



## *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

Tuesday, August 23, 2016 at 6:00 P.M.

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

Present: Kevin M. Manley, President, Paul L. Federici, Vice President, Kathleen G. Hill, Donald J. Anderson, Eric H. Madison, Michael J. Kane, Joseph Ford, Denise Menard, Acting Town Manager, Thomas P. Florence, Clerk of the Council.

The President of the Town Council opened the meeting at 6:00P.M. With the Pledge of Allegiance, Moment of Silence. Announcements were made in accordance with G.L., 30A, s.20 (e). It was noted that ELCAT and Chris Goudreau of The Reminder were taping the meeting.

### **TOWN MANAGER COMMUNICATIONS**

Denise Menard, Acting Town Manager stated that she doesn't have a written report available for her first week but it will be available going forward. Ms. Menard gave a brief description of having met with people during her first week, trying to get a feel for the needs of the departments, their roles and the favorable aspects of the departments. Ms. Menard expressed her sentiments regarding the meetings with department heads and feels strongly that they are wonderful, pro-community and she looks forward to building partnerships with them. Ms. Menard was able to identify cost savings in certain areas and is looking to make small changes to put the Town in a good place.

### **HIRING STATUS UPDATES**

**Building Commissioner:** Ms. Menard explained that she received a letter from Robert Peirent, Superintendent of Public Works regarding a recommendation for a Building Commissioner and has met with Councilman Kane to discuss the position. Ms. Menard recommendation is for the position to be re-advertised for additional candidates and keep applications already received for the strong candidates. Councilman Kane stated that re-posting the job is in the best interest of the community. Council President Manley stated that the Mayor of Springfield is allowing use of their building inspector. A discussion followed about the methods of advertising for the position.

**Library Director:** Acting Town Manager Menard stated that she hasn't met with the Library Director and does not have an update. Councilman Ford asked that when the search committee begins the process to fill the positions for the Building Commissioner and Library Director that there should be a full-benefit packet available for applicants.

**DPW Skilled Worker:** Ms. Menard stated that she does not have an update.

**Council on Aging Transportation Coordinator:** Acting Town Manger Menard explained that Carolyn Brennan, COA Director is very enthusiastic about one candidate, and that the position has been posted numerous times. Ms. Menard stated that the candidate would be an excellent fit for the position and will meet with Ms. Brennan and the job candidate as there is a short time-frame to fill the position in order to qualify for grant funding. Ms. Brennan gave a description of the COA transportation program, the requirements for the grant and the work history of the candidate.

**Motion:** Council President Manley motioned to authorize Carolyn Brennan and Denise Menard to enter into an agreement as long as Ms. Menard is comfortable with the candidate. Councilman Madison so moved. Council Vice-President Federici seconded, and all were in favor.

**Police Department:** Acting Town Manager Menard explained that there is a timing issue involved to fill four vacancies in the Police Department. Police Chief, Jeffrey Dalessio explained the steps that have been taken in filling the vacancies and is now looking to move forward to take advantage of the upcoming academy in October. Chief Dalessio stated that the department is currently in a reactive mode and wants it to be in proactive mode. A discussion followed about the timeline of the process in hiring for the positions.

**Motion:** Councilman Madison moved to authorize the Town Manager to move forward on the hiring of the Police Officers when she is comfortable to do so. Councilman Ford seconded and all were in favor.

Chief Dalessio inquired about after hours contingencies regarding the handling of issues related to the Building Department. Ms. Menard stated she will look into it.

#### **PUBLIC HEARING – 6:44 PM: L E BELCHER, 227 SHAKER ROAD**

The Public Hearing opened with a role call:

Clerk Thomas Florence read the public notice for an underground Fuel Storage License request for L. E. Belcher, 227 Shaker Road. Attorney James Sheils stated he is representing David Ryan of L.E. Belcher. Attorney Sheils then offered his congratulations to the Town Council members on their election and wished them good luck going forward.

Attorney Sheils gave a brief explanation that State law requires that a permit for underground storage tanks holding gasoline or diesel be issued after a public hearing. He added that the site plan, special permit and recommendation from the Conservation Commission has been received for the property and that tanks are needed for the facility.

A request for public comment was made and there was none.

Public Hearing was closed at 6:47 PM

Councilman Madison stated that the State regulations for flammable storage are strict and doesn't see any reason to deny the request. Councilman Anderson stated that there hasn't been any written

communication received from the public for or against the tanks. Council Vice-President Federici added that the Fire Chief has inspected and approved the location.

**Motion:** Council President Manley entertained a motion to grant the permit for underground storage. Council Vice-President Federici so moved the motion, Councilman Anderson seconded the motion and all were in favor.

#### **TOWN MANAGER COMMUNICATIONS** continued

**Town Manager's Office:** Acting Town Manager Menard stated that she has reviewed the functions of the Town Manager's Office staff and also addressing the needs. Ms. Menard explained that the job description for the vacant position in the office needs to have the job description updated, then advertised and is currently being filled by the Assistant Town Clerk.

Ms. Menard stated that she had a conversation with the Buildings Facilities Manager about space needs for the Human Resources Department and was informed that there are plans for the HR Department and they are funded and being addressed.

Ms. Menard stated that there are no personnel rules in place. Councilman Ford stated that he would like to understand what space is available and wants to do analytical work on systems to help create a road map to help the HR Director. Councilman Ford talked about significant compliance issues and offered help to the HR person to prioritize the needs. A conversation followed regarding a timeline to fill the HR position. Councilman Ford stated that there is no technology in place for the HR functions and automation would be able to do the functions that are currently done. Councilman Ford offered to invest time to do the analytical work and turn it over to the Town Manager and recuse himself from the RFP process. Ms. Menard asked that the Town Accountant be included in the process. A discussion followed about the timeline and steps for implementing the HR process. It was determined to discuss the priorities during the meeting after the next scheduled meeting.

#### **HANWARD HILL CITIZEN'S PETITION**

Thomas Florence, Clerk of the Council, stated that he met with the Acting Town Manager and Superintendent of Schools regarding a possible transition plan to move elections to the High School, and added that the School Committee wants to look into it further. A discussion followed about the various parking issues that take place during elections and sporting events on Hanward Hill.

#### **DEPARTMENT RESPONSES TO LOG STORAGE ADJACENT TO RAIL TRAIL**

Council President Manley gave a description of the various citations that have been issued by the Fire Department, Health Department and OSHA. Council President Manley explained that the health regulations have recently been amended to allow for daily penalty fees and it is now in the process of issuing daily penalties on the property. Town Attorney, James Donahue added that any unpaid fines can be added to real estate bills.

Mr. Ralph Page, member of the Planning Board explained that the property is industrial zoned, the waiver for the property has been revoked and there isn't a site plan in place. Attorney Donohue stated that it's a nuisance issue, a zoning violation and a health nuisance and the Town can go forward with those violations. Ms. Menard stated that the Building Commissioner can issue a Cease and Desist order.

**MUNICIPAL MODERNIZATION BILL**

Clerk Thomas Florence stated that the 225 page Municipal Modernization bill signed on August 9<sup>th</sup> by the Governor and Lt. Governor affects all cities and towns and followed with a brief description of items that will benefit the town. Council President Manley stated that there aren't to be any unfunded mandates in the bill. A discussion followed about sections of the bill that will benefit East Longmeadow.

Councilman Madison expressed appreciation to Robert Peirent for doing a spectacular job as Acting Town Manager. Ms. Menard agreed that Mr. Peirent did a spectacular job.

**ACT ON MEETING MINUTES**

**Motion:** Councilman Madison made a motion to accept the minutes as amended of July 26, 2016. Councilman Ford seconded and all were in favor.

**Motion:** Councilman Madison made a motion to accept the August 9, 2016 Open Session Meeting Minutes. Councilman Anderson seconded, Vice-President Federici, Councilman Kane and Councilman Ford were in favor...

**Motion:** Councilman Madison made a motion to accept the August 9, 2016 Executive Session Meeting Minutes as amended with correction to reference Acting Town Manager needs to be bonded. Councilman Anderson seconded, Vice-President Federici, Councilman Kane and Councilman Ford were in favor.

**Motion:** Councilman Madison made a motion to accept the August 15, 2016 Open Session Meeting Minutes. Councilman Kane seconded. Council President Manley and Council Vice-President Federici were in favor.

**Motion:** Councilman Madison made a motion to accept the August 15, 2016 Executive Session Meeting Minutes as submitted. Councilman Kane seconded. Council President Manley and Council Vice-President Federici were in favor.

**COMMUNICATIONS, CORRESPONDENCE & ANNOUNCEMENTS**

Invitation to Town Council from Fire Chief Paul Morrisette – 15<sup>th</sup> Annual Candlelight 9/11 Vigil, 8:00 PM, 150 Somers Road.

Invitation from the Historical Society for Norcross House Gathering, 89 Maple St. September 17, 2016

One-day Liquor License, Masonic Temple, September 17, 2016 6PM-11PM, 43 Chestnut Street, insurance on file.

One-day Liquor License, Masonic Temple, September 24, 2016 4PM-11PM, 43 Chestnut Street, insurance on file.

**Motion:** Council President Manley entertained a motion to approve the one-day beer & wine Liquor Licenses. So moved by Council Vice-President Federici, Seconded by Councilman Anderson and all were in favor.

## ORDERS OF THE DAY

### OLD BUSINESS

**By-Law Sub-Committee Update:** Council Clerk, Mr. Florence stated that a letter has been sent out to coordinate the first meeting of the By-Law Sub-Committee, and added that new By-Laws need to be in place one from acceptance of the Charter. Ms. Marilyn Richardson made a request for clerical support and for copies of By-laws for the members of the Sub-Committee. Councilman Kane stated that the members should be invited to a meeting to thank them.

**Town Manager:** Council President Manley invited conversation about the Town Manager Draft Profile that was received from the Collins Center. Discussion followed about amendments to sections in the document. Councilman Ford stated that the Town Manager position should be opened and posted for 30 days, and a screening committee needs to be formed and to also add it as an agenda item for the next meeting. Discussion followed about the number of people to have on the screening committee. Councilman Madison requested the Acting Town Manager to post the job on the web-site. Discussion followed about other areas to place the posting.

**Motion:** Council President Manley entertained a motion to accept the draft with changes. So moved by Councilman Madison & seconded by Council Vice-President Federici. All were in favor.

### NEW BUSINESS

**Town Council Pay:** Councilman Anderson spoke about a discussion he had with the Collins Center regarding compensation for Town Council members. Councilman Anderson stated that the position deserves fair compensation as a sign of value for service, and that people aren't running for the position because of the compensation. Councilman Ford enquired if the Town Council members are Town employees, and added that it should have been stated in the Charter. Council-woman Hill stated that the Collins Center should be contacted for information regarding similar compensation and ranges of salary. Ms. Menard asked whether the Collins Center charges for the research as the information is already being gathered. Councilman Ford commented that the Collins Center is a great resource. Councilman Anderson stated he will contact the Collins Center. Ms. Menard suggested other resources to contact. Councilman Ford stated the issue is if the eligibility for benefits and it should be looked into as an incentive along with other ancillary benefits.

Councilman Madison agreed and stated it should be part of the budget discussions. Mr. Madison added a personal note to accept no compensation for the first year and move into the next year. Comments were made regarding funding sources.

**Motion:** Council President Manley entertained a motion to adjourn the meeting at 8:04 P.M. So moved by Council Vice-President Federici and seconded by Councilman Anderson. All were in favor.

Meeting Minutes respectfully submitted by: Margaret Larocca