



## 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, February 28, 2017 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, Joseph Ford, Kathleen G. Hill, Michael J. Kane, Donald J. Anderson, Eric Madison, Denise Menard, Town Manager, Thomas P. Florence, Clerk of the Council.

President Manley opened the meeting at 6:04 p.m. with the Pledge of Allegiance, followed by a Moment of Silence. Announcements were made in accordance with Mass General Law, and it was noted that ELCAT was taping the meeting, as well as the East Longmeadow Board of Health.

#### PUBLIC COMMENTS

There were no Public Comments.

Councilor Madison remarked about the recent report given by the Debt Advisory Committee and feels there should be recommendations coming from that Committee about the percentage of debt that do not include the debt exclusion. The Committee feels that from a budget development standpoint it would be easier to have recommendations without the debt exclusions. He told the Committee he would convey this to the Council to let them know more recommendations are coming. The Committee's first meeting regarding this is either Wednesday or Thursday of this week (March 1 or 2).

Also, Councilor Madison commented that Town Manager Denise Menard has been doing a good job addressing the Council's priorities, and it may be time to reevaluate and look to the immediate future. The Town Manager just signed her contract, and part of the process is to have a formal evaluation. He would like to have an evaluation of the Town Manager fairly early in the contract, and have that as an agenda item at the next Council meeting. Councilor Federici commented that the next meeting may already have a large number of agenda items; therefore, the Council will discuss this at the meeting scheduled for March 28.

## TOWN MANAGER REPORT

Town Manager Denise Menard reported that the Town's departments were busy working on their FY18 budgets. She will meet with the Town Accountant, go over the budgets and tackle any issues that need to be addressed.

Cartamundi's Human Resources Department had invited some department heads to meet with them, primarily to reach out to the community and educate them on their operation. Cartamundi would like to contribute to the community with projects and programs. They would like to employ locally, especially with machinery type jobs. Also, "Play Doh" production will be coming to Catamundi soon.

Boy Scout Kenny Nichting has been meeting with Town staff for approval for his Eagle Scout project, which is a sign for Center Green Park. The sign will be similar to the sign outside the Council on Aging building.

The new conference room and Benefits Administration office will be carpeted next week and the wall that separates the old and new offices will be demolished within the next two weeks to begin the next phase of rehab of the former Board of Selectmen/Town Administration space.

Human Resources Director Karin Decker has made great progress in the short time she's been here. She's addressing challenges such as a lack of standard documentation for employees, and an employee handbook.

Kevin Duquette has been hired as our new Building Inspector and will be starting March 20. He works in Springfield for the current Building Inspector Mark Hebert, who has been filling in for East Longmeadow. Mr. Hebert will stay on board until March 20 and help with the transition. Many thanks to Mr. Hebert for keeping up with the building inspections.

The Director of Municipal Finance position has been posted, and closed on Friday, February 24. The Director of Planning and Community Development position closes Friday, March 3. The Human Resources Director has been handling these processes; therefore, Ms. Menard has not seen any applications that have been received.

Fire Chief Paul Morrissette will be holding CPR/AED training sessions at the Fire Station and a number of employees have signed up for the training. The training was prompted by the expected receipt of new AED's that will be received through a grant. Ms. Menard complimented Chief Morrissette for his success in finding grants for the Town.

Health Director Aimee Petrosky has been working with a group of towns on a new waste disposal contract. The costs for future disposal of our trash will likely be increasing but the consortium is working diligently to keep the costs reasonable. Councilor Madison asked if the Town is looking to go to an all single-stream method, and Ms. Menard replied that the Town belongs to a large consortium, which would focus on the trash contract and not the disposal contract.

Ms. Menard and Planner Robyn Macdonald met with the owners of 330 Chestnut Street, which many may know as Package Machinery. They are planning ideas for a mixed use project that will create a "Live-Work-Play" environment. They want something that will be a great addition to the community with green space and walking areas, as well as commercial and residential property. If anyone has any ideas they

would like to share regarding the concept, please let either Ms. Menard or Ms. Macdonald know so they can present them at their next meeting.

Ms. Menard announced the East Longmeadow talent show “Spartanum” will be held on Friday and Saturday, March 3 and 4, and encouraged all to attend.

August 1 will be East Longmeadow’s National Night Out which will be held at the high school.

Councilor Ford commented he had talked to Chief Morrisette recently about the potential of East Longmeadow getting their own ambulance service. Ms. Menard replied that the firefighters now respond to medical emergencies, and it would be quite a large expense involving reshaping the Fire Department to add medical services. She said she could get more information, and Councilor Ford asked her to do so.

#### ACT ON MINUTES AND MOTIONS OF OPEN SESSION MEETING OF FEBRUARY 1, 2017

**Motion:** Councilor Madison made a motion to accept the minutes of the Open Session Meeting of February 1, 2017. Councilor Ford seconded and all were in favor.

#### ACT ON MINUTES AND MOTIONS OF OPEN SESSION MEETING OF FEBRUARY 14, 2017

**Motion:** Councilor Ford made a motion to accept the minutes of the Open Session Meeting of February 14, 2017. Councilor Kane seconded and all were in favor.

#### ACT ON MINUTES AND MOTIONS OF EXECUTIVE SESSION MEETING OF FEBRUARY 14, 2017

**Motion:** Councilor Federici made a motion to accept the minutes of the Executive Session Meeting of February 14, 2017. Councilor Anderson seconded and all were in favor.

#### NEW BUSINESS

##### **East Longmeadow Board of Health Presentation**

The Board of Health appeared before the Council to introduce themselves and review their mission and goals with the Council. Present were: Sara Perez McAdoo, Chair; Karen Robitaille, Vice Chair; Kevin Hinchey, Clerk; and Aimee Petrosky, Health Director. Dr. McAdoo approached the Council and thanked them for the opportunity to come forward to give an overview of what the Health Department does. Dr. McAdoo is an obstetrician/gynecologist at Bay State Medical Center, Ms. Robitaille is the Director of Health Services, Education and Safety at Northampton High School and Dr. Hinchey is an internist at Baystate Medical Center.

The Board of Health had provided the Council with the following documents: Permit Report, Summary of Work, Action Plan, Mission and Vision, and Laws and Regulations.

Dr. McAdoo highlighted some of the charges of the Board of Health from the Mission and Vision document, including preventing epidemics and the spread of disease, monitoring the health status of the community and responding to disasters and recovery. She also summarized the primary program areas of the Board of Health and their goals.

Ms. Robitaille referred to the Action Plan, specifically the health assessment of the community. She noticed there was a lot of data for the adults in the community, but did not have a lot of data around “youth voice.” Therefore, they will be working with a coalition from Springfield who is funded through

the state to work with East Longmeadow with the opioid issues particularly. Part of that funding will allow them to work with the schools in surveying students regarding health risks and protective behavior.

Dr. McAdoo added that the Action Plan will also be used to track their progress and identify any gaps. To give a better idea of what they've accomplished in a short time, she introduced Ms. Petrosky to go over the highlights of both what they've accomplished and what those gaps are.

Ms. Petrosky gave an overview of some of last year's accomplishments by the Health Department. The first active case of TB in over thirteen years has been identified and she described the labor intensive process taken surrounding the management of that case. The Department has assumed the responsibility for the Town's recycling program and contributions have already increased recycling refund revenue to the Town. All barn inspections have been completed and Animal Control Officer Tom O'Connor has been doing a fantastic job with the dog licensing. The Health Department has created and adopted a Sharps Disposal Program, as well as tobacco regulations. There were multiple regional endeavors including a Mosquito Control District grant, and a grant to fund the assessment of the food safety program.

East Longmeadow has 107 food service licenses, which does not include temporary event licenses. That would require 214 inspections because of the state's requirements of two inspections per year. That number does not include complaints or follow up inspections. Events that get in the way of completing inspections are medical waste spills, restaurant closures, condemnation, hoarding and court cases. There is a gap in data collection, except for dog licenses. Licenses, inspections, complaints and follow ups need to be tracked.

Dr. McAdoo stated their presentation went over a few highlights, but the documents show the full breadth of the Health Department. Since November of 2015 they have been working with the Town to protect and promote the health of the citizens. However, there are mandated inspections that need to be fulfilled and the Town Accountant will be making a request to the Council for a revolving fund from free cash to help with this.

Councilor Ford asked the Board if they planned on doing any outreach with kids regarding vaping, alcohol or opiate addiction. Ms. Robitaille replied that right now they don't have a sense for the younger population, but have data for those who are 18 years of age and older. East Longmeadow is on par with Springfield, per capita, for overdoses and Hepatitis C. Seen across the state and the country, once kids leave and become adults they progress to harder drug addictions. Early intervention is needed to keep them from that progression.

Councilor Ford also asked if the inability to complete inspections a staffing issue, and if so, what the solution is. Ms. Petrosky replied that the Health Department is understaffed, and they are reallocating some of the budget to fund another position with no increase to the budget.

Ms. Menard said last year there were three secretaries in the Board of Selectmen's Office. One position was full time for the Selectmen, one was split between the Selectmen and Health Department, and the third position was split between the Board of Selectmen and Benefits Administration. Ms. Menard has eliminated the half positions and given one entire position to the Health Department, one entire position to Benefits Administration, and has kept one position as her support staff. That reallocation will be re-divided to a different configuration of that position, and there will be reuse of the same staff they have with an addition, using the same monies divided into different purposes.

Councilor Madison commented that the work presented was phenomenal. He liked the information given, said it was quite impressive, and the Health Department has brought the Town a long way from where they were a year ago. He asked if it would be reasonable to ask the Board of Health to offer some recommendations or guidance for the Council regarding the new marijuana law. President Manley replied that this was already being worked on.

Councilor Madison also asked about the possibility of local by laws regarding the recreational use of marijuana, and Dr. McAdoo said they are already in the process of gathering info, and as they complete this they will definitely put out a recommendation to the Council. The approach is to protect the residents and they have reached out to local and state experts to get more information and a better understanding of the law. Councilor Anderson said the Board of Health addressed a Department Head meeting, which was very informative regarding strategies to address recreational marijuana. More discussion ensued between the Council and the Board of Health regarding the use of recreational marijuana, including the effective date being moved from January 1, 2018 to June 1, 2018.

Councilor Hill commented on the opiate crisis in the middle school and high school and asked if they've made contact with the School Department. Ms. Petrosky replied that yes they have and she sits on the Youth Safety Council for that collaboration.

## **LICENSING MATTERS**

### **Common Victualler License for The Apple Place**

Councilor Madison made a motion to approve the Application for a Common Victualler License for The Apple Place. Councilor Federici seconded and all were in favor.

## **FINANCIAL MATTERS**

### **FY18 Budget Update**

The first item Town Accountant Sara Menard discussed was the Board of Health's request to expand their revolving fund at the end of FY16. A revolving fund was created at the end of FY16 for the Health Department exclusively to fund the Sharps Disposal Program. She explained that a revolving fund is a fund in which the revenues are supporting the activity; it is self-funded, and you have to be specific as to what kind of revenues and what kind of expenses come out of it. The Massachusetts Modernization Act states that effective November 7, 2016, revolving funds are now established by a by law. The By Law Sub Committee is updating all of those, but she wanted to make sure she had the Council's approval before they expanded the Board of Health revolving fund. There is a slight issue in that if the permits we use to fund this are collected by the beginning of March, come July 1 there will be no money left in that fund which would prevent the Health Department from any activity until then. Therefore, Ms. Sara Menard is asking the Council to approve a free cash transfer to start that fund for July 1. The Council is able to approve money out of the free cash, and any permit fees coming in now would be able to go towards what the free cash balance is anyway resulting in a net zero difference. The revolving fund would fund inspection and administrative functions and cover any benefits.

The Council asked Ms. Sara Menard how much money she was requesting. Fees are still being collected and she can come back to the Council with a more exact amount. Right now she is asking if they would approve this since the revolving fund would have to be considered in planning for the Health Department's budget.

Councilor Madison commented it would be difficult to support without a dollar amount, and if it's not going into the general fund there is an impact. Also, in terms of a free cash transfer, it would be premature to do right now since there is no fund. Ms. Sara Menard replied that there is a fund, being the Sharps fund. There is a cap on the Sharps fund to spend from it, but not to fund it. If you were to vote between now and June 30, it cannot be spent until July 1.

Councilor Ford commented that if the transfer results in "net zero" he is perfectly fine with it, but wants specific numbers and any other impact to the general fund. Ms. Sara Menard responded that she hopes to have a solid number by the end of March, and it is a "best guess" since all the fees have not been collected. However, the budget was due on Monday, March 6, which is why she wanted general direction. President Manley asked her if she would be ready by the March 28 Council meeting with a more solid figure, and she said she would. Ms. Sara Menard commented that they will be increasing the fees in a tier process allowing more money to be put into the program. Ms. Petrosky added that the revolving fund would also be used to address public health emergencies, and avoid fund transfers.

Councilor Madison said he would rather see the budget increased appropriately to fund the Health Department, and let fees go into the general fund. He appreciates the creativity of a fund transfer, but feels it should just be funded through the budget at the appropriate level. Ms. Sara Menard said that would be the other option. You can choose either option, but the Town needs to fund the Health Department since their needs are not being met right now. If it is done departmentally they would not be able to stay within the 1% guidelines that were given.

Councilor Ford suggested they fund the Health Department with free cash one time and then make adjustments in the future when there is a clearer picture of what their needs will be. Ms. Sara Menard commented that either option will work very well, but you have to stay committed to a separate fund for three years. She understands Councilor Madison's point of view, however, you are setting a precedent for budget requests from other departments. She added that if the Council was uncomfortable with making a more solid decision, she and Ms. Petrosky can create a budget for permits and overlap the revolving and general funds to show the different impacts.

Councilor Ford felt that Ms. Sara Menard shouldn't have to create three different budgets, and should make a recommendation to the Council and they will support that option. Councilor Kane felt more time was needed to explore both options and suggested a decision be made by the next Council meeting.

Councilor Federici asked Town Attorney Jim Donahue what his thoughts were. Atty. Donahue said his understanding of a revolving fund is that in the past they were used solely for supporting programs being paid for by participants of the program. The Parks and Recreation Department falls under Massachusetts General Law Section 53D and follows this policy. Ms. Sara Menard commented that only the Parks and Recreation Department falls under Section 53D, and all other departments fall under Section 53E1/2.

Ms. Sara Menard then spoke to the Council regarding the question of what debt would be paid off over the next five years and provided the Council with a spreadsheet showing those figures. The spreadsheet showed payoffs for the following every year up until 2022: General Fund Debt, Debt Exclusions, Water Fund Debt, Sewer Fund Debt, CPA (Community Preservation Act) Fund Debt and the MWPAT (Massachusetts Water Pollution Abatement Trust). She commented that this was more informative at this point, and asked the Council to let Ms. Denise Menard know if they have any additional questions.

The next subject Ms. Sara Menard wanted to bring before the Council was the funding of the OPEB (Other Post-Employment Benefits) fund. She explained to the board that the stabilization account is like the Town's savings account. Every year a little money is put aside, which is prudent in case it is needed. Another aspect is reserves, which is free cash. Free cash is neither free nor cash. It means this is undesignated money which is frequently used for emergency capital projects, emergency settlements, etc. Last October she came before the Town and asked for money toward the OPEB liability, which is health insurance that employees are able to have for themselves and their spouses for the rest of their lives after retirement. That liability grows significantly by about \$3-4 million a year, and we currently have about \$34 million of liability. Right now we have \$1.2 million saved, which is not very much. It is prudent to have 8-10% savings, and we currently have 10.6% as of June 30, 2016. If you include OPEB in that it is 12.8%. She would like to move some money from free cash to the OPEB trust. As we have more retirees and they are living longer, that line item will keep growing, so something has to give. We may have to cut services in the Town. To prevent that we have the OPEB trust and we cannot use it to pay for anything else. Her thought is to fund OPEB now, especially when we have extra money to put towards it and let it earn interest. Due to the change in health insurance and solar credits from the DPW, there is \$3.6 million in free cash, and we typically would have \$1.8-1.9 million. This won't happen all the time, but we should jump at the chance and be prudent. Therefore, Ms. Sara Menard is requesting that \$1 million be transferred from free cash to the OPEB fund.

President Manley asked Ms. Sara Menard why not transfer \$1.8 million instead of \$1 million (given the figures she just gave). After discussion of how much money should be transferred, Ms. Sara Menard said that a transfer of \$1.4 million would get the Town to the recommended 8% savings. Councilor Madison suggested that \$1 million be transferred now and then reconsider the amount after the capital budget is developed after which time it can be revisited.

**Motion:** Councilor Madison made a motion that \$1 million be transferred from free cash to the OPEB trust fund. Councilor Kane seconded and all were in favor.

The Council complimented Ms. Sara Menard on her presentation and discussion ensued regarding the April 1 deadline for the draft budget as outlined in Article 6 of the Charter. Ms. Denise Menard commented that April 1 is a Saturday, and April 11 would be the following scheduled Council meeting. She suggested a motion be made to extend the deadline in Article 6, Section 1, Step 2 of the Chapter from April 1 to the first Council meeting in April. Councilor Madison suggested that the budget have its own separate meeting, especially if they expected a lengthy budget presentation. In that case that meeting would have nothing else on the agenda. There was much discussion amongst the Council and Ms. Menard of when would be the best time for the budget presentation given schedules, conflicts and timelines.

**Motion:** Councilor Madison made a motion that the Town Manager present the draft budget as outlined in the Charter in Article 6, Section 1, Step 2 at the April 11 Town Council meeting. Councilor Ford seconded and all were in favor.

Councilor Anderson said that the Town now has two elected boards. Are the people who had been elected and receive a stipend continue to receive stipends at the discretion of the Town Manager, or at the discretion of the Town Council? In reading the Charter, it states that the Town Council should set Council members' compensation for the next budget; however, do those elected officials continue to get stipends at the discretion of the Town Manager, or the Town Council?

Ms. Denise Menard replied that it was a budget question. The DPW superintendent had asked her what to put in his budget for his board. Ms. Menard had a member of the former Charter Commission in her office at the time and asked that individual what the intent of the Charter was for stipends for boards and commissions. She then confirmed this information with the Council President and advised the DPW superintendent. Consequently, it was communicated to departments that if they had budgeted amounts for stipends for boards and commissions, they shouldn't put anything in. She also let chairs of commissions and boards know to come to her if there were any concerns.

There was discussion between the Council and Ms. Denise Menard regarding where the responsibility lies for stipends for boards and commissions during the transition, and how the stipend amount should be set. Councilor Madison wanted to clarify that it wasn't the Charter's intent for various board and commission members not to get paid. The intent is the Town Manager has the sole right to evaluate the stipends and bring recommendations to the Council for approval. Councilor Ford added that if there is a stipend to be paid, it gets funded within that department, and no one's stipend has been eliminated. Ms. Menard commented that as she goes through the budget that's when the stipends will be addressed. She added that change is always difficult and her door is always open.

**Motion:** Councilor Ford made a motion to adjourn at 7:26 p.m., and Councilor Madison seconded. All in were in favor and the motion passed.

Respectfully submitted,

Jeanne R. Guertin  
Assistant Town Clerk