



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 21, 2021  
SUBJECT: Town Manager Report

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**COVID-19 Update on Town Offices Reopening and Remote Meetings**

As you know, Town Offices reopened on June 1, 2021. Some slight modifications are being made to the Town Clerk and Treasurer Collector's office spaces to allow them more space. The Select Board/Town Manager office has temporarily relocated to the meeting room at Town Hall, while we identify a more permanent office space. The Town Clerk has moved into the former Select Board/Town Manager office. The new Finance Director is located on the 3<sup>rd</sup> floor of Town Hall. Space is very tight in both Town Hall and the Community House and we are limited in available office spaces to move staff into that are accessible to the public. Remote and In-Person Meetings - When the State of Emergency lifted at 12:01am on Tuesday, June 15, the allowance of fully remote public meetings ceased. The Senate passed legislation but it was still working through the House when the State of Emergency lifted. On Tuesday night, June 15, the House approved comprised legislation and Governor Baker signed it into law Wednesday morning, June 16. Fully remote board and committee meetings can continue until April 1, 2022.

**Flags on the Town Green**

After receiving approval from the Historic District Commission, the American Flags were installed last week on the ornamental light poles along the town green.

**Converse Street Sewer Improvements**

The contract for the sewer improvement work was awarded to GEG construction, this work is expected to commence on June 28, 2021. The traffic committee has been discussing this project for several months as we know it will cause some detours and congestion. Traffic detour maps will be posted on the town website. Work is expected to take 2 weeks (the week of July 5 there will be no work).

**Skateboard Park Feasibility Study**

At the June 2020 Annual Town Meeting there was an article for a CPA funding request for \$15,000 for a skateboard park feasibility study. Pillar Design Studios, LLC has been selected as the contractor for phase 1 feasibility and schematic design, in the amount of \$14,500. Phase II design services would be separately negotiated in the event a skatepark construction project is approved and funded. The design consultant will meet with Alex Grant (CPA applicant), the Skatepark Working Group, and the Longmeadow Parks and Recreation Director to coordinate the completion of a feasibility study, and to facilitate a public forum to discuss skatepark plans, concepts, potential locations, with opportunity for community input. Once the objectives of the feasibility study have been determined, the consultant will prepare a schematic design with estimated public construction costs.

**DPW Organizational Study**

The Organizational Study of the DPW kicked off on June 9. A consultant from the Collins Center for Public Management was onsite for the first meeting and toured the facility. Interviews are being setup for DPW staff, key boards and committees, and other town officials for later in July. The report is expected to be completed by the end of the calendar year.