



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

TOWN COUNCIL

(413) 525-5400 ext. 1001

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

Approved 04/27/2021

MINUTES
Town Council Meeting
April 13, 2021 at 6:00 p.m.
East Longmeadow, Massachusetts 01028

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

Absent: Don Anderson

Council President Kane opened the meeting at 6:00 p.m. followed by a Moment of Silence. The meeting was conducted remotely consistent with Governor Baker's 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 Kane noted that all votes taken would be roll call votes.

Public Comments: None

Council Comments: Councilor Page stated it has been a while since we did the Capital Projects last year and was wondering if at a future meeting we could bring up those items. President Kane believes they can get on the next meeting's agenda.

Town Managers Report: Town Manager Mary McNally gave her report as shown in Attachment A.

Ms. McNally also reported on the following:

Ms. McNally and Chief Williams attended a reception on Monday 4/12/2021 that was held at Westcomm. It was the first day of the week of National Public Safety Tele-Communicators week. Several proclamations were read honoring some of the independent cases that were handled by these dispatchers. The director reported that their training is going well and they currently have five vacancies for full-time dispatchers that they expect to fill by July 1st.

On Saturday April 10, 2021, the core network system that supports the communications in town crashed; Ryan Quimby, through his remarkable dedication, spent 14 hours overnight Saturday into Sunday morning relocating the brain from one tower to another to keep us operating. This \$200,000.00 project is on our Capital recommendations for FY22. Because this was an emergency and after briefly speaking to the Town Council President they decided to go forward and order the hardware to replace what has failed. Ms. McNally wanted the Council to be aware that this will be coming off the Capital Projects for FY22 because the equipment has been ordered.

There has been a significant amount of grant research in the last few weeks dealing with Community Compact Grants that go back to 2017. There were a couple of grants awarded to East Longmeadow under their best practices program and unfortunately, neither of those grants were properly tracked and accounted for so they are looking for some information in order to close the grant. It is difficult to piece together what happened four years ago but they are working with the Division of Local Services in the hopes that the inability to complete those projects will not negatively affect the town going forward on :

Ms. McNally received an update from Donna Prather at the Recreation Department:

- There are currently 789 children enrolled in spring sports; they have to order additional equipment due to more registrations and Covid precautions.
- Swimming lessons are going extremely well, and private lessons have begun.
- Camp and Aquatics planning for the summer is going well and they are ahead of schedule.
- There are nine vendors for the Farmers Market.
- There will be a free drive in movie night in conjunction with the Council on Aging for next Friday for grandparents and grandchildren.
- April vacation programs will be starting next week.
- The trip calendar for Teen Adventure Camp is being finalized.
- The Recreation Department has come across an opportunity working with Planning Director Bethany Yeo for an application for three grants, which will all come from the National Parks Association. If successful, it could result in excess of \$600,000.00 in new funding for projects at either Pine Knoll or other recreational sites in town.

Ms. McNally met with Health Department staff regarding the waste hauling contract. Republic's contract extends through June 30, 2022. They would like to get the RFP out within the next 45 days in the hopes that any vendor who is interested will be able to plan accordingly by having essentially a year in advance. The trash collection issue is very problematic and there are dozens of complaints weekly. They hear the explanations from our vendor; things are very difficult for them, as well as for the people who do not get their trash picked up.

Councilor O'Connor asked if the Recreation Department allows residents to be accepted first and then open it up to non-residents. Ms. McNally stated yes they do.

Councilor O'Connor stated that he had participated in one of the Master Plan sessions and provided corrected information to the Committee and it is not included in the last draft he saw. Councilor O'Connor is wondering who he should contact to see why the information is not there. Ms. McNally informed him as she understands it, is the drafters are the consultant that was hired by Pioneer Valley. Ms. McNally stated that if Councilor O'Connor wants to send her the information she would send it to the Planning Director who can send it the consultant through Pioneer Valley.

Approval of Minutes:

- A. Approval of March 23, 2021 Open Session Minutes-
*Councilor Hill made a motion to approve the March 23, 2021 Open Session minutes. Councilor Page seconded the motion. **Roll Call Vote- Councilor Hill- Yes, Councilor Anderson –Absent , Councilor Page – Yes, Councilor Henry – Yes, Councilor Richards- Yes, Councilor O’Connor – Yes and President Kane- Yes.***

- B. Approval of March 24, 2021 Open Session Minutes-
*Councilor Page made a motion to approve the March 24, 2021 Open Session minutes. Councilor Richards seconded the motion. **Roll Call Vote- Councilor Hill- Yes, Councilor Anderson – Absent, Councilor Page – Yes, Councilor Henry – Yes, Councilor Richards- Yes, Councilor O’Connor – Yes and President Kane- Yes.***

- C. Approval of March 30, 2021 Open Session Minutes-
*Councilor O’Connor made a motion to approve the March 30, 2021 Open Session minutes. Councilor Henry seconded the motion. **Roll Call Vote- Councilor Hill- Yes, Councilor Anderson – Absent, Councilor Page – Yes, Councilor Henry – Yes, Councilor Richards- Yes, Councilor O’Connor – Yes and President Kane- Yes.***

- D. Approval of March 30, 2021 Executive Session Minutes-
*Councilor Page made a motion to approve the March 30, 2021 Executive Session minutes. Councilor Hill seconded the motion. **Roll Call Vote- Councilor Hill- Yes, Councilor Anderson – Absent, Councilor Page – Yes, Councilor Henry – Yes, Councilor Richards- Yes, Councilor O’Connor – Yes and President Kane- Yes***

Orders of the Day

A. Licensing Matters: None

B. Financial Matters:

1. Approval of Community Preservation Funding of \$13,400 from the Historic Preservation Account for repairs to the Norcross Center Carriage House – CPC Chair Jonathan Torcia

Mr. Torcia explained that this funding would be going to repainting, refurbishing and replacing the door on the Carriage House. They will be using the same contractor as they did for the porch project. If approved he would expect a quick turnaround time.

Councilor Richards made a motion to approve Community Preservation Act funding of \$13,400.00 from the Historic Preservation Account for repairs to the Norcross Center Carriage House. Councilor O’Connor seconded the motion

Councilor Page stated that in the letter that Mr. Torcia submitted the recommendation was for a new door to be located within the Carriage House at the Norcross House. Under project expenses, it talks about painting the exterior of the Carriage House and the proposal lists painting of the Carriage House. Councilor Page believes that painting falls under maintenance and does not think

that maintenance is allowed under CPC funding. From the letter, they received and the proposals that were submitted in the application it sound like these are two completely different items.

Mr. Torcia stated that what he meant to say in the letter was replace the paint or refurbish the door. Mr. Torcia feels he should have used slightly better language. When vetting this project Mr. Torcia took it to the CPA organization, the non-profit organization that gives him technical support and advice, and they felt comfortable with it. It is at the discretion of the Community Preservation Committee with Town Council having the final say. Mr. Torcia stated that this is a onetime payment it would not be reoccurring.

Councilor Page stated the proposal is to paint exterior of the Carriage House for \$11,750.00, replace rotted exterior, and trim for \$1,650.00. Councilor Page believes this is for the entire Carriage House not just the door.

Councilor Richards stated that she attended the CPC meeting when this particular project was discussed. The town had invested a substantial amount of dollars into this historic project in the past. This is a situation where there are not a lot of dollars coming in to fund these things. We need to keep them in good stead otherwise; we have wasted the money that we have invested. Councilor Richards believes this is a gray area, whether it is repair, maintain or restore, the focus is to try to protect. You can see from the pictures that there are areas that are rotting so these areas have to be repaired then restored and then painted to protect going forward. Councilor Richards does not look at it as maintenance. The Norcross House does not have a town budget to support them. The CPC all agreed this was a good use of Historical funds.

Mr. Torcia stated that when he took over as Chair of the CPC there were not a lot of rules at the local level for CPC. Mr. Torcia's hope is to develop a comprehensive master plan that specifically lays out criteria and what would be approved under CPC.

Councilor Henry stated that we keep hearing that this was the exterior door of the Carriage House but also heard it might be an interior door of the Norcross House and would just like to clarify that we are talking about the exterior door of the Carriage House.

Mr. Torcia explained that this will project will take place entirely in the Carriage House.

Councilor Henry does not get the impression that any of the Councilors are against this project it is only the source of funding. Councilor Henry would propose that the Council or the town could look at this as a Capital Improvement project that would be paid from town funds rather than CPC funds.

Councilor Richards stated that the Norcross House is not a town building; it falls under the jurisdiction of the Friends of the Norcross.

After further discussion, Councilor Page suggested the motion be amended to include the words "and painting".

Councilor Richards rescinded her original motion and Councilor O'Connor rescinded his second to the motion.

*Councilor Richards made a motion to approve the Community Preservation act funding of \$13,400.00 from the Historic Preservation Account for repairs and painting to the Norcross Center Carriage House. Councilor O'Connor seconded the motion. **Roll Call Vote- Councilor Page- Yes, President Kane- Yes, Councilor Hill- Yes, Councilor Richards – Yes, Councilor Henry-Yes, Councilor O'Connor- Yes and Councilor Anderson – Absent.***

2. Approval of Community Preservation Funding of \$134,722.49 from the Undesignated Account for the resurfacing of the high school track project– CPC Chair Jonathan Torcia

Jonathan Torcia explained that this project is to resurface the High School track. This process is needed every eight to ten years. The total project is \$162,722.49 and \$28,000.00 will be coming out of the School Department's revolving rental fund.

President Kane stated that he went over to the High School and spent some time looking at the track and did some investigating. President Kane feels that the track is in good shape but if we skip this process, we may be looking at a new track sooner rather than later.

Councilor Hill made a motion to approve Community Preservation Act funding of \$134,722.49 from the Undesignated Account for the resurfacing of the high school track. Councilor Page seconded the motion.

Councilor Page asked why we asked for funding out of the undesignated account instead of the Open Space and Recreation account, and asked if we have a balance on the Open Space and Recreation account. Jonathan Torcia explained that the undesignated fund has a bit more money in it so there is more of a cushion compared to the recreation fund. Councilor Page stated that the undesignated fund could be spent anytime anywhere which is why he would be more apt to use this out of the recreation fund because if another recreation project came up and we needed more money we could take it out of the undesignated fund.

(In lieu of President Kane, being temporarily unavailable due to technical difficulties Vice President O'Connor assisted in running the meeting.)

Councilor Henry asked if we received competitive bids on this, it seems like a lot of money to put a coating on a track.

Councilor Page stated this is the first step and from what he has read Gale Associates will be sending out requests for proposals. He does not think the final price is actually known yet.

Superintendent Gordon Smith stated they would have Gale Associates send it out for a competitive bid. Gale Associates have given them a good faith estimate and if it were approved tonight, they would go out to bid and hopefully come under that price.

DPW Superintendent Bruce Fenney stated that the track is worn and it becomes brittle. The cost of a new track would be much higher. They would have to grind down the total existing surface to the original pavement and start fresh.

Councilor O'Connor stated that he is in support of this project but it is unclear as to who is going to maintain the track.

Greg Thompson stated their philosophy has been to open the track up to the public just as much as sporting events. It would be cost prohibited to fund personnel that would be there all the time but they do monitor it.

Superintendent Smith stated that when the track was completed in 2011 a booster group had asked that they make a commitment to leaving the track open for the public. In terms of maintaining the track it is a partnership with the DPW. In terms of monitoring the use, any school, rec or rental function always has a site supervisor on site.

Councilor Page made a motion to amend the motion to have the money come out of Open Space and Recreation. account instead of the Undesignated account. Councilor Richards seconded the motion. – Roll Call Vote- Councilor Page- Yes, Councilor Hill – Yes, Councilor Richards- Yes, Councilor Henry- No, Councilor O'Connor- Yes, Councilor Anderson – Absent and President Kane absent at the time of vote.

Councilor Hill made a motion to approve Community Preservation Act funding of \$134,722.49 from the Open Space and Rec Account for the resurfacing of the high school track. Councilor Page seconded the motion. Roll Call Vote – Councilor Page – Yes, Councilor Hill-Yes, Councilor Richards- Yes, Councilor Henry – Yes, Councilor O'Connor-Yes, Councilor Anderson – Absent and President Kane – Absent at the time of vote.

3. Rescind the February 11, 2020 Town Council motion “that the Council authorize CPA funding request for \$113,101.00 for purposes of the Recreation Commission to be able to enter into RFP’s for engineering and design of phase one of the proposed project at Heritage Park and the money be spent out of the undesignated funds account” – CPC Chair Jonathan Torcia

Mr. Torcia explained this is just to put back money that did not end up getting used.

Councilor Page made a Motion to rescind the February 11, 2020 Town Council motion “that the Council authorize Community Preservation Act funding request for \$113,101.00 for purposes of the Recreation Commission to be able to enter into RFP’s for engineering and design of phase one of the proposed project at Heritage Park and the money be spent out of the undesignated funds account” Councilor Richards seconded the motion. Roll Call Vote- Councilor Page-Yes, Councilor Hill- Yes, Councilor Richards – Yes, Councilor Henry – Yes, Councilor O'Connor – Yes, Councilor Anderson – Absent and President Kane – Absent at the time of vote.

4. FY21 3rd Quarter Budget Update – Finance Director Steve Lonergan-

Mr. Lonergan updated the Council on the FY21 3rd Quarter Budget as shown in Attachment B.

Councilor Page asked if there were any departments he was concerned about. Mr. Lonergan thinks we are in good shape. With the turn backs we have, as we do every year, we will cover any deficits, he does not think we will have to go into stabilization or free cash. The core for the computer is a good hit but it was an emergency and he does not think we will not be able to

handle that with our turn backs. The Department Heads have done a wonderful job at trying to keep within their means.

Councilor Henry stated that one of the things that former Finance Director Sara Menard did was bring in the areas that she herself was concerned with. This is what they look for, to say which accounts are the ones that are concerning, even though they might be covered by the end of the year by another account. It gives us a better flavor of how the town is working. Mr. Lonergan will have that in the next report.

Old Business:

1. Amend the March 9, 2021 motion to approve the street acceptance of Silver Fox Lane, to include a specific reference to the plan-

Councilor Henry made a motion to amend the March 9, 2021 motion to approve the street acceptance of Silver Fox Lane, as shown on the As Built Plan dated October 29, 2020, surveyed by Paul S. Smith Land Surveying, and on record with the East Longmeadow Planning Department. Councilor Hill seconded the motion. .

Town Clerk/Clerk of the Council Jeanne Quaglietti explained that after the last vote was taken Planning Director Bethany Yeo found that we could not release the bond because we were still not doing all the steps that we had to do to complete this process. We had to have an order of taking signed by the full Council with a legal description of the property. Once that document is prepared, we need each of the Councilors' physical signatures on it and then that will be recorded. There were other steps that were not covered in the last vote.

(After experiencing technical difficulties, President Kane was able to rejoin the meeting.)

Roll Call Vote- Councilor Hill- Yes, Councilor Anderson – Absent, Councilor Page – Yes, Councilor Henry – Yes, Councilor Richards- Yes, Councilor O'Connor – Yes and President Kane- Yes.

2. Planning Board recommendation for Special Permit Criteria Zoning Bylaw Amendment

Councilor Page made a motion to accept the Planning Board's recommendation of a Zoning Bylaw amendment to 7.2 Special Permits, 7.30 Criteria, adding section "i. All required state and local licenses must be acquired and kept current. Failure to meet this criterion is grounds for revocation of the Special Permit by the Special Permit Granting Authority." Councilor Richards seconded the motion.

Councilor Page stated that if he is correct, what we are doing is saying that we accept the fact that the Planning Board is making a recommendation that was different than what our language was that we sent to them. Going forward we still hold the two readings with the Public Hearing. Ms. Quaglietti stated that was correct and the earliest we can do that would be the first meeting in May.

Roll Call Vote- Councilor Hill- Yes, Councilor Anderson – Absent, Councilor Page – Yes, Councilor Henry – Yes, Councilor Richards- Yes, Councilor O’Connor – Yes and President Kane- Yes.

New Business: None

Action Items for Next Meeting:

- Capital Projects
- List of Streets that fall under the purview of street takings

Councilor Hill made a motion to adjourn the Open Session meeting. Councilor Page seconded the motion.

Roll Call Vote- Councilor Hill- Yes, Councilor Anderson – Absent, Councilor Page – Yes, Councilor Henry – Yes, Councilor Richards- Yes, Councilor O’Connor – Yes and President Kane- Yes.

The Open Session meeting adjourned at 7:15 pm. The next Open Session meeting will be April 27, 2021 at 6:00 pm.

Respectfully submitted,

Jackie Sullivan

Assistant Town Clerk

Documents: Agenda, Silver Fox Lane PDF, Memo Zoning Bylaw Amendment Special Permit Criteria, Town Manager Report, Memo Street Acceptance Silver Fox Lane, Order of Taking of Land for Public Way, March 30, 2021 Executive Session Draft Minutes, March 30, 2021 Open Session Draft Minutes, March 24, 2021 Open Session Draft Minutes, March 23, 2021 Open Session Draft Minutes, FY21 3rd Quarter Update, February 11, 2020 CPC Vote for Heritage Park Study, CPC playground at Pine Knoll letter, CPC East Longmeadow track resurfacing letter, CPC Carriage House letter.