



Town of
Longmeadow, Massachusetts
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TO: Chairman Lachiusa and Members of the Select Board
FROM: Lyn N. Simmons, Town Manager
DATE: June 7, 2021
SUBJECT: Town Manager Report

COVID-19 Town Offices Reopening - Restrictions Lifting

- Town Offices Reopening

Beginning Tuesday, June 1, 2021 Town Hall, Community House and DPW offices reopened to the public. The satellite offices at the Community House ceased operation on Friday, May 28. Storrs Library has also reopened. New signage is in place stating that the offices are open, masks are necessary for unvaccinated individuals entering the building per the State's Advisory, and that social distancing should still be maintained. Masks will not be required for vaccinated individuals entering public buildings. The Town's vaccination rate is over 60%. The Adult Center will remain closed to onsite programming until the move to the new facility in the coming weeks. The Adult Center and Veterans Services departments should feel free to meet with residents that need in-person services or assistance. The building should be accessible during business hours.

- Remote and In-Person Meetings

Governor Baker has filed legislation to allow remote meetings to continue until September 1 while permanent changes to the Open Meeting Law are worked on. Prior to covid remote participation was allowed to some extent with a quorum of members physically present including the chair. If the legislation is not acted on by June 15 we will need to resume in-person board and committee meetings and likely offer a remote participation component. I will provide updated information as soon as possible. However, if/when in-person meetings are held again we will no longer use the police station community room or the fire station meeting room for public meetings. I am working on a new system for reserving board and committee meeting space and will notify all boards and committees of the changes.

American Rescue Plan Act

We have recently received information on eligible uses for ARPA funds and what our allocation is - \$1,643,820. This is significantly less than we originally were expecting, early projections were \$4.7 million. We are still getting confirmation that this is the total allocation. I will be developing a process that department heads will use to submit proposals for use of the funds and a priority list will be developed. I intend to have the new Finance Director involved in this as the funding will be available until 2024 and will have significant reporting requirements.

Parks & Recreation and Pools

Parks & Rec is building out camp enrollment and hiring accordingly. Luckily, we have filled almost all the camp positions and are not experiencing hiring issues for those positions as many other communities are. However, we had significant problems filling the pool positions, we needed 30 positions filled to open and operate both pools, and we received 13 applications. Recruitment efforts were done online via social media, media coverage, Masslive postings, at the high school, all the

area colleges, swim team, yacht club etc. Everyone who operates pools needs lifeguards. Six Flags is even having issues acquiring staff. The decision was made this week to move ahead with only opening Greenwood pool as this pool is needed for camp operation and has the splash pad. Greenwood pool will open June 16 and Parks & Rec has announced that passes are available for purchase. Getting the pool ready also requires coordination with the construction team at the Adult Center to ensure that the grounds are ready and the pool is accessible.

Glenbrook Irrigation

Omasta Landscaping was the selected contractor for the Glenbrook irrigation project, this was a FY21 capital project and was funded at the June 23, 2020 ATM for \$50,000. Last year's COVID-19 issues pushed the project forward to this year. In late February the specifications for the renovations were submitted to the Town's Procurement Agent, who subsequently determined it would be best to utilize Irrigation Contractors from the State's Award listing rather than advertise for proposals. The contract for the needed system repairs was just recently executed with the selected Irrigation Contractor. The contract amount is \$16,988. Since substantial sections of the fields will be disturbed by the renovations the contractor is waiting for the break between the ending of the spring sports and the startup of the fall sports to undertake the work safely.

New DPW and Adult Center

A ribbon cutting and grand opening celebration for the new DPW is scheduled for June 24 @ 2pm. There will be a ribbon cutting outside with a short speaking event and then guided tours of the facility. A ribbon cutting at the Adult Center is also being planned for a date TBD but should likely be late July or early August.

Staffing Update

We received a resignation from a clerk at the DPW, this will now leave both administrative positions at the DPW vacant. The position will be posted ASAP and we are also working to retain a temp to assist in the short term. The new positions funded in the FY22 budget have and will be advertised, these include Assistant Town Manager, FT Clerk at the COA, 2 Custodians and a Grounds Laborer. There is a vacancy in the Police Department we are trying to fill and have just reposted. There are 2 Firefighter/Paramedic vacancies we are actively interviewing for. The Public Health Nurse job was recently re-posted reflecting the increase in hours to 40 and the additional communities. We still have a vacancy for the School Age After Care Coordinator, that is a position we are actively interviewing for now. We will be posting the daycare positions by the middle of the month to restart the program. The new Finance Director is beginning with the Town on June 7.

Yard Waste Brush Hauling Contract

A new yard waste brush hauling contract for covering May 2021 - May 2022 was just signed. It represents an increase of approximately 75% due to the large amount of storm debris we have collected over the 2020/2021 year, the totals provided to the contractor for estimates included these amounts to better inform/budget for the increase in storm related cleanup we are experiencing. The new contract is a not to exceed amount of \$49,000.

Crosswalk, Stop Bars Painting

Markings, Inc. of Pembroke, MA was selected as the contractor for crosswalk, stop bar, symbol and legend painting in the amount of \$23,168. This work is expected to commence soon and be completed by July 31, 2021. A line painting bid will be put out later this summer for line painting work to take place in late summer/early fall.