



TOWN OF EAST LONGMEADOW

Town Manager's Report

November 27, 2018

Good evening –

I'd like to begin my report this evening with an introduction of Scott Burns, the new Emergency Communication Center Director for East Longmeadow. I have attached biographical information he provided and have asked him to give the Council a brief update on what he has been working on since coming on board November 19.

We have received official notification of approval of a current Tax Rate of 20.55. This rate is less than the 20.77 rate projected during the budget deliberations for this year's budget and a reduction from last year's Tax Rate of 20.94.

Although a number of employees have met throughout the year to refine East Longmeadow's Emergency Management policies and procedures, our most recent meetings have discussed potential needs as they relate to winter season storms. The core departments involved are the Fire, Police, Schools, Public Works, IT and ELCAT for communications, COA and Health for sheltering and residents' well-being and the Town Manager. I am confident that the community is prepared for the next emergency that we need to deal with.

Members of the Health Department and I met with representatives from Republic Services, our trash company, to review the status of the service in East Longmeadow. All agreed that service has improved and the trash contract is being followed much more accurately. The trash and recycling mailer was reviewed to assure that the Town and Republic are in agreement on what is being communicated and how questions or issues that arise from the mailer will be addressed. We will be meeting again in mid-December to be sure we continue in a positive direction.

I have attached the request for clarification and reply from the Town Attorney regarding Article 5, Section 1 of the Town Charter that was discussed at the November 13 Council meeting. A brief synopsis of the Town Attorney's opinion is that the Town Manager's administration of a department, including an internal reorganization of a department and creation of a new position, does not violate Article 5, Section 1 of the Town's Charter. The Town Attorney adds for further clarification that Article 3, Section 4 states that the Town Manager "shall supervise and direct the administration of all departments, agencies and offices unless otherwise provided for in this charter."

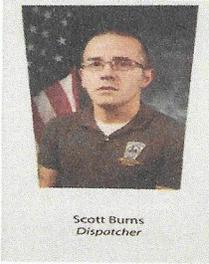
Congratulations to Susan Nichols Maciorowski who submitted the winning design for the 125th Anniversary Logo. Ms. Maciorowski described her entry as representing the anniversary's theme of "historic past, new beginnings" by depicting "our Quarryman stepping out of the old town logo into 2019. He rolls up his sleeves and readies to continue working for East Longmeadow's future." Congratulations also to Richard Edwards whose submission was selected as a secondary logo that will be used on two-sided memorabilia.

With our Health Inspector on board for just over a year, I asked for an update on that position. Since October 2018, Donna Bowman has completed 223 initial food establishment inspections, 63 food establishment re-inspections, 49 temporary food inspections and 26 complaint inspections of food establishments. During these inspections, she observed 213 critical food safety violations, the most common critical violation being temperature violations to holding hot and cold food, foods stored unprotected, chemical storage observed with food and hand sink violations. Also, for efficiency and consistency, inspections are now done electronically, then uploaded to the Health Department's website for consumer review.

Respectfully Submitted,

Denise Menard

Biography Sheet



Scott Burns
Dispatcher



Scott Burns has been named as the first Director of Public Safety Communications for the Town of East Longmeadow. Mr. Burns has been employed with the Holyoke Police Department in the Communications Division since 2000. He was also recently employed with Bay Path University as a part-time Campus Public Safety Officer. He brings extensive knowledge of public safety, law enforcement and first responder issues and has had many trainings related to public safety issues over the years. He is certified in EMD (Emergency Medical Dispatch), and is a CTO (Communications Training Officer). Burns was also assigned to the City's Command Post for the annual Holyoke St Patrick's Day Road Race and St Patrick's Day Parade since 2016. He is a member of APCO (Association of Public Safety Communications Officials), and the MCSA (Massachusetts Communications Supervisors Association).

In his capacity with the town, Burns will work with Town Manager Denise Menard, Police Chief Jeffery Dalessio, and Fire Chief Paul Morrisette to establish the East Longmeadow "ECC" (Emergency Communications Center) which will be located at the Police Department on Somers Rd.

Burns is currently enrolled in an A.A.S. in Criminal Justice degree program from Ashworth College in Norcross, GA. He is expected to graduate in 2019. He currently lives with his wife, Jennifer in Springfield, MA with their 3 dogs. The couple is expecting their first child in March.

2 attachments **Department Heads & FTE, PTE.pdf**
82K **Public Works 2018.pptx**
158K

Maynard, Kevin <kmaynard@bulkley.com>

Tue, Nov 20, 2018 at 9:59 AM

To: Denise Menard <denise.menard@eastlongmeadowma.gov>, Kathy Hill <kathleen.hill@eastlongmeadowma.gov>

Denise and Kathy-

The Town Manager's administration of the Public Works Department (or any other department), including through an internal reorganization of the department and creation of a new position, does not violate Article 5, Section 1 of the Town's Charter. That section of the Charter requires the submission by the Town Manager to Town Council of an organization or reorganization plan regarding the "organization of the town *into* operating agencies" for the provision of services and administration of the government of the Town. It does not require that the organization or reorganization within those "operating agencies" or departments be accomplished only with approval of a plan by Town Council.

This conclusion is based on the clear language of Article 5, Section 1 itself. It is bolstered, however, by other provisions of the Charter. Article 3, Section 4 states that the Town Manager "shall supervise and direct the administration of all departments, agencies and offices unless otherwise provided for in this charter." The suggestion that Art. 5, Sec. 1 requires Town Council approval of a org or re-org plan every time the Town Manager wishes to change some aspect of her administration of a department though a change in internal organization would gut this Art. 3, Sec. 1 provision and render it meaningless. Further, Article 3, Section 2 and Article 6, Section 1 provide for Town Council review of departmental budgets (and therefore organization or reorganization), as they require that the Town Manager prepare the annual budget in consultation with department heads, that she submit a proposed operating budget for all departments, and that her required budget message accompanying the proposed budget indicate any major variations from the current budget.

Please let me know if you have any questions, or if you need anything further from me.

-Kevin

Kevin C. Maynard, Partner

Bulkley, Richardson and Gelinas, LLP

1500 Main Street, Suite 2700 | P.O. Box 15507 | Springfield, MA 01115-5507

Direct: 413-272-6244 | Fax: 413-272-6804

kmaynard@bulkley.com | www.bulkley.com



Denise Menard <denise.menard@eastlongmeadowma.gov>

Charter question

4 messages

Denise Menard <denise.menard@eastlongmeadowma.gov>
 To: Atty Kevin Maynard <kmaynard@bulkley.com>
 Cc: Kathleen Hill <kathleen.hill@eastlongmeadowma.gov>

Mon, Nov 19, 2018 at 2:47 PM

Hi Kevin - I my report to the Council last week, I reported:

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. I will be providing flowcharts of all Town departments as part of the budget information you will be receiving.

To that item in my report, a Councilman stated that I was not following Art 5, Sec 1. of the Charter.

Please provide us with an interpretation of this Article as it relates to the internal reorganization of a department.

ARTICLE 5 ADMINISTRATIVE ORGANIZATION

Section 1. Organization of Town Agencies The organization of the town into operating agencies for the provision of services and the administration of the government may be accomplished only through an organization or reorganization plan filed with the Town Council by the Town Manager. No organization or reorganization plan may originate with the Town Council. The Town Manager may, subject only to express prohibitions in the General Laws, or this charter, propose to reorganize, consolidate or abolish any town agency, in whole or in part; the Town Manager may establish such new town agencies as is deemed necessary, provided, however, that no function assigned by this charter to a particular town agency may be discontinued or assigned to any other town agency unless this charter specifically so provides.

The Town Manager may from time to time prepare and submit to the Town Council organization or reorganization plans that establish operating divisions for the orderly, efficient or convenient conduct of the business of the town.

Every organization or reorganization plan submitted by the Town Manager pursuant to this provision shall contain a proposed bylaw which sets out, in detail, such amendments, insertions, revisions, repeals or otherwise of existing bylaws as may be necessary to accomplish the desired reorganization. Such organization or reorganization plan and proposed bylaws shall be accompanied by a message of the Town Manager which explains the benefits expected to ensue.

Whenever the Town Manager proposes such a plan the Town Council shall hold 1 or more public hearings on the proposal giving notice by publication in a local newspaper, which notice shall describe the scope of the proposal and the time and place at which any public hearing will be held, not less than 7 nor more than 14 days following said publication. An organization or reorganization plan shall become effective at the expiration of 60 days following the date the proposal is submitted to the Town Council unless the Town Council shall, by a majority vote, within such period vote to disapprove the plan. The Town Council may vote only to approve or to disapprove the plan and may not vote to amend or to alter it.

I am attaching the org chart for my level and the Public Works org chart in case those might be helpful. It would be helpful to have an answer to this asap. Thanks.

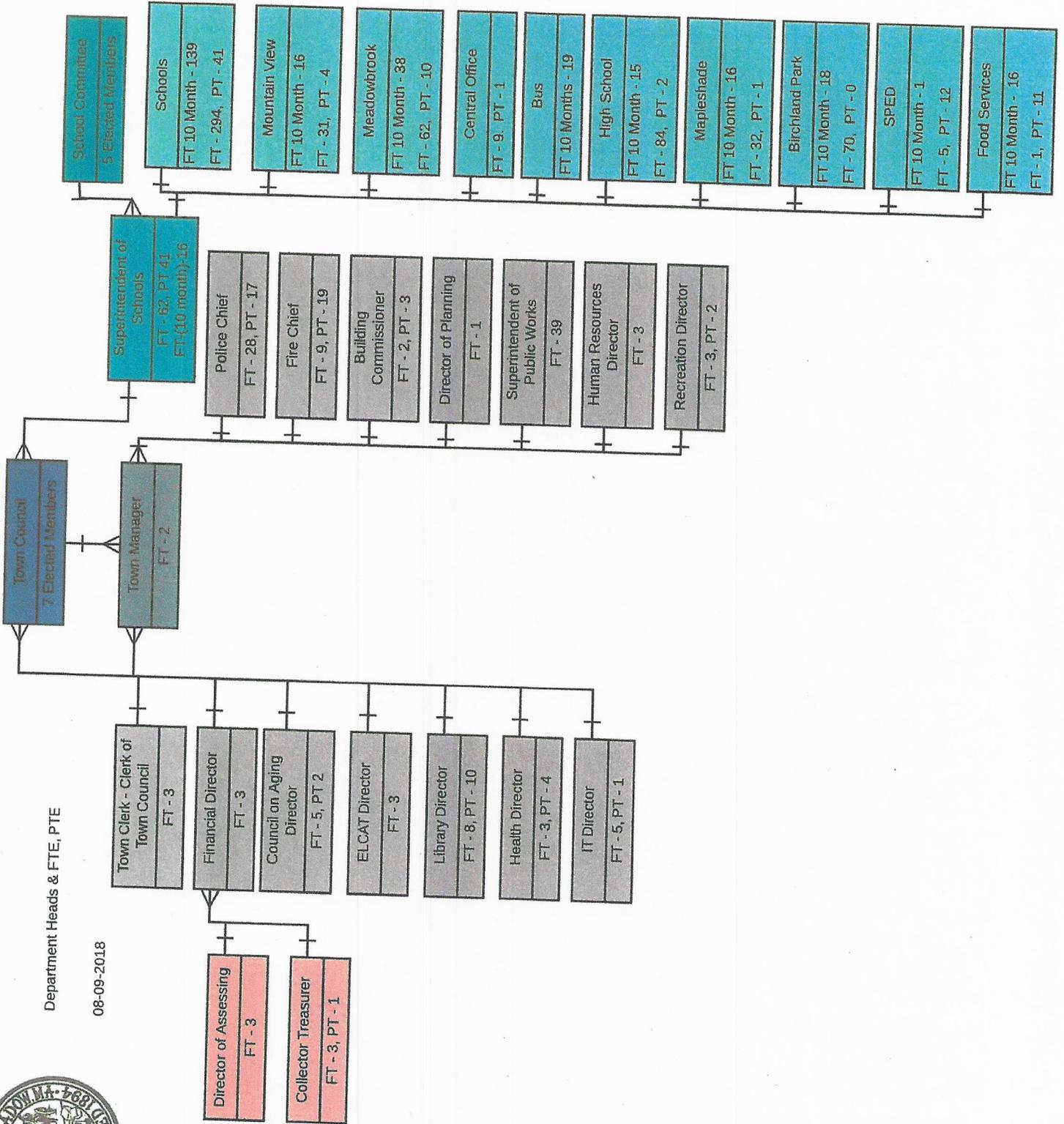
Denise Menard
 Town Manager
 East Longmeadow, MA 01028
 413.525.5400 x1100

Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to public access under the Massachusetts Public Records Law, M.G.L. c. 66 § 10.



Department Heads & FTE, PTE

08-09-2018





East Longmeadow Public Works

Board of Public Works
 James Fiorentino
 Tom O'Brien
 Philip Abair

Superintendent
 Bruce Ferney

Deputy Superintendent
 Tom Christensen

Water & Sewer Administrator

Building Facilities Manager
 Joseph Dunn

Highway/Utilities Manager
 Roy Esposito

Admin. Serv. Mgr.
 Shirley Tancredi

Public Works Secretaries
 Vacant
 Judy Pescetta
 Susan Abad

Foreman
 Tom Pope

Foreman
 Anthony Longo

Foreman
 Dave Molinari

Foreman
 Thomas Anderson

Cross Connection Control Inspector
 Darrel Keane

Head Pump Station Operator/Repairman
 Felix Vachon

Pumping Station Operator/Repairman
 Bryan Waldron

- Pumping Stations**
- Chestnut PS
 - Harkness PS
 - Vineland PS
 - Denslow PS
 - Allen PS
 - Watchaug PS
 - Somers Rd PS
 - Evergreen Dr. PS
 - Lynnwood Dr. PS
 - Chatham Cir PS
 - Glen Heather PS
 - Ainslie Dr. PS
 - Hampden Rd PS
 - Dawes PS
 - Woodbridge PS
 - Brookhaven PS
 - Orchard PS
 - Nottingham PS
 - Peachtree PS

Equipment Operator
 4

Henry Roncarati
 Erich Rasid
 Brett Hawley
 Frank Commisso

Summer Employees
 6

Anthony Preston
 Steven Moore

Mechanic
 2

Transfer Station Attendant (part time)
 2

Carl Otto
 George Laro

Skilled Worker
 14

Joseph Goodwin
 Jon Demerski
 Roger Bourget
 David Molinari
 Neil Von Flatern
 Luke Coullis
 Daniel Savio
 Chad Ruel
 Kyle St. Marie
 Enrique Rosado
 Nicholas Giosi
 Sergio Freitas
 Dan Tourtellotte

42.... Full Time
 2..... Part Time
 6..... Summer

Building Facilities Technician
 Michael Ciepiela

Building/Facilities Electrician
 Steven Hanna

Building Facilities Plumber
 Tom Witkop

Building/Facilities Repairman
 Ed Hellyer

- Facilities**
- High School
 - Birchland Park
 - Meadowbrook
 - Mapleshade
 - Town Hall
 - Library
 - Senior Center
 - Police Station
 - DPW Service Bldg
 - Water Div Bldg
 - Prospect Tank Bldg
 - Watchaug PS
 - Pine Knoll
 - Fire Station
 - School House
 - Water Tower
 - Old Fire Station

Custodian (Senior Ctr)
 Jason Cabrera

Custodian (Library/Police)
 Raul Ayala

Custodian (Town Hall)
 Michael Hill

- Grounds**
- Center Field
 - Leahy Field
 - Rail Trail
 - Baba Park
 - Center Hill Park
 - Heritage Park
 - Historical Bldgs
 - American Saw
 - Center Sq. Islands

Primary Logo



Secondary Logo

