

Select Board Regular Meeting
Tuesday, January 3, 2023- 7:00 p.m.
Longmeadow High School, Meeting Room A15
535 Bliss Road, Longmeadow, MA
Hybrid Meeting

Select Board Members Present: Chair Josh Levine, Mark Gold (ZOOM), Dan Zwirko, Thomas Lachiusa.
Staff Present: Town Manager Lyn Simmons, Michael Barbieri
Also, Present: Ronnie Leavitt.

Chair, Joshua Levine, called this meeting to order at 7:00 p.m. The meeting opened with the Pledge of Allegiance. LCTV was also utilized to broadcast and record the meeting. Roll call votes were used during this meeting due to a member of the Select Board attending via ZOOM webinar.

Chair Levine confirmed that all members and persons anticipated on the agenda were present and could hear and be heard throughout the meeting. Ensuring public access does not ensure public participation unless law requires such participation. This meeting allowed for public comment. To view the full recording of the Select Board meeting, please click [here](#).

Announcements

Christmas Tree Curbside Collection: Christmas trees will be collected December 28th through January 13th. Please place trees on the tree belt or on top of snowbanks in front of your home and do not leave them in the road. All trees must be clear of wires and decorations. Please do not put wreaths to the curb if they have wire frames, these wreaths should be disposed of as regular trash or have the frames removed.

Curbside Trash and Recycling Collection: Reminder - Waste Management will operate on a regular Monday - Friday schedule with no changes for curbside trash and recycling collection this week, January 2 through January 6.

Free COVID-19 Treatments Available: The Massachusetts telehealth service for COVID-19 treatment can now be accessed by telephone, 833-273-6330, and online at color.com/covid-19-treatment-ma. For additional information, please visit mass.gov/CovidTelehealth.

Stormwater Asset Management Program: Longmeadow is assessing the municipal drainage system to support development of a Stormwater Asset Management Program, as part of a MassDEP Grant. Personnel from the Longmeadow Department of Public Works and a hired consultant, Tighe & Bond, will be visiting stormwater structures throughout Town in the spring of 2023. This work will occur during normal DPW hours (7:30 AM to 4:00 PM). If you would like to learn more about the Town's program and goals, please visit www.longmeadowma.gov/1130/Stormwater.

Diversity, Equity, and Inclusion (DEI) Committee Interviews

Ronnie Leavitt, of 143 Twin Hills Drive, was present to interview for the DEI Committee. Mr. Levine asked Ms. Leavitt to introduce herself and to explain why she is interested in appointment to the committee. Ms. Leavitt stated that she has been interested and involved in diversity, inclusiveness and equity and the goal of this committee is to promote diversity and have a welcoming Town. The Board asked Ms. Leavitt various questions about her application to the committee and after a detailed discussion, thanked Ms. Leavitt for submitting an application.

Resident Comments – NONE

Select Board Comments

Mr. Zwirko stated that last week he attended the Middle School tours at Williams and Glenbrook Middle Schools. The Town Manager, members of the Department of Public Works and members of the School Building Committee were present at this tour, Mr. Zwirko went on to say. Mr. Zwirko stated that had connected with Superintendent Marty O’Shea, who summarized that right now we are in the eligibility period and are completing a series of requirements that will allow us to enter into an agreement with the Mass School Building Authority (MSBA) to complete a feasibility study. Mr. Zwirko explained that one of the requirements was to secure the funding for the feasibility study, which was done at the last Special Town Meeting on October 25. Mr. Zwirko detailed that the other requirements of the eligibility period include providing a report on our enrollment, our maintenance practices, and completing an educational profile. Once the eligibility period requirements are complete, we will be in a position for the MSBA to authorize the School Dept. to participate with them in a feasibility study. Mr. Zwirko stated that all of the buildings looked very similar to how they did when he went to school there around 25 years ago, and was thrilled that this process was underway.

Mr. Levine reminded everyone that the written comment deadline for the DPU concerning the Eversource proposed pipeline project is January 17, 2023. Mr. Levine explained that interested parties can submit their comments by this deadline and encouraged all to do so. Mr. Levine went on to say that, we have yet to hear of any information concerning additional public hearings as far as he knows.

Town Manager’s Report

Maple Center Shopping Plaza Demolition has started at the Maple Center Shopping Plaza. The cleanup is expected to take 2-3 weeks. After that, the structural engineers will be onsite to reassess what can remain and be reused and what will need to be removed. Ms. Simmons explained that there are some photos posted in the online version of the Town Manager’s report as well.

Energy Facilities Siting Board (EFSB) In the Eversource Reliability project filing with the EFSB, the Town has filed a petition to intervene. A copy of the filing and updates on the matter can be found [here](#).

JCC and Adult Center As a result of the fire at the JCC in November, the JCC is closed. The Town of Longmeadow reached out to offer help and support. I am pleased to say that the team at the Adult Center and the JCC have collaborated to offer JCC members use of the Adult Center through the end of January.

Mr. Levine questioned if the Adult Center is getting a lot of use from JCC members currently. Ms. Simmons explained that the Adult Center has seen some good numbers there and were happy to extend this service. Mr. Lachiusa stated that it is nice to see many people attending the Adult Center for programs and that we are very fortunate to have a large enough facility to facilitate large groups of people.

Old Business

A. Approval of Meeting Minutes

Mr. Gold made the motion to approve the minutes of the December 19, 2022 Select Board Regular Meeting. Mr. Zwirko seconded the motion. Roll Call Vote: Mr. Levine – YES, Mr. Gold – YES, Mr. Zwirko – YES, Mr. Lachiusa – YES. The motion passed by a vote of 4-0.

B. Select Board Policy on Flags and Use of Town Seal

Mr. Levine commented that we have looked at these policies a few times now and asked Ms. Simmons to detail the changes made in the Flag and Banner Display policy since the last time this was discussed. Ms. Simmons stated that since our last discussion, we have completed some research on the POW/MIA Flag, and have incorporated that language into this latest draft of the policy. Ms. Simmons went on to say that, given

the legislation that we found regarding the POW/MIA flag, incorporating this into the policy is appropriate. Ms. Simmons explained that there has also been a question about flags on school property, and noted that we have an exemption in the policy for the School Committee. Ms. Simmons stated that it does seem to have some restriction for school events or representing school-sponsored organizations, so we may want to discuss this section further. Mr. Levine commented that the only question he has seen so far was on Tree City USA Flags, and questioned if that would be considered a school event or if an Arbor Day event would apply for this policy. Ms. Simmons explained that this would depend on how loosely we would consider this as a school event. Ms. Simmons went on to say that, there are plantings associated with Arbor Day that are held at some of the elementary schools, and we could consider this a school-sponsored event. Mr. Levine asked for confirmation on if the School Committee or the Select Board would have jurisdiction to consider these decisions for flags. Ms. Simmons confirmed that it would likely be the School Committee authorizing these decisions if the Arbor Day Flag is to be flown on school grounds. Mr. Lachiusa stated that the policy gives exemption to the School Committee but does not give exemption to the Select Board. Mr. Lachiusa mentioned the example he used at a previous meeting, on what would happen if a new Veterans Flag came about in the future that would be authorized to be flown on Town property. Mr. Levine commented that the way to address this would be for a future Select Board to update or change the policy. Mr. Gold stated that he agrees and commented that if the policy needs to be changed in the future, the Select Board can make necessary updates. Mr. Zwirko commented that in the past the Tree Committee would get approval from the Principals for Arbor Day events and wanted to confirm that now they would be seeking this approval through the School Committee. Mr. Levine commented that the School Committee could defer certain decisions to the Principals. A discussion ensued about sub-committees, like the Arbor Day or Tree Committee, applying to seek approval for flag use for these events.

Mr. Gold made a motion to adopt the Select Board Policy on Flags and Banners as proposed. Mr. Zwirko seconded the motion. Roll Call Vote: Mr. Levine –YES, Mr. Gold – YES, Mr. Zwirko – YES, Mr. Lachiusa – YES. The motion passed by a vote of 4-0.

Mr. Levine stated that the Use of Town Seal Policy seemed very straightforward but called on any questions from Board members if any. Mr. Gold stated that the only questions he has gotten from people were, how to go about requesting use of the seal, and how the Town will make decisions on this. Mr. Gold commented that he supports the policy and believes that a process should be put together that is in adjunct to the policy. Ms. Simmons stated that the policy details the use procedure and the steps for requesting use, and that it must be submitted in writing to the Town Manager for review. Ms. Simmons questioned if we want something more detailed than this. Mr. Gold suggested a similar form to the Road Closure or Block Party Application, which will provide a record of what the seal was being used for.

Mr. Gold made the motion to approve the policy on the Use of the Town Seal. Mr. Zwirko seconded the motion. Roll Call Vote: Mr. Levine - YES, Mr. Gold – YES, Mr. Zwirko – YES, Mr. Lachiusa – YES. The motion passed by a vote of 4-0.

C. ARPA Prioritization List Vote

Ms. Simmons explained that this was presented to the Board at their last meeting in December. Mr. Levine opened up discussion on any feedback or recommended changes that the Board came up with since the initial report was presented. Ms. Simmons explained that there were some additional projects discussed after the last meeting and requested that the Board consider these projects also. Ms. Simmons mentioned that one of the projects is for bleachers at Wolf Swamp Fields. Ms. Simmons confirmed that this was originally specked out in the project plan, but due to the budget, it was removed. Ms. Simmons went on to say that, Parks and Recreation and DPW have been working on the last remaining items that would help compliment the rest of the activities at the fields. There are already spaces assigned for them and it will be a cost of \$20,089 dollars total for the addition of bleachers. Mr. Levine questioned where the bleachers would be located. Ms.

Simmons explained four spaces mapped out, two of which are behind backstops, for the placement. A discussion ensued about some of the projects on the current ARPA prioritization list. Mr. Levine suggested reducing the amount allocated for painting and instead have this as a long-term budget item. Mr. Levine stated that he believes the bleachers are a better use of this one-time infusion. Mr. Lachiusa also was in favor of the bleachers and questioned how often DPW paints in Town buildings. Ms. Simmons stated that they do allocate time for painting and the bulk of this item in the ARPA plan would be to address the painting in School buildings. Ms. Simmons also explained that she anticipates seeing this in DPW's FY2024 budget submission, but we are trying to live within that 2.44%, and there are many needs at the DPW. Mr. Zwirko was in support of the bleachers at Wolf Swamp Fields also, and discussed the importance maintaining and improving our fields. This would be a step in the right direction, Mr. Zwirko stated. Mr. Zwirko explained that in conversations with Ms. Simmons, they have talked about ways to get creative with addressing the painting. Mr. Zwirko suggested looking into the Sheriff's Department in the schools off-season, who can offer some assistance at low-cost rates as well to help the Tow with this line item. Mr. Gold also expressed his support for the bleachers at Wolf Swamp Fields. Mr. Gold questioned what the basis was for determining who is eligible to receive essential pay through ARPA funding. Ms. Simmons explained that essential pay is designated for essential jobs that had to be performed on site during the pandemic to perform their duties. Police, Fire, Public Works, Council on Aging Meals on Wheels Cooks/Drivers, and some members of the Health Department who were providing vaccine services and emergency response. Mr. Gold questioned if there was a predetermined list and amount associated. Ms. Simmons confirmed that we do and stated that was how the total number was generated. Ms. Simmons went on to say that, one of the parameters is that you have to be a current employee. Mr. Gold asked how this compares to what is going on in other communities. Ms. Simmons explained that this process has been widely varying across the state. Mr. Levine questioned if the current number for essential pay is \$189,000 or \$200,000. Ms. Simmons stated that it is \$189,000 based on when we ran the numbers in the fall. Ms. Simmons stated that she plans to bring another updated ARPA prioritization list to the Board in the fall for review once we have a better idea on some other projects. Mr. Lachiusa echoed Mr. Zwirko's statement about the outreach to the Sheriff's Department for painting project, and explained that this is more than just about saving money; it also teaches people productive skills that can be used in life. Mr. Levine stated that there seems to be a consensus about adding in the bleacher project, but questioned where we would pull this money from if we were accepting everything else on the list. Mr. Levine suggested taking away from the painting project to offset the cost of the bleachers. Mr. Gold questioned when this money needs to be spent by and if it was possible to defer some items. Ms. Simmons explained that the money needs to be committed by December of 2024, but cautioned the Board that she would like to get many of these projects started. The money has to be spent by FY2026 and Ms. Simmons went on to say that, with how long it takes to order and go through the purchasing process, she would like to move forward on the bulk of this list. Ms. Simmons mentioned the \$600,000 that was earmarked for the Center School Window Project, which is a 3 million dollar project in total that does not include the roof replacement. Ms. Simmons stated that we are doing some work internally on how to handle that project, but does know that the ARPA funds are going to be needed for it. Ms. Simmons stated that she does not want the Board to pull these funds out yet, but was giving a heads up that she would most likely come back in a few months once we have more information on the project. The MSBA accelerated repair program, which is paused currently, will hopefully start back up again. Once it does, we intend to submit an application to tackle both the windows and the roofs; Ms. Simmons went on to say. A discussion ensued about cutting money from the window project, essential pay category, or reducing the amount allocated for painting, in order to fund the bleacher project. Ms. Simmons explained that she was comfortable taking it from the essential pay category because the list needs to be refined a little more before implementation. The Board agreed that the list could be refined if needed when it is presented again in six months.

Mr. Lachiusa made the motion to approve the ARPA Project List and funding as we discussed and agreed on tonight. Mr. Zwirko seconded the motion. Roll Call Vote: Mr. Levine - YES, Mr. Gold – YES, Mr. Zwirko – YES, Mr. Lachiusa – YES. The motion passed by a vote of 4-0.

New Business

A. Policy for Special Municipal Employees

Mr. Gold made the motion to approve the revised listing of Special Municipal Employees as presented. Mr. Lachiusa seconded the motion. Roll Call Vote: Mr. Levine - YES, Mr. Gold – YES, Mr. Zwirko – YES, Mr. Lachiusa – YES. The motion passed by a vote of 4-0.

Mr. Levine asked Ms. Simmons to summarize the policy for the people watching. Ms. Simmons stated that essentially now we have a policy that references the conflict of interest law 268-a, and defines who can be designated as a special municipal employee. Ms. Simmons went on to say that; it appears the last time this was reviewed by the Select Board was in 1998, with another brief discussion in 2007. Ms. Simmons explained that she reviewed the list and modified it based on changes that happened since 2007. Ms. Simmons stated that she would bring the policy back with changes for the Board to vote on as more information about new or old positions becomes available.

B. One Day Liquor License Applications

a. One Day Liquor License Applications (2) – Longmeadow Adult Center Community Fund

Mr. Lachiusa made the motion to approve the two One-Day Liquor License Applications for LACCF, for the Art Show on January 5, and for an international dinner on January 26. Mr. Zwirko seconded the motion. Roll Call Vote: Mr. Levine - YES, Mr. Gold – YES, Mr. Zwirko – YES, Mr. Lachiusa – YES. The motion passed by a vote of 4-0.

C. Animal Control Officer Designation 2023

Ms. Simmons explained that this is an annual appointment that needs to be made by the Select Board, to formally designate Martylee Caramante as Animal Control Officer for 2023.

Mr. Lachiusa made the motion to designate Matrylee Caramante and the Animal Control Officer for 2023. Mr. Zwirko seconded the motion. Roll Call Vote: Mr. Levine - YES, Mr. Gold – YES, Mr. Zwirko – YES, Mr. Lachiusa – YES. The motion passed by a vote of 4-0.

D. Set Date for 2023 Annual Town Meeting

Mr. Lachiusa made the motion to set the 2023 Annual Town Meeting for Tuesday, May 9, 2023, at 7 p.m. in the Longmeadow High School Gymnasium. Mr. Zwirko seconded the motion. Roll Call Vote: Mr. Levine - YES, Mr. Gold – YES, Mr. Zwirko – YES, Mr. Lachiusa – YES. The motion passed by a vote of 4-0.

Correspondence (All Correspondence material can be found in the SB agenda packet linked under “documents” at the end of these minutes)

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Vote to Enter Executive Session

Mr. Gold made the motion to adjourn into executive session, not to reconvene in open session. Mr. Levine seconded the motion. Roll Call Vote: Mr. Levine - YES, Mr. Gold – YES, Mr. Zwirko – YES, Mr. Lachiusa – YES. The motion passed by a vote of 4-0.

Adjourn

01.03.23 Select Board Regular Meeting Minutes
Approved: 01.17.23

Documents

[Select Board January 3 2023 Regular Meeting Agenda Packet](#)

Respectfully submitted,

Michael Barbieri