

Implementation Schedule

Environmental and Resource Protection Element

Number	Strategies and Actions	Responsible Party	Time Frame
ERP-1	Protect the Fannie Stebbins Wildlife Refuge through establishment of a conservation restriction or other appropriate land protection control.	Conservation Commsn., Fannie Stebbins WR	1-2 years
ERP-2	Encourage zoning actions for the Fannie Stebbins Wildlife Refuge to secure the land and shield it from future development.	Conservation Commsn., Fannie Stebbins WR, Planning Board	1-2 years
ERP-3	Consider alternate uses for any golf course (Franconia, Twin Hills, and Longmeadow Country Club) in the event the property owner discontinues use of the property. In the event privately held open space areas become available, consider bonding and other funding mechanisms as a means for acquisition. Projected uses for these sites include recreation, housing, mixed – use office, commercial, light industrial or any combination thereof.	Board of Selectmen, Planning Board, Parks & Recreation	5-10 years
ERP-4	Encourage use of conservation restrictions or easements for the Mill Road property.	Conservation Commsn.	1-2 years
ERP-5	Support the Conservation Commission's ongoing efforts in the Meadows to acquire riverfront and floodplain land in order to preserve open space, maintain the natural state of wetlands, the floodplain and other environmentally critical areas.	Conservation Commsn, Board of Selectmen, Town Meeting	ongoing
ERP-6	Work with the Park and Recreation Department to develop passive recreational activities in the Meadows on environmentally sensitive land, including a trail system and educational stations.	Conservation Commsn., Parks & Recreation	1-10 years
ERP-7	Support the development and maintenance of farming activities in the Meadows, including the development of a forestry management program in conjunction with state and federal programs.	Conservation Commsn., Board of Selectmen	ongoing

Number	Strategies and Actions	Responsible Party	Time Frame
ERP-8	Work to update the Parks & Recreation Master Plan for all parks in Town. In all future park improvements consider the use of non-impervious materials for parking lots.	Parks & Recreation, Conservation Commsn., Town Boards	1-3 years
ERP-9	Explore enhanced measures to access the vastly inaccessible area of Turner Park to expand passive recreation use of the area.	Parks & Recreation, Conservation Comm.	1-3 years
ERP-10	Update the Longmeadow Bikeway Plan and develop a bike path system linking the recreation and park lands throughout the Town and with the regional Connecticut River Walk & Bikeway.	Parks & Recreation, Board of Selectmen, Highway Department	1-5 years
ERP-11	Support maintenance of the Pomeroy Tract off Longmeadow Street as open space. Acquire additional property to provide access to the site. Encourage the use of this area as a community garden, and consider use of the area to plant seedlings for eventual transplant to Town-owned parks, schools and tree belts.	Conservation Commsn.	ongoing
ERP-12	Support the development of a riverfront park on Town owned riverfront property (Anthony Road) and encourage passive recreation use of the land, including a picnic area and a parking area. Allow public access to the Connecticut River at this location limited to non-motorized craft. Develop cooperative agreements with the other riverfront residents, specifically the Pioneer Valley Yacht Club.	Parks & Recreation, Conservation Commsn., Board of Selectmen, Pioneer Valley Yacht Club	3-5 years
ERP-13	Renew the commitment to the care, protection and planting of the tree belt. Support maintaining larger frontage setback requirements to preserve the Green and the historic character of the Town.	Board of Selectmen	ongoing
ERP-14	Promote preservation of the Green and support efforts of the Historic District Commission and the Longmeadow Historical Society to maintain it "as is." Educate the Town about the historical nature of the Town and the Town Green.	Historic District Comm., Parks & Recreation	ongoing
ERP-15	Because of the trend toward mansionization the Planning Board should study and propose a square foot to area ratio (SAR) zoning bylaw.	Planning Board, Zoning Board of Appeals	1-2 years
ERP-16	Protect all historic structures. Consider a moratorium for demolition of historic structures until adequate zoning bylaw amendments and Historic Commission Mandates can be implemented.	Zoning Board of Appeals, Planning Board	1 year
ERP-17	Continue to promote school buildings and lands as public space for access by all Town residents. Use schools, parks and recreation facilities and fields as potential revenue sources, including user fees for all groups. Form a committee to develop policy in these areas.	School Committee, Parks & Recreation, Board of Selectmen	1-2 years, then ongoing

Number	Strategies and Actions	Responsible Party	Time Frame
ERP-18	Implement an ongoing program to improve the landscaping of school properties. Work closely with the school parent organizations to coordinate the landscaping needs.	School Committee	ongoing
ERP-19	Continue to explore grants and potential partnerships with State, Federal and private agencies for development of park, recreation and conservation lands. Cooperation with the City of Springfield Parks department is encouraged.	Parks & Recreation, Board of Selectmen	ongoing
ERP-20	Explore support for the Massachusetts Community Preservation Act as a source of funding for historic preservation, housing and conservation land acquisition.	Board of Selectmen	1-5 years

Town Services and Community Life Element

Number	Strategies and Actions	Responsible Party	Time Frame
TSCL-1	Stress to elected Boards and residents the need to lobby our State Representative and State Senator to support Local Aid appropriations, based on fair distribution formulas, including the return of 100% of lottery money to municipalities.	Appropriations Committee, residents	ongoing
TSCL-2	Analyze the costs of unfunded mandates such as Special Education and examine options for management and political action.	Board of Selectmen, School Committee	ongoing
TSCL-3	The Appropriations Committee, Board of Selectmen and School Committee should develop and agree on a policy for the Town regarding what conditions would trigger an override recommendation and vote.	Appropriations Committee, Board of Selectmen, School Committee	1 year
TSCL-4	Adopt a town-wide policy freezing all budgetary line items descriptions to enhance year-to –year comparisons of departmental operations.	Appropriations Committee, Board of Selectmen, School Committee	1 year
TSCL-5	Review town budget documents to consider alternative formats that might enhance resident understanding of the Town’s Finances.	Appropriations Committee, Town Accountant	1-2 years
TSCL-6	Study the creation of a “Community Chest or “endowment fund” seeking donations from residents to support town operations.	Study Committee	1-2 years
TSCL-7	Review the Town’s fees and fines structure.	Appropriations Committee, Town Accountant	1-2 years
TSCL-8	Study the advisability/desirability of altering zoning bylaws to permit alternate housing situations and increased density.	Board of Assessors, Town Accountant	1-2 years
TSCL-9	Encourage “new growth” by supporting additions/renovations of the existing housing stock, coupled with reassessment of such properties.	Building Dept., Board of Assessors	ongoing
TSCL-10	Conduct real estate evaluations in a timely manner as required by law to ensure that assessments are accurate.	Board of Assessors	ongoing

Number	Strategies and Actions	Responsible Party	Time Frame
TSCL-11	Explore the Massachusetts Community Preservation Act of 2000 as a source of funding for historic preservation, housing and conservation land acquisition, subject to voter approval.	Board of Selectmen, Appropriations Comm., Historic District Comm., Conservation Comm., Housing Authority	1-2 years
TSCL-12	Continue to support and improve the process conducted by the Capital Planning Committee. Evaluate and look at other models to improve the process.	Capital Planning, Board of Selectmen, Appropriations, School Committee	ongoing
TSCL-13	Identify and pursue all grants which might pursue the acquisition of needed programs or equipment.	Board of Selectmen, Town Departments, School Committee, School Department	ongoing
TSCL-14	Increase annual budgetary support to fund capital improvements and acquisitions.	Board of Selectmen, Voters	ongoing
TSCL-15	Review options to relocate all town offices to a single, ADA-compliant facility.	Board of Selectmen, Town Administrator/Mgr.	2-5 years
TSCL-16	Create a study group to explore the construction of a new community center at Greenwood or another appropriate location. Consider locating affordable senior housing adjacent to the facility.	Board of Selectmen, Study Group	2-3 years
TSCL-17	Once the new Superintendent of Schools is chosen, a thorough review of school goals and operations should take place, with recommendations on how to maintain excellence at a level of local spending the townspeople will support.	School Committee, Superintendent	1-2 years
TSCL-18	Ensure that the High School does not lose its accreditation by bringing physical conditions up to state standards. Develop initiatives to provide better equipment and upgrade technological resources for students.	School Committee	in progress
TSCL-19	Support the Longmeadow Educational Excellence Foundation (LEEF), PTOs, and other organizations working to enhance our schools.	LEEF, PTOs, Citizens	ongoing
TSCL-20	Study departmental relationships and interdependencies to determine if further departmental consolidations or cross training of staff can be undertaken to achieve efficiencies.	Board of Selectmen	ongoing
TSCL-21	Study the need for a Chief Financial Officer for the Town, including consolidation of the	Charter Commission	accomplished

Number	Strategies and Actions	Responsible Party	Time Frame
	Collector/Treasurer functions, the Town Accountant and the Director of Business Services.		
TSCL-22	Study the Role of the IT Department throughout the Town, including the School Department. Study those uses to which technology can be applied to further reduce operating expenses, such as online registrations or routine bill paying. Acquire a centralized information system of tracking receipts and accounting systems.	Board of Selectmen, School Committee, Town & School Personnel	1-3 years
TSCL-23	Support the proposed Charter. If the vote fails, support Bylaw changes to improve the efficiency of town government, including but not limited to the appointment (rather than election) of the Water & sewer Commission, Parks & Recreation Commission, Town Clerk, and Town Collector/Treasurer.	Charter Commission, Long Range Planning Committee	2004
TSCL-24	Study the usefulness and costs of a community-wide newsletter, in print and on the web.	Town Administrator/Mgr.	1 year
TSCL-25	Utilize web-based meeting minutes, meeting notices, contract documents, departmental plans, etc. To share information on a wider basis than might currently be done. Study the advisability of consolidating Town and School Department web sites.	Town Administrator/Mgr., School Superintendent, Web Masters	1 year
TSCL-26	Develop a plan for more intensive, consistent and improved use of Longmeadow Cable Television by Boards, elected officials and department heads to inform residents and disseminate decisions and plans.	LCTV, Town officials	1-2 years
TSCL-27	Encourage elected officials and Boards to better utilize available public relations/media vehicles.	Board of Selectmen, Town Administrator/Mgr.	1-2 years
TSCL-28	Distribute a survey to Town residents to evaluate needs and provision of services. Explore the possibility of including non-binding questions on ballots, or filling out a survey on Election Day.	Board of Selectmen, Town Administrator/Mgr.	1-2 years
TSCL-29	Collaborate with Bay Path College and other non-profit institutions on town service usage and demands, and on support and planning for town functions and services and other opportunities	Board of Selectmen, School Committee, Non-Profit Institutions	ongoing
TSCL-30	Collaborate with neighboring municipalities on sharing of services where appropriate, joint ventures utilizing the model of the Scantic Valley Health Trust, traffic issues, and mutual aid and support agreements for public safety issues.	Board of Selectmen	ongoing
TSCL-31	Address youth issues, including lack of teen job opportunities and public transportation.	Board of Selectmen, Youth, Parents	1-3 years
TSCL-32	Address senior issues such as affordable housing, educational opportunities, and a new senior center.	Council on Aging, Parks & Recreation	2-5 years

Number	Strategies and Actions	Responsible Party	Time Frame
TSCL-33	Promote opportunities for multi-generational activities and volunteering.	Council on Aging, Parks & Recreation	1-2 years

Housing Element

Number	Strategies and Actions	Responsible Party	Time Frame
H-1	Explore various properties for housing for a diversity of income levels, including affordable housing for senior citizens. Parcels to be studied include the Water Tower property, Wolf Swamp fields, Greenwood Center and any others that may be identified. Form a Town committee to oversee future development activities on a chosen site.	Board of Selectmen	1-2 years
H-2	Once a site is identified for housing, pursue grants and partner with state, federal or regional agencies to prepare a plan for its future development. This would include a public involvement process to guide future development of the site that is consistent with community goals. The plan should include exploration of redevelopment alternatives, financial pro-formas that show maximum long-term financial returns for the Town, and design guidelines or performance standards based upon community goals and objectives for the site.	Board of Selectmen, Planning Board, Planners	1 year
H-3	Prepare and approve amendments to the Zoning Bylaw to ensure that development of future housing sites meets desired standards consistent with Town plans.	Board of Selectmen, Planning Board, Voters	As appropriate
H-4	Prepare and issue a Request for Proposals to solicit developer interest to develop identified housing sites with requirements that the land use program is consistent with the goals and objectives as outlined in the plan for each particular site.	Board of Selectmen	As appropriate
H-5	Investigate options to develop additional sites for smaller developments of senior housing. Potential sites could include expansion of Emerson Manor, mixed-use developments in the Bliss Road/Williams Street commercial area, Bay Path College or the Greenwood Center.	Board of Selectmen	1-2 years
H-6	Allow accessory apartments on premises of owner-occupied homes to create units of affordable housing. A carefully crafted bylaw that permits accessory apartments in Residential Zones will protect neighborhood appearance and would have no negative impact on property values.	Planning Board	1-2 years
H-7 (with ED-3)	Should conditions warrant, develop an overlay zone for the Longmeadow Street Corridor, with strict design guidelines, to permit some homes to be converted into condominiums, especially for senior/retirement living. Creative site and design review as part of the overlay zone would secure the historic character of the area.	Planning Board	5-10 years

Economic Development Element

Number	Strategies and Actions	Responsible Party	Time Frame
ED-1	Evaluate options for expansion of the Williams Street and Bliss Road triangle area through development of an overlay district for the area. As part of the overlay, promote increased density in this area through infill development and a greater diversity of land uses, including a mixed – use housing and commercial setting.	Planning Board, Board of Selectmen	1-5 years
ED-2	Require enhancements to the pedestrian environment in the Williams Street and Bliss Road triangle area, and support activities and uses in this area that could serve as community focal points.	Planning Board, Board of Selectmen	1-5 years
ED-3	Explore changing the height restrictions on commercial buildings to accommodate increased density, allowing additional stories above ground level retail for office or residential uses.	Planning Board, Board of Selectmen	1-5 years
ED-4	Investigate revisions to the required number of parking spaces for uses permitted in Business Zones to allow for increased densities. Promote alternatives to the parking requirements that include provisions that encourage shared parking arrangements among uses with different peak hour needs.	Planning Board, Board of Selectmen	1-5 years
ED-5	Include provisions in the parking regulations for landscape design and pedestrian facilities to create a safe and appealing environment in parking areas, which minimizes the visual impacts of a “sea of asphalt.”	Planning Board, Board of Selectmen	1-5 years
ED-6	Adopt policy of increasing density in existing commercial districts rather than developing new commercial districts.	Planning Board	1 year
ED-7 (with H-4)	Should conditions warrant, allow certain properties on Longmeadow Street to transition from single family residential to office or mixed-use development. Develop an overlay zone with specific language for site design standards and parking requirements to maintain the residential character of the area but allow for flexible reuse of the structures for office, bed & breakfast or limited commercial purposes.	Planning Board	5-10
ED-8	Monitor land and building acquisitions by tax-exempt organizations to ensure that such activities will not have significant impacts to the Town’s tax rolls. If land acquisitions by non-profit institutions are for open space or recreational purposes, encourage opportunities for shared use of the land between the institutions and the Town.	Board of Selectmen	ongoing
ED-9	Open dialog to seek ways for non-profit institutions to assist with sharing of municipal service costs in an equitable manner.	Board of Selectmen, Non-profit Institutions	ongoing

Number	Strategies and Actions	Responsible Party	Time Frame
ED-10	Explore avenues that encourage an exchange of in-kind services or of sharing resources with non-profits, especially for programs that benefit youth and schools, senior citizens, and opportunities for social and cultural enrichment for the benefit of all citizens.	Board of Selectmen, School Committee, Parks & Recreation, Non-profits	1-2 years
ED-11	Promote opportunities for partnerships with Bay Path College. Potential resources that could be provided by the College include: library services / funding, elderly housing, joint recreation facilities, performing arts, educational and training opportunities, and general use of facilities.	Board of Selectmen, School Committee, Parks & Recreation, Bay Path College	1-2 years

Transportation Element

Number	Strategies and Actions	Responsible Party	Time Frame
T-1	Paint striping and directional arrows on the roadway connector from Williams Street to Bliss Road to provide one exclusive left turn lane and one left-turn/through travel lane.	Board of Selectmen, Highway Department	1 year
T-2	Replace the stop sign on the roadway connector at the approach from Williams Street to Bliss Road with a yield sign.	Board of Selectmen, Highway Department	1 year
T-3	Paint channelization lines to define lanes onto Bliss Court from Bliss Road in order to direct traffic to the appropriate lane.	Board of Selectmen, Highway Department	1 year
T-4	Place a yield sign on the median at the intersection of Bliss Road and Bliss Court for the left turn movement from Bliss Road onto Bliss Court.	Board of Selectmen, Highway Department	1 year
T-5	Construct sidewalks on both sides of Bliss Court, accompanied by mid-block crosswalks.	Board of Selectmen, Highway Department	2-3 years
T-6	Construct a crosswalk on Bliss Road at the western-most exit of the Longmeadow Shops to allow pedestrian access to Bliss Court.	Board of Selectmen, Highway Department	2-3 years
T-7	Construct a sidewalk along the northern side of Williams Street adjacent to the parking lot of the Big Y Plaza.	Board of Selectmen, Highway Department	2-3 years
T-8	Install a stop sign at the intersection of Bliss Court and Williams Street for the left-turn movements onto Williams Street.	Board of Selectmen, Highway Department	1 year
T-9	Paint a left-turn arrow on Williams Street, at the approach to the roadway connector to Bliss Road, to supplement the "left turn must turn left" sign.	Board of Selectmen, Highway Department	1 year
T-10	Replace faded traffic signs, and reposition bent or misdirected signs. Remove obstructions to traffic signs, especially overgrown trees.	Board of Selectmen, Highway Department	1 year
T-11	Repaint faded pavement markings, including dashed traffic lines, crosswalk markings, arrows indicating entrance/exit only lanes, and stop lines.	Board of Selectmen, Highway Department	1 year
T-12	Paint stop lines at the entrances/ exits to commercial lots to ensure that motorists stop before entering crosswalks.	Board of Selectmen, Highway Department	1 year

Number	Strategies and Actions	Responsible Party	Time Frame
T-13	Install speed limit signs throughout the Bliss Road/Williams Street commercial area to create better awareness of speed limits.	Board of Selectmen, Highway Department	1 year
T-14	Work with the owner of the Shell Gas Station to implement site design and access changes to prevent motorists from cutting through the lot rather than using Bliss Court. Examples include: converting site access to entrance or exit only operations, installing speed bumps in parking lots, or closing curb cuts in the vicinity of the intersection.	Planning Board, Property Owner, Board of Selectmen, Highway Department	2-3 years
T-15	Pursue alternatives to traffic concerns with the Pioneer Valley Planning Commission and with neighboring municipalities.	Board of Selectmen, Police, Traffic Committee	ongoing

