



TOWN OF EAST LONGMEADOW

Acting Town Manager's Report

January 28, 2020

Good evening:

The last few weeks have been devoted to the initial review of operating budgets for all Departments. This is a very time consuming process and I am grateful to all of the Department Heads for the attention and care they have demonstrated in preparing these documents. The budgets which have been reviewed will have to be modified a bit once the results of the ongoing negotiations with the respective Unions have been completed. Three of those meetings are scheduled for later this week.

The January Department Heads meeting generated a good deal of discussion about current and future activities in each Department. All Departments shared the concern of having residents' issues addressed promptly by the correct Department. We will devise a system whereby all requests for attention will be funneled through the Town Manager's office, distributed to the proper Department, and a report of findings/results filed with my office and the resident.

Elcat indicated a plan to create several two minute "how to" videos to assist Town residents in certain procedures.

COA reported on the success of its food drive and mobile food pantry.

The Finance office reported on the continuing administrative issues involved with the conversion to a new vendor for payroll processing. Considerable time and effort is being expended to address the various Department schedules that are not easily accommodated by this platform.

We (IT, Police and Fire) attended a meeting today at Westcomm to discuss joining their dispatch center. I will report those results orally at the meeting.

I appointed Peter Punderson to the Planning Board and Erin Lynch to the Conservation Commission this month. My office is in the process of reviewing all Boards and Commissions to fill vacancies and update status.

The goals set out for the Town Manager in the recent past, namely, issuance of an RFP for legal services and reorganization of Town offices have been addressed. Responses to the RFP were received on January 10, 2020 and are being reviewed. The office moves will take place on February 4, 2020. Care has been exercised in the new hires in the administrative areas, my Assistant and our HR Director, pro-tem. Succession planning is underway regarding plans to hire a permanent HR Director and to staff that Department as required to meet the needs and demands of our employees and retirees.

Mary E. McNally
Town Manager