



TOWN OF EAST LONGMEADOW

Town Manager's Report

April 3, 2020

Good afternoon:

As you are probably aware, the management of Covid-19 issues continues to consume almost all of my time. Our Town response to the health crisis has also dominated the daily schedule of Chiefs Morrissette and Dalessio, Aimee, Bruce Fenney, his various division managers and Gordon Smith. Many other Department Heads are working together to help manage the taxpayer requests and others are developing plans to help keep the children engaged, Library and Recreation, e.g.

As of last Monday, March 30, 2020, the staffing hours in Town Hall were further reduced in an effort to limit exposure and to allow the custodial staff to do thorough cleanings in offices on days when the particular office is not staffed. Departments continue to get the work out the door, so to speak, by working remotely. Many offices have staff report for limited time on one or two days, to do only the most essential of tasks that require a physical presence. No office or Department is closed; staff continues to perform all necessary functions. Outside work or work that doesn't impact employees continues, for example, the library carpet cleaning project was completed this week.

The additional time at home and the increase in household members due to children being out of school or home from college has prompted a concern about excess trash accumulation and removal. Our strategy to handle this aspect of the crisis is to allow residents to bring their excess trash to the transfer station. For the immediate future, there will be no fee for this option.

Department Heads and key staff continue to meet daily by means of a virtual conference call. This week, the reports remained upbeat and positive, as we seem to be settling in to a new routine. I repeatedly thank everyone for the efforts they are making for the common good. However, on Tuesday I advised the group that I was contemplating furloughs due to the uncertainty of the duration and fiscal consequences of this dilemma we face. I asked each Department Head to advise me over the next week or so of the prospect of a furlough and its impact on their function. This decision is difficult but necessary. My thoughts are still in the planning stage as I want to evaluate the suggestions of each Department. I have spoken to the TEU representative, as I think those members will be the first to be impacted. The School Superintendent will address the situation with the School Committee and Union personnel in the coming weeks. I have also asked Gordon Smith to inquire if there is any extension possible on the matter of the feasibility study for the High School, as this is a very large item looming over the budget conversations.

A representative from MEMA often participates on our daily conference calls; she provides updates on any new developments relevant to claims for reimbursement for our disaster related expenses. All Department Heads are tracking their expenses and time spent in anticipation of submission of these costs for reimbursement.

I referenced the budget progress in my earlier memo this week. House bill 4598 passed and was forwarded to you today. The Capital Planning Committee will be reconvened shortly. I have asked Ryan Quimby to serve as Chair.

I have a draft MOA for review regarding arrangements with a hotel in Springfield to reserve rooms for first responders who may require quarantine due to exposure.

Our Planning and Community Development Director's employment with the Town ended today. Bethany Yeo will manage the administrative functions to the best of her ability and I have spoken with the Pioneer Valley Planning Commission to get some assistance, at least in the short term future.

Respectfully submitted,

Mary E. McNally, Town Manager