**Town Administrator Report**

**September 23, 2019**

**AMBULANCE SERVICES**

I have arranged a meeting with Dr. Beltran to discuss area ambulance services at 4:00 p.m. on Monday, October 23. Can members of the BoS attend? If so, we will post a meeting.

Recommend creation of an Ambulance Committee which can review the options available to the Town and report back to the Selectmen.

**ADA GRANT**

The Town Clerk informed me that the Town has not accepted state enabling legislation permitting establishment of an ADA Commission. Should I put acceptance on the STM Warrant?

Also, I spoke with the grant office in Boston. They will not accept a plan for access in Town Hall only. The Town must present a comprehensive plan providing for access in all municipal buildings. They said that they would provide a “planning grant” to the Town to hire a consultant to develop a comprehensive plan for access.

**HR**

With Jane leaving, the payroll system for the T.A. BoH and Administrative Assistant offices will be disrupted.

I know that the Town has attempted to implement bi-weekly payroll in the past and encountered some strong opposition. Should I try again? Was thinking that we could evaluate the cost savings with a bi-weekly payroll and offer to split the savings with employees via a Christmas bonus.

**CUPOLA**

The Building Inspector has briefed me regarding the Cupola at the Town House. It is in poor condition and is leaking water into the building. I have asked for a list of local companies that could provide an estimate for the cost of repair. There is likely enough funding in the operating budget to cover the cost.

**SOLAR BY-LAW**

 Town Counsel has promised a completed review by September 27.

**COMMUNITY COMPACT GRANT**

[Energy and Environment Best Practices](https://www.mass.gov/info-details/community-compact-best-practice-areas#energy-and-environment-best-practices-) & [Human Resources Best Practices](https://www.mass.gov/info-details/community-compact-best-practice-areas#human-resources-best-practices-) were identified by the BoS on September 9 as new projects. Shall I apply for a Community Compact grant for these two projects?

**COMMITTEE ON INFRASTURCTURE AND CAPITAL NEEDS**

Would the Board like to establish a new committee? If so, I will recruit members from a list suggested by the BoS. The charge to the committee would be twofold: 1) Evaluate the infrastructure; and 2) Compile a list of needed improvements and incorporate them into a Five-Year Capital Plan.

**FOLLOW UP FROM PRIOR MEETINGS**

* Bags for transfer station: Jane is still waiting for a quote
* Veterans Services Officer
* Sidewalk Committee
* Review of Executive Team responsibilities
* ADA Commission

**NEW ITEMS**

* Jane Budynkiewicz is reviewing the 2004 job description for her position and will send comments.
* TA is set up to post items on the Town website.
* Green Communities??
* I have had conversations with Attys. Ed Picula and Carol Lynch regarding pending cases.

**UPCOMING**

September 30 -- Board of Selectmen Meetings

September 18 – Meeting with Treasurer & Accountant

September 24 – Department heads and staff – 10:00 a.m. – Melville

October 17 – Open Meeting Law training – East Longmeadow Senior Center, 5:30-7:30 p.m.

October 21 – Advisory Board -- STM Warrant meeting

October 28 – Special Town Meeting