



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  
February 25, 2020 at 6:00 pm  
Council on Aging Media Room  
East Longmeadow, Massachusetts 01028

Approved 04/14/2020

**Present:** President Kathleen Hill, Vice President Michael Kane, Tom O'Connor, Pat Henry, Ralph Page, Marilyn Richards and Don Anderson.

Council President Hill opened the meeting at 6:00 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 and 22 News was taping the meeting.

**Public Comments:**

- A. **Crumbling Foundations** – Russell Dupere of 134 Ashford Rd Longmeadow spoke about the crumbling foundation issue. Mr. Dupere stated that he is here tonight as an affected homeowner.

Mr. Dupere served on the Governor's Concrete Commission as an affected homeowner; he found out he had an issue in his own home when he had a flood in his basement. Mr. Dupere has met with several homeowners in East Longmeadow who are concerned about the issue, including several who have tested their foundations and determined they have the issue. The crumbling foundation issue affects houses built from 1983 – current and East Longmeadow has a large number of potentially affected homes.

Mr. Dupere is hoping the Council will meet with some of the other area Boards and hold a joint meeting to discuss the issue. Mr. Dupere stated that the Governor's Commission issued a report and his hope is that the local Boards would support the recommendations that are in the report. The Commission has a lot of support from the local legislators but feels it would be good for them to hear from the towns that this is really important.

President Hill stated that the recommendations in the report make a lot of sense. President Hill also stated that the Council is there to represent the voters and help them so if meeting with other Boards will raise awareness and give greater voice the Council would certainly do that. President Hill asked the Town Clerk to put the report on the website so people can have access to it. The Council is very

much interested in this and is committed to becoming involved in the awareness process and helping stated President Hill.

**B. Speeding and traffic on Rural Lane – Tony Kusnierz**

Tony Kusnierz of 59 Rural Lane stated his reason for coming tonight was because he wanted to continue a discussion he had with the previous Town Manager, the Police Chief, Town Manager Mary McNally and the DPW Director. His concern is the traffic, speeding and people using Rural Lane as a cut through which makes Rural Lane unsafe especially for the children. Mr. Kusnierz stated that the police had done a report with a test strip that counts traffic and speed, there was also a stop sign put up about two years ago. Mr. Kusnierz feels that the road is unsafe and as a neighborhood they are asking the town to help. Mr. Kusnierz brought in a petition signed by all of his neighbors asking the town to do something to make the road safer.

**Council Comments:**

Councilor Page stated that quite a few meetings ago they had discussed and appropriated money for an audit to be done and wanted to know where that stood. Ms. McNally stated there was no answer on that yet; it is her understanding that the Town Auditor has given the Town Accountant a brief scope of services but Ms. McNally has not seen it yet but it is on her list of things to get done.

Councilor Henry reminded the Council that the Town Manager performance goals are due March 15, 2020.

Councilor Anderson thanked IT Director Ryan Quimby for publishing and sharing the Council's meeting.

**Town Manager Report:**

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

Ms. McNally added that the office relocations went very well; the Clerk's office being back in the Treasurer/Collectors office seems to have eased the public convenience a great deal.

Ms. McNally thanked Ryan Quimby for covering for her while she was on vacation.

**Approval of Minutes**

- A. January 28, 2020 Open Session Minutes –  
*Councilor Henry made a motion to approve the January 28, 2020 Open Session Minutes.  
Councilor O'Connor seconded the motion. **The vote was 7 in favor and 0 opposed.***
  
- B. January 28, 2020 Executive Session Minutes –  
*Councilor Kane made a motion to approve the January 28, 2020 Executive Session Minutes with a correction. Councilor Richards seconded the motion. **The vote was 7 in favor and 0 opposed.***
  
- C. February 11, 2020 Open Session Minutes –  
*Councilor Richards made a motion to approve the February 11, 2020 Open Session Minutes.  
Councilor Kane seconded the motion. **The vote was 7 in favor and 0 opposed.***

**Communications, Correspondence and Announcements:** None

**Public Hearing:**

**A. Continuation from February 11, 2020 - Transfer of License for GMRC, Inc. dba Fogueira, 621 North Main Street, to Barrera, Inc. dba Casa Vallarta Family Mexican Restaurant** – 6:30 p.m.

President Hill opened the public hearing at 6:36 pm. Jeanne Quaqlietti, Town Clerk/Clerk of the Council read the legal notice into record.

Attorney Oppenheim, counsel for Barrera Inc. stated that he was here tonight with President of the Corporation, Miquel Ramos also known as Miquel Ramos Medina, Manager Raul Andes Alegria and employee Alex Barrios. Attorney Dan Kelly who represents Fogueira and Mr. Coehlo were also in attendance.

Attorney Oppenheim stated that this morning they filed a request for determination from the Building Commissioner for zoning purposes; the Building Commissioner responded with his opinion that they need to get a special permit, consistent with what Councilor Page had stated a few weeks ago. Attorney Oppenheim had a meeting with the Town Planner and he now has all the materials that he needs to file with the Planning Board.

Attorney Oppenheim stated that he has attempted to answer all of the specific questions raised at the first hearing, Attorney Oppenheim responded last week via e-mail and by UPS overnight. Attorney Oppenheim is happy to discuss any or all responses with the Council.

Attorney Oppenheim stated that they are looking for a vote this evening to grant the transfer of the liquor license subject to approval by the Planning Board, Attorney Oppenheim feels that with that approval with the contingency they can advance the ABCC while pursuing the special permit process.

Public Comment: None.

Council Comments/Questions: Councilor Page thanked Attorney Oppenheim for the answers to the questions that he had at the first hearing. Councilor Page asked about the special permit that was in question, Councilor Page feels that Attorney Oppenheim feels that the permit is only for the addition of the deck. Attorney Oppenheim stated that he has since learned differently and understands that they are starting from scratch.

Councilor Richards asked how they would address the licensing of the deck area, if the Planning Board decides that they do not want to include service on the deck in the special permit.

Councilor Anderson stated that since the language of the current special permit is ineffective with the new petitioner all things are on the table with the Planning Board.

Councilor Henry stated that it is his understanding that in the past, this building has been used for something different than just a restaurant and he believes that some of the issues that arose directly relate to that. Councilor Henry stated that while they cannot ignore them they should be looking at this as a completely new issue and not weigh some of those items from the past. Councilor Henry stated that outdoor entertainment is always a concern as far as noise. Attorney Oppenheim reinforced what he said two

weeks ago; the mariachi band is typically three or four musicians and there is no amplification, they go table to table offering to play.

President Hill closed the Public Hearing.

*Councilor Henry made a motion to approve the transfer of the liquor license for GMRC Inc. dba Fogueira to Barrera Inc. dba Casa Vallarta Family Mexican Restaurant subject to approval of the special permit application currently before the Planning Board for 621 North Main Street and subject to further discussion regarding the availability of the outside deck for service and entertainment. Councilor O'Connor seconded the motion.*

Attorney Oppenheim stated that the special permit is not before the Planning Board yet.

Councilor Henry amended the motion. *The motion is to approve the transfer of the liquor license for GMRC Inc. dba Fogueira to Barrera Inc. dba Casa Vallarta Family Mexican Restaurant subject to approval of the special permit shortly to be filed before the Planning Board for 621 North Main Street and subject to the Planning Boards recommendations with respect to service and entertainment on the deck. The vote was 7 in favor and 0 opposed.*

### **Orders of the Day**

#### **A. Licensing Matters:**

##### **1. Approval of Change of Manager for MESS, LLC dba Bentley's Bistro, to Michael Garcia-**

*Councilor Kane made a motion to approve the change of Manager for MESS, LLC dba Bentley's Bistro, to Michael Garcia. Councilor Page seconded the motion. The vote was 6 in favor 0 opposed and 1 abstention (Councilor Anderson).*

##### **2. Approval of a One Day Liquor License for St. Mark's Episcopal Church for March 7, 2020,**

**5:00 -7:30 pm for Community Dinner/Fundraiser** – *Councilor Henry made a motion to approve the One Day Liquor License for St. Mark's Episcopal Church for March 7, 2020 from 5:00 pm – 7:30 pm for a Community Dinner/Fundraiser. Councilor O'Connor seconded the motion. The vote was 7 in favor and 0 opposed.*

##### **3. Approval of a One Day Liquor License for East Longmeadow Skilled Nursing Center, March 18, 2020, 4:00-6:00 p.m., for grand opening of new facility-**

*President Hill made a motion to approve the One Day Liquor License for East Longmeadow Skilled Nursing Center on March 18, 2020 from 4:00pm - 6:00 pm. Councilor Kane seconded the motion. The vote was 7 in favor and 0 opposed.*

#### **B. Financial Matters:**

##### **1. Five year contract between the Massachusetts Department of Environmental Protection, the Contractor and a Dual Stream Designated Community-**

Health Director Aimee Petrosky and Recycling Coordinator Liz Bone were present to answer any questions.

Councilor Page asked if Waste Management was in conjunction with the Department of Environmental Protection. Ms. Petrosky stated that this is the only facility in the State that is dual stream; they contract with a waste provider to run the facility. About a year ago they put out an RFP and all the trash haulers

bid on the process and Waste Management was selected so our contract has to be with the person they selected stated Ms. Petrosky.

Councilor O'Connor asked with regard to the length of the contract and all the changes that are going on with the recycling industry is a five-year contract going to be better for the Town as opposed to the standard three year contract. Ms. Petrosky stated that is not an option in this case.

Councilor Richards asked what the issue was with glass. Ms. Petrosky stated that glass is very heavy and right now there is no one in our area doing this. Ms. Petrosky stated that if we were to separate glass we would have to have another contract with someone else to come and collect that glass separately.

Councilor Henry asked for clarification. Would the glass be going in with the rubbish? Ms. Bone stated they are still going to recycle glass like they have been but the contractor will now separate it at their facility.

Councilor O'Connor asked if residents needed to do anything different; Ms. Bone stated that there are two new things that they will be taking; clear plastic cups and clear plastic egg carton containers. They will not be taking shredded paper anymore stated Ms. Bone. Councilor O'Connor asked is there any opportunity to do anything different with our trash cans. Councilor O'Connor stated that he hears complaints on a weekly basis and he wasn't sure if there was an option of doing anything different if we are going with a new company. Ms. Petrosky stated it was not an option and it would not be fiscally responsible for us to make any other decisions. Ms. Petrosky also stated that by enforcing our trash standards we have saved 3% per year.

*Councilor Kane made a motion that the Town enter into recycling and trash contracts up to five years in accordance with MGL Chapter 30b Section 12(b). Councilor O'Connor seconded the motion.*

Councilor Henry asked if we had to specifically authorize Mary McNally to enter into recycling and trash contracts. Ms. McNally believes that they do have to do that.

**Motion was amended to say:** *The Town authorizes the Town Manager to enter into recycling and trash contracts up to five years in accordance with MGL Chapter 30b Section 12(b). **The vote was 7 in favor and 0 opposed.***

## **2. Joint Meeting of Town Council and School Committee per the Charter, Article 6, Section 1, Annual Budget Process -**

President Hill asked Mr. Thompson if he wanted to open the School Committee Meeting; Mr. Thompson stated that the School Council was not posted for this evening and they will not be deliberating.

Superintendent Gordon Smith thanked the Council for the opportunity to be there and noted that they do not have a formal presentation but they are happy to sit down and begin the discussion of budget developments. Superintendent Smith stated that he wanted to give a very large thank you to the Council. In the last two years during this process Mr. Smith thinks they have strengthened the East Longmeadow Public Schools in some incredible ways. Mr. Smith stated that the last two budget development processes have really revolved around strengthening social and emotional support and how that is integrated with the academic instruction in all the schools. Mr. Smith stated that with the Council's and the School Committee's support he feels they have accomplished this. Mr. Smith noted that there is a social-emotional program that runs Pre-K through 12<sup>TH</sup> grade and they are providing social-emotional Special Education

teachers. Superintendent Smith also wanted to publicly thank IT Director Ryan Quimby for all his work with the School Department, they now have a one on one program using chrome books for students in grades 2 through 12, Superintendent Smith stated that was a mammoth event.

Superintendent Smith also wanted to begin the discussions of where we are in this year's budget and how it may impact going into next year's budget. Superintendent Smith stated he has had an opportunity to discuss the preliminary budget with Town Manager, Mary McNally. In the last few months they have been dealing with somewhat of a fiscal challenge. Superintendent Smith stated that the School Department has had some unanticipated and significant Special Education costs that have come to their attention. They are working through it and looking at every aspect of their budget but they would like to at a later date come back to the Council and discuss this because it will have impact as we go forward into the next fiscal year. Superintendent Smith said that their goal is to remain very similar to the last two years.

Gregory Thompson stated that they are talking about some extensive out of district placements this year unforeseen. This is over a half a million dollars that we were not planning on. Mr. Thompson stated that they are looking at their budget to see where they can find some funds to perhaps make up some of that; however, they are dealing with the potential of making up a half a million dollars. Mr. Thompson would like to come back to the Council for the potential for a free cash transfer to alleviate some of those unexpected costs. Mr. Thompson stated the School Committee has not asked for a free cash transfer since 2007. Mr. Thompson stated if they do not do a free cash transfer then they are going to have to deplete some other resources that they already anticipated spending on other things, so that will put them in a deficit for next year.

President Hill asked if the half a million dollar deficit attributed to students currently in our district whose needs rose to a level of outside placement or new students moving in. Superintendent Smith stated that it is a combination of both. President Hill asked if they would get relief at some point through circuit- breaker funds for these situations. Pam Blair, Assistant Superintendent for Business, stated that it is possible that they could get extraordinary relief through circuit breaker but they do not find that out until the end of April so they cannot plan for that.

Councilor Page asked about the Student Opportunity Act where the Governor was looking to change a formula. School Committee member, Bill Fonseca stated that the legislation was passed and there is a new formula but it is based a lot on demographics. Superintendent Smith explained the changes in the Student Opportunity Act.

School Committee member Richard Freccero commented that they had a spectacular presentation from their leadership team and that the students are really achieving.

Councilor Henry asked if they were going to be talking about next year's budget. Mr. Freccero stated they are still crunching the numbers. Mr. Thompson stated they will come back in early March to discuss the budget and the potential for free cash transfer.

President Hill asked Mr. Thompson about some of the initiatives he wanted to keep for next year. Mr. Thompson stated not just in terms of level services, they have discussed some potential for growing the district in a better way but they have not fully vetted all of the recommendations.

### **3. Quarterly FY20 Budget Report –**

Finance Director Sara Menard gave her Quarterly FY20 Budget report as shown in Attachment B.

Ms. Menard stated that there are a couple of departments that are either in a deficit or that she is projecting a deficit. Those Departments are the Town Council budget, the Town Manager budget, legal services, snow and ice, waste collection disposal, workers compensation and the liability insurance. Ms. Menard has five accounts that she is keeping an eye on because they might have an issue. Those are the Town Council/Clerk budget, the Police Department, the Fire Department, the Dispatch Department and the Health Department.

Ms. Menard stated that the total projected deficit as of December 31<sup>st</sup> is approximately \$121,000.00 and in the departments, that she listed there is \$112,000.00 in the reserve funds that essentially could offset that.

The free cash was certified at \$1,688,773.00 to date we have only approved for \$28,152.83 to come out of that and that was for the emergency capital for truck 72 engine repair stated Ms. Menard. Ms. Menard noted that we currently have a free cash balance of \$1,660,620.17.

Councilor Page asked if it was normal that we keep the snow and ice budget low. Ms. Menard stated that it was normal because if you budget over and you do not use it all the following year you are prohibited from going into a deficit.

Councilor O'Connor commented on the aesthetics of the look of the document; the first column that reads 2020 original budget is really the spending limits for that account that the Council appropriated. Councilor O'Connor feels this should not say budget it should say spending limit. Ms. Menard asked if Councilor O'Connor wanted her to change the title to say spending limit instead of budget. Councilor O'Connor Change stated yes he would like that title changed.

Councilor O'Connor asked how we were doing with the ambulance fund. Ms. Menard stated that we are doing excellent and they are far exceeding the expected revenue. Ms. Menard stated on the next report she would include a sheet for the ambulance fund.

## **C. Old Business**

### **1. Motion to join into West-Comm District Agreement-**

Mary McNally introduced Erin Hastings from Westcomm. Chief Morrisette, Chief Dalessio and IT Director Ryan Quimby were also present. Ms. McNally stated that the three gentlemen have really vetted this process of the town's consideration for joining the Westcomm center; Ms. McNally informed the Council if they had any specific questions on operations the Police and Fire Chief would be happy to answer them. Ms. McNally also stated that Ryan Quimby has been in charge of the technology aspect and that she has tried to manage the fiscal components. Ms. McNally stated that the Council has the original district agreement before them from 2017 and the Town did sign it back then; Ms. McNally is asking that after the Council's consideration tonight that they execute a new signature page.

Ms. McNally stated that per Erin Hastings' request the existing agreement needs to be signed to reflect East Longmeadow's desire to join. The signature will trigger Westcomm's opportunity to file for the development and incentive grants so that the transitional costs of East Longmeadow going to that dispatch center would be covered potentially up to three years; with a decreasing percentage in years four and five. Ms. McNally stated that subsequent to sending the Council the full agreement from 2017 she also sent a four page synopsis that Ryan Quimby put together.

Ms. McNally stated that the level of service at Westcomm will remarkably improve over what we can provide the citizens of East Longmeadow in our current site. The State is encouraging regionalization; they want communities to merge noted Ms. McNally. This will save the town a minimum of over a million dollars over a five year period stated Ms. McNally. Ms. McNally highly recommends this for the Council's consideration. Ms. McNally has the support of the three Department Heads, the Fire Chief, Police Chief and the IT Director.

Councilor Henry asked what happened to the original document that they signed. Ms. McNally stated that this community signed on and the signature page that Ms. McNally sent to the Council does have the signatures of the parties that were in office at the time. Erin Hastings indicated to Ms. McNally that there was a formal withdrawal on the part of East Longmeadow. Ms. Hastings stated that this occurred prior to her being hired at Westcomm and she does not have the paperwork for that, it was never passed on to her. President Hill stated that the Council minutes should reflect the formal withdrawal which she believes was done in November of 2017. Councilor Henry also stated that at the last meeting he raised four questions and they were all answered to his satisfaction.

Councilor Kane stated that they signed the agreement in 2017 predicated on the facts and there is a lot more upside being three years out, there is a lot more to gain by signing this contract now. Councilor Kane asked if they delayed the process and we miss this opportunity couldn't this put us back at least 18 months? Ms. McNally stated yes it could. If Westcomm cannot accommodate us for our lack of diligence in proceeding there may be another community that will jump in.

Ms. McNally stated that she is not happy about dissolving a department and the ramifications it will have on the employees of that department but the employees will be offered an opportunity to apply for positions at Westcomm. Ms. McNally feels that it makes fiscal sense to do this and time is imperative.

Councilor Page asked about our share. Councilor Page knows it is based on population and call volume, with our call volume increasing with the new ambulance, how is that going to correlate. Chief Morrissette stated that the numbers have already been worked in. Councilor Page stated there is always a concern with regionalization; if someone is on a cell phone and calls for service how do we know that the call gets directed to the right town or the right location? Ms. Hastings stated that up until about 2 years ago 80% of your 911 cell calls were going to the State Police in Northampton and they were transferred. Ms. Hastings stated that the technology has gotten a lot better. Westcomm takes wireless calls directly and between 5 and 10 seconds it pinpoints the phones location and it maps it, so they get a picture on the map where it is. Councilor Page asked does it happen that calls are sent to the wrong location; Ms. Hastings stated that it does happen but it is getting less and less every day.

Councilor Anderson asked if you were to dial the East Longmeadow Police Departments direct line is it going to the call center or is it going the East Longmeadow Police? Chief Dalessio stated that number will go into a tree prompt and you will have the option of, if this is an emergency hang up and dial 911, if this is a routine call press 1 or whatever number it tells you to, and that will forward it to the call center for an officer to address. Mr. Quimby stated they are going to be doing some tweaking to the prompts to help better direct calls. Councilor Anderson asked if the Police Station will be completely dark, will we be losing some of our savings by having full-time officers get time and a half. Ms. McNally stated that the numbers that they quoted for the overall savings over five years incorporate the cost of having someone at the Police Station for 24 hours. Chief Dalessio stated it would be a civilian who would direct people to the

proper personnel to answer whatever questions they may have. If it requires an Officer to come off the road then that is what they would do.

*Councilor Kane made a motion to authorize the Town of East Longmeadow to join Westcomm district. Councilor Richards seconded the motion. **The vote was 7 in favor and 0 opposed.***

**Action Items:** Follow up on the audit process; follow up on the goals and finalize the proposed organizational charts.

*Councilor O'Connor made motion at 8:42 pm to enter into Executive Session for the purpose of discussing strategy with respect to potential litigation regarding Spark Energy and to return to Open Session to finish the agenda. Councilor Page seconded the motion. **Roll Call Vote: Councilor Richards- Yes, Councilor Page-Yes, Councilor Anderson – Yes, President Hill – Yes, Councilor Kane – Yes, Councilor O'Connor – Yes, Councilor Henry – Yes.***

Open Session reconvened at 8:52 pm.

*Councilor Anderson made a motion to approve to pay a prior year bill for Spark Energy for up to the amount of \$208,196.09 to be funded from free cash. Councilor Richards seconded the motion. **The vote was 7 in favor and 0 opposed.***

*Councilor Page made a motion to adjourn. Councilor Henry seconded the motion. **The vote was 7 in favor and 0 opposed.***

The meeting was adjourned at 8:53pm. The next Town Council meeting will be Tuesday March 10, 2020.

Respectfully submitted,

Jackie Sullivan

Assistant Town Clerk

**Documents:** Agenda, St. Paul's one day liquor license application, 2020 signature page for Westcomm, Summary budget report as of 12/31/19, Detail budget report as of 12/31/19 for revolving funds, Detail budget report as of 12/31/19 for general funds, Year to date detail budget report as of 12/31/19 for enterprise funds, Westcomm District agreement from 9/18/2017, Town Manager's report, Rural Lane e-mail, Recycling contract and update, Attorney Oppenheim letter Re: Figueroa license transfer, 1/28/2020 Open Session meeting minutes, 1/28/2020 Executive session minutes, 2/11/2020 Open Session minutes, Crumbling foundation commission report, Change of Manager for Bentley's letter, St. Mark's Episcopal Church One day liquor license application, 2/4/2020 Planning Board marked agenda and One day liquor license application for East Longmeadow Skilled Nursing Center.



**TOWN OF EAST LONGMEADOW**

Town Manager's Report

February 25, 2020

Good evening:

First order of business, I want to introduce Jesse Belcher-Timme as Town Counsel. Jesse is employed by the firm of Doherty Wallace in Springfield and will be available to provide advice and counsel on a variety of municipal issues. The transfer of existing files and discussion of pending matters will be addressed by and between us in the coming weeks.

Several major issues have concluded since your last meeting. For the most part, however, they deal with contract matters and personnel matters which will have to be the subject of future Executive Sessions due to the nature of the problem.

We have completed the first round of discussions with various Department heads regarding their capital requests for FY 21. I praise the efforts made by these Departments to highlight the particular needs and to offer thorough explanation regarding the respective projects.

Our employee, Mary Race of the IT Department, was selected as a Tyler Community Elite User for 2020 for her dedication to our MUNIS environment and sharing her knowledge with others. These awards are for a group of Community Users who rise to the top in sharing knowledge, asking good questions and creating lasting connections in the Community. There were 13 awards nationwide and Mary is the sole individual honored from the Commonwealth of Massachusetts. I also want to publicly thank Ryan Quimby, our IT Director, for serving as interim Town Manager during my recent absence.

Our monthly Department Heads meeting was held on February 19, 2020. Discussion involved internal protocols which I want implemented and a conversation around some of the methodology to handle pending HR issues. We deviated from the usual routine of having each Department give an update. I informed the Department Heads about the prospect of joining the Westcomm Dispatch District and discussed various potential upgrades to MUNIS software to improve our processes.

The relocation of some of our Town Departments has worked out very well so far. For example, the Clerk's office is back where it was originally, and I believe the public convenience is being served as a result.

Respectfully submitted,

Mary E. McNally  
Town Manager

**Common Abbreviations**

ADJSMTS	Adjustments
AR	Accounts Receivable
DEPT	Department
DPW	Department of Public Works
INT	Interest
MISC	Miscellaneous
OTH	Other
OTR	Other
PROF/TECH	Professional or Technical Services
REQ	Requisition
SRV	Services
SUP	Supplies
TEMP	Temporary
TRANFRS	Transfers
VEH	Vehicle
YTD	Year-to-Date

**A Few Additional Notes**

Revenue is a negative and expenses are a positive.

For FICA, health insurance, life insurance, we do a manual journal entry to move that expense to the Enterprise Funds from the General Fund. Typically it is done in June; however, we will be doing it quarterly beginning with March 2020.

For some of the larger expense categories, I replaced the actual account name with either the vendor that makes up all or nearly all of the expenses for that line.

YTD Budget Detail  
Water Enterprise Fund  
As of 12/31/2019

\*Note: These are unaudited figures for discussion purposes only.\*

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	% USED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
12R	4173	UB INTEREST	-50,500	0	-50,500	-31,071	61.53%	0	-19,429	61.53%
12	4223	WATER/SEWER ENTRANCE REVENUE	-25,000	0	-25,000	-8,000	32.00%	0	-17,000	32.00%
12R	4860	AR MISC	-50,000	0	-50,000	-53,225	106.45%	0	3,225	106.45%
12R	4861	LIEN ADDED TO TAX	-30,000	0	-30,000	-1,592	5.31%	0	-28,408	5.31%
12R	4863	COMM INT ADDED TO TAXES	-4,000	0	-4,000	-186	4.64%	0	-3,815	4.64%
12R	4865	TAX TITLE	0	0	0	-5	100.00%	0	5	#DIV/0!
12R	4888	WATER REVENUE	-2,984,850	0	-2,984,850	-1,610,001	53.94%	0	-1,374,849	53.94%
		Revenue Total	-3,144,350	0	-3,144,350	-1,704,080	54.19%	0	-1,440,270	54.19%
124501	5110	FULL TIME SALARY/WAGES	238,045	0	238,045	116,868	49.09%	0	121,177	49.09%
124501	5113	DEPT HEAD SALARY/WAGES	163,266	0	163,266	77,069	47.20%	0	86,197	47.20%
124501	5130	OVERTIME	40,000	0	40,000	4,338	10.84%	0	35,662	10.84%
124501	5140	LONGEVITY	1,145	0	1,145	470	41.05%	0	675	41.05%
124501	5144	STAND BY	7,800	0	7,800	3,600	46.15%	0	4,200	46.15%
124501	5191	CLOTHING	1,500	0	1,500	1,400	93.33%	0	100	93.33%
129121	5170	WORKERS COMP	1,713	0	1,713	1,713	100.00%	0	0	100.00%
129101	5180	FICA MEDICARE	5,794	0	5,794	0	0.00%	0	5,794	0.00%
129141	517400	HEALTH NEW ENGLAND	57,645	0	57,645	0	0.00%	0	57,645	0.00%
129141	517700	NETWORK BLUE NEW ENGLAND	1,592	0	1,592	0	0.00%	0	1,592	0.00%
129141	517800	BASIC LIFE INSURANCE FY2013	72	0	72	0	0.00%	0	72	0.00%
129467	5785	RETIREMENT CONTRIBUTION	64,898	0	64,898	64,898	100.00%	0	0	100.00%
		Salary Total	583,471	0	583,471	270,356	46.34%	0	313,115	46.34%
129451	5184	PROPERTY INSURANCE PREM	4,000	0	4,000	4,000	100.00%	0	0	100.00%
124502	5210	ENERGY-GAS	6,000	0	6,000	881	14.68%	4,717	402	93.31%
124502	5211	ENERGY-ELECTRICITY	55,000	0	55,000	15,081	27.42%	35,344	4,575	91.68%
124502	5213	Solar Net Meter Credits	30,000	0	30,000	16,124	53.75%	0	13,876	53.75%
124502	5241	REPAIRS-VEHICLES	25,000	0	25,000	17,292	69.17%	383	7,325	70.70%
124502	5270	RENTAL/LEASE OFFICE EQUIP	0	0	0	0	#DIV/0!	491	-491	#DIV/0!
124502	5294	OTR SERV-POLICE DETAIL	6,500	0	6,500	0	0.00%	0	6,500	0.00%
124502	5302	PROF/TECH-TRAINING SEMINAR	3,000	0	3,000	275	9.17%	0	2,725	9.17%
124502	5305	PROF/TECH-ADVERTISING	1,000	0	1,000	981	98.11%	0	19	98.11%
124502	5307	PROF/TECH-OTHERS	45,000	0	45,000	10,669	23.71%	6,055	28,276	37.16%
124502	5310	PROF TECH-SOFTWARE SUPPORT	3,000	0	3,000	2,530	84.32%	0	470	84.32%
124502	5341	COMMUNICATION-TELEPHONE	0	0	0	118	100.00%	291	-408	#DIV/0!
124502	5342	COMMUNICATION-POSTAGE	6,000	0	6,000	2,392	39.87%	4,268	-660	111.00%
124502	5343	COMMUNICAITON-WIRELESS	1,047	0	1,047	175	16.70%	253	619	40.87%
124502	5344	COMMUNICATION-PRINTING	3,000	0	3,000	1,954	65.12%	2,437	-1,390	146.34%
124502	5382	SPRINGFIELD WATER & SEWER	1,175,000	0	1,175,000	424,610	36.14%	674,921	75,470	93.58%
124504	5420	OFFICE SUPPLIES	1,500	0	1,500	66	4.40%	436	998	33.45%
124504	5421	NON-DISPOSABLE OFFICE SUPPLIES	0	0	0	35	100.00%	32	-66	#DIV/0!
124504	5480	VEH SUPPLY-GASOLINE	7,000	0	7,000	2,494	35.63%	3,506	1,000	85.71%
124504	5500	MEDICAL SUPPLIES	750	0	750	641	85.49%	859	-750	200.00%
124504	5530	WATER (DPW SUPPLIES)	60,000	0	60,000	23,677	39.46%	215	36,108	39.82%

**YTD Budget Detail**  
**Water Enterprise Fund**  
**As of 12/31/2019**

\*Note: These are unaudited figures for discussion purposes only.\*

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	% USED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
124504	5584	OTH SUP-UNIFORM/CLOTHING	5,000	0	5,000	1,160	23.20%	3,925	-84	101.69%
124504	5590	OTH SUP-MISC	30,000	0	30,000	8,620	28.73%	327	21,053	29.82%
124507	5710	TRAVEL-MILEAGE TOLLS & PARKING	1,000	0	1,000	0	0.00%	0	1,000	0.00%
124507	5730	DUES AND MEMBERSHIPS	1,000	0	1,000	0	0.00%	0	1,000	0.00%
124507	5789	LATE FEES	0	0	0	0	100.00%	0	0	#DIV/0!
		Non-Salary Total	1,469,797	0	1,469,797	533,773	36.32%	738,459	197,566	86.56%
127109	5910	PRINCIPAL-LONG TERM DEBT	510,500	0	510,500	250,974	49.16%	0	259,526	49.16%
127519	5915	INTEREST-LONG TERM DEBT	125,061	0	125,061	65,297	52.21%	0	59,764	52.21%
127529	5950	REPAYMENT TEMP LOANS	75,000	0	75,000	0	0.00%	0	75,000	0.00%
		Debt Total	710,561	0	710,561	316,271	44.51%	0	394,290	44.51%
		Expense Total	2,763,829	0	2,763,829	1,120,400	40.54%	738,459	904,970	67.26%
		Net (Profit) or Deficit	-380,521	0	-380,521	-583,679	153.39%	738,459	-535,300	153.39%

YTD Budget Detail  
Sewer Enterprise Fund  
As of 12/31/2019

\*Note: These are unaudited figures for discussion purposes only.\*

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	% USED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
13R	4173	UB INTEREST	-35,000	0	-35,000	-20,907	59.73%	0	-14,093	59.73%
13	4223	WATER/SEWER ENTRANCE REVENUE	-30,000	0	-30,000	-11,100	37.00%	0	-18,900	37.00%
13	4225	DRAINLAYER LICENSES REVENUE	-600	0	-600	-200	33.33%	0	-400	33.33%
13R	4860	AR MISC	-1,500	0	-1,500	-505	33.65%	0	-995	33.65%
13R	4861	LIEN ADDED TO TAX	-20,000	0	-20,000	-1,173	5.86%	0	-18,827	5.86%
13R	4862	BETTERMENTS	-10,000	0	-10,000	0	0.00%	0	-10,000	0.00%
13R	4863	COMM INT ADDED TO TAXES	-5,000	0	-5,000	-108	2.16%	0	-4,892	2.16%
13R	4865	TAX TITLE	0	0	0	-34	#DIV/0!	0	34	#DIV/0!
13R	4889	SEWER REVENUE	-1,959,200	0	-1,959,200	-1,018,924	52.01%	0	-940,276	52.01%
		Revenue Total	-2,061,300	0	-2,061,300	-1,052,951	51.08%	0	-1,008,349	51.08%
134401	5110	FULL TIME SALARY/WAGES	210,967	0	210,967	100,498	47.64%	0	110,469	47.64%
134401	5113	DEPT HEAD SALARY/WAGES	163,266	0	163,266	77,070	47.20%	0	86,197	47.20%
134401	5130	OVERTIME	19,000	0	19,000	4,978	26.20%	0	14,022	26.20%
134401	5140	LONGEVITY	520	0	520	395	75.96%	0	125	75.96%
134401	5144	STAND BY	0	0	0	300	#DIV/0!	0	-300	#DIV/0!
134401	5191	CLOTHING	1,750	0	1,750	1,400	80.00%	0	350	80.00%
139121	5170	WORKERS COMP	1,713	0	1,713	1,713	100.00%	0	0	100.00%
139101	5180	FICA MEDICARE	5,402	0	5,402	0	0.00%	0	5,402	0.00%
139141	517400	HEALTH NEW ENGLAND	44,087	0	44,087	0	0.00%	0	44,087	0.00%
139141	517700	NETWORK BLUE NEW ENGLAND	1,592	0	1,592	0	0.00%	0	1,592	0.00%
139141	517800	BASIC LIFE INSURANCE FY2013	29	0	29	0	0.00%	0	29	0.00%
139467	5785	RETIREMENT CONTRIBUTION	64,898	0	64,898	64,898	100.00%	0	0	100.00%
		Salary Total	513,224	0	513,224	251,252	48.96%	0	261,972	48.96%
139451	5184	PROPERTY INSURANCE PREM	5,656	0	5,656	5,656	100.00%	0	0	100.00%
134402	5210	ENERGY-GAS	4,000	0	4,000	652	16.29%	1,548	1,800	55.00%
134402	5211	ENERGY-ELECTRICITY	17,000	0	17,000	3,059	17.99%	24,566	-10,625	162.50%
134402	5212	ENERGY-OIL	1,500	0	1,500	0	0.00%	2,000	-500	133.33%
134402	5213	Solar Net Meter Credits	23,000	0	23,000	20,584	89.49%	13,916	-11,500	150.00%
134402	5241	REPAIRS-VEHICLES	20,000	0	20,000	10,247	51.24%	609	9,144	54.28%
134402	5248	REPAIRS-COMPUTER EQUIP	0	0	0	0	#DIV/0!	1,298	-1,298	#DIV/0!
134402	5270	RENTAL/LEASE OFFICE EQUIP	0	0	0	0	#DIV/0!	491	-491	#DIV/0!
134402	5294	OTR SERV-POLICE DETAIL	6,000	0	6,000	0	0.00%	0	6,000	0.00%
134402	5302	PROF/TECH-TRAINING SEMINAR	3,000	0	3,000	550	18.33%	0	2,450	18.33%
134402	5305	PROF/TECH-ADVERTISING	600	0	600	498	83.00%	0	102	83.00%
134402	5307	PROF/TECH-OTHERS	30,000	0	30,000	7,073	23.58%	0	22,927	23.58%
134402	5310	PROF TECH-SOFTWARE SUPPORT	3,000	0	3,000	2,530	84.32%	0	470	84.32%
134402	5341	COMMUNICATION-TELEPHONE	2,500	0	2,500	1,069	42.76%	1,787	-356	114.24%
134402	5342	COMMUNICATION-POSTAGE	4,000	0	4,000	1,751	43.78%	4,268	-2,019	150.49%
134402	5343	COMMUNICAITON-WIRELESS	1,047	0	1,047	175	16.70%	253	619	40.87%
134402	5344	COMMUNICATION-PRINTING	2,500	0	2,500	896	35.86%	2,437	-833	133.32%
134402	5382	SPRINGFIELD WATER & SEWER	700,000	0	700,000	349,698	49.96%	253,913	96,389	86.23%
134404	5420	OFFICE SUPPLIES	2,000	0	2,000	76	3.82%	424	1,500	25.00%
134404	5421	NON-DISPOSABLE OFFICE SUPPLIES	0	0	0	46	#DIV/0!	20	-66	#DIV/0!

**YTD Budget Detail**  
**Sewer Enterprise Fund**  
**As of 12/31/2019**

\*Note: These are unaudited figures for discussion purposes only.\*

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	% USED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
134404	5431	Safety Equipment & Gear	0	0	0	67	#DIV/0!	0	-67	#DIV/0!
134404	5450	CLEANING SUPPLIES	0	0	0	11	#DIV/0!	0	-11	#DIV/0!
134404	5480	VEH SUPPLY-GASOLINE	9,000	0	9,000	2,993	33.25%	4,007	2,000	77.78%
134404	5500	MEDICAL SUPPLIES	600	0	600	641	106.86%	859	-900	250.00%
134404	5530	SEWER (DPW SUPPLIES)	61,500	0	61,500	7,899	12.84%	38	53,563	12.91%
134404	5584	OTH SUP-UNIFORM/CLOTHING	3,000	0	3,000	1,038	34.59%	4,047	-2,084	169.48%
134404	5590	OTH SUP-MISC	25,000	0	25,000	6,531	26.12%	0	18,469	26.12%
134407	5710	TRAVEL-MILEAGE TOLLS & PARKING	500	0	500	0	0.00%	0	500	0.00%
134407	5730	DUES AND MEMBERSHIPS	1,000	0	1,000	0	0.00%	0	1,000	0.00%
134407	5789	LATE FEES	0	0	0	0	#DIV/0!	0	0	#DIV/0!
134408	5850	CAP OUTLAY-OTHER	0	0	0	828	#DIV/0!	0	-828	#DIV/0!
134408	585803	SEWER EQUIPMENT	0	0	0	857	#DIV/0!	0	-857	#DIV/0!
		Non-Salary Total	926,403	0	926,403	425,423	45.92%	316,481	184,499	80.08%
137109	5910	PRINCIPAL-LONG TERM DEBT	481,785	0	481,785	199,960	41.50%	0	281,825	41.50%
137519	5915	INTEREST-LONG TERM DEBT	75,976	0	75,976	37,850	49.82%	0	38,126	49.82%
		Debt Total	557,761	0	557,761	237,810	42.64%	0	319,951	42.64%
		Expense Total	1,997,388	0	1,997,388	914,485	45.78%	316,481	766,422	61.63%
		Net (Profit) or Deficit	-63,912	0	-63,912	-138,466	216.65%	316,481	-241,928	-278.53%

**YTD Budget Detail**  
**Storm Water Enterprise Fund**  
**As of 12/31/2019**

\*Note: These are unaudited figures for discussion purposes only.\*

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	% USED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
6020	4173	Stormwater Interest	0	0	0	-82	#DIV/0!	0	82	#DIV/0!
6020	4891	STORM WATER REVENUE	-289,075	0	-289,075	-98,218	33.98%	0	-190,857	33.98%
		Revenue Total	-289,075	0	-289,075	-98,299	34.00%	0	-190,776	34.00%
6020490	5110	FULL TIME SALARY/WAGES	58,699	0	58,699	23,244	39.60%	0	35,455	39.60%
6020490	5113	DEPT HEAD SALARY/WAGES	0	0	0	700	#DIV/0!	0	-700	#DIV/0!
6020490	5191	CLOTHING & BOOTS ALLOWANCE	100	0	100	0	0.00%	0	100	0.00%
6020912	5170	WORKERS COMP	274	0	274	274	100.00%	0	0	100.00%
6020910	5180	FICA MEDICARE	851	0	851	0	0.00%	0	851	0.00%
6020914	517400	HEALTH NEW ENGLAND	13,558	0	13,558	0	0.00%	0	13,558	0.00%
6020914	517800	BASIC LIFE INSURANCE FY2013	14	0	14	0	0.00%	0	14	0.00%
60209467	5785	RETIREMENT CONTRIBUTION	10,384	0	10,384	10,384	100.00%	0	0	100.00%
		Salary Total	83,880	0	83,880	34,602	41.25%	0	49,278	41.25%
6020490	5248	REPAIRS-COMPUTER EQUIP	0	0	0	0	#DIV/0!	1,298	-1,298	#DIV/0!
6020490	5307	PROF/TECH-OTHERS	128,500	0	128,500	3,695	2.88%	36,305	88,500	31.13%
6020490	5530	STORMWATER SUPPLIES	10,000	0	10,000	9,876	98.76%	0	124	98.76%
6020490	5584	OTH SUP-UNIFORM/CLOTHING	450	0	450	227	50.41%	23	200	55.56%
6020490	5730	DUES AND MEMBERSHIPS	0	0	0	3,500	#DIV/0!	0	-3,500	#DIV/0!
6020490	5785	OTHER CHARGES/EXPENSES	5,000	0	5,000	0	0.00%	0	5,000	0.00%
		Non-Salary Total	143,950	0	143,950	17,298	12.02%	37,626	89,026	38.15%
		Expense Total	227,830	0	227,830	51,899	22.78%	37,626	138,305	39.29%
		Net (Profit) or Deficit	-61,245	0	-61,245	-46,400	75.76%	37,626	-52,471	14.33%

YTD Budget Detail  
ELCAT Enterprise Fund  
As of 12/31/2019

\*Note: These are unaudited figures for discussion purposes only.\*

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	% USED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
6010123	4883	ELCAT REVENUE	0	-409,116	-409,116	-163,796	40.04%	0	-245,320	40.04%
6010123	488301	ELCAT INTEREST	0	0	0	-508	100.00%	0	508	#DIV/0!
		Revenue Total	0	-409,116	-409,116	-164,305	40.16%	0	-244,811	40.16%
6010123	5110	FULL TIME SALARY/WAGES	0	48,103	48,103	22,500	46.77%	0	25,603	46.77%
6010123	5111	PART TIME SALARY/WAGES	0	31,831	31,831	9,674	30.39%	0	22,157	30.39%
6010123	5113	DEPT HEAD SALARY/WAGES	0	70,099	70,099	32,789	46.77%	0	37,311	46.77%
6010912	5170	WORKERS COMP	0	1,011	1,011	1,096	108.41%	0	-85	108.41%
6010910	5180	FICA MEDICARE	0	2,079	2,079	0	0.00%	0	2,079	0.00%
6010914	517400	HEALTH NEW ENGLAND	0	5,366	5,366	0	0.00%	0	5,366	0.00%
6010914	517700	NETWORK BLUE NEW ENGLAND	0	-3,586	-3,586	0	0.00%	0	-3,586	0.00%
6010946	5785	RETIREMENT CONTRIBUTION	0	20,768	20,768	20,768	100.00%	0	0	100.00%
		Salary Total	0	175,671	175,671	86,826	49.43%	0	88,845	49.43%
6010123	5244	REPAIRS-OFFICE EQUIPMENT	0	300	300	7	2.33%	0	293	2.33%
6010123	5248	REPAIRS-COMPUTER EQUIP	0	1,500	1,500	0	0.00%	0	1,500	0.00%
6010123	5250	REPAIRS-OTHERS	0	1,500	1,500	0	0.00%	0	1,500	0.00%
6010123	5307	PROF/TECH-OTHERS	0	1,387	1,387	0	0.00%	0	1,387	0.00%
6010123	5342	COMMUNICATION-POSTAGE	0	-140	-140	4	-2.87%	15	-159	-13.61%
6010123	5344	COMMUNICATION-PRINTING	0	3,340	3,340	2,378	71.19%	2,386	-1,424	142.62%
6010123	5382	OTR PURCH SRV-OTHER	0	1,400	1,400	908	64.86%	335	157	88.81%
6010123	5420	OFFICE SUPPLIES	0	550	550	23	4.12%	0	527	4.12%
6010123	5421	NON-DISPOSABLE OFFICE SUPPLIES	0	215	215	141	65.53%	0	74	65.53%
6010123	5590	OTH SUP-MISC	0	0	0	6	#DIV/0!	0	-6	#DIV/0!
6010123	5785	OTHER CHARGES/EXPENSES	0	50	50	0	0.00%	0	50	0.00%
6010123	5850	CAP OUTLAY-OTHER	0	5,000	5,000	419	8.39%	1,524	3,057	38.87%
		Non-Salary Total	0	15,103	15,103	3,885	25.73%	4,260	6,957	53.93%
		Expense Total	0	190,774	190,774	90,711	47.55%	4,260	95,803	49.78%
		Net (Profit) or Deficit	0	-218,343	-218,343	-73,594	33.71%	4,260	-149,009	31.75%