



Town of  
**Longmeadow, Massachusetts**  
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**TO:** Chairman Strange and Members of the Select Board  
**FROM:** Lyn N. Simmons, Town Manager  
**DATE:** March 21, 2022  
**SUBJECT:** Town Manager Report

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### **COVID-19 Update**

As of Thursday, March 17, 2022 there are 21 reported cases. There were only 16 PCR tests performed within the last 2 weeks for Longmeadow. At home tests that were not reported to the Board of Health are not reflected in these numbers.

### **Staff**

IT Director Nick Jorge has submitted his resignation. The position has been posted. We are still trying to fill the Assessor's office position. A comparative salary survey was completed and although we are slightly on the low end, we are close to our comparative communities. We are refreshing the job posting to see if we can attract candidates. Positions at the DPW have been posted and we have interviews for Business Manager, Skilled Laborer and Jet Truck Operator set up for the next two weeks. We will also be posting a position of Assistant Town Clerk in the coming weeks. The Town Clerk's Office currently has a vacant part time position. In the FY2023 budget the funds for the part time clerical position will be combined with additional funds to create a full time Assistant Town Clerk.

### **DEP Asset Management Plan Grant**

In the September 7, 2021 Town Manager report I informed you that the DPW applied for the DEP Asset Management Plan grant. I am very pleased to say that our application was successful and we received the grant award. Working with Tighe & Bond, DPW engineering submitted a Stormwater Asset Management Plan grant application to provide the Town with a thorough and representative understanding of the condition and vulnerabilities of the Town's drainage system. It will help establish a proactive stormwater system maintenance, repair and replacement program that will help with budgeting needs. Twenty seven projects were funded in the asset management planning category. Our total project cost is \$250,000 with the grant covering \$150,000, the remainder will be a \$50,000 in-kind match and a \$50,000 cash contribution. A warrant article for the Annual Town Meeting has been prepared to fund the project (it is a reimbursable grant). The notice to proceed on the project will be issued in December and needs to conclude with a summary report by December 2024.

### **District Local Technical Assistance Grant (DLTA)**

We have applied for a DLTA grant with PVPC to assist in exploring a regional shared Conservation Agent. PVPC has accepted our application and we have begun conversations with PVPC, Hampden and Monson to explore what may be possible. Each community has its own unique needs and this is an area where we all lack in-house staff to oversee conservation work. Longmeadow has been incredibly fortunate to benefit from the time, education and experience of Al Laakso and other members of the Conservation Commission. The DLTA conversation is to ensure we have some succession plan possible should Al want to step back from this work.

### **Stormwater Bylaw Regulatory Review**

The Town is hiring PVPC's Land Use and Environment section to conduct a regulatory review of our stormwater management bylaw and related development code. We expect this work to kick off in early July of this year. As you are likely aware, Longmeadow has an EPA Municipal Separate Storm Sewer System (MS4) General Permit that governs discharges of stormwater into Waters of the US. As part of the 2016 permit update, Longmeadow needs to update our stormwater permitting processes and requirements. This code review will highlight the standards that we need to update to come into compliance with this federal permit. PVPC will work with Town staff and the Select and Planning Boards and Conservation Commission in making recommended updates. We hope to bring the updated bylaw revisions to the 2022 Special Fall Town Meeting.