCAT, the Reminder Publications, the Republican, WWLP News and the Town Clerk were taping the meeting.

The Town Clerk then addressed the first agenda item with the swearing in of the newly Elected Council members. Following the swearing in of the council members and the signing of official archival documents, the next agenda item of Establishing Council Priorities was addressed.

Agenda Item 3A - The first council priority was electing a council president (Article 2 Section 3 of the Home Rule Charter).

Paul Federici nominated Eric Madison for Council President indicating Mr. Madison's prior municipal experience, especially as chair of the Appropriations Committee and member of the Charter Review Commission as important factors. The Nomination was seconded by Mr. Madison. Donald Anderson nominated Kevin Manley who seconded the nomination. Mr. Anderson mentioned how Kevin Manley received the most number of votes at the prior Town Council election and how the entire Council will act as Junior Presidents to best serve the Town.

With no additional nominations at the table, Eric Madison then explained why he would be qualified as Council President indicating his work with budgets and familiarity with the Home Rule Charter. Kevin Manley referenced himself as being the top vote getter in the Town Council election as well as carrying over what he has done thus far as a member of the Board of Selectmen. He stated that he has spent a lot of time at the Town Hall attending Department Head

Meetings, getting to know Department Heads and learning and educating himself on how things work.

Following a vote of the Council, Mr. Manley was voted the first President of the Council by a 5-2 vote.

Regarding Vice President of the Council, Eric Madison nominated Paul Federici referencing Mr. Federici's 7 years of experience as Selectman. Paul seconded the nomination.

Kathleen Hill nominated herself as Vice President which was seconded by Kevin Manley. Mrs. Hill referenced her experiences as both a teacher and principal as well as capital planning and grant writing experience. She also stated that new blood brings new change.

Mr. Federici explained to the Council his knowledge and experience as being key factors. With no further discussion a vote was taken and by a 4 to 3 vote, Mr. Federici was voted Vice President of the Council.

Following this organization of the Council, the remaining portion of the agenda was passed to Mr. Manley to complete at the meeting.

Agenda Item 3B – There was a ceremonial passing of the gavel from the current and last Town Moderator, Mr. Russell Denver, who passed his gavel to Kevin Manley, the new Council President.

Agenda Item 3C - Eric Madison made a motion to nominate Robert Peirent as Acting Town Manager for a 30 day period. The motion was seconded by Joe Ford. Mr. Peirent would receive an extra weeks' vacation as compensation. The motion passed unanimously.

Eric Madison wanted to make a note that Sara Menard, Town Accountant, was also considered for the position.

Mr. Madison then made a motion that Council members would go through the Council President and Acting Town Manager, except when initiated by the Town Manager, for requesting agenda items. The motion was seconded and passed unanimously.

The next discussion item under Establishing Council Procedures was the management search for an interim Town Manager (Article 10 Section 7 of the Charter). The Council received one resume through the Collins Center thus far for Interim Town Manager.

Eric Madison recommended that the Council advertise this position in the BEACON newsletter. Mr. Madison also recommended that the Council use the timeline of the week of July 18<sup>th</sup> as a deadline to advertise and the week of July 25<sup>th</sup> as a deadline to complete interviews with a starting date in the beginning of August.

Donald Anderson mentioned to the Council that Mary Aicardi from the Collins Center stated that some interim town manager candidates may also help recruit for a permanent Town Manager.

Eric Madison then made a motion to authorize the Council president to advertise a job description for the Interim Town Managers position by July 18<sup>th</sup>. Joseph Ford seconded the motion which passed unanimously.

Eric Madison made another motion to enter into an agreement with the Collins Center to assist us in the recruitment of a Town Manager. The Council will forward all candidates to the Collins Center. Paul Federici seconded the nomination. There was discussion on what a great value the Collins Center is for their price compared to other employment type agencies as well as the time savings to the Council in having the Collins Center recruit for the Town Manager positions. The motion passed unanimously.

Agenda Item 3D - Donald Anderson discussed how he contacted the Collins Center regarding the establishing of Interim Rules (also Article 10 Section 7) and he had the Collins Center forward the Council sample Interim Charter Rules from other similar sized communities. The Collins Center sent Mr. Anderson these samples which he then forwarded to the Council.

Eric Madison said that the sample rules that closely mirrors the Town of East Longmeadow are the Town of Barnstable. Mr. Madison took the initiative and was recognized for going through the Barnstable document and updating some of these procedures for the Council. There is still work to do to finalize the Charter Interim Rules.

Donald Anderson mentioned to get Attorney James Donohue involved. The Council will approve these Home Rule Interim procedures and forward them to Attorney Donahue for review.

Joseph Ford then asked on how to best use the Public Forum part of the agenda for Council Meetings. The public needs to sign up to speak at Council meetings at least 2 hours before the meeting or 4:00PM. There may be tight scheduling requirements to get people on the agenda. Eric then read the Public Forum section from the Barnstable document which encompasses a lot of what our charter has mentioned. It again was stated by Council members that the Barnstable sample of Interim Rules was more user friendly and easier to follow than other samples.

Rule 6 of the Barnstable procedures was discussed, specifically to use Roberts Rules as the Legislative Procedures of choice. Attorney Donahue commented on adapting our own procedural rules and how other communities (including West Springfield) follow particular guidelines and then fall back to Roberts Rules.

The Council will work on editing the Barnstable document at upcoming meetings. The Council will change to the Roberts Rules of Order, Newly Revised. Eric Madison then mentioned and listed from the document the Roll Call order of meetings which the Council may wish to follow.

Mr. Madison then made a motion to accept these rules as our Interim Council Rules of the Charter. The motion was seconded and passed unanimously.

Mr. Madison will also make changes to the document to develop Interim Charter Rules and forward them to the Google Drive to share with all Council members.

Agenda Item 4 - Establishing Meeting Dates was discussed and Kevin Manley made a motion to hold Council Meetings on the second Tuesday of each month at 6:00PM at the Council of Aging Media Room. The Council can always try to secure the Auditorium area of the COA if a big attendance is anticipated. Joseph Ford seconded the motion which passed unanimously.

Eric Madison then made a motion that regular scheduled monthly meetings is where legislation actions/policy making needs to occur and not to get bogged down on smaller items which may be

better handled in sub committees or advisory groups. The motion was seconded by Kevin Manley and passed unanimously.

Agenda Item 5 – Under other reasonably anticipated topics raised by Council members, Donald Anderson made a motion to have Paul Federici continue in his capacity on the Regional 911 Committee and specifically being on its Finance Committee. The Committee is still in its infancy. Eric Madison seconded the motion which passed unanimously.

Mr. Madison suggested casual dress for the council marching in the 4<sup>th</sup> of July parade. Ties do not have to be worn.

Kevin Manley then mentioned the TEU contracts. Eric Madison said that these may not be legal due to the BOS signing in June without proper authorization. Mr. Manley recently met with the Town Hall Employees Union President on its current contract status.

Donald Anderson mentioned that the new Acting Town Manager can approve if the contract is not authorized properly and to use the right legal channels to address retro pay. The Council can affirm to appropriate the money on July 12<sup>th</sup> at the next Council meeting.

Kathleen Hill mentioned how the Board of Library Trustees wants to offer a contract to a new Library Director who was willing to wait until July 1<sup>st</sup>. The Council will get this topic on the agenda for July 12 as well as the Union contract. This will require approval of funds and not necessarily a vote to approve the contract itself. Art McGuire also mentioned the idea of speeding up the approval of the Library director approval process. The acting Town Manager can state that this will be on the agenda for a vote of the 12<sup>th</sup>.

Robert Peirent, as acting Town Manager, discussed that he is limited in hiring/firing and discipline decisions.

Donald Anderson recognized Mr. Frank Morrisino who submitted his name as to be willing to serve on any board/commission where he may be needed and Mr. Anderson encouraged that any other resident who wants to volunteer, please do so.

Eric Madison reminded the Council President that an agenda item at the Council's next meeting should be forming a sub-committee for debt policy.

A block party was approved by the Acting Town Manager for July 3<sup>rd</sup> on Donamor Lane.

Agenda Item 7 – Under New Business, Joseph Ford brought up the topic of critical need vacancies and their postings which should be shared with the Acting Town Manager, specifically the vacancy for the Building Inspector. Retiring Building Inspector Dan Hellyer spoke at the meeting and stated that 4 out of 6 candidates meet the qualifications. The Council would like to have this information forwarded to us and the acting Town Manager for their next meeting.

Paul Healy, Building Inspector from Longmeadow can help cover for the next two weeks, but not longer.

Michael Kane can reach out to Building Inspectors in Wilbraham and Hampden to see if they can be of assistance as well until we hire a new Inspector. The Council will discuss this status on July 12<sup>th</sup>.

Eric Madison reminded Kevin Manley of specific dates in the Charter which must be adhered to, specifically forming a subcommittee for by-law review by August 1st.

There were no Public Comments discussed.

There was a motion to adjourn made by Kevin Manley at 1:24PM which was seconded by Kathleen Hill. The motion passed unanimously.

Respectfully submitted,

Thomas P. Florence