



TOWN OF EAST LONGMEADOW

Town Manager's Report

November 13, 2018

Good evening –

It has been a busy few weeks since we last met.

Veteran's – Carolyn Brennan and I have spoken with the Chairman of the veteran's district, District of Eastern Hampden County, that we have been a part of since 2012 to be sure it fulfills the need of East Longmeadow's veterans. I will report on our findings once we have solid information on what is needed and what is being provided by the district.

In addition, the Veteran's Memorial Committee has established a Facebook page - East Longmeadow Veterans Memorial – to increase their visibility as they begin to ask for donations for their project. They are currently working with architects that will be helping with design proposals that will as some point in the near future be presented to the Council.

Emergency Communication (Dispatch) Department – we have hired Scott Burns for the Emergency Communication Center Director position. Scott has dispatched for Holyoke for 18+ years. With Scott on board, we will begin making changes to the workspace for dispatch and begin hiring the dispatch staff to meet the goal of a February 2019 start for civilian dispatching. Scott will be coming on board November 19

Public Works

We have hired an Operations Administrator for the Public Works Department. This is the final change to the management structure of this department that looks quite different than it did 2 years ago.

Approximately 900 water bills went to residents with an incorrect rate last week. Adjustments will be made to the next quarter's bill along with the reason for the discrepancy from the previous billing cycle. Any resident that would like a correction immediately, however, is welcome to contact the Public Works Department and a correction can be made immediately.

Health Department - The vaccination clinic was, once again, a success with an estimated 207 shots at no charge to residents was given this year. In comparison last year 140 vaccinations were given.

A new, free recycling program will begin in December, curbside textile recycling. Residents will be mailed information on the program as well as textile-recycling bags. Residents can place the bags out on their regular trash collection day and bags will be picked up by Simple Recycling free of charge. The goal of this program, in addition to the convenience for residents, is that it eliminates heavy textiles from our trash stream. The collection bin behind the firehouse will remain as an option for our residents.

Town Clerk – Taking an idea from our new Planner, a “marked agenda” will be distributed to all departments shortly after Council meetings. This eliminates the need to draft memos to individual departments about particular actions that affect a department. It also lessens the chance that someone that needed to know, was missed. I have attached a copy of a draft of a marked agenda for the last Council meeting.

After this year's election, it is clear that something needs to be done to address current configuration of the Town Clerk's office space. Tom is meeting with someone he knows that has an architectural background (his sister), then a meeting with Bruce Fenney, the staff in the Clerk's office and I is planned to come up with a plan that will address their space needs more effectively.

Boards and Commissions - As evidenced by the motion from the Community Preservation Committee on

this evening's agenda, the CPC was able to gather a quorum, reorganize and begin the process for addressing funding requests for this year. Also, there have been challenges within the Historical Commission, however, after a meeting with some of the members of the Commission, new members are being appointed and that Commission will meet to reorganize and set priorities for the upcoming year. Finally, the 125th Anniversary Committee has had a couple of meetings. They have a list of ideas to celebrate the anniversary beginning with a logo contest that closes on November 16 with plans to decide on the logo at their next meeting on November 19 @ 3 p.m. Finally, after a great recruiting effort, the Medical Response Corps has 21 volunteers with 9 more pending. Donna Bowman continues to look for additional member. She can be reached at 413.525.5400 ext.1106.

With all this activity along with the boards and committees that meet every month, I would like to take this opportunity to thank all the dedicated residents that give of their time and energy to help make East Longmeadow the great community it is.

Finally, I met with Hampden's new Town Administrator Mary McNally. It was simply a meeting to introduce each other as new neighbors.

Respectfully submitted,

Denise Menard

**Town Council Meeting
October 23, 2018
328 North Main Street – 6:00 PM – COA
Media Room**

AGENDA

Voting members present: President Hill, Vice President Kane, Councilors Anderson, Federici, Ford, and O'Connor

1. Opening of Meeting. Pledge of Allegiance and Moment of Silence
2. Announcement made in Accordance with MGL regarding taping of the meeting
3. Public Comments
 - A. Developers Concerns - John Mazzarino and Jeffrey Bosworth - **Take under advisement with Town Council Planning Matters Standing Committee**
4. Council Comments
5. Town Manager Report
6. Approval of Minutes
 - A. October 9, 2018 - **Approved 6-0**
7. Communications, Correspondence and Announcements - **Anonymous letter regarding tax concerns to be discussed at November 13, 2018, Town Council meeting**
8. Orders of the Day
 - A. Licensing Matters
 1. One Day Liquor Licenses for Masonic Temple for November 10, 2018, for birthday party - **Approved 6-0**
 - B. Financial Matters
 1. Approve funding from Massachusetts School Building Authority for Feasibility Study and initial Schematic design for Meadow Brook Elementary School roof project – Superintendent Gordon Smith and School Committee Chair Richard Freccero - **\$122,000 from Free Cash, approved 6-0**
 2. Prior Year's Bills – Finance Director Sara Menard - **\$1,623.64 from Free Cash, approved 6-0**
 - C. Old Business
 - D. New Business
 1. Town Manager's Performance Evaluation Process - **Aggregated results to be presented at November 27, 2018, Town Council meeting**
9. Public Hearings
 - A. 6:30 p.m. – Public Hearing on the issue of determining the percentages of tax levy to be borne by each class of real and personal property for Fiscal Year 2019 - **Single tax rate with no residential or small commercial exemptions, approved 6-0**
 - B. 6:45 p.m. – Public Hearing to approve a Wines and Malt Beverages On Premises Liquor License for Chipotle Mexican Grill of Colorado, LLC dba Chipotle, 40 Center Square - **Approved 6-0**
10. Executive Session
11. Adjournment