

**TOWN OF LONGMEADOW
ANNUAL TOWN MEETING
TUESDAY – MAY 8, 2018 – 7:00 P.M.
WARRANT**

COMMONWEALTH OF MASSACHUSETTS, HAMPDEN, ss

To Town Clerk Katherine Ingram, or any of the Constables of the Town of Longmeadow, in said County:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the Inhabitants of the Town of Longmeadow, qualified to vote in elections and Town affairs, to meet in the GYMNASIUM of the LONGMEADOW HIGH SCHOOL in said Town on TUESDAY, the EIGHTH day of MAY, 2018, at 7:00 p.m. o'clock in the evening and if the GYMNASIUM of the LONGMEADOW HIGH SCHOOL, shall not, in the opinion of the Moderator, be adequate to contain such Inhabitants who shall meet, then to meet also in and such other locations in the LONGMEADOW HIGH SCHOOL as the Moderator deems appropriate, at such time and place then and there to act on the following articles to wit:

ARTICLE 1.

To see if the Town will vote to choose three trustees to administer the William Goldthwait Bequest, or take any other action relative thereto.

The Goldthwait Bequest is an endowment fund left to the Town of Longmeadow for assistance to "the worthy poor of Longmeadow". The Board of Trustees administers this fund and makes expenditures, from the accruing interest, for applicants experiencing financial hardship. The trustees are chosen annually by Town Meeting.

ARTICLE 2.

To see if the Town will vote to transfer from available funds in the Treasury the sum of \$250,000.00, or a greater or lesser sum, for the purposes of funding the FY 2018 Snow and Ice removal deficit, or take any other action relative thereto.

The FY 2018 Snow and Ice removal costs exceeded the \$100,000.00 originally appropriated. This transfer would fully fund the costs for the fiscal year.

ARTICLE 3.

To see if the Town will vote to transfer from available funds in the Treasury the sum of \$220,500.00, or a greater or lesser sum, to the Town's Operational Stabilization Fund previously established by vote of Article #15 at the November 18, 2003 Special Town Meeting, or take any other action relative thereto.

Funds in the Operational Stabilization Fund would secure the Town's General Reserve Policy levels and help maintain the annual July 1st level of 5 - 10% of operating revenues the Select Board has established within its policy. It will also help to secure adequate levels of reserves where the Moody's Credit Rating Agency has stated that the Town's reserve levels are "below the national and state average for the rating category" of Aa2. The July 1st, 2017 level was 6.49%. The anticipated July 1st, 2018 level is 6.27%.

ARTICLE 4.

To see if the Town will vote to transfer from available funds in the Treasury the sum of \$50,000.00, or a greater or lesser sum, for the purposes of conducting a Street Light Feasibility Study, or take any other action relative thereto.

The purpose of the Street Light Feasibility Study is to determine a cost benefit assessment of the purchase and maintenance of any or all of the Town's street lights. It will also identify where the street lights should best be placed and if replacement of the lighting heads should be considered in order to maximize the efficiency.

ARTICLE 5.

To see if the Town will vote to transfer from available funds in the Treasury the sum of \$50,000.00, or a greater or lesser sum, for the purposes of supplementing the FY 2018 Police and Fire Department overtime budgets, or take any other action relative thereto.

The FY 2018 overtime budgets for both Police and Fire were reduced in the FY 2018 Town Budget due to staffing assumptions regarding absences due to illness and/or injury. Both Departments have experienced greater-than-expected absences that have led to the increased use of overtime to maintain staffing levels. The current FY 2018 Police Department overtime budget is \$244,000.00; an additional \$20,000 is needed for the rest of the fiscal year. The current FY 2018 Fire Department overtime budget is \$210,000; an additional \$30,000 is needed for the rest of the fiscal year.

ARTICLE 6.

To see if the Town will vote to accept the provision of Massachusetts General Law Chapter 44 Section 53F½ in order to operate a Stormwater Enterprise Fund, or take any other action relative thereto.

At the May 10, 2017 Annual Town Meeting, the Town voted to add Article Two, Chapter 600 "Section 2-606 Stormwater Enterprise Fund" to the Town bylaws establishing a Stormwater Division within the Department of Public Works. Acceptance of this statute will

allow the fund to be accounted as an "Enterprise Fund", as intended in the bylaw, beginning July 1, 2018 (FY 2019). An Enterprise fund mainly requires that revenues and expenditures be accounted for separately outside of the Town's General Fund. Currently the Town operates 3 other funds in this manner: the Sewer Enterprise Fund, the Water Enterprise Fund and the Solid Waste / Recycling Enterprise Fund.

ARTICLE 7.

To see if the Town will vote to fix the Fiscal Year 2019 salary and compensation of the Moderator at \$100.00 and the Select Persons at \$2,000.00 each, to provide for a reserve fund, and to approve the Fiscal Year 2019 operating budget totaling \$66,524,677.00 , or a greater or lesser sum, and itemized as follows:

General Government	\$ 1,610,190.00
Public Safety	\$ 5,275,496.00
Planning & Community Development	\$ 194,077.00
Schools	\$ 34,344,236.00
Department of Public Works (General Fund)	\$ 3,084,826.00
Community and Cultural Services	\$ 1,710,264.00
Debt Service & Town/School Employee/Retiree Benefits	<u>\$ 14,033,392.00</u>
Subtotal General Fund	\$ 60,252,481.00
Solid Waste / Recycling Enterprise Fund	\$ 1,185,271.00
Water Enterprise Fund	\$ 2,523,830.00
Sewer Enterprise Fund	\$ 1,910,332.00
Stormwater Enterprise Fund	<u>\$ 652,763.00</u>
Total	\$ 66,524,677.00

And to fund the General Fund \$60,252,481.00 be raised and appropriated as follows: \$60,249,428.00 from general taxation and \$3,053.00 be transferred from Fund Balance Reserve for Future Years Debt Service; and that to fund the Solid Waste / Recycling Enterprise Fund \$1,185,271.00 be raised and appropriated as follows: \$275,000.00 from Solid Waste / Recycling receipts and \$910,271.00 from general taxation; and to fund the Water Enterprise Fund \$2,523,830.00 be raised and appropriated as follows: \$2,523,830.00 from Water receipts; and to fund the Sewer Enterprise Fund \$1,910,332.00 be raised and appropriated as follows: \$1,910,332.00 from Sewer receipts, and that to fund the Stormwater Enterprise Fund \$652,763.00 be raised and appropriated as follows: \$200,000.00 from Stormwater receipts and \$452,763.00 from general taxation or take any other action relative thereto.

An annual operating budget must be adopted and funded for Fiscal Year 2019 that begins on July 1, 2018. The budget was approved by the Select Board and reviewed by the Finance Committee, as required by the Town Charter. The budget, as printed, is a balanced budget as required by Massachusetts General Laws and the Charter.

ARTICLE 8.

To see if the Town will vote to raise and appropriate the sum of \$33,150.00, or greater or lesser sum, to a Salary Settlement Account to fund approved collective bargaining and wage settlements, or take any other action relative thereto.

The Town currently has one collective bargaining unit whose term expires June 30, 2018. This article will provide funds for approved wage and collective bargaining agreements. Funds from the Salary Settlement Account can be released to the individual budgetary line items by the Finance Director only after receipt of finalized collective bargaining and wage settlement documents. This appropriation would cover wages for FY 19 only once agreements are finalized.

ARTICLE 9.

To see if the Town will vote to raise and appropriate, or transfer from available funds, the following amounts, or a greater or lesser sum, for capital projects and that any remaining amounts from the capital projects be returned to the Capital Stabilization Fund:

From Raise and Appropriate (FY2019)

Project Development	\$ 25,000.00
Project Reserve	10,000.00
Fire Station Floor – Epoxy Coating	75,000.00
Fire Truck Replacement Reserve	60,000.00
Fire Dept. Car 2 Replacement	40,000.00
Longmeadow High School Pool Refinishing	50,600.00
Boiler Replacement at Wolf Swamp School	144,000.00
Glenbrook School Field Well & Irrigation	35,000.00
DPW Grounds – Zero Turn Mower	26,000.00
Town Hall & Community House Fire Escape Repairs	37,000.00
Community House Road	52,000.00
Library North Side Exterior Wall Repair	36,000.00
Pavement Preservation	600,000.00
Sidewalk Reconstruction	<u>425,000.00</u>
Subtotal	\$1,615,600.00

From Capital Stabilization Fund

Guardrails \$ 25,000.00

Multi Fund

	Water Retained	Sewer Retained	Raise & Appropriate
	Earnings	Earnings	FY 2019
DPW Hgwy – Dump Truck w/Spreader & Plow	\$43,750.00	\$43,750.00	\$87,500.00
DPW Hgwy – 4WD Pickup w/Plow	\$10,317.00	\$10,317.00	\$20,636.00
DPW Hgwy–½ Ton Pickup Truck	\$ 6,500.00	\$ 6,500.00	\$13,000.00
DPW Hgwy–1½ Ton Rack Body Pickup w/Plow	\$18,750.00	\$18,750.00	\$37,500.00

or take any other action relative thereto.

Annually the Town appropriates funds for capital expenditures. Given the extensive list of capital needs, the Select Board increased its FY 2019’s allocation by an additional 0.25% to 3.00% of General Fund revenue less Debt Exclusion taxation as allotted for in their Capital Funding Policy.

Two-thirds vote required in the case of transfers from a Stabilization Fund.

ARTICLE 10.

To see if the Town will vote to authorize the Treasurer to borrow the sum of \$520,000.00, or a greater or lesser sum, for the purposes of Repairing the Morningside Drive Culvert and related bonding costs, or take any other action relative thereto.

This article authorizes debt to finance the Repair of the Morningside Drive Culvert. The existing 36-inch diameter corrugated pipe under Morningside Drive has begun to collapse. The pipe failure has caused sinkholes in the tree belt and has undermined the drainage system. This project will replace the existing pipe with a new 36-inch corrugated pipe and replace the adjacent drainage infrastructure.

Two-thirds vote required in the case of borrowing.

ARTICLE 11.

To see if the Town will vote to authorize the Treasurer to borrow the sum of \$123,000.00, or a greater or lesser sum, for the purposes of Replacing Water Mains on Kingsbury Road and related bonding costs, to be paid in the first instance from water receipts, or take any other action relative thereto.

This article authorizes debt to finance the Replacement of Water Mains on Kingsbury Road. This project was recommended by the Tighe & Bond water system evaluation. The 4-inch water main on Kingsbury Road needs to be replaced with an 8-inch water main to improve water quality and increase flow volume for fire protection.

Two-thirds vote required in the case of borrowing.

ARTICLE 12.

To see if the Town will vote to transfer the sum of \$5,378.04 from the Edgewood Water Mains account, \$7,110.00 from the Forest Glen Pump Station account, \$9,511.67 from the Sunset Lane Water Mains account and to authorize the Treasurer to borrow the sum of \$104,100.00, or a greater or lesser sum, for the purposes of Replacing Water Mains on Farmlea Road and related bonding costs, to be paid in the first instance from water receipts, or take any other action relative thereto.

The Farmlea Road Water Main Replacement project is expected to cost \$126,050.00. This project was recommended by the Tighe & Bond water system evaluation. The 4-inch water main on Farmlea Road needs to be replaced with an 8-inch water main to improve water quality and increase flow volume for fire protection. Transfers are being made from unexpended funds in prior bond authorizations which can only be used for water projects that have an equal or longer debt term authorization, which the Farmlea Road. Water Main Replacement project would. The remaining balance would be funded through a debt authorization.

Two-thirds vote required in the case of borrowing.

ARTICLE 13.

To see if the Town will vote to transfer the sum of \$12,033.79 from the Colton Place Sewer Lines account, \$85.43 from the Maple Road Sewer Lines account, \$12,148.47 from the Ellington Road Sewer Lines account and from Sewer Retained Earnings the sum of \$177,732.31 or a greater or lesser sum, for the purposes of replacing Sewer lines on Western Drive, or take any other action relative thereto.

The Western Drive Sewer Line project is expected to cost \$202,000.00. The proposed work replaces the existing 8” clay sewer line with a new 8” PVC pipe, new manhole structures, and new service connections to the treebelts. The existing line has been video inspected and found to have significant root infiltration, which continues to cause sewer backups. Transfers are being made from unexpended funds in prior sewer bond authorizations, which can only be used for sewer projects that will have an equal or longer debt authorization, which the Western Drive project would. The remaining balance would come from the Sewer Retained Earnings account which, as of April 30th had a balance of \$902,985.00.

ARTICLE 14.

To see if the Town will vote to raise and appropriate the sum of \$14,000,000.00, or a greater or lesser sum, for the purposes of constructing and furnishing a new Council on Aging Facility and that, to meet said appropriation, the Treasurer is authorized to borrow said sum of money and provided further that any appropriation hereunder shall be subject to and contingent upon an affirmative vote of the Town to exempt the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. Chapter 59, Section 21C (Proposition 2 ½).

The article would appropriate \$14,000,000.00 for the construction and furnishing of a new Council on Aging Facility. This approval is contingent on a subsequent affirmative vote of a Debt exclusion vote by the voters of the Town of Longmeadow.

Two-thirds vote required.

ARTICLE 15.

To see if the Town will vote to raise and appropriate the sum of \$97,400.00, or a greater or lesser sum, for the purposes of establishing the FY 2019 District Improvement Financing (DIF) Fund budget as follows, or take any other action relative thereto.

Debt Service \$97,400.00

The District Improvement Financing (DIF) statute, Chapter 40Q of the Massachusetts General Laws, requires the Town to annually budget for the debt service related to Dwight Road / Maple Street DIF Program. In FY 2019, 100% of incremental property tax revenues associated with the Town's Dwight Road Improvement District will be the funding source of the DIF Fund. Any excess in the DIF Fund at fiscal year will be returned to the General Fund.

ARTICLE 16.

To see if the Town will vote to appropriate \$473,389.00, or a greater or lesser sum, from the state for highway improvements under the authority of M.G.L. Chapter 90 including funds to be received in FY 2019 or any other applicable laws, and to authorize the Select Board, if necessary, to apply for, accept, and borrow in anticipation of state aid for such projects, expend, or take any other action relative thereto.

The state annually allocates to the Town a sum of money to be spent on Town roads. This amount must be appropriated by town meeting. The Town spends the money first and is reimbursed by the state upon completion of the project.

Two-thirds vote required in case of borrowing.

ARTICLE 17.

To see if the Town will vote to raise and appropriate the sum of \$8,000.00, or a greater or lesser sum, from the FY 2019 Community Preservation local surcharge and trust fund for administrative costs for the Community Preservation Committee, or take any other action relative thereto.

These funds are for any expenses incurred by the Community Preservation Committee. In FY 2017 the Committee spent approximately \$3,139.34 for annual dues for the state organization, and administrative matters. Any funds not used during the year are returned to the Community Preservation Undesignated Fund Balance account.

ARTICLE 18.

To see if the Town will vote to fund the Community Preservation Project for the Repair of the Bliss Park Playground equipment in the amount of \$30,000.00, or a greater or lesser sum, funded from the Community Preservation Recreation / Open Space Fund Balance, or take any other action relative thereto.

This project will fund repairs and replacement parts for the playground in Bliss Park.

ARTICLE 19.

To see if the Town will vote to fund the Community Preservation Project for purchase of reusable molds and materials to build Picnic Tables and Benches at the Riverfront Conservation Area in the amount of \$3,300.00, or a greater or lesser sum, funded from the Community Preservation Recreation / Open Space Fund Balance, or take any other action relative thereto.

This project will allow for the purchase of reusable molds to create picnic tables and benches at the Riverfront Conservation Area in order that the public can better utilize and enjoy the Town's riverfront property.

ARTICLE 20.

To see if the Town will vote to fund the Community Preservation Project for trail improvement, and the Purchase of trees and Picnic Tables in Bliss Park in the amount of \$18,000.00, or a greater or lesser sum, funded from the Community Preservation Recreation / Open Space Fund Balance the sum of \$17,000.00, or a greater or lesser sum, and from the Community Preservation Undesignated Fund Balance the sum of \$1,000.00, or a greater or lesser sum, or take any other action relative thereto.

This project will allow for the purchase of four picnic tables to be placed in Bliss Park, for the rerouting of trails in the park to reduce erosion, and for the acquisition of trees where the woods meet open space.

ARTICLE 21.

To see if the Town will vote to fund the Community Preservation Project for the Repair of the Community House Roof, Gutters and Railing in the amount of \$68,000.00, or a greater or lesser sum, funded from the Community Preservation Historic Preservation Fund Balance the sum of \$51,000.00 or greater or lesser sum and from the Community Preservation Undesignated Fund Balance the sum of \$17,000.00, or a greater or lesser sum, or take any other action relative thereto.

The roof and gutters of the Community House are failing and causing damage to the wall cavities on the building. The project will allow the repair of the roof and gutters, and reconstruction of the ornamental railing.

ARTICLE 22.

To see if the Town will vote to fund the Community Preservation Project for Wolf Swamp Field Leveling, Field Improvements and an Irrigation System in the amount of \$150,000.00, or a greater or lesser sum, funded from the Community Preservation Undesignated Fund Balance, or take any other action relative thereto.

This project provides partial funding as part of a long term plan to renovate and improve the conditions of the Wolf Swamp Road fields, which is expected to take several years, by providing irrigation, resurfacing the fields, and reconfiguring them. The fields are used for soccer, field hockey, lacrosse and baseball by many age groups and these capital improvements would make the fields more functional for their intended recreational use. This project will be coordinated with the project to improve traffic flow and parking at the fields, also being partially funded this year.

ARTICLE 23.

To see if the Town will vote to fund the Community Preservation Project for a Wolf Swamp Field Ring Road in the amount of \$100,000.00, or a greater or lesser sum, funded from the Community Preservation Undesignated Fund Balance, or take any other action relative thereto.

This project provides partial funding a part of a long term plan to improve traffic flow and parking at the Wolf Swamp Road fields and thus would make Wolf Swamp Road fields more functional for their intended recreational use. This project will be coordinated with the project to improve the conditions of the playing fields, also being partially funded this year.

ARTICLE 24.

To see if the Town will vote to fund the Community Preservation Project for a Feasibility Study of the Former Train Station in the amount of \$10,000.00, or a greater or lesser sum, funded from the Community Preservation Undesignated Fund Balance, or take any other action relative thereto.

A portion of the current DPW building is the former Train Station, which was built in 1884 and is a building of historical significance, subject to the provisions of the demolition delay bylaws. These funds will provide for an architectural study to determine if alternate uses and (possibly) alternate locations are feasible.

ARTICLE 25.

To see if the Town will vote to amend its General Bylaws by adding the following section to Chapter 400, Section 3-404 Revolving Funds Established Under M.G.L. c.44 Section 53E ½

b) Council on Aging

There shall be a Council on Aging Revolving Fund as provided under Massachusetts General Law Chapter 44, Section 53E ½, said fund to receive user fees associated with the Council on Aging's programs and activities, said funds to be deposited with the Town Treasurer and payments from the fund to be expended by the Director of the Council on Aging, as established at each Annual Town Meeting to support the Council on Aging's programs and activities

Or take any other action relative thereto.

Effective November 7, 2016 as part of the Governor's Municipal Modernization Act, Revolving Funds created pursuant to Massachusetts General Law Chapter 44, Section 53E ½ must be established in the Town's Bylaws.

ARTICLE 26.

To see if the Town will vote to establish a funding limit for the Town's Council on Aging Revolving Fund with payments from the fund to be expended by the Director of the Council on Aging up to \$85,000.00, or take any other action relative thereto.

Effective November 7, 2016 as part of the Governor's Municipal Modernization Act, Revolving Funds created pursuant to Massachusetts General Law Chapter 44, Section 53E ½ as established in the Town's Bylaws must have an annual expenditure limit set at the Town's Annual Town Meeting. This article sets the annual expenditure limit.

ARTICLE 27.

To see if the Town will vote to authorize the Select Board to acquire the following land parcels and or rights in land parcels within the Town of Longmeadow for the purpose of obtaining a secure and public right of way. This will allow for the construction and roadway safety improvements under a project known as: Dwight Road Corridor Improvements (the "Project").

<u>Interest(s) Acquired</u>	<u>Total Number of Parcel(s)</u>	<u>Aggregate Area (Square Feet)</u>
Temporary Easements	5	9,018
Permanent Easements	1	7,195.87
Fee Interest	1	1,512.62

Further that the Select Board may acquire these parcels, or modification of these parcels or other required parcels through all legal means. These means shall include donations, purchase, and taking pursuant to eminent domain. The subject parcels are currently identified on plans drafted by Fuss & O'Neill, Dated: February 2018 and Titled: Dwight Road Corridor Improvements, Dwight Road, Longmeadow, Massachusetts, Preliminary Right of Way.

And, further, to see if the Town will vote transfer from available funds in the Treasury, an amount to defray any associated right of way expenses connected with the project.

These interests need to be acquired in order to allow the construction of improvements to the Dwight Road Corridor as contemplated by the DIF financing package approved at the 2016 Annual Town Meeting.

ARTICLE 28.

To see if the Town will vote to amend its amend its Zoning Bylaws by deleting the text of Article IV, Section B, Sub-section 1.2a in its entirety and replace it with the following, or take any other action relative thereto.

Existing Language:

Private garage, of such size and construction as to accommodate no more than three automobiles. A detached garage shall be permitted in lieu of, but not in supplement to, any existing like facility. A totally enclosed private garage must be used for the overnight vehicular storage of commercial vehicles which includes vans and pick-up trucks used in connection with a business or trade or which have commercial lettering thereon.

Proposed Language:

Private garage, of such size and construction as to accommodate no more than three automobiles. A detached garage shall be permitted in lieu of, but not in supplement to, any existing like facility. A totally enclosed private garage must be used for the overnight vehicular storage of vehicles used in connection with a business or trade that exceed the gross weight of 7,000 lbs., have more than two axles, have more than six wheels, and are not registered at the address where the vehicle is being stored overnight.

This proposed change would allow for commercial vehicles no larger in size than vehicles often driven for non-commercial use, such as ¾ ton pickup trucks (e.g, Ford F-250 or Chevy 2500), to be parked in driveways overnight so long as the vehicle is registered to address at which it is being stored. The current bylaw is an enforcement challenge because not all lettered vehicles have commercial registrations and not all commercially registered vehicles are lettered. The requirement that the vehicle is registered at the address where it is stored will ensure that non-residents will not be able to store such vehicles overnight and that the Town receives excise taxes on the vehicles.

Report of the Planning Board required prior to vote.

Two-thirds vote required

ARTICLE 29.

To see if the Town will vote to amend its Zoning Bylaw by adding the following to Article XIII, Section C, Definitions, or take any other action relative thereto.

Sign, Monument - A sign made of durable materials where the entire bottom of the sign is affixed to the ground that in not internally illuminated and does not have variable/digital message boards.

This article would add a definition of monument sign to the Definitions section of the Zoning Bylaws to allow for this type of sign. Monument signs are commonly used to both improve wayfinding and as decorative landscape features on non-residential properties.

Report of the Planning Board required prior to vote.

Two-thirds vote required

ARTICLE 30.

To see of the Town will vote to amend its Zoning Bylaw by adding a new Subsection 6.15 immediately following Article IV, Section B, Subsection 6.14 to read as follows, or take any other action relative thereto.

6.15 Monument Signs for Non-Residential Uses Located Within Residential Zones

Monument Signs immediately adjacent to a non-residentially used property's entrance or driveway identifying the name of the entity or establishment located upon the same property. The following dimensional restrictions shall apply:

- Max. area: 15 square feet on lots with an area less than an acre; 40 square feet on lots containing greater than an acre
- Max. height: 6 feet
- Max. number: 2 per vehicular ingress/egress
- Min. setback: 10 feet

This proposed addition to the Zoning Bylaws would allow for non-residential uses located in residential uses to have entry signage subject to a special permit granted by the ZBA and subject to dimensional restrictions. Monument signs would improve wayfinding to non-residential properties and allow for decorative landscaping features.

Report of the Planning Board required prior to vote.

Two-thirds vote required

ARTICLE 31.

To see if the Town will vote to approve the following:

RESOLVED: That, in accordance with the provisions of Chapter 32B, Section 20 of the Massachusetts General Laws, as amended by Chapter 218, Section 15 of the Acts of 2016 (the "Act") that the Town of Longmeadow hereby designates the Town Treasurer of the Town of Longmeadow to serve as Custodian of the OPEB Fund (the "Custodian").

RESOLVED: The following person be designated as Trustee of the OPEB Fund:

The Custodian of the OPEB Fund

RESOLVED: That the Treasurer of the Town of Longmeadow, as Custodian of the OPEB Fund, be, and hereby is, authorized to execute and deliver the Investment Agreement with the State Retiree Benefits Trust Fund board of trustees on behalf of the Town of Longmeadow for the purpose of making the representations and warranties, acknowledgements and agreements on the part of the Town of Longmeadow to be made and performed thereunder.

At the Town's Annual Town Meeting held May 10, 2017, the Town approved Article 38, which re-accepted the provision of Massachusetts General Law Chapter 32B Section 20 dealing with an OPEB Fund, as amended by Chapter 218, Section 15 of the Acts of 2016, otherwise known as the Municipal Modernization Act. Additional requirements of the statute require the designation of a custodian and trustee or a board of trustees. Given the Town's desire to have the Trust assets professionally managed full time in the State Retiree Benefits Trust Fund (SRBTF) this article would designate the Town Treasurer as the Custodian and Trustee in order to further fulfill the requirements of the Statute. The SRBTF's investment history (10.3% since its inception on 10/31/2011) far outweighs the return the Town is receiving on certificates of deposits. Following the transfer of assets to the SRBTF a higher rate of return to be utilized in our actuarial studies to determine the Town's OPEB unfunded liability thus reducing the liability recorded on the Town's financial statements.

ARTICLE 32.

Citizen Petition

To see if the Town will vote to fund from its annual operating budget the amount of \$1,000, or a greater or lesser sum, for periodically flushing the nine fire hydrants on the property of the senior community in Town known as the Villas in Glenmeadow, or take any other action relative thereto.

The Villas community consists of 39 residences all of whose owners are 62 years or older. All units pay full real estate taxes, and the owners request that they be provided the same essential fire hydrant flushing service that is provided to every other homeowner in Longmeadow.

ARTICLE 33.

Citizen Petition

To see if the Town will vote to fund from its annual operating budget, the amount of \$7,000, or a greater or lesser sum, for trash removal from the senior community in Town known as the Villas at Glenmeadow, or take any other action relative thereto.

The Villas community consists of 39 residences all of whose owners are 62 years or older. All units pay full real estate taxes, and the owners request that they be provided the same weekly trash pickup service that is provided to every other homeowner in Longmeadow.

ARTICLE 34.

Citizen Petition

To see if the Town will vote to reduce plastic bag use by banning lightweight, non-biodegradable, single use, plastic carryout bags which are typically made of synthetic polyethylene and non-renewable fossil fuels. This proposal excludes a ban on the use of other types of plastic bags such as bags for: dry cleaning, newspapers, fish, meat, produce and other product bags selected by the consumer to deliver items to the point of sale of the checkout area of a store, or take any other action relative thereto.

This article is intended to ban future use of non-biodegradable, single use plastic bags known to be harmful to the environment, wildlife and our food supply. Be a steward for the environment by joining other pro-active MA communities and vote YES to ban the use of these unalterable waste products.

ARTICLE 35.

Citizen Petition

To see if the Town will vote to raise and appropriate the sum of \$155,000.00 for the continuation of the Phase 1 Renovation of Wolf Swamp Fields, or a greater or lesser sum, or take any other action relative thereto.

This project provides partial funding as part of a long-term plan to renovate Wolf Swamp Fields. Currently the ruts and lack of grass have made the fields a running/dust hazard for the children who play soccer, lacrosse, baseball and field hockey. This appropriation

allows for the initial – irrigation controls system that will eventually irrigate the entire Wolf Swamp Fields as well as irrigation controls, leveling, seeding, fertilization and temporary fencing for two fields. The Community Preservation Committee is currently proposing to fund \$150,000 to start the renovation project. This amount combined with the above mentioned appropriation allows for the complete restoration of two fields. This Phase approach proves functional as well as cost effective. Allowing the renovation of two fields while the other 10 – 13 fields and baseball diamonds remains in use and allows the sports to continue. If one field was restored per year it would take 12 – 15 years to restore the entire area at great cost. By restoring two fields per year and linking them to the initial irrigation controls system the entire project could be completed in 6 to 7 years at a lower cost. This project will allow the Town to continue our long standing tradition of sports excellence. Without this project the Wolf Swamp Fields will continue to deteriorate.

AND you are hereby directed to serve this Warrant by posting attested copies thereof in five (5) public places in said Town seven (7) days, at least, before the time of holding said meeting.

HEREOF fail not and make due return of the Warrant with your doings thereon unto the Town Clerk at or before the time of holding said meeting.

Given UNDER our hands this 19th day of March, 2018, A.D.

SELECT BOARD OF LONGMEADOW

Thomas Lachiusa, Chair Person

Mark Gold, Vice Chair Person

William Low, Clerk

Richard Foster

Marie Angelides

Town Meeting Rules of Procedure

Moderator Rebecca M. Townsend

Welcome! Longmeadow Town Meeting is conducted in accordance with the Commonwealth of Massachusetts General Laws, our Charter, Bylaws, *Town Meeting Time*, tradition, and Moderator discretion and policies. Wherever possible the Moderator will explain to Town Meeting her rulings, keeping in mind the flow of the deliberation and an eye on the clock.

Attendance

1. Longmeadow registered voters are allowed on the floor of Town Meeting. Visitors and the press must be seated in the designated areas.
2. Once voting has begun and is in process, no one is to be allowed into the Town Meeting room(s). Voters should stay until the vote is called.
3. There will be no distribution, dissemination, or solicitation of any materials of any kind within Town Meeting without first obtaining permission from the Moderator.

Speech

1. All questions and discussions must be directed through the Moderator.
2. To speak to an issue at Town Meeting, wait to be recognized by the Moderator and identify yourself by name and address.
3. Be brief. Speakers are encouraged to add new points to the deliberation as opposed to repeating what others have already stated. Speech must be civil, respectful, and ethical.
4. People in line who have not yet had a chance to speak will be given preference over repeat-speakers whenever feasible. A voter may speak twice on a given issue and shall wait until others have had an opportunity to speak before he or she speaks a third time (except for clarification or explanation). Any speaker wishing to speak a fourth time must gain approval of Town Meeting.

Motions

1. All motions for amendments must be in writing. The motion is then available for general deliberation— in favor, opposed, or questions.
2. Remember to listen closely to the motion as orally stated. Articles printed in the warrant provide a “warning” to voters about what will be presented. Motions may vary slightly from the printed article in the warrant, and must be within the scope of the article. The motion activates the warrant article; voters vote on *motions*, not on warrant articles.
3. After a motion has been made and seconded, the chief proponent of the motion speaks first, followed by a representative from appropriate Town Boards, who state the board’s majority opinions, if applicable.
4. Non-debatable motions (e.g., to move the previous question/come directly to a vote, or to lay or remove from the table) must be made *directly* after speaker identification. If such a motion comes at the end of a speech, it will be ruled out of order.
5. Some motions require explanation.
 - a. Motion of Doubtful Legality: Votes on motions at Town Meeting are subject to review by the Commonwealth’s Attorney General’s Office. Should Town Counsel advise in a preliminary review of the warrant articles, that a particular article could not be approved if moved as printed in the warrant, he or she will make that information available to voters at Town Meeting. Voters may still vote on it. They are cautioned that it may not have the effect of law but nevertheless express the will of the Meeting.
 - b. Motion to consider as a consent agenda (or as a group): Sometimes motions ask the voters to consider more than one article at a time. If this motion is made and seconded, the Moderator will call out the article numbers in the proposal. Any voter who wants to consider an article separately will call out “hold,” and the Moderator will remove that article from the consent agenda. Voting will proceed for the motion to approve (or reject) all the articles in the group.
 - c. There are many other kinds of motions and procedures. Should any voter want to understand how to take a certain action, or what something means, she or he should email the Moderator in advance, or ask on the floor when the issue arises.

Votes

1. Only those registered voters issued a colored card may vote at Town Meeting. Voters shall raise this card so that it may be seen by the Moderator.
2. Town Meeting voters must be seated in order to have their votes counted.
3. If there is a question or doubt about the result that the Moderator announces, that doubt should be raised immediately after the announcement. A voting card count shall be conducted.
 - a. Counted votes will be conducted by tellers appointed by the Moderator.
 - b. Tellers will work in pairs and only count in the section assigned to them. One will have a hand-clicker. The other will have a clipboard, pen, and tally sheet.
 - c. Voters must pay attention to the directions the tellers make. They will instruct voters in a given row to raise their cards at a given time and will individually count each section. They will compare the subtotal immediately. If there’s a discrepancy, they will recount that section right away, otherwise they will move on to the next row.
 - d. Each pair of tellers will report their section’s total votes to the Moderator via a microphone. The Moderator, Clerk, and Town Counsel will tally the votes, and the Moderator will announce the outcome.

For a listing of relevant laws, please see “Massachusetts Laws About Town Meetings”

<http://www.mass.gov/courts/case-legal-res/law-lib/laws-by-subj/about/townmeeting.html>

Citizens may also consult to the Secretary of State's Office for the "Citizen's Guide to Town Meetings"

<http://www.sec.state.ma.us/cis/cistwn/twnidx.htm>

Town Charter: <http://www.longmeadow.org/documentcenter/view/1549>

Longmeadow's Bylaws: <http://www.longmeadow.org/282/Town-Bylaws>

Relevant Sections of the Bylaws

3-313. Order and Decorum. The Moderator has the duty to preserve order and decorum in a Town Meeting and to this end he has authority to direct a police officer or constable of the Town to do any act that he believes is appropriate.

3-316. Precedence of Motions. When a question is before a Town Meeting, the Moderator shall not receive a motion that does not relate to that question, except a motion to adjourn or some other motion that is privileged in its nature. The Moderator shall not receive a motion relating to the question except: (a) A motion to lay on the table; (b) A motion for the previous question; (c) A motion to postpone to a time set; (d) A motion to commit or re-commit; (e) A motion to postpone indefinitely; or (f) A motion to amend. These motions have precedent in the order in which they are here arranged. The Moderator shall permit debate upon the merits of the main question upon a motion to postpone indefinitely or upon a motion to amend.

3-317. Motion to Cut Off Debate. The Moderator shall not receive a motion to cut off debate on any motion that is before a meeting until at least five (5) voters have spoken for, and five (5) voters have spoken against, the pending motion; but if fewer than five (5) voters have asked to speak for or against the pending motion, the Moderator may receive a motion to cut off debate after the voters who have asked to speak, not to exceed five on either side, have had an opportunity to do so.

[When a voter believes that discussion is finished, she or he may move to "call the question" and bring the motion to a vote. This means that if there are 10 people in line to speak in favor (or opposed) to a motion, and no one who wishes to speak on the other side, a motion to call the question becomes in order once five (5) have spoken. A motion to call the question is not debatable. A speaker cannot offer reasons for making the motion. The motion is made, seconded, and voted upon immediately. Should two-thirds of voters approve a motion to call the question, a vote on the main motion is taken immediately. This motion is not necessary if there are no speakers wishing to speak on a main motion.]

3-318. Limits on Speech. Except when the Moderator has recognized a voter for the correction of an error or to state an explanation, a voter is not entitled to speak more than two (2) times on one question until others who have not spoken have had an opportunity to do so, and a voter is not entitled to speak more than three (3) times on one question, without first obtaining leave of the meeting to do so.

3-319. Written Motion. The Moderator has the authority to require that a motion be reduced to writing.

3-321. Use of Names. The Moderator is authorized to refer to a person by name for the purpose of identification or recognition; but otherwise, one person shall not refer to another person by name in a Town Meeting.

3-322. Debate Question. A person who desires to ask of another person a question relating to debate shall put the question to the Moderator.

If citizens have more questions about Town Meeting, please contact rtownsend@longmeadow.org

"Stand up to be seen. Speak up to be heard. Sit down to be appreciated"

--John Wheeler, Moderator, Plymouth, VT for 28 years

(cited by Frank Bryan in *Real Democracy*)