



Town of
Longmeadow, Massachusetts
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TO: Chairman Lachiusa and Members of the Select Board
FROM: Lyn N. Simmons, Town Manager
DATE: April 5, 2021
SUBJECT: Town Manager Report

SB/TM Admin Assistant

I am pleased to report that a permanent replacement to fill the vacant Administrative Assistant role has been made. Interim Admin Assistant Mike Barbieri has been selected to fill the role permanently. Mike most recently assisted the COVID Team in preparing for vaccination clinics and before that served as the School Age Before and After School Coordinator for the Parks & Rec Dept. Mike can be reached at adminassistant@longmeadow.org.

Interim DPW Director

I have retained Jay Moynihan to serve as interim DPW Director while I work to secure a permanent replacement. You will remember Jay from his time serving as interim Town Manager between Stephen Crane and me. Jay is working virtually until April 6, when he will be in-person 3 days a week.

Russell Field Dugouts

A contract was awarded to Campora Construction to build 2 dugouts at Russell Field in the amount of \$32,000. Work will be completed by April 30, 2021.

Bliss Park Baseball Fields

Little League has made very generous donation to the Town to purchase and install fencing at Bliss Park for the baseball fields, the total of the donation is \$2,682.

DPW Farm Fields Lease

A HUGE shout out to Chad Thompson for his solid work on this project. Historically the Town has paid the farmer between \$9,500 - \$14,500 annually to turn the fields over with the leaf disposal at the end of the year and the town received nothing by way of lease payments for use of the fields outside of that. With Chad's perseverance to take this out to bid, the town will yield approximately \$58,155 in revenue annually for the next 3 years (174k over 3 years), after the cost to dispose of the leaves and mow the landfill is taken care of. This is a major revenue increase for a practice that greatly needed a "fresh look".

Traffic Rules and Regulations

There is a binder in the Police Department that holds very historic traffic rules and regulations. The Traffic Committee began looking at this document recently after a few different questions came in on roadway practices (i.e. the one way traffic on Longmeadow St East of the Green during school hours). These rules and regulations will undergo a review and be incorporated into the e-Code work that General Code is going for the bylaws. It will then be turned into an easy to find and search document on the Town website.

COVID-19 Updates

With the Governor's announcements that we are entering phase 4 step 1, town departments are preparing re-opening plans, specifically the Adult Center (for the new building) and Parks and Recreation. The COVID Team developed a homebound vaccination plan, which was approved by DPH, and vaccine supply has been committed for this effort. In-home vaccinations will be available for homebound individuals who are not able to leave their home to get to a vaccination site without considerable assistance. More information is available on Longmeadow.org. If you are a Longmeadow resident or employee that is able to get to a vaccine site, is eligible for a vaccine, and needs assistance securing an appointment, please email LGILL@longmeadow.org. There are two key staff, Lindsay Gill and Christine George, who have been rock stars in scheduling appointments at mass vaccination and pharmacy locations for eligible residents and staff to receive the vaccine.

Board of Health

The Board of Health met on Tuesday, March 16 and discussed basketball courts, amongst many other topics, there have been inquiries and complaints lately about the basketball courts being closed. The BOH voted to reopen the courts on 4/1/21, if the community case counts and test positivity rate remains the same or less than what it was on 3/16 (21 cases, 1.38% test positivity). Unfortunately, as of Wednesday night (3/31) our cases have increased from the number on 3/16 (38 cases, 2.38% test positivity) and the courts will remain closed. The new Public Health Director Finn McCool started on March 29.

Historic District Commission

On Tuesday, March 9, the HDC met and heard an application on Certificate of Appropriateness from the Veterans Services Director and the Veterans Council on the installation of American flags on the ornamental light poles along The Green. I drafted a letter of support for this application, which is something I was working with Lena and the Veterans on since January 2020. The hearing was continued to allow for a temporary installation for the HDC to see how it would look.

Hampden County Regional Retirement Board

The PERAC Commission has issued a Temporary Order to the Hampden County Regional Retirement Board (HCRRB). The order includes a weekly conference call between PERAC and HCRRB staff to review status of audit findings, as well as the establishment of internal controls relative to these findings. 2. Monthly production to PERAC of the financial documents presented to the Board each month. 3. Any out of state or overnight travel requests by Board members and staff must be submitted at least one week in advance to PERAC for pre-approval and all requests for reimbursement for expenses related to travel may not be reimbursed until submitted and approved by PERAC, with accompanying information as PERAC may reasonably request. 4. Development of an Internal Control Plan ("ICP") within 90 days.

Middle School Facilities Assessment

The Longmeadow Public Schools has submitted Statements of Interest to the MA School Building Authority to address the facility-related needs of Glenbrook and Williams Middle Schools. To augment and update the application, LPS has partnered with Colliers International to complete a Facilities Condition Assessment at each school. The study will help us understand the cost and scope of needed repairs and upgrades and provide conceptual, broad strokes estimates of renovation and replacement costs. The report is expected to be completed in April.

Public Health Excellence Grant Program for Shared Services

DPH has launched the Public Health Excellence Grant Program for Shared Services for communities who are exploring sharing public health services. Working with PVPC, and the Town of Longmeadow as the lead agency, we have applied for this grant. The grant makes funding of up to \$300k annually available for communities to create a shared public health program. Longmeadow's application includes the communities of Hampden, Monson and Wilbraham.