



Town of
Longmeadow, Massachusetts
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TO: Chairman Lachiusa and Members of the Select Board

FROM: Lyn N. Simmons, Town Manager

DATE: July 20, 2020

SUBJECT: Town Manager Report

COVID-19 Coronavirus – Updates will continue to be available on the Town’s dedicated COVID-19 coronavirus website www.longmeadow.org/coronavirus

Satellite Municipal Offices Open

The Treasurer Collector’s Office and the Town Clerk have opened satellite offices in the Community House for walk-in service. Services will be available on Monday and Wednesday from 10:00am - 3:00pm and Fridays from 9:00am - 12:00pm. For the Treasurer Collector’s Office – Enter at the Far Right, for the Town Clerk’s Office – Enter at the Far Left. Both offices will exit from the main door at the Community House. Cash will not be accepted. The remainder of offices at the Community House, Town Hall, Adult Center, DPW, Police and Fire will remain closed to the public. If a resident needs to meet with a town department to transact business it will be done by appointment only and either in the Community House using the satellite offices on Tuesday or Thursday, or at tables that will be set up in the Community House for this purpose. We want to limit exposure in offices and buildings to a centralized location for cleaning and tracking purposes.

LockBox Services

We have secured the use of a "lockbox" service that will process payments for property taxes, water and sewer and motor vehicle excise. The service will cost approximately \$7,000 per year and should greatly reduce the amount of manual entry that the Treasurer/Collector's Office has to do. The water and sewer bills being mailed in September will include an envelope with a new remittance address of Reading, MA.

Building Permit Software

The Building Department is transitioning to a new permit software program from Point Software, Inc. out of East Longmeadow. The platform is referred to as "PermitLink" and will offer functionality in the field for inspections. Once the system is up and running there will be a public interface that will allow residents to request inspections, and apply and pay for permits online including fence, accessory structure, building, plumbing, electrical and mechanical permits. The parcel information is linked to the Assessor’s database. All permit applications currently in ViewPermit will be migrated over and be available for viewing on PermitLink. Permits prior to 2012 have been scanned and will be linked on the town website at some point in the future and may be available in PermitLink at a later date.

Knollwood Sidewalk Project

DPW opened the bids for the project on July 14. Gomes Construction was the low bidder at \$84k. We anticipate they can start the work next week. The project is expected to take 3-4 weeks and conclude on or around August 21.

Wolf Swamp Fields

The final bid package is being prepared. The project is expected to go out to bid before the end of the month with responses due by the middle of August.

LED Streetlights

The second planned phase of the streetlight conversion project has started, the first batch of 400 decorative fixtures. Arden Engineering, the same installer from phase one, will be performing the installation work for phase two. Installation began on Monday in the south-western end of town and will head north. It is anticipated that the installation work will conclude by the end of August and progress can be followed with an interactive map on the town's [website](#). If an issue is noticed after an LED fixture has been installed, please email the DPW at publicworks@longmeadow.org. Street light failures or other issues should be reported to the Longmeadow DPW (through their web page at <http://www.longmeadow.org/1176/Streetlights>) or by phone at 413-567-3400. The second batch is being prepared and should be shipping in the next few weeks. Arden is working out an installation schedule and the online interactive map will be updated.

2020 Transportation Bond Bill

The Town submitted a \$1.5 million dollar project request to Senator Lesser for inclusion in the 2020 Transportation Bond Bill for improvements to Grassy Gutter Road to include road widening for bike lanes on each side, installation of sidewalks on the western side, re-alignment with the Bliss Road intersection to provide better sight lines, crosswalks with rapid flashing beacons and a vehicle queuing lane along the main entrance of the High School to decrease traffic congestion during pick-up and drop-off.

Open Space and Recreation Plan

The efforts to update the Town's current 2012-2019 Open Space and Recreation Plan are resuming after a brief pause due to the pandemic. There is a virtual public forum to discuss revisions to the plan scheduled for July 29 @ 7pm. Information on the Open Space and Recreation Plan, including the current plan, goals, and Zoom meeting information are available on www.longmeadow.org/osrp

Tree Warden

We have hired a new tree warden, his name is Richard Mastroianni and he comes to us as a retiree from the City of Springfield where he was most recently the Clean City Manager, prior to that he was the Forestry Foreman, and other parks department positions over the years. He is a Mass Certified Arborist (retired) and holds an associate's degree from UMass Stockbridge School of Agriculture. The position of Tree Warden is budgeted to work 10 hours/week. We know there is more demand for these services over and above 10 hours/ week. I am reviewing modifications to the tree warden/tree program and the Tree Committee is doing a benchmark survey of similar cities/towns to learn about their programs.