



TOWN OF EAST LONGMEADOW
60 CENTER SQUARE
EAST LONGMEADOW, MA 01028

TOWN COUNCIL

(413) 525-5400 ext. 1001

Kathleen G. Hill, President
Michael J. Kane, Vice President *Thomas C. O'Connor*
Donald J. Anderson *Ralph E. Page*
R. Patrick Henry, Jr. *Marilyn M. Richards*

MINUTES
Town Council Meeting
April 28, 2020 at 6:00 pm
East Longmeadow, Massachusetts 01028

Present: President Kathleen Hill, Vice President Michael Kane, Pat Henry, Ralph Page, Marilyn Richards and Don Anderson.

Absent: Tom O'Connor

Council President Hill opened the meeting at 6:00 p.m. followed by a Moment of Silence. The meeting was conducted remotely consistent with Governor Bakers Executive Order of March 12, 2020. Announcements were made in accordance with Mass General Law, and it was noted that the meeting was being audio taped as well as in a virtual remote format.

President Hill noted that all votes that are taken will be roll call votes.

Public Comments: None

Council Comments: None

Town Manager Report:

Town Manager, Mary McNally gave her Town Manager's report as shown in attachment A.

Ms. McNally noted that we are now in week seven of the social distancing, adjustments have been made and continue to be made. They continue to struggle keeping the Town's business operational, in light of the fact that we have to work remotely, however the staff is getting used to the new routine stated Ms. McNally. Ms. McNally thanked the Department Heads and all of the employees for the efforts they are making

Ms. McNally shared some notes from the Statewide CEO Conference call that she participates in once a week: The Governor has extended the Stay at Home Advisory until May 18, 2020 also the Governor's Advisory Board has been tasked with coming up with a phased in transition plan by May 18, 2020. There is an Advisory Board that is composed of 17 members; 11 from private industry, 3 from Municipal entities and 3 Public Health officials. They will have a phased in reopening plan deliverable by May 18, 2020. This will include safety issues and plans for customers as well as employees.

Ms. McNally stated they were also told that 56% of the deaths Statewide have occurred in Nursing Facilities and cluster housing for the elderly.

Ms. McNally noted that there was an additional \$130,000,000.00 that was distributed to the Commonwealth from the Federal Government which will be used for nursing home care for infection control, PPE, for testing and for National Guard services.

Ms. McNally stated that they accepted the resignation of the Finance Director yesterday, April 27, 2020, so that puts a little bit of an impingement on their budget preparations. Ms. McNally is asking the Council to be patient; she has appointed Olga Bones as the interim Town Accountant. Ms. McNally will be meeting with Ms. Bones daily so she can be apprised of projects they are working on and what progress they can expect to make with some budget revisions.

Approval of Minutes:

March 24, 2020 Open Session Minutes – *Councilor Kane made a motion to approve the March 24, 2020 Open Session Minutes pertaining to Paragraph 6a with consent of entire Council. Councilor Richards seconded the motion. **Roll Call vote: President Hill – Yes, Councilor Kane – Yes, Councilor Anderson – Yes, Councilor Henry – Yes, Councilor Page – Yes, Councilor Richards – Yes***

April 14, 2020 Open Session Minutes - *Councilor Anderson made a motion to approve the April 14, 2020 Open Session Minutes with noted corrections. Councilor Kane seconded the motion. **Roll Call vote: President Hill – Yes, Councilor Kane – Yes, Councilor Anderson – Yes, Councilor Henry – Yes, Councilor Page – Yes, Councilor Richards – Yes.***

April 14, 2020 Executive Session Minutes – *President Hill made a motion to approve the April 14, 2020 Executive Session Minutes. Councilor Anderson seconded the motion. **Roll Call vote: President Hill – Yes, Councilor Kane – Yes, Councilor Anderson – Yes, Councilor Henry – Yes, Councilor Page – Yes, Councilor Richards – Yes.***

Communications, Correspondence and Announcements:

President Hill stated that at the March 10, 2020 Town Council meeting the Council voted to instruct the DPW Superintendent to have jersey barriers installed at the end of Rural Lane where it meets Pilgrim Rd. for a period not to exceed 120 days. This was a temporary opportunity for the Town Council, the Police and the DPW to gather data and see if these actions would deter from the cut through traffic. President Hill stated that the barriers were installed on Monday and many of the Council members have received innumerable emails and phone calls. President Hill wanted to make the public aware that they are still in a temporary phase right now and noted that the Council takes all input from residents on both sides of the matter very seriously; the Council will take this matter under review prior to the 120 days for the benefit of all.

Financial Matters:

1. Acceptance of a Victory Innovations MG200 Ultrastatic Sprayer from the East Longmeadow Rotary Club, valued at \$867.02, for use by the Fire & Police Departments, per Massachusetts General Laws Chapter 44 Section 53A ½ - Chief Dalessio explained that the Rotary Club reached out to himself and

Chief Morrissette asking what they could do to help. Chief Dalessio stated that he and Chief Morrissette thought this would be the best use for the money and they will have a product that can be utilized for years and years to come. Chief Dalessio said they are very appreciative for this gift.

*Councilor Henry made a motion to accept the Victory Innovations MG200 Ultrastatic Sprayer from the East Longmeadow Rotary Club, valued at \$867.02, for use by the Fire & Police Departments, per Massachusetts General Laws Chapter 44 Section 53A 1/2. Councilor Richards seconded the motion. **Roll Call vote: President Hill – Yes, Councilor Kane – Yes, Councilor Anderson – Yes, Councilor Henry – Yes, Councilor Page – Yes, Councilor Richards – Yes.***

2. FY20 3rd Quarter Budget and Capital Updates – Finance Director Sara Menard –

Town Manager Mary McNally stated this was originally scheduled for the April 14, 2020 Council meeting and it was not quite ready for presentation that night; it was agreed to defer it to tonight’s meeting. Unfortunately the Finance Director has tendered her resignation and in fairness the Assistant accountant has not had the opportunity to gather the information. Ms. McNally informed the Council that she will be sitting with Olga Bones over the next few days and hopefully they will have the report ready for the next meeting.

Old Business – None

New Business - None

Action Items for Next Meeting - Rural Lane traffic pattern flow.

*Councilor Anderson made a motion to move into Executive Session at 6:28 pm to discuss strategy with respect to collective bargaining unit TEU (Town Employees Union) only to return to Open Session for purposes of adjournment. Councilor Page seconded the motion. **Roll Call vote: President Hill – Yes, Councilor Kane – Yes, Councilor Anderson – Yes, Councilor Henry – Yes, Councilor Page – Yes Councilor Richards – Yes.***

Open Session reconvened at 7:06pm.

*Councilor Anderson made a motion to adjourn. Councilor Richards seconded the motion. **Roll Call vote: President Hill – Yes, Councilor Kane – Yes, Councilor Anderson – Yes, Councilor Henry – Yes, Councilor Page – Yes Councilor Richards – Yes.***

Open Session was adjourned at 7:06 pm. The next Town Council meeting will be May 12, 2020 at 6:00pm.

Respectfully submitted,

Jackie Sullivan

Assistant Town Clerk

Documents: Agenda, Town Manager’s report, March 24, 2020 Open Session Minutes, April 14, 2020 Open Session Minutes, April 14, 2020 Executive Session Minutes.



TOWN OF EAST LONGMEADOW

Town Manager's Report

April 28, 2020

Good Evening:

This week's report is not much different than the last. Town employees continue to accomplish and manage municipal business and projects in the shadow of the Covid-19 virus. Inter-departmental cooperation continues daily, the most recent example of which is the School Department's donation of all of its surplus food (due to closure) to the COA.

The social distancing requirements cause some disruptions in the workplace as office staff are forced to reduce and/or stagger their workdays and the hours when staff is present. Office space is at a premium and desks are in close proximity in many departments. The DPW staff and their current projects are also impacted by these restrictions, as workers cannot be in the same truck cab or within six feet of one another on the job site. Despite these issues, we continue to work toward our first priority which of course, is prompt and efficient service to the public in a healthy and safe environment.

The new (used) ambulance was placed in service this past week and has been an asset to the EMS staff. Covid-19 related expenses continue to be tracked for reimbursement. There continue to be a number of weekly and daily conference calls and webinars to view and absorb. There is a constant flow of information from a variety of sources, all of which attempt to provide guidance and support. This guidance is evaluated and passed through to the community.

The financial oversight committee has met each of the last three weeks, beginning its review of our FY 21 financial circumstances. The House budget is not yet completed so our revenue stream remains uncertain. All Departments have undertaken a review of operations and we continue to adjust expenses for the balance of FY 20 as well as FY21. Unused funds from the FY20 budget will be turned back to free cash and available for use for FY 21 expenses before certification. I have asked Ryan Quimby, our IT Director to Chair the Capital Planning Committee for FY 21. He will convene a meeting in the near future to discuss and begin rating of capital requests.

Department Heads and other interested parties now confer every other day on our Emergency Operations conference calls to report progress, problems, difficulties and proposed solutions. After six weeks of closure, it bears repeating that the Town can be rightfully proud of the extraordinary contributions made by many of its employees working together to manage the taxpayers' needs and expectations.

The balance of the issues on which I will report is reserved for Executive session as posted in the agenda for this meeting.

Respectfully submitted,

Mary E. McNally
Town Manager