



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*

Approved 6/23/2020

MINUTES
Special Town Council Meeting
June 9, 2020 at 2:00 pm
East Longmeadow, Massachusetts 01028

Present: President Kathleen Hill, Pat Henry, Marilyn Richards, Don Anderson and Tom O'Connor.

(Vice President Michael Kane joined at 2:34 pm)

Absent: Ralph Page

Council President Hill opened the meeting at 2:00 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 Hill noted that all votes that are taken will be roll call votes.

Public Comments:

Connor O'Shea of 20 Tanglewood Drive congratulated Marilyn Richards and Mike Kane on the election. Mr. O'Shea also stated that he finds these virtual meetings of all the different committees in town to be helpful, it seems to have brought more engagement in the Community. Eventually we will return to in person meetings again when the Covid inevitably settles down. He is wondering if there are ways that we can continue to have some of these aspects moving forward. Whether it's public comments, public hearings or for people who are making presentations on matters to the Council. Would some of those things be allowed to be remote if those people cannot attend the meetings in person?

President Hill stated that would be something they can investigate. It is her understanding that normal Open Meeting Laws may have provisions for remote input so they will certainly look into that and do their best at the time that we return to live in person meetings.

President Hill thanked Connor O'Shea for his participation in the election last week and congratulated him on the voter turnout that he received. President Hill also told Connor O'Shea to stay interested in Government and also asked him to encourage his generation to get actively involved

Council Comments: Councilor Henry wanted to urge any resident who is concerned about their taxes to please read the Reminder article last week by the vice chair of the Longmeadow Finance Committee. While Longmeadow is much closer to the maximum 25 per thousand limit East Longmeadow shares the exact same budget challenges. This article very clearly describes so many of these challenges and gives you a real appreciation of the problem.

Councilor Henry would like to see if Bruce Fenney could apprise us of the issue of the technical violation of the halo acetic acids which is not our fault but has been going on now for almost a year. Councilor Henry would like more information on this.

Town Manager Report:

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

Ms. McNally also stated that the final operations telephone conference was this morning. We have had about 40 of them since this began. As things have tapered off and some activities are returning it was decided that those weekly calls are no longer necessary and they will be done on an as needed basis.

Phase 2 began on Monday June 8, 2020 and there was an enormous amount of effort that was necessitated. When the announcement was made at noon on Saturday the expectation that everything would be ready to go Monday morning at 8:00 am was a bit unrealistic. Ms. McNally owes a great deal of gratitude to a number of Department Heads that really went out of their way to get this done. In particular Mary Race from the IT Department worked 36 hours on Friday alone getting the online application ready. Jennifer Kerr did a great job receiving the submissions over the weekend, Kevin Duquette worked tirelessly Saturday, Sunday and Monday and Jeannie Quaglietti started it all with her connections to Chelmsford which was the springboard for our application.

The Black Lives Matter protest was this weekend which engaged the Police Department, the Fire Department, the DPW, the Health Department and herself. Ms. McNally is happy that everything turned out as well as can be expected and she wanted to make her appreciation a part of the public record.

Ms. McNally also reported that Phase 2 requires self-certification so the enforcement activity conducted by the Health Department should abate a little bit because most of the new activities that are being resumed in Phase 2 will be enforced only as a result of complaints from the public. As opposed to Phase 1 when businesses had to be determined to be essential.

Ms. McNally suggested the reappointment of Martin Grudgen to the Board of Assessors. Mr. Grudgen is an appraiser, is well versed in all aspects of real estate valuation and has been on the Board for a number of years. Diane Bishop recommended that Mr. Grudgen's application for reappointment be favorably viewed by the Council.

Councilor Henry asked if there was a timetable for the Town Hall and the Library reopening. Ms. McNally stated that there is no date yet for the Town Hall. The Library expects to begin their curbside service within the next ten days.

Councilor O'Connor asked if the summer camps that the Recreation Department is offering are expected to start fairly soon, is there a starting date and will the pool be part of that process? Ms. McNally stated that the summer camps and pools are allowed in Phase 2. Ms. McNally was not sure of the start date.

*President Hill made a motion to reappoint Martin Grudgen to Board of Assessors. Councilor O'Connor seconded the motion. **Roll Call Vote – President Hill – Yes, Councilor Richards- Yes, Councilor Anderson – Yes, Councilor O'Connor Yes, Councilor Henry – Yes.***

Approval of Minutes:

May 12, 2020 Open Session Minutes- *Councilor Henry made a motion to accept the May 12, 2020 Open Session Minutes. Councilor O'Connor seconded the motion. **Roll Call Vote – President Hill- Yes, Councilor Richards – Yes, Councilor O'Connor –Yes, Councilor Henry – Yes and Councilor Anderson – Yes.***

May 26, 2020 Open Session Minutes- *Councilor Henry made a motion to accept the May 26, 2020. Open Session Minutes. Councilor Richards seconded the motion. **Roll Call Vote – President Hill- Yes, Councilor Richards – Yes, Councilor Henry – Yes, Councilor Anderson-Yes and Councilor O'Connor –Abstain.***

May 26, 2020 Executive Session Minutes – *Councilor Anderson made a motion to accept the May 26, 2020 Executive Session Minutes. Councilor Richards seconded the motion. **Roll Call Vote – President Hill- Yes, Councilor Richards – Yes, Councilor Henry – Yes, Councilor Anderson-Yes and Councilor O'Connor –Abstain.***

Communications, Correspondence and Announcements:

- A. Antonacci Family Foundation Donation to the Food Bank of Western Massachusetts:
President Hill stated the Council was the recipient of a letter from Mr. Andrew Moorehouse, the Executive Director of the Food Bank of Western Massachusetts indicating that the Antonacci Family Foundation made an extremely generous donation to the Millions of Meals initiatives. This was a virtual food drive to assist those struggling with food insecurity, especially during the recent health crisis. Mr. Moorehouse was writing to let them know that the food bank through the generosity of the donation was able to give a sizeable contribution to the East Longmeadow Senior Friendship Club and they will continue to receive a direct allocation as part of this initiative. President Hill thanked the Antonacci family and the Food Bank for their generosity.

- B. June 2, 2020 Town Election Report - Town Clerk/Clerk of the Council Jeanne Quaglietti:
Town Clerk/Clerk of the Council Jeanne Quaglietti reported on the June 2, 2020 Election. Ms. Quaglietti read the results of the election and June 2, 2020 Local Town Election. The voter turnout was 9.5%. Over 49% of the ballots cast were absentee ballots. Ms. Quaglietti stated that she was happy with that because we had encouraged people to vote absentee; there were three robo calls, two articles in the Reminder as well as information on the website and Facebook. Ms. Quaglietti reported that the layout that was used to make it Covid safe worked well; there were a lot of compliments from the voters coming in. The Fire Department came in and demonstrated how to sanitize the voting booths, and pens. Using the cafeteria allowed us to monitor the amount of people coming in and to

make sure they were safely distanced. This was a collaborative effort and the custodians did a great job setting up. Ms. Quaglietti feels that everything went well.

President Hill stated that she had the chance to vote by absentee ballot in an effort to understand the process and was also able to visit the polling station at Birchland. President Hill stated that she cannot stress enough how efficient the layout was also the efficiency and upbeat attitudes of all of the poll workers. President Hill thanked Jeanne Quaglietti and her staff for making this come together.

- C. Letter from Michael Schoenberg regarding police body cameras: President Hill stated that Mr. Shoenberg wrote to the Council complimenting the Police Department on being responsive in their training of police de-escalation techniques and methods. The purpose of Mr. Schoenberg's letter was not only to compliment our Police Department but also to ask if the Chief would enter a discussion around the purchase of body cameras. President Hill has forwarded this to Chief Dalessio and will leave it up to the Chief and the Public Safety officials to decide how they want to start a discussion.

Public Hearings: None

Orders of the Day:

A. Licensing Matters

1. Discussion of Alcoholic Beverages Control Commission Advisory regarding Local Licensing Authorities' approval of outdoor seating. Town Manager Mary McNally explained that Phase 2 allows for open air dining with certain restrictions regarding spacing of tables. Because some of the venues' licenses and permits are limited to indoor space if they wanted to expand outdoors certain procedures were necessary to amend their permits. The Planning Board met to work on the site arrangements and make recommendations that were in conformity with Chelmsford and our online submission. The Alcoholic Beverage Control Commission has also relaxed its normal Public Hearing requirements in an effort to expedite your ability as a Local Licensing Authority to approve amended licenses and permits for alcohol service and outdoor dining. Since the applications that come in will all need approval Ms. McNally's thought is to have the Council consider delegating the authority to one of the members of the Council so that as the applications come in they would not have to wait two weeks for the next Council meeting in order to approve those.

President Hill stated that the Planning Board met for a special meeting to allow the establishments that already have a license in place to have a temporary extension permit effective anywhere from June 4, 2020 until November 1, 2020.

Councilor Richards stated that she has seen some of the setups already in place and is excited that we have made such progress in a short period of time; her biggest concern was the combination of dining patrons and vehicular traffic. She is more comfortable now with how things have played out. Councilor Richards stated we need to make sure our patrons are safe and she is getting a sense that is all being addressed. President Hill stated that multiple hands have been involved in this process to expedite it for the businesses in town and to make sure we have addressed every aspect.

Councilor Henry asked if the restaurants that share a location with another business need approval of the abutter. Ms. McNally said not necessarily the approval of the abutter; although

she believes most venues have obtained that, they do have to have the approval of their landlord when they are encroaching on parking spaces. There are other requirements regarding the perimeter of the parking area to protect patrons.

Councilor Henry suggested that they add Mike Kane as Vice President to be able to sign off on the licenses.

Councilor O'Connor suggested that they have the motion read: Authorize the President and the Vice President sign off on the licenses and not name names in case the President and Vice President change come July 1, 2020.

Councilor O'Connor made a motion that they authorize the Town Council President, in lieu of the Town Council President the Vice President, to approve amended alcohol beverage licenses on behalf of the Town Council being the Local License Authority for the purpose of temporary outdoor dining areas and said amended licenses to expire no later than November 1, 2020. Councilor Henry seconded the motion. Roll Call Vote – President Hill- Yes, Councilor Richards – Yes, Councilor O'Connor –Yes, Councilor Henry – Yes, Councilor Anderson – Yes, Councilor Kane-Yes.

B. Financial Matters

1. Approval of Deficit Spending Approval/Single Month Budget Request –

Town Manager Mary McNally stated that the Council had in their packet a sheet entitled Deficit Spending Approval Single Month Budget Request (attachment B). Ms. McNally is seeking the Council's approval today June 9, 2020. Assuming it is granted it has to be forwarded to Boston in order for the town to maintain its operating accounts and spending authority as of July 1, 2020. The basis for this is because we do not have a budget in place and in the event that we are not successful in passing a budget by June 30, 2020 we will have the authority to continue spending. This is just an estimate; the Division of Local Services in Boston does not require a specific amount.

Councilor O'Connor asked since this is an estimated amount is it better to estimate higher on the safe side. Ms. McNally said not for July because typically you budget 1/12th with some precision. In July you're paying in excess of your 1/12th budget for the year. Ms. McNally is not too concerned about their ability to meet this.

Councilor Henry commented that if he is reducing the budget correctly it must account for anticipated reduction in revenues and also reflect prudent fiscal restraint; is this budget the same as last year or is this budget somewhat less because of known or anticipated reductions in revenue?

Ms. McNally stated that the amount on the sheet is the amount that was paid out in July 2019 and it still takes into account lessened revenues because we can accommodate them by the savings that we have accumulated from the last quarter in fiscal 20.

Councilor Henry is concerned that we do not overspend just because we have this excess ability approved by the state. Ms. McNally said if we are still in this financial dilemma in August and September we can make the adjustments necessary to reduce the 1/12th amount.

*Councilor Richards made a motion that the Town Council approves the monthly expenditure plan for July 2020 as submitted by Town Manager Mary McNally. Councilor Anderson seconded the motion. **Roll Call Vote – President Hill- Yes, Councilor Richards – Yes, Councilor O’Connor –Yes, Councilor Henry – Yes, Councilor Anderson – Yes, Councilor Kane-Yes.***

Old Business

1. Traffic on Rural Road – Speed Bump Estimates – DPW Superintendent Bruce Fenney-

Bruce Fenney gave an overview of two of the items in the Council’s packet. The speed table estimate was \$128,000.00; these are large structures and would be for two at this location. The speed table is typically used under Mass. Highway Rules and Regulations. In the Institute of Transportation engineers’ speed tables are used in areas where there is heavy vehicular traffic and heavy pedestrian traffic. When you put a speed table in you have to have sidewalks on either side of the street that would elevate the pedestrians so vehicles can see them. President Hill asked if the speed table was a much bigger endeavor. Mr. Fenney stated yes it was, both in size and cost.

Mr. Fenney reported on the speed humps; the total for two speed humps is \$3,488.38 including signs. These devices can actually be taken up during the winter months. Ms. Fenney has spoken to the Police Chief who also recommends putting in two structures at this location

Councilor Richards asked what the cost would be to have Rural Lane put on the Master Sidewalk Plan and what kind of money do we have for sidewalks right now. Mr. Fenney stated that they have a little over \$3,000.00 right now in their fund. They are hoping to get about \$400,000.00 for various projects such as signal improvements, sidewalks and bike lanes from the Complete Streets Program that has been submitted through Capital Planning. Councilor Richards stated the reason she is asking is because these humps can be relocated and if we were to bring a sidewalk into Rural Lane and provide some protection for pedestrian safety in that neighborhood. Perhaps that could be the final answer and then the speed humps could be used someplace else within the community with a similar type of situation stated Councilor Richards.

Councilor Henry asked if there has been any consideration for a speed bump on Pilgrim Road. Mr. Fenney stated no he has not considered that, and no one has approached him about Pilgrim Road.

President Hill asked if Mr. Fenney had given any thought as to where this would be funded from. Mr. Fenney stated that he was going to ask the Council to wait until July 1, 2020 and he would take it out of his operational expenses budget.

Councilor Anderson asked if additional signage is needed. Mr. Fenney stated that he is going to add additional signage.

Councilor Anderson made a motion that removable speed humps be placed on two spots on Rural Lane as determined by the police and the DPW and that the expenditure not to exceed

*\$3500.00 will be taken after July 1st on next year's fiscal budget out of DPW's operating expense. Councilor O'Connor seconded the motion. **Roll Call Vote – President Hill- Yes, Councilor Richards – Yes, Councilor O'Connor –Yes, Councilor Henry – Yes, Councilor Anderson – Yes, Councilor Kane-Yes.***

New Business:

1. Discussion of Town Council Summer Meeting Schedule- President Hill stated that the practice that the Council has had in the past was to meet for one meeting instead of two. Given the situation of the public health emergency as well as the deficit spending. President Hill suggests that we keep the two meetings a month in July and August. The rest of the Council was in agreement with President Hill.

Bruce Fenney addressed Councilor Henry's question regarding the halo acetic acids. Mr. Fenney stated that these are DBP's. There is a disinfectant by-product which kills bacteria biological contaminates in our water. We are receiving the exceedance at the direct connection with Springfield at our Harkness station. Mr. Fenney stated that they work closely with Springfield Water and Sewer and the DEP. We have these exceedances in order to help reduce these DBP's. They get reports from Springfield Water and Sewer so when the water does get into the Harkness station they do not add additional chlorine or things of that nature into the water which would elevate the DBP's. They are working with DEP whenever there is an exceedance. They are also working very closely with Springfield to get this under control. Mr. Fenney also stated that Springfield is in the process of investing millions and millions of dollars at their facility on Cobble Mountain and getting new filtration systems online in order to help with some of these problems. Mr. Fenney will keep the Council informed.

Councilor Henry reiterated that this is just a technical violation and nothing that anyone should be concerned with.

Councilor Anderson had a question from someone watching the meeting; they indicated that Springfield is looking to increase its water rates and wanted to know if that would affect our rates. Mr. Fenney stated no it would not as we are under contract with Springfield Water and Sewer.

Summary of Action Items: None

*Councilor Henry made a motion to adjourn. Councilor Richards seconded the motion. **Roll Call Vote – President Hill- Yes, Councilor Richards – Yes, Councilor O'Connor –Yes, Councilor Henry – Yes, Councilor Anderson – Yes, Councilor Kane-Yes.***

The meeting was adjourned at 3:18 pm. The next Town Council meeting is June 23, 2020.

Respectfully submitted,

Jackie Sullivan
Assistant Town Clerk

Documents: Agenda, Town Managers report, Town Council President memo for a special meeting, Rural Lane speed humps pdf, May 12, 2020 Open Session draft minutes, May 26, 2020 Open Session draft minutes, May 26, 2020 Executive Session draft minutes, Clerks certification of Town Manager plan, Speed Bump estimate, Outdoor dining information from ABCC, Letter from Michael Schoenberg, Deficit spending approval, Antonacci Family Foundation email and Annual Town Election results.



TOWN OF EAST LONGMEADOW

Town Manager's Report

June 9, 2020

Attachment A

Good Afternoon:

Crisis management continues to be the order of the workweek, in this 13th week of our Covid response. As you know, Phase II of the Governor's re-opening plan is underway as of yesterday and the various Departments in Town have been doing everything possible to learn, advise, inform and implement the necessary protocols for safe reopening of businesses as well as municipal buildings. The allowance of open air dining in Phase II presents a series of questions related to how the permitting process can be expedited for the expansion of premises for service of food and alcohol under an existing license. The onus has been placed on the respective business entity to self-certify that it is in compliance with all regulatory requirements. Allowance of tents and/or canopies also creates opportunities for interpretation which we must manage. Much attention has been given to this issue by the Dept. of Public Health with advisories to municipal entities issued continuously. The Planning and Building Departments as well as the Town Clerk's office, Fire, Police and Health Departments have been actively involved in monitoring this aspect of the re-opening. We posted an advance directive of sorts on the Town's website which included reference to State Guidance documents as well as Town requirements on many operational, public safety and permitting issues. We provided this guidance several days in advance of the Governor's anticipated announcement regarding the official start of Phase II in an effort to expedite all approvals and inspections and facilitate a swift response to proposals for license and permitting amendments.

Also in Phase II, the Recreation Department will offer summer camps to Town residents, having been advised of the specific protocols and safety requirements issued by the Commonwealth. Donna Prather and Geordie Emmanuel and their staff are very enthusiastic and dedicated to providing this option to families and children this summer.

On fiscal matters, I submitted a request for Cares Act funding for appropriate, unbudgeted Covid expenses incurred between March 1 and June 30, 2020. The details of submissions for Federal reimbursements and the interplay between these funding sources was the subject of a conference yesterday. I also have submitted for your review and approval today, a 1/12 budget for July, 2020 as we do not yet have an approved budget for FY 21. This submission is in accordance with direction from the Division of Local Services Bulletin 6. This estimated spending plan is based on the amount spent in July of 2019. Assuming your approval, this request will be forwarded to the Division of Accounts for their approval prior to July 1, 2020. The Financial Oversight and Capital Planning Committees continue to meet weekly in an effort to review, evaluate and revise the respective draft budget submissions for FY21.

Several of our furloughed administrative employees (5) have been recalled to work this week based on accommodations made to offices in compliance with safety and health directives.

I have appointed Bethany Yeo as our Acting Planning Director for the duration of the fiscal year. She is doing an excellent job coordinating the various Board and Commission meetings, petitions and grant opportunities available to the Town with the assistance of PVPC. She has also played an integral part in planning for the outdoor dining opportunity for local businesses. Additional Cares Act funding is available through a CDBG which the Planning Department is pursuing as well as a grant opportunity available by virtue of our Municipal Vulnerability Preparedness status which, if awarded, will assist with the compilation of a Master Plan. All of these matters are underway, with letters of support offered by various Departments for the "in kind" match required of the Town as a recipient of grant funding.

I suggest the reappointment of Martin Grudgen to the Board of Assessors. Mr. Grudgen is an appraiser and is well versed in all aspects of real estate valuation; he works cooperatively with the other Board members and the Department Head, Diane Bishop, and he is willing to continue his service to the Town in this capacity.

We continue to work with all state agencies regarding implementation and enforcement of the Governor's Orders and Advisories. There was a great deal of planning effort this past week and will be more in the coming weeks to prepare our public and business communities for the various phases of re-opening the economy. All Town Departments are scheduled for specific training to ensure compliance with the self-certification and attestation requirements of the re-opening.

Work continues on both the Capital Planning and Financial Oversight committees in preparation for FY 21 budget year. Various directives and budget preparation guidance continues to flow from the Division of Local Services. Absent some certainty regarding our revenue stream from the Commonwealth in the very near future, I expect to seek the Council's

approval of a 1/12 budget not only for July, but potentially August and September as well as authorized by recent legislation.

Departments continue to work remotely as much as possible and with staggered work shifts when a physical presence in Town Hall facilities is necessary.

The weekly EOC conference calls and various webinars continue the 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 as soon as possible.

Now that Phase II is upon us, reopening concerns are prevalent. Relaxation of earlier regulations is welcome but creates new safety compliance standards and other risks. All municipal departments continue to be as responsive as possible to the community's public health, commercial and quality of life needs.

Respectfully submitted,

Mary E. McNally
Town Manager