

Last updated February 2, 2022		
Goal	Assigned To	Status
Review/Refresh of Master Plan	TM/ATM	ATM is in process of working on a review and refresh of Master Plan
Plans for reuse of Greenwood space	TM, Facilities	Plans presented to Building Committee on 9/30/2021, to be submitted through ARPA prioritization list development process
Website Refresh	TM office, Town Departments	Website Redesign Project is set to kickoff the week of February 21, 2022. Our office will be working with the Civic Plus project manager and art designer, along with other Town Departments to launch a refreshed site around late July, 2022.
General Code eCode online codification project – enhanced to include the traffic rules and regulations	TM, Town Clerk, Boards/Committees	All stakeholders have or are currently reviewing the relevant bylaw sections and making a selection in the workbook. This selections need to be completed by June 30, 2022 to have the document ready for the Fall Special Town Meeting in 2022.
Continued worked toward a Shared Health Services IMA – PHE grant	TM, Health Dept.	The Shared Health Services between Longmeadow (serving as the lead community), Wilbraham, Hampden, and Monson began in November, 2021 after approval from all municipal boards.
Implement a document management system (i.e. Laserfiche)	TM office, IT, Finance	IT, TM and Finance have reviewed the proposal from Laserfiche and are preparing an IT Community Compact grant to cover the cost of purchasing and implementation. Need to decide on cloud or on premise hosted option first. The Town is awaiting a grant award notification.
Begin planning implementation of findings from DPW Organizational Study (once completed Dec 2021)	TM, DPW	Final Report was received in January, 2022. Beginning discussions and initial implementation of the report is underway.
Renew PILOT agreement with Bay Path	TM	Not started yet
Installation of EV Chargers	TM, ATM, Facilities	4 locations have been approved in the Eversource Make Ready program. After several fits and starts this project is moving again with the assistance of Universal Electric and Rivermoor Energy. Two applications to Mass EVIP have been submitted to fund the chargers at Wolf Swamp Fields and the high school. The adult center and DPW locations are not eligible for Mass EVIP funding, however the cost of the EV chargers is minimal. LACCF has approved funding for 2 chargers at the Adult Center. Procurement is in process for those. Universal Electric was on site at the Adult Center the week of 9/27 completing the infrastructure work.
Renew Service Level Agreement for School/Town IT Services	TM	Initial meeting was held in February 2020. Follow up conversation needs to be initiated
Completion of Wolf Swamp Fields construction and development of SOPs for maintenance	Parks and Rec, DPW	Seeding at the fields has started. Fields will continue to develop over the course of the fall and Spring of 2022.
Solar plans and installations at various locations	TM Office, DPW	Conversations with Beacon Integrated Solutions to review the Town's PPA to determine what we have capacity for. This review work was just greenlighted and will be discussed at a future SB meeting (tentatively March or April)
Submit Green Communities grant application in Fall 2021	ATM	ATM prepared and submitted the Town's grant application in October 2021. The Town is awaiting a grant award notification.
Conditions assessment of all town parks and athletic fields (excluding Wolf Swamp)	TM, DPW, Parks, Board and Committees	Scope of work has been developed and is being prepared to go out to bid
Supervisory Leadership Development course for all town supervisors and managers Fall 2021	TM office / Department Supervisors and Managers	Town supervisors and managers participated in four classes on October 6, 13, 20 and 27 for the Supervisory Leadership Development course.
Implement Coalition for Racial Justice Report	SB, TM, ATM, Police Chief	Report from the Coalition for Racial Justice was completed in June of 2021. A smaller working group was created to further review. Town Manager/ATM/Police Chief are reviewing training options and grant funding opportunities.
Review all zoning by-laws	SB, TM, ATM, Planning and Community Development	All stakeholders have or are currently reviewing the relevant bylaw sections and making a selection in the workbook. This selections need to be completed by June 30, 2022 to have the document ready for the Fall Special Town Meeting in 2022.
Implement changes to the water/sewer billing schedule	TM office, DPW	Last biannual bill was mailed on September 9, 2021. Consultant was on site in October, 2021, to work on the August and September bill and prepare the SOPs. The first quarterly bill was mailed in late October covering the billing periods of August and September 2021.
Upgrade all street lights that have not been converted to LED	TM, DPW	We are aware of areas where updated conversion to LED streetlights are needed. Has not started yet
Maintain and implement safety training and protocols for DPW and other departments	TM, Town Departments	A light duty assignment at the DPW this fall had a foreman reviewing and updating the DPWs safety policies. The review is ongoing and more work is needed in this area.
Continue to monitor irregularities within the HCRRB. Explore additional options to meet the Town's needs	TM, SB, Finance	On going. The TM and Select Board member Mark Gold regularly attend a working group meeting and the HCRRB board meetings. Draft legislation has been prepared and edits are being worked on with Representative Ashe's office.
Continue to improve communication between departments/schools on facility and field maintenance	TM, DPW, Parks, School Dept.	An active recreation area facilities strategic plan scope has been developed. It is being prepared to go out to bid to select a consultant to begin the work. Additionally, the DPW has met with vendor to select a work order system which will streamline requests and organize work more efficiently.
Compliance with state energy laws- reduce emissions by 2030, net zero by 2050	SB, TM, DPW, Energy and Sustainability Committee	Energy Sustainability Committee continues to meet monthly
Charter Review Recommended Changes re 6.6 Superintendent	Select Board, School Committee	The Select Board referred this matter to the School Committee for review. The School Committee discussed and decided no changes were needed.