



Town of  
**Longmeadow, Massachusetts**  
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TO: Chairman Lachiusa and Members of the Select Board  
FROM: Lyn N. Simmons, Town Manager  
DATE: March 1, 2021  
SUBJECT: Town Manager Report

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### **DPW Director**

DPW Director Mario Mazza has submitted a letter of resignation. Mario was selected as the new DPW Director for the Town of Agawam. His last day with Longmeadow will be March 19. We wish Mario the best in this new opportunity. The job description is being reviewed and will be posted as soon as possible.

### **Shared Streets Grant**

DPW Engineering has submitted the Lynnwood Drive sidewalk project to MassDOT's Shared Winter Streets & Spaces Grant Program for another try to be awarded.

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

The final plan was approved by the State. We had previously received conditional approval while we worked through some items that the Division of Conservation Services wanted refined. That work has since been completed, a big thank you to Tim Keane, Town Engineer and Al Laakso, Chair of the Conservation Commission for completing these last tasks.

### **Administrative Assistant to the Select Board and Town Manager**

The Select Board/Town Manager Administrative Assistant, Debbie House, has submitted a resignation letter. Debbie will be joining the Town of East Longmeadow as Administrative Assistant to the Town Manager. We wish Debbie the best and thank her for all her years of service. The job has been posted and will remain open until March 15. While we work to secure a permanent replacement, I will be trying to obtain a temporary person to fulfill the most critical tasks.

### **Treasurer/Collector**

A new Treasurer/Collector was hired, Frank Trolio joins the town after previously working for UMass in the Finance Division. In anticipation of Frank joining the team we have had to modify the workstations in the Treasurer/Collector and Town Clerk's Office, we are over capacity on the number of people in the amount of office square footage before covid and the covid restrictions have reduced that even more. Two workstations have been set up in the meeting room at town hall for those two offices to space out. For the time being the meeting room will be unavailable. Town hall remains closed to the public but the satellite offices continue to operate in the Community House.