

**Select Board Regular Meeting**  
**Tuesday, January 17, 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, Dan Zwirko, Thomas Lachiusa.

**Staff Present:** Town Manager Lyn Simmons, Michael Barbieri, Corrin Meise-Munns, Paul Pasterczyk.

**Also, Present** Chief Dearborn, Matthew Nichols, Brian Meccariello, Joseph Mitchell, Gabriel Mokwuah, Tanya Campbell, Matthew Schoen, Walter Gunn, Diana Pun.

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.

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**

**Preliminary Special Town Election:** The voter registration deadline to vote in the Preliminary Special Town Election is Saturday, January 28, 2023. The Preliminary Special Town Election will be held on Tuesday, February 7, 2023 at the Longmeadow Community House. Polls open at 7:00 a.m. and close at 8:00 p.m. For more information on the special election calendar and other important dates, please visit [www.longmeadowma.gov/elections](http://www.longmeadowma.gov/elections).

**Smoke Testing of Sanitary Sewers:** The Town of Longmeadow, along with its engineering consultant, DPC Engineering, LLC, will be performing Smoke Testing as part of an ongoing sewer asset management-planning project. The smoke testing is planned to start the week of January 17, 2023. Smoke Testing involves blowing non-toxic smoke into sanitary sewer mains to determine any areas where storm and surface water may be entering the sewer system. For additional information about the testing and to learn more about the Stormwater Asset Management Program, please visit [www.longmeadowma.gov/CivicAlerts](http://www.longmeadowma.gov/CivicAlerts).

**Presentations**

**A. Presentation on AEDs – Chief Dearborn**

Chief Dearborn of the Longmeadow Fire Department was present to discuss AEDs in Town. Chief Dearborn stated that in light of the recent events of the NFL player who suffered a sudden cardiac arrest, he has received inquiries from members of the Board and the public, regarding the availability of Automatic External Defibrillators (AEDs) in our community. Chief Dearborn went on to say that, the key to success for anyone who suffers a sudden cardiac arrest is rapid initiation of CPR, followed by rapid defibrillation. Chief Dearborn explained that we have had four instances of lives saved in Town this year, and in all cases, rapid initiation of CPR by a bystander, and the application of either police or fire AED within a few minutes made the difference. In 2010, the Town started investing in public access AEDs and equipped them in all town and school buildings, and all police cruisers and non-EMS fire vehicles. Chief Dearborn indicated that we are

trying to improve the capability of outdoor cabinets for public AED's, but right now safety issues and vandalism limit the operation. Annually, the Town and Schools combine to spend approximately \$15,000 to maintain this current capability, the Chief explained. He went on to say that, in FY2025 you would see a capital request to replace half the units, or the original units, for roughly \$75,000. Chief Dearborn urged people to learn CPR, explained that the hand-only version is very simple, and can almost be taught by watching a video. Another important resource is for people to be aware of the location of AEDs and have familiarity with how to use them. Chief Dearborn believes that we can add a couple units at the snack bars at our fields, but is reluctant to add any additional outdoor cabinets at this time due to the reasons mentioned before. He mentioned that he is worried about these units not being reliable due to their storage. The Chief spoke of looking into better storage options, but explained that it would come at a greater cost. Chief Dearborn also indicated that LFD will be working with Departments to set up trainings for staff and residents. A discussion ensued about the keys to success for responding to sudden cardiac arrests and you can watch the full discussion [here](#) 00:03:35-00:26:00. Mr. Levine suggested reaching out to other communities as well to share resources about trainings and fundraising for AEDs. Mr. Lachiusa questioned if there are any other AEDs that we are aware of in the Longmeadow Shops area. Chief Dearborn stated that during the summer there is one located at Blinn Courts, the Football Stadium and Russell Fields. Mr. Lachiusa suggested other businesses at the shops looking into stationing AEDs at their location. Mr. Lachiusa also encouraged all parents to learn CPR and to have their children trained when appropriate as well. Mr. Gold was concerned with the possible gap with youth coaches and sports leagues as far as training goes. Mr. Gold questioned if LFD has worked with the Parks and Rec Department on training these coaches. Chief Dearborn explained that his department works with Parks and Rec quite a bit when it comes to training daycare, camp, and pool staff but unfortunately, the sports leagues do not require it. He went on to say that, they are currently exploring offering free trainings at the beginning of each sports season for these coaches. A discussion ensued about the safety issues with outdoor AED stations. Mr. Zwirko questioned where the AEDs are located at the Middle Schools. Chief Dearborn confirmed that they are located in the school buildings. The Chief again explained that we are researching some better solutions for outdoor cabinets to make sure that it can be sustainable. Mr. Zwirko also asked if there is an AED stationed at the transfer station on Pondsides Road. Chief Dearborn explained that it depends on the geographical location and mentioned the process for responding to cardiac arrest calls. When a call comes in of this sort, three police cruisers, a fire truck, and an ambulance will respond to the call. This would mean that five or six AEDs would be heading in that direction for the call and arrive within one or two minutes depending on the location in Town. Rather than trying to saturate the Town with these outdoor cabinets, Chief Dearborn explained that he feels they are covering the gap with mobile aid. The Board thanked the Chief for attending and for presenting this valuable information to the public.

#### B. Eversource Gas Work – Notification Letter

Representatives from Eversource, Matthew Nichols, Brian Meccariello, and Joe Mitchell were present to discuss some projects that will be taking place in Longmeadow over the next several months. Mr. Nichols went on to explain the first project, which is scheduled for Lawnwood Avenue. The project includes tying into existing plastic medium pressure main at the intersection of Nevins, running down Longmeadow Street, and continuing the install onto Meadow Road and Lawnwood Ave. The goal of the project is to retire age cast iron on Lawnwood and Meadow, Mr. Nichols explained. He went on to say that, there is a Mass DOT project on the docket for Longmeadow Street in the coming years and the goal now is to get all of the aged cast iron off of Longmeadow Street and all of the surrounding streets. Mr. Gold questioned what the aged cast iron was being replaced with. Mr. Nichols stated that it is polyethylene plastic and went on to explain that the aged cast

iron has a low-pressure system, and their long-term directive is to get all customers off the low pressure and onto medium pressure. Mr. Levine questioned if the pressure is actually changing or are the replacements just set to withstand a different pressure. Mr. Nichols explained that we would be transferring customers over from a low-pressure system to a medium-pressure system. He went on to say that, the customers would now have regulators at their meters, which is an added level of safety. Mr. Lachiusa stated that he is happy that this area is being addressed because he described smelling gas in this area before. Mr. Nichols detailed that cast iron has the potential to crack and leak, some that are much higher priority that are addressed ASAP. Mr. Gold questioned how many customers are part of this Lawnwood project that will need to be reconnected with the system and asked if the pipeline is going under the road or the tree belt. Mr. Nichols stated that he does not have the exact customer count but it is believed to be about 50 or so customers. Mr. Nichols explained that Eversource has walked the project line with DPW Director Sean Van Deusen where there was discussion about trees and other foreign utilities in this area that should be avoided. A discussion ensued about the project direction and cutting of the road. Mr. Gold wanted to make Eversource aware of the policy of repaving at least six feet wide after cutting the road for projects. Mr. Nichols stated that Eversource would repair the roads and trenches to the best of their quality. Mr. Gold also mentioned the sandy soil in Town and explained that there was a fatality of a contractor several years back. Mr. Gold requested that Eversource require caissons to be used while digging to ensure that these accidents do not occur. Mr. Lachiusa asked if the gas meters in these homes would be replaced as well. Mr. Nichols stated that all meters that need to be replaced would be replaced. A discussion ensued about meeting the requirements of the historic district when working around homes of historic preservation. Mr. Meccariello explained that construction service supervisors do go out to all of these addressed beforehand to meet with customers and to agree on a location. Mr. Mitchell also explained that he was connected with the Historical Commission chair in the past prior to work being set on these projects. Mr. Nichols went on to explain the second project. This project is called Bliss at Burbank and similar to the first project, Eversourc plans to tie into existing main by installing polyethylene medium-pressure down these streets: Bliss, Burbank, Oakwood and Blocklin. Mr. Nichols stated with the interest of traffic and people walking the sidewalks during the school hours, the best course of action deemed was to run along the north side of the road and detour traffic around. A traffic plan was shown on the screen for clarification. Mr. Levine questioned how long this detour plan would need to be in place for. Mr. Nichols estimated roughly around two or three weeks and it will be taken care of in sections at a time. Mr. Gold questioned when the estimated start date was and if it could possibly be timed to start around the schools' February vacation week. Mr. Meccariello also commented that we could also move the job around so that we do not start on Bliss first to limit some of the traffic concerns. Mr. Levine questioned if there are any plans for tree protection and if Eversource knows of any trees, they will be working around during these projects. Mr. Nichols stated that this was discussed with Mr. Van Deusen and any other trees of particular concern will be addressed with the DPW. Mr. Levine asked if there are any plans for ensuring pedestrian safety on the sidewalks and for addressing ADA accessibility on the sidewalks during the project. Mr. Nichols stated that they intend to have minimal to no disturbance to the flow of the traffic on the sidewalk, and will have traffic and safety officers stationed. Mr. Levine also requested that Eversource notify the LFD for emergency management purposes. A discussion ensued about notifying customers of the switch over and how they can be aware of their change over date. It was explained that both systems would be left online until all customers are switched over. Mr. Zwirko stated that he was concerned with the traffic to and from school and questioned if; this project could be moved to the summer for these reasons. A discussion ensued about other projects scheduled for this area that could potentially affect the timing of this project. Ms. Simmons explained that the importance of this coming to the Board is for public notification and to make people aware

of the projects. It is also important for people to realize that this is not the Western Mass Reliability project but they certainly should still be apprised of other projects going on in Town.

### **Diversity, Equity, and Inclusion (DEI) Committee Interviews**

Gabriel Mokwuah, of, was interviewed for a position on the Diversity, Equity and Inclusion Committee. Mr. Mokwuah explained to the Board why he was interested in serving on the committee. The Board asked questions and thanked Mr. Mokwuah for his application. The Board will vote on the appointment at their next meeting.

### **Diversity, Equity, and Inclusion (DEI) Committee Appointments**

Mr. Zwirko made the motion to appoint Ronnie Leavitt to the Diversity, Equity and Inclusion Committee. Mr. Levine seconded the motion. The motion passed by a vote of 3-1 (Lachiusa – NO).

Mr. Lachiusa stated that his stand has not changed about this and explained that he needs to understand more about the potential conflict of interest with having LARC members on the DEI Committee. Mr. Zwirko explained that he supports the appointment of Ronnie Leavitt and appreciates the work that she has done. Mr. Levine commented about the LARC conversation and explained that he does not believe that we can look at private membership in a private group and consider that in naming to a public board or committee. Mr. Levine also commented that we have to start something here and cannot force people to sign up to volunteer. He is grateful for people who have applied now and looks forward to the work of this group in the future.

### **Resident Comments – NONE**

### **Select Board Comments**

Mr. Levine thanked the Longmeadow Fire Department for their bravery and hard work with the Dunn Road fire. Mr. Levine explained that the Center School Community has really stepped up with the helping the family out, and an incredible amount of donations have been made. It is heartwarming to see people step up when a tragedy happens in our community.

Mr. Gold stated that he attended the meeting of the HCRRB and after several attempts to act; they did in fact eliminate their Audit Committee. Mr. Gold stated that it was clear to him that the HCRRB did not outline properly the goals and mission of the Audit Committee. Mr. Gold went on to say that, Rep Ashe and his Legislative Aid Robin Frechette, refiled legislation looking to reorganize the HCRRB. We will continue to follow this and update the Board, Mr. Gold stated. Mr. Gold also mentioned that we believe we have come up with a low cost solution to the replacement of the glass display at LHS, after working on this with Facilities Director, Nick Georgantas. There is a test sample in there right now and hopefully this should be all set after these actions. Mr. Gold also spoke about the article in the newspaper about Springfield investing in their stabilization fund in treasury bills. Mr. Gold wanted to make sure that we encourage our Town Treasurer or CFO to take advantage of the high interest rates while we have them. Mr. Gold also mentioned the Special Preliminary Election and stated that these elections are going to end up being rather expensive for the Town to elect the fifth member to the Board for a couple of months. Mr. Gold suggested that we look into a rank choice voting system, which is a single election to take care of this multiple election type system. Mr. Gold went on to say that, this process would save the Town an awful amount of money and it is being done in at least one other community in Massachusetts that he is aware of. Mr. Gold believes that this could be done in local elections and encouraged the Town Manager and Town Clerk to look into this method. Mr. Zwirko questioned if a bylaw amendment could be made to suggest that a seat that is vacant under a certain

timeframe would remain vacant until the June election. Mr. Gold also mentioned that rank choice voting covers the town-wide election system and not just special elections. Mr. Levine commented that he believes MGL supersedes the topic of vacancy of a Select Board member over what a local bylaw may detail. Mr. Zwirko requested that the digital signboards be placed to notify residents of the upcoming elections to encourage people to come out and vote.

### **Town Manager's Report**

Quarterly Legal Expense Update – The legal expense update can be found in the Town Manager's Report in the Select Board Agenda Packet, linked under "documents" at the end of these minutes.

SMRP Grant Award The Town was awarded a Sustainable Materials Recovery Program Municipal Grant from the Massachusetts Department of Environmental Protection in the amount of \$20,900 to enhance the performance of the Municipality's waste reduction programs. The Recycling Dividends Program provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. Municipalities receive payments according to the number of criteria points their program earns based on the 2022 Grant Guidelines and number of residents served. RDP provides an incentive for municipalities to improve their recycling programs by implementing best practices and rewards communities with model recycling and waste reduction programs. In 2022, the grant was spent on the following: Valley Green Shred event, blue overflow bags, compost pails, blue recycling bins, and printing of the curbside trash/recycling calendar and recycle center pass stickers.

Annual Town Report Cover Photo Contest The Town of Longmeadow is seeking your assistance in creating the cover to this year's Annual Report. Please submit your original photo or drawing. The guidelines are as follows: Submissions should highlight a historical or significant aspect of the Town. This may be a building, event, location, etc. Creativity is encouraged, but the work must be original. Submissions should be emailed to [eburnell@longmeadow.org](mailto:eburnell@longmeadow.org) and please include your name, address, contact information and caption. If the picture includes people, you must have their permission to submit the photo for this purpose. Residents of all ages are encouraged to participate. All submissions must be received by March 1, 2023 at noon. Winners will be determined by voting, open to all residents, March 6-15 through an online and in person option. Stay tuned for more details on how to submit your vote. Photo credit will be given and prizes will be announced later. For questions or additional information, please email [adminassistant@longmeadow.org](mailto:adminassistant@longmeadow.org) or [eburnell@longmeadow.org](mailto:eburnell@longmeadow.org)

**A. Department Monthly Reports – December** *(All Department Monthly Reports for December can be found in the Select Board agenda packet linked under "documents" at the end of these minutes.)*

### **Old Business**

A. Approval of Meeting Minutes

Mr. Gold made the motion to approve the January 3, 2023 Select Board Regular Meeting Minutes as presented. Mr. Zwirko seconded the motion. The motion passed unanimously by a vote of 4-0.

### **New Business**

A. FY2022 Audit Report

Tanya Campbell of Markum, formerly, Melanson, Town CFO Paul Pasterczyk, and Audit Committee Chair Matthew Schoen were present to discuss the FY2022 Audit Report for the Town. Ms. Campbell spoke about the independent responsibilities for all parties involved in the audit process. The full discussion/presentation can be viewed [here](#) 1:30:00 – 1:56:00. Mr. Gold questioned if they have had the opportunity to speak to the

Audit Committee without any Town employees present. Ms. Campbell responded, yes she has. Mr. Gold also asked if Ms. Campbell has an approximation for how many test cases that you drew from and what percentage this may represent. Ms. Campbell explained that we perform tests of controls over your major transaction cycles; vendor disbursement cycle and your payroll cycle. She went on to explain that they look at 40 vendor and 40 payroll as part of the audit process and they look at additional tests or samples during the federal grant audits and those are more specific to grants that we are auditing ourselves. Mr. Schoen explained that the committee does meet with the auditors during the course of the year and during the planning stage to make sure that we have a good grasp of where the audit will go. The committee reviewed the report and voted to accept the draft report and recommend that the Select Board accept the report as well. Mr. Lachiusa questioned if the auditors see receipts of cash flow and so forth. Ms. Campbell explained that we do get a list of all Town bank accounts that are in control of the Treasurer, and they tie those out to her internal records. These are also tied to the general ledger to make sure that they agree or do not agree. She went on to explain that they review bank statements and obtain bank confirmations directly from the bank to ensure that the balances that are reported to us are accurate. Mr. Zwirko questioned if there are any themes that have popped up in the past that the Town needs to work on. Ms. Campbell stated that the Town is good about following up on issues relatively quickly so you do not see many issues repeated from prior years. The audit correction report is the next step and Mr. Pasterczyk will prepare a report listing the next steps and responsibilities for addressing these needs. Mr. Pasterczyk detailed that this correction report will be circulated to the Select Board for review during the course of the fiscal year as well. Mr. Schoen stated that it is to the staff's credit that the GFOA has been awarded to the Town over the past several years and the audit goes well because of the effort of staff involved.

Mr. Gold made the motion to accept the Draft FY2022 Audit Report as presented. Mr. Zwirko seconded the motion. The motion passed unanimously by a vote of 4-0.

#### B. Proposed SWM Code Updates for Stormwater MS4 Permit

Assistant Town Manager and Director of Planning Community Development, Corrin Meise-Munns, was present to talk about the Stormwater management bylaw updates, in hopes that they can be reviewed and ultimately added to the Annual Town Meeting warrant for this spring. The full discussion can be viewed [here](#) 1:56:00 – 2:46:00. Ms. Meise-Munns explained that the stormwater management code, which we have in several general bylaws in addition to some zoning code and the subdivision rules and regulations, is to bring the Town into compliance with the MS4 permit. This is a federal permit that is managed by EPA and in Massachusetts; the EPA has given delegation of the permit to MassDEP. Ms. Meise-Munns went on with explaining the details of some of the changes to meet the code requirements. She also mentioned that we are behind where we should be in implementing the MS4 code requirements. In order to come into compliance, she and Tim Keane, Town Engineer, have met with PVPC to take a look at all the different chapters of the general code and zoning code, to determine what changes need to be made to come into compliance. Ms. Meise-Munns also mentioned that Town Counsel has made comments on this topic as well has reviewed this. She then explained that the goal here tonight is just for introduction of the project. The next step is for a joint meeting between the Select Board and Planning Board on February 6, where a presentation by PVPC on the code updates will also be on the schedule. Mr. Levine questioned what is the downside of being in non-compliance with these updates. Ms. Meise-Munns said that we would be subject to future fines if not in compliance. Mr. Gold spoke about section 600 possibly drawing a lot of attention because there are things in there that are pre-existing configurations that appear to be outlawed. In chapter 800 Ch. 6-7, it speaks about giving authority to the DPW Director and requested that we look into what a Town Meeting type of government does in this case because he was not sure that in an elected type of government this would be



permitted. Mr. Gold believes that the enforcement of this bylaw should be consistent with some of the other enforcement measures that we have. Ms. Meise-Munns talked about have informational sessions just on these updates to give people the most up to date information on what is being proposed. In the original bylaw, it states that the DPW is the authority and in some cases it lists the Select Board as the enforcement authority. Ms. Meise-Munns explained that we have proposed changing authority to the DPW to remain consistent and because they are the technical experts on this matter. A discussion ensued about the only projects that are triggering these standards are projects that disturb an acre or more of land. A lengthy discussion ensued about vetting out this process and details of next steps. To address some of the concerns with what was being presented, Ms. Simmons explained that this was being brought to the Select Board as an introduction and additional information from professional staff and consultants will be available at the February joint meeting. The Board thanked Ms. Meise-Munns for her presentation and this topic will be discussed further at the February 6 meeting with the Planning Board.

C. Request for Zone Change – Address: Parcel 1, Lot 38, at 899-925 Shaker Road, Longmeadow, MA

Diana Pun from Longmeadow Realty is requesting a Zone Change for Parcel 1, Lot 38, at 899-925 Shaker Road, to change from residential one zone to business zone. The existing building foundation is currently non-conforming at the former Armata's loading dock, but is in compliance with the town zoning bylaws, which allows for the building to be rebuilt and continued use of non-conforming structure, since it was destroyed by the fire in November (2021), Ms. Pun stated. She went on to say that, they are making a proactive effort to meet and comply with the required setback. Mr. Gold questioned why they would not go to the Zoning Board of Appeals to request a waiver of the 15-foot buffer and not take the risk of going to Town Meeting, who in history has been reluctant to pass zone changes in the past. Mr. Levine stated that this is to correct a non-conforming issue and they are being proactive with this measure in his belief.

Mr. Lachiusa made the motion to refer the Request for Zone Change to the Planning Board for further action.

Mr. Zwirko seconded the motion. The motion passed unanimously by a vote of 4-0.

D. One Day Liquor License Applications

a. One Day Liquor License Applications – St. Mary's Parent Association

Mr. Gold made the motion to approve the one-day liquor license for St. Mary's Parent Association for an event to be held at St. Mary's Parish on Saturday, January 21, 2023. Mr. Zwirko seconded the motion. The motion passed unanimously by a vote of 4-0.

E. MMA Annual Business Meeting Voting Procedures

Ms. Simmons explained that generally the Chair votes at this meeting as representative for the Town of Longmeadow.

Mr. Levine made the motion to designate Mark Gold as voting member for the Annual Business Meeting. Mr. Lachiusa seconded the motion. The motion passed unanimously by a vote of 4-0.

F. Set Preliminary Special Town Election Warrant

Mr. Gold made the motion to set the Preliminary Town Election Warrant for February 7, 2023 as proposed by the Town Clerk; at the Longmeadow Community House from 7 a.m. to 8 p.m., Mr. Zwirko seconded the motion. The motion unanimously passed by a vote of 4-0.

G. Set Annual Town Election Date/Location

Mr. Gold made the motion to set the 2023 Annual Town Election for Tuesday, June 13, 2023. Mr. Zwirko seconded the motion. The motion passed unanimously by a vote of 4-0.

Mr. Zwirko questioned how many meetings the newly elected Select Board member would attend before the annual election. Around five regular meetings, Ms. Simmons stated, but it could be a few more with budget meetings and other special meetings in the horizon.

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

*TOWN OF LONGMEADOW MAIL - PUN LONGMEADOW REALTY LLC - ZONE CHANGE REQUEST.PDF*

*TOWN OF LONGMEADOW MAIL - PLAYGROUND UPGRADES AT BLISS PARK.PDF*

*TOWN OF LONGMEADOW MAIL - HELLO.PDF*

**Adjourn**

*Mr. Gold made the motion to adjourn the Select Board Regular Meeting at 10:10 p.m. Mr. Zwirko seconded the motion. The motion to adjourn passed unanimously by a vote of 4-0.*

**Documents**

[\*Select Board January 17 2023 Regular Meeting Agenda Packet\*](#)

Respectfully submitted,

Michael Barbieri