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 Approved 7/14/2020
Town Council Meeting
June 23 at 6:00 pm
East Longmeadow, Massachusetts 01028

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

Council President Hill opened the meeting at 6:00 p.m. followed by a Moment of Silence. The meeting was conducted remotely consistent with Governor 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: None

Council Comments: President Hill stated that she received an email from a resident on Pilgrim Road making a plea for the installation of a speed hump on Pilgrim Road in addition to the two that were voted on for Rural Lane. President Hill encouraged the individual to voice their concerns at tonight's meeting but it looks as if she is not able to be here tonight. President Hill wanted it known there has been an outreach for consideration of a speed hump on Pilgrim Road.

Town Manager Report: Town Manager, Mary McNally gave her Town Manager's report as shown in Attachment A.

Ms. McNally also reported that as of this afternoon she was on a call with the Statewide CEO's with the Mass. Municipal Association, the Lieutenant Governor and the Commissioner of the DLS and was told that the Commonwealth is also expected to do a 1/12th budget, at a minimum for July and August and perhaps September and October. There has recently been an extension granted to business owners for sales tax and tax turnover and that deadline has been extended with no penalties and interest, according to the Commissioner. The receipts and the estimates of local revenue for local aid will most likely be deferred to beyond what we had originally thought.

The CARES Act that Ms. McNally applied for came in. Approximately $175,000.00 came in to the Town a few days ago. This is only 25% of the COVID expenses that we have expended. Ms. McNally explained

how they calculate the reimbursement; they subtract what they anticipate FEMA will reimburse you and then they give you the difference.

Councilor Kane asked if the new Finance Director will be working directly from the Town Hall and if there was any other plan as to when the remainder of the employees would come back. Ms. McNally stated that topic came up today in the statewide call and the advice from Boston is still stay away and work remotely as much as possible. Stephen Lonergan, the new Finance Director's employment will begin on July 6, 2020, and he will probably be in daily in the beginning. There are no plans to reopen the Town Hall to the public at least not until the end of July. Ms. McNally stated that as of July 1st the increase in the occupancy that is allowed goes up to 50 percent; however Town Managers have the discretion to declare everyone who works in the Town Hall essential so therefore you may have 100 percent occupancy if you wish. Ms. McNally does not think that would be a good idea right now.

Councilor Page asked Ms. McNally will one of the duties of the new Finance Director be to conduct the audits that need to be completed. Ms. McNally stated it will be on his list of things to do but they need to prioritize because there are a lot of things going on in the Finance Department right now.

Approval of Minutes:

June 9, 2020 Open Session Minutes- *Councilor Kane made a motion to approve the June 9, 2020 Open Session Minutes. Councilor O'Connor seconded the motion.* ***Roll Call Vote: President Hill – Yes, Councilor Kane- Yes, Councilor Henry – Yes, Councilor Richards – Yes, Councilor O'Connor – Yes, Councilor Anderson – Yes and Councilor Page – Abstain.***

Communications, Correspondence and Announcements:

A. Acceptance of Veterans Memorial materials valued at approximately $40,870 from the East Longmeadow Veterans Memorial Committee, per Massachusetts General Laws Chapter 44 Section 53A ½ -

Council on Aging Director Carolyn Brennan explained that last year the committee was able to get $100,000.00 ear marked from the state budget to purchase items for the Memorial and it needed to be spent before the end of this fiscal year. There were a lot of things purchased for the monument and they needed a place to store it all. They purchased a trailer and container and the Fire Department has been wonderful and let them put the container along with all the items at the station. The intent and understanding is that most likely the Fire Department will probably use it after the memorial is built. In order to have all of the very expensive items insured, stated Ms. Brennan, they needed to make an official donation to the Town.

Councilor Henry made a motion to accept the Veterans Memorial materials valued at approximately $40,870 from the East Longmeadow Veterans Memorial Committee, per Massachusetts General Laws Chapter 44 Section 53A ½. Councilor Richards seconded the motion. ***Roll Call Vote: President Hill – Yes, Councilor Kane- Yes, Councilor Henry – Yes, Councilor Richards – Yes, Councilor O'Connor – Yes, Councilor Anderson – Yes and Councilor Page – Yes.***

Public Hearings: None

Orders of the Day:

A. Licensing Matters – None

B. Financial Matters -

1. Approve appropriation of $34,083.34 from the Ambulance – Receipts Reserved for Appropriation Fund for the purpose of covering Fire Department shortfalls-

Chief Morrissette explained that when he submitted the budget back in December he knew that he was going to run short but was not sure of the numbers so the Finance Director at the time had wanted him to wait until they had a realistic number. Unfortunately this was not high on his list because of the COVID. Chief Morrisette explained that they had some unexpected costs with the ambulance and medical runs have been higher.

Currently there is a surplus of about $125,000 over what the current approved FY20 budget is and what his requested FY21 is. They have the money but theoretically they cannot spend it unless it is appropriated.

Councilor O'Connor stated that he was confused by some of the numbers on the report. Councilor Henry was also struggling with the memo and asked Chief Morrisette what amount he was seeking. Chief Morrissette stated that maybe there were a few line items that had discrepancies. Chief Morrissette stated that the money that will go into this is going to cover the shortfall in the accounts and that it is coming from the receipts they have already received.

Councilor Henry was concerned because this is the last meeting of the fiscal year; and thought it would be helpful to approve the amount of $21,950.19.

Councilor Page made a motion to approve the appropriation of $21,950.19 from the Ambulance receipts reserved for the appropriation fund for the purpose of covering Fire Department shortfalls. Councilor Anderson seconded the motion. ***Roll Call Vote: President Hill – Yes, Councilor Kane- Yes, Councilor Henry – Yes, Councilor Richards – Yes, Councilor O'Connor – Yes, Councilor Anderson – Yes and Councilor Page – Yes.***

Old Business: None

New Business:

1. Approval of East Longmeadow/Longmeadow Shared Local Public Health Partnership – Board of Health-

   Health Director Aimee Petrosky and Board of Health members Dr. Sara Perez McAdoo and Karen Robitaille were present.

   Mary McNally gave some background on the shared Public Health partnership. Ms. McNally stated that the shared health initiative is the result of the recommendations of the Special Commission on Local and Regional Public Health which was created by the Mass. Legislature in August of 2016. They issued their final report in June of 2019 making six specific

recommendations for the enhancement of Public Health in the Commonwealth of Massachusetts; however while that report was being authored and investigated the Town of East Longmeadow applied for and received over four different grants designed to promote the institution of this shared initiative. Ms. McNally stated that since she started here in East Longmeadow they have been working on this with Aimee Petrosky and our colleagues in Longmeadow to try and get to a point of whether or not we can finalize an inter-municipal agreement.

Ms. McNally is asking the Council tonight to consider whether or not they want herself and Aimee Petrosky, through her department, to proceed with this initiative. The goal is to improve services and the theory is that this happens by the sharing of resources and increasing the level of attention to certain mission statements that the Commonwealth has.

Dr. Sara McAdoo noted that the meeting has been posted in accordance with Open Meeting Laws. Ms. Petrosky, Dr. McAdoo and Karen Robitaille went through the presentation as shown in Attachment B.

Ms. Petrosky noted that the Longmeadow Board of Health and the Longmeadow Select Board both have voted unanimously in favor of this. She also noted that there will be things that come up that require different responses from her but these are things we are going to find out. In this agreement we can leave with a notice and if it seems that the partnership is not working out for us we can find a way out of it. It is written into the MOU the way it stands with notice. In two years they will look at this again with factual data.

Councilor Page asked what the budget was for the Town of Longmeadow last year and will we be saving money. Ms.Petrosky noted that they do not have the operational budget yet as they were hoping to get the Council's support tonight and that way they can go ahead and get all that information.

President Hill asked if this is a 50/50 split, will all the employees become employees of the town of East Longmeadow. This makes her nervous with OPEB obligations, workmen's comp and insurance. Having been working with the Finance Subcommittee for the last three months, they have been trying to put a budget together for the upcoming year. Because of the pandemic there is significant uncertainty about how much funding a town like East Longmeadow or Longmeadow will ultimately get. President Hill struggles with how to balance this request. She has no issues with the philosophy of the partnership, but at this point they know that the State budget may not come to us in some sort of reliable numbers for 90 days or more. President Hill is not sure how to convey this to the Finance Subcommittee when we have asked most of our departments to cut. President Hill herself would like to err on the side of being cautious and revisiting the number piece when we have a little better understanding from Beacon Hill

Ms. Petrosky stated that they do not have answers to the unknown expenses and the OPEB liability; but she knows that Longmeadow expects to pay their share of all of those positions. While we are increasing positions they are taking on the liabilities of those positions. We would be saving money, this project was never intended to save money it was to strengthen our delivery

of Public Health Services, it just happens that we are going to save roughly $15,000.00 this year and $25,000.00 next year stated Ms. Petrosky.

Councilor Richards stated that she has not seen this information before Friday, as she is new. Councilor Richards is concerned that we will be responsible for all of the positions and the benefits. Councilor Richards stated that she is proud of the fact that we have a Health Director and a Health Inspector that were prepared to deal with the pandemic head on and realizes that other communities are not as fortunate. Our missing link is a nurse and she is a nurse and gets the importance of it. Councilor Richards supports regionalization and the sharing of services; why not just look at a nurse position and share the nurse position. Councilor Richards stated she is struggling with this commitment and is unsure that she has enough information to make that decision.

Ms. Petrosky stated that if we were to hire a nurse and share the nurse position we would not be saving money. Part of the reason we are saving money is because we would be splitting her salary. Longmeadow is going to be without a Director and they would be paying half of her salary; that is where we will be getting the cost savings. The second part is the SAPHE law has passed and there are incentives coming. The state is moving towards a shared Public Health model and we are on the cutting edge of that. Dr. McAdoo stated change is going to happen whether we want it to or not; this is the future of Public Health and we have to figure out how we can put our town in a position of strength.

Councilor Anderson would like to see the numbers, he knows we cannot forecast that. Councilor Anderson stated if Ms. Petrosky's job is going to be a Department Head in East Longmeadow and in Longmeadow he would be stunned if she did not ask for a pay raise, and then what are we saving. Ms. Petrosky stated that right now there is a place holder in the budget for a raise and there are no hidden fees. Ms. Petrosky feels this is the future of Public Health and is trying to support the Town of East Longmeadow to get them the best services that we can. Councilor Anderson stated that in his opinion Ms. Petrosky has done an amazing job.

Ms. McNally stated that the OPEB liability numbers is speculative and they will have to get an actuary. She is unsure how they would perform that exercise now because we do not know who the employees are and what their longevity will be.

Councilor Henry stated it is his understanding that the cost will be picked up by Longmeadow in the sharing of the cost. So it is a liability but for now it is deemed to be sort of a wash because they are reimbursing it, is this true. Ms. McNally stated they are reimbursing 50 %. Councilor Henry is very much in favor of continuing to look at this Public Health partnership recognizing that it appears in some ways to be more beneficial to Longmeadow. Now it is a matter of saying should we support the investigation, which is a different issue than saying we have to vote right now if we are in or out.

Ms. McNally stated that is how it was introduced because they anticipated the concerns that have been expressed by the Councilor's. Ms. McNally stated that she and Ms. Petrosky have had

multiple conversations about her ability, not her professional ability, but her personal ability to manage this partnership as well as all the other things that are managed. COVID is a perfect example of the stressors on the person who holds this position.

Ms. McNally would like to know if the Council wants them to keep moving forward or do you just want them to pull the plug and work on something else. Because we can't keep doing this, it has been in the works for three and a half years without culmination.

Councilor Henry asked at this point should we move to approve the continuation of this and see of that gets a vote or an informal poll of all the Councilors.

Councilor Kane made a motion to approve to continue conversations between the town of East Longmeadow and Longmeadow and both Town Managers regarding East Longmeadow and Longmeadow shared Local Public Health Partnership, Councilor Henry seconded the motion.

Ms. Petrosky noted that Longmeadow's Health Director is leaving January 1st so Longmeadow is interested in how they are going to fil that position. They can continue to explore but eventually Longmeadow is going to need an answer.

President Hill asked Ms. McNally if this motion would give her what she needs to move forward. Ms. McNally stated yes and no, the financial aspects are what's troubling to most and if we said let's move forward we can continue to discuss and we have had a lot of discussions. Ms. McNally is not sure what more discussions. The financial troubles are not going to go away in three months or six months so she is not sure what we would be accomplishing. Ms. McNally does not know if we can get an extension on some of the grant funding.

Ms. Petrosky stated if the concern in an actuarial assessment they could extend it to the next meeting but if that information is still not going to make a difference in the decision making she feels like we might be punting just for the sake of punting.

Councilor Henry feels it might be appropriate for Councilor Kane to withdraw his motion because it does not seem that is what is being looked for and maybe we should just vote to table this for now and decide amongst ourselves whether or not to give them the approval that they are really looking for absent any kind of final figures.

Councilor Kane withdrew his motion.

Councilor Henry moved to table this discussion to a future meeting. Councilor O'Connor seconded.

Councilor Henry commented that he is in support of this and was ready to vote yes to Councilor Kane's motion and he understands Ms. McNally's concern that we have nothing to proceed on with Longmeadow because they are all on board; he is in favor of the motion but he thinks it would be difficult for to vote tonight.

Councilor Henry amended the motion to table this discussion until August 11, 2020. Councilor O'Connor seconded the amendment. ***Roll Call Vote <u>on the amendment</u> - President Hill – Yes, Councilor Kane- Yes, Councilor Henry – No, Councilor Richards – Yes, Councilor O'Connor – Yes, Councilor Anderson – Yes and Councilor Page – Yes.***

Roll Call Vote <u>on the original motion</u>: President Hill – Yes, Councilor Kane- Yes, Councilor Henry – Yes, Councilor Richards – Yes, Councilor O'Connor – Yes, Councilor Anderson – Yes and Councilor Page – Yes.

2. <u>Proposed Bylaw for Ground Mounted Photovoltaic Systems Moratorium - First Reading -</u>

Councilor Page explained that he reached out to the Chairman of the Planning Board with regard to the moratorium. The moratorium had come in front of the Town Council through the previous Community Development Director who had asked if the Council would be in favor of creating one and the direction was yes so it went back to the Planning Board. The Planning Board created a bylaw and held a public hearing on it; it was then turned back to the Town Council. At this point Councilor Page noticed that it wasn't in the correct form to be adopted, so he took the language that the Planning Board had created and put that exact same language into a form for adoption.

Chairman of the Planning Board Russ Denver stated that after the petition by the developer that's in land court the Board felt they needed a little time to be able to respond, not only to the court but also to design a new bylaw that would be in compliance with whatever court actions come out of the case that is currently before land court. To have sufficient time to be able to do that they felt the moratorium of a year or longer would be appropriate.

Councilor Page stated it would be appropriate at this time to do a first reading of what has been presented.

Jeanne Quaglietti, Town Clerk/ Clerk of the Council read the proposed bylaw into the record.

Ms. McNally stated that they had Attorney Jesse Belcher-Timme review this.

President Hill stated that Attorney Belcher-Timme had two recommendations. One was that we were leaving ourselves way too short with staying with October 22nd date. He feels that a year from now would be a much more appropriate deadline and one that the Attorney General would not have an issue with, and secondly the Attorney General will have an issue with this bylaw unless there is a preface to it explaining the conditions under why East Longmeadow wants to move forward with a moratorium. He also said to go through the first reading as we are right now but prior to it coming to a second reading make sure we do our due diligence.

Mr. Denver stated that it would be great if they could provide the Planning Board with the appropriate language and perhaps they could amend that when it comes before the Planning Board. Mr. Denver expects the Board to act on this at their meeting in July.

Councilor Page stated that it is his understanding that the way the bylaw process works is the Planning Board has already created it and they have already held a public hearing they've now

submitted it to the Town Council. If we have amendments to make to it then it is our job to make the amendments, to vote on them and to hold a Public Hearing.

Councilor Henry made a motion that the second reading of the proposed bylaw for a ground mounted photovoltaic systems moratorium take place at a Public Hearing scheduled for July 14, 2020 at 6:30 pm Councilor Richards seconded the motion. . ***Roll Call Vote - President Hill – Yes, Councilor Kane- Yes, Councilor Henry – Yes, Councilor Richards – Yes, Councilor O'Connor – Yes, Councilor Anderson – Yes and Councilor Page – Yes.***

Summary: Action Items for Next Meeting –

1. If after looking at the Charter, you have any suggestions that you would like the Charter Review Committee to look at please e-mail it to President Hill June 30, 2020.
2. Proposed language for the Bylaw.

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

The meeting was adjourned at 8:16 pm. The next Town Council meeting will be July 14, 2020 at 6:00 pm.

Respectfully submitted,

Jackie Sullivan

Assistant Town Clerk

Documents: Agenda, Town Manager Report, June 9, 2020 Draft Minutes, Donation of Veteran's Memorial materials, Fire Department shortfall memo, Shared Public Health Service information, Proposed Solar Moratorium Bylaw, LEL Organization Chart, SAPHE Fact sheet for shared Board of Health, Pro's and Con's sheet shared Board of Health,

TOWN OF EAST LONGMEADOW

Town Manager's Report

June 23, 2020

Attachment A

Good Evening:

Meetings on budget creation, including capital planning, dominated the work environment these past two weeks. There is still no certain information available to guide the Town through this budget preparation as the amount of local aid from the Commonwealth is as yet undetermined. As I reported previously, I submitted an application for CARES Act funds to reimburse our Covid 19 related expenses through June 30 and that reimbursement was received last week. Additionally, Chief Morrissette and I conferenced with the Town's FEMA representative regarding the process for submission of the remaining, unreimbursed expenses to date. That process is now underway and will be ongoing for several months.

I am very pleased to announce the appointment of Stephen Lonergan to the position of Municipal Finance Director and Town Accountant, effective July 6, 2020. Steve has an MBA from Bentley College, has served as the Treasurer in the City of Springfield for the last ten years and was the Senior Financial Accountant in Springfield for five years prior to his appointment as Treasurer. He is also the most recent President of the Massachusetts Collectors and Treasurers Association. He has an extensive finance background which includes significant management experience. His presence will provide immediate tangible assistance to our Assistant Town Accountant, Olga Bones, who has performed admirably under very trying circumstances in the last 7 weeks. I believe Steve will enhance our team concept and be a great resource to other Departments and to me. He was in the office last week and has met with several of his future colleagues.

The Town is doing whatever it can to assist local businesses in their re-opening plans. Many Town Departments are very involved in working to expedite the business opportunities presented by Phase II of the Governor's reopening plan. There are several restaurants which have submitted site plans and applications which have been swiftly reviewed and approved. Other entities have been granted 30 day extensions on site plan reviews by the Planning Department to expedite their return to operations. The Health Dept. continues to work with the State DPH for updates on guidance and new regulations.

Public hearings requested by National Grid regarding new pole placements were conducted last Friday, again by zoom technology. Many thanks are due to Ryan Quimby for his energy and expertise in assisting the Town's operations with this technology.

Town summer camps opened yesterday. Enrollment in these camps reached capacity on the first day of registration. I was able to participate in welcoming the summer staff last Monday at their training session and look forward to the enjoyment which these activities will bring to the participants and to the camp staff. Donna Prather and Geordie Emmanuel and the others in the Recreation Department have worked tirelessly while understaffed, to accommodate the needs of families and their children for summer activity while carefully complying with the myriad guidelines for youth activities. I wish them great success in this effort.

The transition of EL's emergency communications to Westcomm is on schedule for June 28, 2020. This transfer date will allow the system to be in place for three full 24 hour periods while our local dispatch operation continues through midnight on June 30, 2020. The Director of Westcomm advised me that supervisors from her operation would be in EL over the next few days to observe local operation protocols and ensure a smooth transition between locations. She also advised that there are employment opportunities at Westcomm for dispatchers and I have made that information available to our current staff.

The Town has submitted an application for a PVPC grant to assist with the creation of a Master Plan. This application was completed by Bethany Yeo with assistance from George Kingston and a review by the grants administrator from PVPC. We are hopeful that it will be favorably reviewed. This was a major accomplishment for our new Interim Director working under a very short deadline. There are several other grant programs which I have shared with DPW, namely a Massworks initiative for municipal infrastructure projects and a sidewalk enhancement program for municipalities to assist with outdoor dining. Unfortunately, we do not have staff available to take full advantage of all of these opportunities.

Final interviews were held this morning with candidates for a generalist position in our Human Resources Department, with current emphasis on benefits administration. A decision will be made soon in that regard.

The renewal of the Cable television license renewal process has also begun this past week by a letter, inviting discussion.

Last, but not least, the Board of Directors of the Friends of the East Longmeadow Public Library has generously agreed to fund the re-carpeting of the children's library area, the teen activities area and the main circulation office area. This re-carpeting project has been on the DPW capital projects list for several years and unfortunately was not funded due to the priority of other projects. Now it can be accomplished while the library is closed to the public and at a much reduced cost due to savings associated with installation of carpet squares as opposed to broadloom carpet which required moving the stacks. I want to thank Diane Tiago and Laura Palmer especially and all other members of the Board for meeting with me, Mr. Fenney and Mr. Dunn to discuss and evaluate our request. Work is scheduled to begin on July 9, 2020 and will be accommodated by the Library Director and staff.

Respectfully submitted,

Mary E. McNally
Town Manager

FRIENDS of the
EAST LONGMEADOW
PUBLIC LIBRARY

June 12, 2020

Mary McNally, Town Manager
Town of East Longmeadow
60 Center Square
East Longmeadow, MA 01028

Dear Ms. McNally,

It is the Friends' mission to act responsibly and work cooperatively with the Town for the benefit of the library and the patrons it serves. Therefore, on behalf of the Board of Directors of the Friends of the East Longmeadow Public Library, Inc., I am writing to notify you that the Board has considered your request to pay for new rugs in three (3) areas of the town's library.

I am pleased to announce that after learning the facts and reviewing the estimate prepared on June 1, 2020 by Paul Beturne of Dimauro Carpet & Tile, Inc., the Board has approved the funding for the project in the amount of $29,010.00.

To be specific, the funding is for the removal and disposal of the 16 year old carpets and the installation of new J&J commercial "Evolve" carpet tiles as follows:

Main/Circulation Office Area	$ 6,300.00
Children's Library Area	$14,350.00
Teen Activity Area	$ 3,160.00
Labor: Moving of furniture for entire project	$ 5,200.00
Grand Total	$29,010.00

If I can be of any additional service, please do not hesitate to contact me.

Sincerely,

Diane A. Tiago

Diane A. Tiago, President

Attachment B

Year 1 FY21

Longmeadow July 1-December 31

Staff Member		*Salary*
Beverly	$	43,544.00
Admin/Outreach/Education*	$	12,162.50
Nurse*	$	11,750.00
Clerk/Admin*	$	8,749.00
*shared 50%		
(Longmeadow net gain .5 FTE)	$	76,205.50

East Longmeadow July 1-December 31

Staff Member		*Salary*
Aimee	$	45,000.00
Lead Health inspector	$	27,966.50
Admin/Outreach/Education*	$	12,162.50
Nurse*	$	11,750.00
Clerk/Admin*	$	8,749.00
*shared 50%		
	$	105,628.00

Longmeadow January 1-June 30

With Inspector replacing Beverly on Staff January 1, 2021 - June 30, 2021

Staff Member		*Salary*
Aimee Petrosky	$	22,500.00
Inspector	$	11,574.00
Lead Health Inspector	$	13,983.00
Admin/ Outreach/Education	$	12,162.50
Nurse (Approx. 69%)	$	11,750.00
Administrative Assistant	$	8,749.00
Total =	$	80,718.50
FY21 Total	$	156,924.00
Grant to cover Transition	$	(12,153.26)
Current Proposed FY21	$	144,770.74
Proposed Shared Total FY21	$	144,770.74

East Longmeadow January 1-June 30

EL begins offering Director and Inspectional services beginning January 1, 2021 - June 30, 2021

Staff Member		*Salary*
Aimee Petrosky	$	22,500.00
Inspector	$	11,574.00
Lead Health Inspector	$	13,983.00
Admin/ Outreach/Education	$	12,162.50
Nurse (Approx. 69%)	$	11,750.00
Administrative Assistant	$	8,749.00
Total =	$	80,718.50
FY21 Total	$	186,346.50
Grant to cover Transition (Aimee's time)*		-10,158.74
Current Proposed FY21	$	192,788.00
Proposed Shared Total FY21	$	176,187.76
Total Savings	$	16,600.24

*Grant amount divided slighly unevenly in order to stay within grant salary line item.

Year 2 FY22

Longmeadow Year 2

Longmeadow Proposed FY21	$	144,037.00
Total Shared Year 2*	**$**	**166,418.00**
Total Increase from FY21	$	22,381.00

East Longmeadow Year 2

Total EL Proposed FY21	$	192,788.00
Total Shared Year 2*	**$**	**166,418.00**
Total Savings	$	25,455.00

*Grant monies are expected, but not guaranteed to be available to us to apply for FY22 to continue our work.

18-month grant started in January 2020

broken up into 2 phases

January 2020-June 2020	$25,369	Was to cover a sharing of PHN and Inspector, that didn't happen due to coronavirus so we used the $ to bulk purchase masks for both communities
July 2020 - June 2021	$48,771	Covers staff and inspector training, computers, inspectional software, branded uniforms, business cards, office travel, nursing equipment, vaccines, vaccine refrigerator, outreach materials
Total	$74,140	

Other grant was for Health Needs Assessment but that is onhold while we address COVID-19

Benefits of Shared Health Services

- East Longmeadow will gain a Public Health Nurse: This is the most impactful gain for East Longmeadow. We have never had a proper Public Health Nurse. We have contracted with people, companies and even Longmeadow, to provide communicable disease tracking and follow up only, often at an extremely high cost. With this partnership we will be able to offer our residents more traditional services and become a Medicare/ Medicaid provider, and a provider through Commonwealth Medicine to receive payment for vaccine program. Additional services include:
    - Screening and testing procedures and immunization program for Pneumonia, Flu, Tetanus/Diphtheria, and other vaccines.
    - TB testing and review of all relevant Town employees and School employees.
    - Conduct Daily Observed Therapy of all active TB cases of residents as required by the MA Department of Public Health (MDPH).
    - Medical support for our MRC/CERT teams.

- Elimination of costly duplication: Currently each town pays for the Director to attend the same trainings, meetings, and complete largely the same documents, mailers, and outreach efforts. Sharing this position will eliminate that duplication, thus saving money (EL) or allow for a reallocation of that money (L).

- Reinforcements in services: There will be two administrative positions and two inspector positions which will work in each community on a regular basis. This will allow for back up and support through vacations, vacancies, and unexpected long-term absences.

- Emergency Preparedness Support**:** Each community already relies on the other for mutual aid in emergency situations, but that typically does not extend to MRC/CERT support. Longmeadow has a robust list of volunteers that would be very useful to have access to in an emergency.

- The Covid-19 Emergency has only strengthened the determination by our Governor to move all local HD's that cannot meet the minimum expectations for a Local Health Department into a shared agreement. **Shared services is coming and it will be a mandate. There is a systems change coming to Local Public Health and we can be on the forefront of it and pave our own way allowing us flexibility as well as access to funding to support these types of arrangements.**

Inter-Municipal Agreement

Longmeadow - East Longmeadow Public Health Partnership

THIS AGREEMENT dated as of this the ___ day of _____ (The agreement) is entered in to by and between the municipalities of Longmeadow and East Longmeadow ("jointly, the Municipalities").

WHEREAS, M.G.L.c.40 4A, as amended, authorizes the chief executive of a city or town to enter into agreements with one or more municipalities and other governmental units to jointly perform services and share costs which any one of them is authorized to perform;

WHEREAS, Boards of Health for the Municipalities are mandated to prevent disease and enforce public health laws and regulations;

WHEREAS, Boards of Health desire to equitably, efficiently and consistently promote, protect, and preserve the Public Health as well as improve public health capacity and access to trained and experienced public health professionals in order to improve services and meet public health needs;

WHEREAS, the East Longmeadow Town Council and the Longmeadow Select Board support the creation of regional coordination and cooperation between the above-named communities; and

WHEREAS, each party to this agreement has obtained authority to enter into this Agreement pursuant to M.G.L. c. 40, s.4A; The Municipalities have obtained local authorization for this joint undertaking as attested to by certified copies thereof. In addition, the Board of Health of each Municipality has recommended approval of this agreement.

NOW, THEREFORE, the parties, in mutual consideration of the covenants contained herein, intending to be legally bound thereby, agree under seal as follow agree to be part of the Longmeadow-East Longmeadow Public Health Partnership (**The Partnership**):

1. **Term** – This agreement will have an initial three (3) year term and will automatically renew each year unless one of the municipalities gives notice of withdrawal pursuant to Section 11 below.

2. **Amendments** – This agreement may be from time to time amended only in writing and agreement by both parties when signed by all member municipalities duly authorized thereunto.

3. **Entity** – In this agreement, the Towns of East Longmeadow and Longmeadow are agreeing to form the "**Longmeadow –East Longmeadow Public Health Partnership**".

4. **Governance** – The Health Director of **The Partnership** will be subject to the roles and responsibilities set forth in this Section and Section 7 Health Direction Position Description.
    - 4.1 The Health Director will provide reports directly to both the Town Manager for Longmeadow and the Town Manager for East Longmeadow and also provide monthly reports to the Boards of Health in both communities.

4.2 The organizational chart of **the Partnership** is attached and located in Appendix A.

4.3 The Town Managers will jointly establish operational mandates, goals and objectives with and for the Health Director on an ongoing basis.

4.4 The Health Director will provide administrative support to the Longmeadow Board of Health and the East Longmeadow Board of Health.

4.5 On a quarterly basis, the Chairs of the Boards of Health will meet with the Health Director and the Town Managers, or their designee, to review the performance of the Partnership.

4.6 In addition, the Boards of Health will meet jointly annually to discuss goals and objectives for **the Partnership.**

4.7 The Health Director during an emergency situation will regularly report to the Town Managers and other town leaders as appropriate.

5. **Host Municipality** – The Town of East Longmeadow, acting as the host municipality, shall be the fiduciary agent and appointing authority, subject to conditions in Section 5.2, for the Partnership. The host municipality shall perform the following duties;

5.1 Enter into contracts for goods and services and follow appropriate purchasing rules and regulations for the Town of East Longmeadow and the Commonwealth of Massachusetts.

5.2 Appoint the Health Director who shall manage The Partnership as described in this document. This appointment is subject to review within 30 days by the Longmeadow Town Manager and after consultation with the Boards of Health for Longmeadow and East Longmeadow.

5.3 Appoint all other employees required to provide proper Health Department services.

5.4 All Health Department personnel in Longmeadow and East Longmeadow shall be considered employees of the Town of East Longmeadow and will be managed by the Director of the Partnership. Except during the transition period of July 1, 2020 – January 1, 2021 where the Longmeadow Director will remain an employee of the Town of Longmeadow.

5.5 Compensation rate schedules, benefits, retirement benefits, workman's compensation, salaries and other employee related costs for department/partnership personnel shall be set by the Town of East Longmeadow acting as the host community.

5.6 Maintain insurance(s) required by law

5.7 Apply for grants for **The Partnership**

5.8 Maintain appropriate records, including but not limited to budget, operations, salaries, general programs and mandated programs, and guarantee all mandated roles and responsibilities are achieved.

5.9 Dispute Resolution – If a dispute arises between the Communities pertaining to the governance, operations or personnel for the Longmeadow-East Longmeadow Shared Health Partnership the communities will first try to resolve the dispute through the efforts of their Town Managers.

5.10 Should there be any unforeseen incidental or other costs incurred by or for **The Partnership**, the host municipality shall be properly reimbursed by the town of Longmeadow within 30 days.

5.11 Town Health Department assets owned by the both municipalities will become shared assets effective the date of this agreement to allow the Partnership to best meet all public health needs. All newly acquired shared assets will be identified in a separate document.

6. **<u>Cost Allocation and Assessment</u> –** The budget for **The Partnership** will be developed and managed by the Health Director in accordance with Section 8 - Annual Budget
    - 6.1 For the purposes of this agreement, the costs of **The Partnership** shall include public health services that are provided by the Health Departments in both municipalities.
    - 6.2 The member Towns will on an annual basis will, review and evaluate the cost sharing arrangement of **The Partnership**
    - 6.3 The Town of Longmeadow will pay the Town of East Longmeadow the previously negotiated annual assessment, which will cover its share of personnel and operating costs and fees associated with the operation of **The Partnership**.
    - 6.4 The annual assessment shall be paid in two annual installments by the Town of Longmeadow to the Town of East Longmeadow on or before August 1 and on or before February 1.

7. **<u>Health Director Position Description</u>** – This position is responsible for organizing, directing, and supervising all operations of **The Partnership**.
    - 7.1 This position will provide reports to the Town Managers for each town regarding the status of the work being done, community needs, and the state of the success or challenges of the shared service model arrangement.
    - 7.2 The Health Director performs highly responsible and complex administrative, technical, educational and inspection work in planning and managing **The Partnership**. This includes public health programs and enforcement of public health laws and regulations in accordance with local, state and federal law; specifically, the interpretation, implementation, and enforcement of the Code of Massachusetts Regulations, individual Board of Health Regulations, Massachusetts General Laws and Town Bylaws pertaining to all aspects of Public Health.
    - 7.3 This position also provides administrative support to each Board of Health, preparing, presenting, and guiding the appointed board members, and carrying out the policy and programming requested by the Board and attend at least one monthly meeting per Board. The Director will also prepare for and attend meetings of the Town Boards of Health as requested.
    - 7.4 Develops annual operating budget(s) for both Boards of Health and for **The Partnership** within established parameters set by the Town Managers.
    - 7.5 Coordinates and monitors all appropriate grants and ensures grant funds are transferred and available when needed and ensures that **The Partnership** observes strict grant management guidelines as set forth by the Commonwealth.

8. **<u>Annual Budget</u>** - It is required that the Annual Budget for **The Partnership** be developed, including all municipal assessments, and be prepared in a timely manner in order to meet the financial evaluation and fiscal expectations of the member communities. The Annual Budget request for the next year for the Partnership shall be delivered to the Towns by January 1 or in accordance with each Town's annual budget preparation process of any given year and the budget and or assessment must be approved by all member Communities for the budget to be valid for the subsequent fiscal operating year.

9. **<u>Annual Reporting</u>** – The Health Director will be responsible for preparing and submitting all reports required by applicable federal, state, and local requirements.

9.1 The Health Director will prepare and submit a detailed Annual Report, of each year, describing the fiscal and operational performance and include an inventory of assets of the Partnership, to the Boards of Health by January 31st of each year.

10. <u>Transition</u> – The current Health Directors of Longmeadow and East Longmeadow will develop a transition plan that shall be approved by the Town Managers of both municipalities. This transition plan shall be completed on or before December 31, 2020.

11. <u>Withdrawal</u> – Any municipality may withdraw from and terminate its participation in this agreement upon the provision of at least one (1) fiscal year's prior written notice to the other municipalities. No such termination shall affect any obligation of indemnification or contractual obligation that may have arisen hereunder prior to such termination. Upon termination the terminating municipality shall be solely responsible for the provision of public health services for the benefit of that municipality. If additional communities join **The Partnership** pursuant to Section 11 of this agreement, termination or withdrawal by one or more of the municipalities shall not invalidate this agreement for the remaining municipalities. Each Community will be responsible for all legal and financial obligations created while being a member of the Shared Health Partnership and no such termination shall affect any obligation of indemnification or contractual obligation that may have arisen hereunder prior to such termination. Including but not limited to any cost incurred from outside company to assist with termination, OPEB or retirement.

12. <u>Addition of New Members</u> – New member communities may be added to the Partnership in accordance with the process listed below.

12.1 An interested community should submit a letter of interest to the Director of the Partnership.

12.2 The Director will perform an initial assessment of the interested Town's Public Health needs and make a recommendation to the Boards of Health within the Partnership.

12.3 Each Board of Health will take a vote on allowing the additional community to join. In the event of a disagreement, the Town Managers will make the decision.

12.4 Additionally, there will be a one-time non-refundable minimum entry fee, which will be determined by the Heath Director for **The Partnership**, of which 50% will go towards the new Communities Annual assessment upon successful entrance into **The Partnership**. The intent of the fee is to cover the costs incurred by the Partnership to extend services to the new member Community.

13. <u>Indemnification</u> – Longmeadow and East Longmeadow separately agree to indemnify each other including all of their respective officials, officers, employees, agents, servants and representatives, from and against any claim arising out of their duties performed or promised in accordance with this agreement. Longmeadow and East Longmeadow further agree to indemnify each other for any claim of liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission of the indemnifying party related to this agreement. As to any claim or occurrence, the expressed indemnification set forth above shall be town-specific: East Longmeadow's obligations shall be limited to work performed in East Longmeadow; Longmeadow's obligations shall be limited to work performed in Longmeadow.

14. **Assignment –** Neither party shall assign or transfer any of it rights or interests in or to this Agreement, or delegate any of its obligation hereunder, without the prior written consent of the other.

15. **Severability** – If any provision of this Agreement is held by a court of competent jurisdiction to invalid, illegal or unenforceable , or if any such term is so held when applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, or affect the applicability of such provision, to any other circumstances, and this Agreement shall be construed and enforced as if such invalid , illegal or unenforceable provisions were not contained herein.

16. **Waiver -** The obligations and conditions set forth in this Agreement may be waived only by a writing signed by the party waiving such obligation or condition. Forbearance or indulgence by a party shall not be construed as a waiver, nor limit the remedies that would otherwise be available to that party under this agreement or applicable law. No waiver of any breach or default shall constitute or be deemed evidence of a waiver of any subsequent breach or default.

17. **Complete Agreement** – This agreement constitutes the entire agreement between the parties concerning the subject matter hereof, superseding all prior agreement and understanding. There are no other agreement or understanding between the parties concerning the subject matter hereof, Each party acknowledges that it has not relied on any representations by the other party or for whose actions the other party is responsible, other than the express, written representations set forth herein.

In WITNESS WHEREOF, the parties hereto have caused this agreement to be executed on the day and year first written above.

By _____
Lyn N. Simmons Town Manager,
Town of Longmeadow
Date _____

By _____
Mary E. McNally Town Manager,
Town of East Longmeadow
Date _____

5/18/2020

All attachments listed below are considered to be part of this document;

Attachment A: Longmeadow – East Longmeadow Shared Health Partnership List of Employees

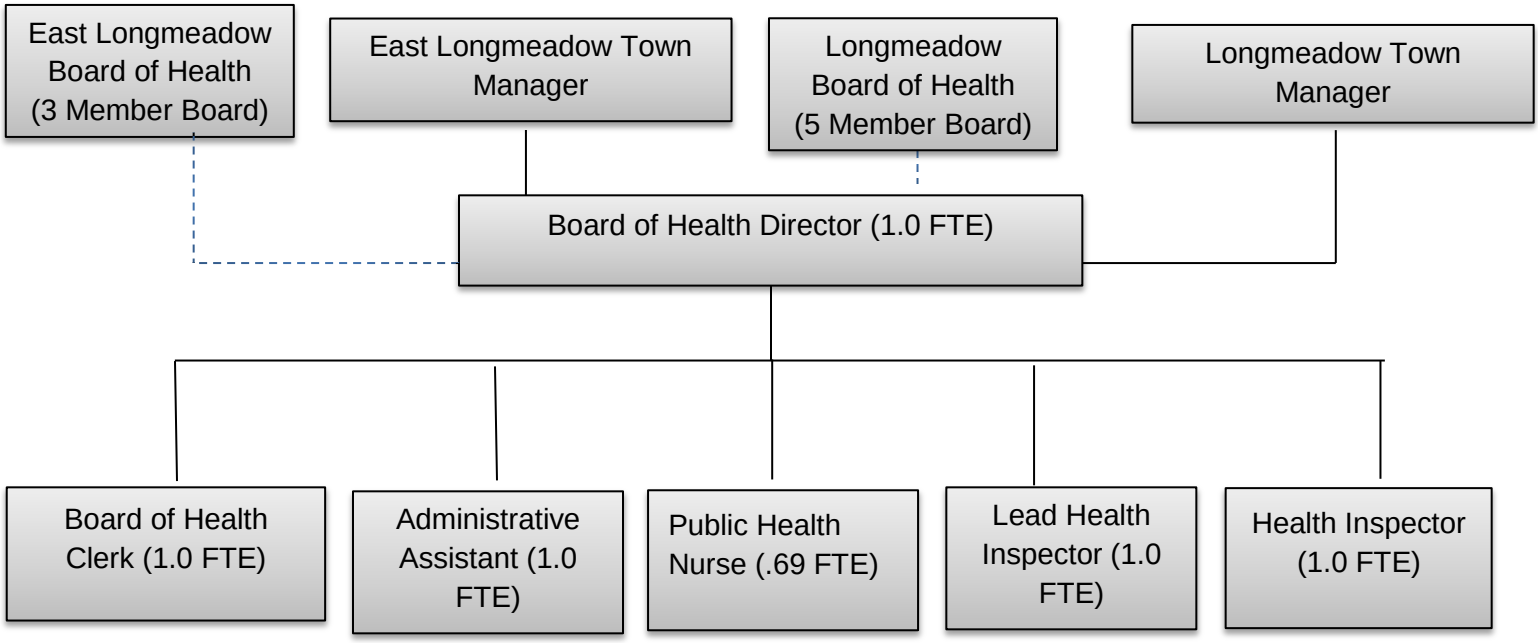
Appendix A
Longmeadow – East Longmeadow Shared Health Partnership Employees
Starting January 1, 2021

- **All positions are shared equally by the participating communities**
- **The Partnership employee list can only be amended by agreement of the participating Communities**

Health Director
Lead Health Inspector
Inspector
Administrative Assistant
Office Clerk
Public Health Nurse

LEL Org Chart

Attachment B



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