



Town of  
**Longmeadow, Massachusetts**  
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TO: Chairman Lachiusa and Members of the Select Board  
FROM: Lyn N. Simmons, Town Manager  
DATE: January 19, 2021  
SUBJECT: Town Manager Report

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### **COVID-19 Coronavirus Updates**

The Town's COVID team has been fielding many inquiries on the vaccine. Our first responders started receiving the vaccine the week of January 11 via a regional clinic with other area public safety departments. We are putting together plans for a municipal clinic for Phases 2 and 3 following the [State vaccination schedule](#). A town website has been created to provide updates @ [www.longmeadow.org/vaccine](http://www.longmeadow.org/vaccine). When more information is available it will be posted on the website, Facebook, Twitter, news media outlets, and distributed directly via CodeRED.

### **Board of Health and the Health Department**

The newly constituted Board of Health held its first meeting on January 14. Both Chief Dearborn and I attended and provided a past, present, and future overview on the Town's pandemic response. Interviews have been held for applicants to the Public Health Director position, no decision has been made yet on moving forward with an applicant. While we need this critical role filled, the position has to be filled with the right person. In the meantime we have a plan in place to ensure all matters are being attended to. To reach someone regarding a public health matter please email [health@longmeadow.org](mailto:health@longmeadow.org).

### **Longmeadow Street Improvements**

We received confirmation and notice of MassDOT's Design Public Hearing for the Longmeadow – Springfield resurfacing and intersection improvements for Longmeadow Street (Route 5) and Converse Street (.84 miles). Due to covid, the Design Public Hearing will be held virtually and was pre-recorded. A link is available on the Town's website or by visiting <https://www.mass.gov/event/longmeadow-springfield-design-public-hearing-webinar-and-comment-period-2021-01-28t000100>. Comments on the project may be submitted to MassDOT between January 28 – February 11.

### **Greenwood Play Structure**

The repairs to the Greenwood play structure have been completed. There were a couple areas of the playground that were damaged during the August 4 tropical storm. Due to the age of the structure there was a longer lead time for replacement parts. With the relatively mild winter the repairs were able to be made sooner than the spring.

### **New DPW and Adult Center**

Furniture is expected to be delivered to the DPW facility in the next week. The Adult Center continues with constructions and is expected to reach substantial completion early in 2021. Plans for a ribbon cutting at both facilities will be made for later this year.

### **Satellite Offices @ Community House**

The Treasurer Collector and Town Clerk have a new schedule for satellite office hours at the Community House. Based on customer use and limited staffing we have dropped Mondays from the schedule and reduced hours on Wednesday. Additionally, the Assessor's Office is offering appointment based office hours to provide assistance with abatement applications that are due on February 1. The Treasurer/Collector's Office will offer satellite office hours on February 1 from 10am – 1pm to receive 3rd quarter tax payments. Information on all of the hours and to make an appointment is available on the website.

### **CARES Act**

In late December we received an unanticipated reimbursement from the Secretary of State's Office in the amount of \$2,809.68 to cover additional postage costs related to mailing of ballots for the November Election.

### **Treasurer Collector Position**

We posted for the open Treasurer Collector position and the applicant response was minimal. We have reposted the position in hopes of getting a better response after the holidays. In the interim, Amy Nelson (the Assistant) was made the acting/interim Treasurer Collector and Stephanie Cummings was temporarily moved back from serving as Assistant Town Clerk to now serving as Assistant Treasurer Collector. The vacancy in this one position puts a strain on being able to keep the satellite offices open.

### **Adult Center Staff**

A new Outreach Coordinator was hired to fill a vacant position. I am pleased to announce that Julie Pearce has joined the team. Julie is a Longmeadow resident and most recently worked for Highland Valley Elder Services as the Program Director of Elder Protective Services & Money Management Program.

### **Solar Analysis for the DPW Facility**

The solar analysis for the DPW facility prepared by Rivermoor Energy and funded through the META grant has been completed. The analysis will be shared with the Energy & Sustainability Committee at the January 21 meeting. I have reached out to the Conservation Commission, Planning Board, and the Zoning Board to discuss what permits or zoning issues may need to be considered for installation of a community shared solar array. Planning work will also begin to deconstruct or demolish the existing DPW garage structures once the move to the new facility is complete.

### **Open Space and Recreation Plan**

The State Executive Office of Energy & Environmental Affairs has given the Open Space and Recreation Plan conditional approval through January 2028. This now allows the Town to participate in Division of Conservation Service grants. There were 10 items that the Town will be working to complete in order to obtain final approval. Those items are in process now.

### **Board of Registrars and Home Rule Legislation**

SB2468 unfortunately was not acted upon before the session ended. The Home Rule Legislation will need to be refiled. Senator Lesser's office has been in touch and will refile the bill in the new session. As long as we are under the Emergency Orders we will rely on the determination given by the Attorney for the Elections Division and continue to operate with a 3 member Board of Registrars (as opposed to an Election Commission as the warrant article would have required with acceptance of MGL Ch. 51 section 16A).