



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

**TOWN COUNCIL**

(413) 525-5400 ext. 1100

Kevin M. Manley, President  
Michael J. Kane, Vice President  
Paul L. Federici  
*Joseph A. Ford*  
Kathleen G. Hill  
Donald J. Anderson  
Thomas C. O'Connor

**MINUTES**

Town Council Minutes  
April 10, 2018 at 6:00 P.M.  
Council on Aging Media Room, 328 North Main Street  
East Longmeadow, Massachusetts 01028

Present: President Kevin Manley, Vice President Michael Kane, Donald Anderson, Paul Federici, Joseph Ford, Kathleen Hill, Thomas O'Connor, Denise Menard, Town Manager, Thomas Florence, Clerk of the Council.

President Manley 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 was taping the meeting.

**TOWN MANAGER REPORT**

Town Manager Denise Menard gave her Town Manager report as reflected in Attachment A. Ms. Menard commented that she had met that morning with a group of veterans from local communities, and there was a sense that increased services and more outreach was needed for the veterans in the area. Ms. Menard also met with Council on Aging Director Carolyn Brennan and Terry Glusko, Chair of the East Longmeadow Veterans Memorial Committee. There are a number of veterans' agencies that could be made available for individuals to go to for resources. The veterans deserve the Town's assistance, especially the younger veterans who had served in Afghanistan and Iraq.

**ACT ON MINUTES AND MOTIONS OF OPEN SESSION MEETING OF MARCH 27, 2018**

**Motion:** Councilor Federici made a motion to approve the Open Session Meeting minutes of March 27, 2018. Councilor Ford seconded and all were in favor, with Councilor O'Connor abstaining.

**SUBCOMMITTEES**

**Social Media Communications Subcommittee Report**

Councilor Anderson reported that he is still formulating the Social Media Communications questionnaire and will push the subcommittee to get this completed soon.

**Planning Matters Subcommittee Report**

Councilor Anderson said he posted something on his personal Town Council Facebook page to get some interest and see what people's thoughts are, and he has already received feedback. The Subcommittee's next meeting is April 24, 2018, at 9:00 a.m. in the Library. After that meeting Councilor Anderson will hopefully have something to report to the Council at their meeting that evening. Ms. Menard commented that Connie Brawders, the new Director of Planning and Community Development, will be at the Subcommittee's meeting on April 24.

**LICENSING MATTERS****One day liquor license for St. Paul the Apostle, April 28, 2018, 5:00 p.m. – 11:00 p.m., for fundraising event (live band and karaoke)**

Councilor Federici made a motion to approve the one day liquor license for St. Paul the Apostle, for April 28, 2018, 5:00 p.m. – 11:00 p.m., for a fundraising event with a live band and karaoke, with the fee waived as requested by applicant. The motion was seconded by Councilor Anderson.

Councilor Hill commented that this applicant has come before the Council in the past for one day licenses. There is a second event on the agenda for approval, and that event is to raise awareness and promote the Vietnamese culture. That event is community based. This license for April 28 is to raise funds for the church's organ and choir, and she doesn't see this as community based; therefore, she is not in favor of waiving the fee as requested. Councilor Kane said he agreed with Councilor Hill, and Councilor O'Connor commented also that this applicant has come before the Council four times already this year and he didn't want to see the venue turn into a private club with a liquor license. Councilor O'Connor also stated that he would like a list of future events planned for this year by the applicant.

**Motion:** Councilor Hill made a motion to approve the one day liquor license for St. Paul the Apostle, April 28, 2018, 5:00 p.m. – 11:00 p.m., for fundraising event with live band and karaoke, without the fee waived as requested by applicant. Councilor Kane seconded and all were in favor.

**One day liquor license for St. Paul the Apostle, June 24, 2018, 10:00 a.m. – 10:00 p.m., for Vietnamese Cuisine Festival fundraising event (live band and karaoke)**

President Manley commented that the Police Chief had significant concerns, one of them being that per the town bylaw there should be no live music after 10:00 p.m. Also, given that there would be five hundred people in attendance, the applicant should be taking out a permit from the Town Manager's office for entertainment, and should hire a police officer. It was noted that beer will be served from 1:00-6:00 p.m. even though the application reflects 10:00 a.m.-10:00 p.m., which is the time of the event.

Van Nguyen, representing the St. Paul the Apostle Church, appeared before the Council. He said that there is a 12:00 p.m. mass, at which he expects about two hundred in attendance, which would be the most in attendance at one time. The number of five hundred reflects the amount of people he would expect would come and go throughout the day. Town Manager Denise Menard told Mr. Nguyen he should come to her office tomorrow to get the packet to fill out for the entertainment permit.

**Motion:** Councilor Hill made a motion to approve the one day liquor license for St. Paul the Apostle, June 24, 2018, 1:00-6:00 p.m., for Vietnamese Cuisine Festival fundraising event (live band and karaoke) with the fee waived as requested. The approval is contingent upon the applicant receiving an entertainment permit from the Town Manager and hiring a police officer for the event. Councilor Ford seconded and all were in favor.

**Discussion of Proposed Policy for TIPS® Certification for Off Premises Liquor Licensee Staff Members**

President Manley said this topic came up after The Beer Shop commented that their staff was TIPS® certified during their recent public hearing for a Change of Category for their liquor license. He suggested that beginning in 2019 the Council make it mandatory for all off premises liquor licensees to require their employees be TIPS® certified. Councilor Hill said she would think private businesses, like The Beer Shop, would be required to have that from their insurance providers. There was discussion amongst the Council regarding how one attains a certification and who would pay for it. Councilor Hill will address this as part of the Licensing Subcommittee she is chair of, and the Council agreed this policy would begin as of January 1, 2019.

**OLD BUSINESS****Discussion of Town Manager Annual Review per Article 3, Section 2 of the Charter**

President Manley said he talked with the Attorney General's office and the municipal attorney regarding this matter and was told the Council can create a subcommittee to collate all the evaluation information. That information would be the seven evaluations completed by each Council member, and the subcommittee would put together one summary document. The subcommittee meetings would be open to the public. President Manley would like the Councilors to complete their evaluations by April 24, and have a final document to be presented at the May 8 Council meeting. The Councilors named to the Town Manager Evaluation Subcommittee were Councilor Kathy Hill, Councilor Joe Ford, and Councilor Federici.

**NEW BUSINESS****April 24, 2018 Council Meeting to start at 5:00 p.m.**

The Council plans on starting their April 24 meeting at 5:00 p.m., and the first item to be discussed will be the budget presentation, so as not to have those attending for public hearings wait. If there is a need to continue the budget discussion after the public hearings, they will do so. President Manley commented that Town Manager Denise Menard and Finance Director Sara Menard will present the budget at tonight's meeting, and the Council will have time to digest it and formally come up with questions. He asked that any questions the Councilors have regarding the budget be funneled through himself or Councilor Kane to avoid redundancy.

**Motion:** Councilor Federici made a motion to take the discussion of an emergency request for the funding of a vehicle replacement out of the agenda order to the present. Councilor O'Connor seconded and all were in favor.

**FINANCIAL MATTERS****Emergency Request for Funding of Vehicle Replacement**

DPW Superintendent Bruce Fenney appeared before the Council to request a new vehicle for the DPW. The replacement is for "Truck 12", which is the mechanics' truck that is regularly used for road calls and it has a fuel tank on the back of it. The truck was totaled on February 6, and MIAA would reimburse them \$4,683.75 for the vehicle. The existing truck was a 1999 F350 with 100k miles, and the DPW currently has no vehicle for mechanics. They are using a leftover vehicle from the yard. Mr. Fenney is requesting \$44,303.85 for a new truck with a utility body and plow for the replacement. Councilor Ford commented that with the MIAA reimbursement, Mr. Fenney is asking for a little under \$40K, net amount for the replacement, and Mr. Fenney said yes. The truck would be purchased from MHQ and they will completely outfit the truck.

Finance Director Sara Menard is recommending funding this capital project using Free Cash. There was discussion of whether any part of the damaged truck could be salvaged and there is not. Mr. Fenney commented since it is out of season to request this type of vehicle the turnaround would be quick.

**Motion:** Councilor Federici made a motion to approve an emergency request of \$39,620.10 for funding of a DPW vehicle replacement taken from Free Cash. Councilor Anderson seconded and all were in favor.

**Budget Presentation by Town Manager Denise Menard and Finance Director Sara Menard**

Town Manager Denise Menard introduced the proposed budget for FY2019 as reflected in Attachment B going over the budget process and expenditure highlights. She commented that there was a collaboration of all department heads to stay within the 2% increase. She added that this year's presentation has more pieces, and she is now more familiar with what the Council is looking for. She is making sure no department is slighted.

Finance Director Sara Menard then went over the pieces of the budget, also reflected in Attachment B, beginning with the General Fund Sources and Uses Summary. Ms. S. Menard and Ms. D. Menard then discussed the details regarding the three year phase in of the Fire Department Ambulance Service and the continuation of the funding of civilian dispatchers for the police and fire departments.

Ms. S. Menard then went over the General Fund Sources, which shows the FY2019 Recommended Budget of \$60,745,795, which is a 4.03% increase from FY2018. After she presented the General Notes portion of the budget presentation, Ms. D. Menard commented regarding the process of basing the legal budget based on a five year history, which she feels give a more accurate picture. Councilor Federici commented that in the past with negotiations under the Board of Selectmen, someone from their legal firm would be with them, which would increase the legal fees. Ms. D. Menard replied that she is not making substantive document changes for negotiation; she is handling this, herself, and will only bring in an attorney if negotiations become contentious.

Next, Ms. S. Menard presented the 2019 Supplemental Requests. Councilor Anderson had a question regarding Line 141 for the Assessor's Department. He said Christine Saulnier, who recently left the Board of Assessors, has a resumé that any town would be proud of and she would be willing to stay on the Board for a couple more years. His concern is education for the Assessors, and he asked if their budget addressed education. Ms. S. Menard responded that it does not. She added in FY2018 they set a limit as to how much can be spent per board member, in order to also be able to provide education to staff level, and this has worked out much better. None of the board members approached her saying there were issues, but she will ask them.

Councilor Anderson asked if they should aggregate education, for example have one staff member attend course and share notes with the rest of the staff. Ms. D. Menard said she can talk with him further on this. This is done now within departments and employees are encouraged to share information from meetings with their coworkers. For some education purposes, employees need to be present to be certified.

There was discussion of how questions will be directed to Ms. D. Menard and Ms. S. Menard, which will be to address them through President Manley or Councilor Kane. Ms. D. Menard said at the Council's next meeting every department head will be there to answer any questions the Council have.

The Council discussed the revolving funds and Councilor O'Connor said one of his concerns is that if salaries are taken out of the revolving fund according to state law, they are required to take all the health insurance and the OPEB (Other Post-Employment Benefits). He asked if we are doing that. Ms. S. Menard replied that according to Mass General Law Section 53F for enterprise funds they are doing that for Water, Sewer and ELCAT because it is required. Under Section 53D, which is the revolving fund law, they are prohibited to pay anyone that is full time, only part time. Therefore, there wouldn't be any benefits coming out of the revolving fund. Under the revolving account she is unaware of any requirement but she will double-check and get back to him at the next meeting.

There was more discussion amongst the Council and Ms. D. Menard as to how budget questions would be directed from the Council. It was agreed that over the next two weeks the Council will digest the budget and ask any questions at the next meeting on April 24. Ms. D. Menard said the department heads will be well prepared and, also, she and Ms. S. Menard should also be able to answer any questions they had. They all thought this worked well last year and would be an efficient way to answer questions.

Ms. S. Menard next went over the Supplemental Requests, and ELCAT and Water and Sewer Enterprise Funds. Ms. D. Menard commented that the water and sewer rates will have to be recommended by the DPW Board.

After addressing the 2019 Recommended Capital Projects, Ms. D. Menard said she had made revisions after talking further with Ms. S. Menard, DPW Superintendent Bruce Fenney, IT and all department heads, to make sure we accurately understand what the needs are and prioritize correctly. All the “1’s” are not in priority order; they are in alpha order, and she added the last column in response to Councilor O’Connor’s request, reflecting an explanation for each item. Also, the Council had asked for possible bonding items and those are also listed. Ms. S. Menard noted that the tax rate would increase less than a dollar if everything was approved without the supplemental or bonding items.

Lastly, Ms. S. Menard outlined the Revolving Funds Under Chapter 44 Section 53E1/2, which are Solid Waste Disposal, Council on Aging and Health Department; and Revolving Fund Under Chapter 44 Section 53D, which is Recreation. Ms. D. Menard complimented Recreation Director Donna Prather, as she was very helpful. Ms. S. Menard commented that creating the sub accounts in Recreation last year was very helpful in tracking and reviewing the budget.

Councilor Anderson asked how this budget presentation will reach the public and Ms. D. Menard replied that it will appear on ELCAT and will include the slides from the budget presentation. Ms. D. Menard asked if there were any other questions and Councilor Ford replied that there was a lot of information to review, and he appreciates the first pass. However, the size of the whole budget is a concern, and there was a lot accomplished last year so there may be some things they will have to say no to this year. Ms. D. Menard responded that they are in the transition of a three year plan in doing the emergency services pieces, and that certainly is a big portion of that.

**Motion:** President Manley took a roll call vote to adjourn to Executive Session to discuss the purchase, exchange, lease, or value of real estate coming back into Open Session only for the purpose of adjournment. Councilor Kane – aye; Councilor Hill – aye; Councilor Anderson – aye; Councilor Ford – aye; Councilor Federici – aye; Councilor O’Connor – aye; President Manley – aye.

**Motion:** Councilor Federici made a motion to adjourn at 7:52 p.m. Councilor O’Connor seconded and all were in favor.

Respectfully submitted,

Jeanne R. Guertin  
Assistant Town Clerk