**Town Administrator Report**

**September 30, 2019**

**AMBULANCE SERVICES**

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

* Cliff Bombard; Chiefs; BoS member; T.A. plus two citizens.

The meeting with East Longmeadow has been re-scheduled to the E. L. Fire Department at 150 Somers Road on October 2 at 9:00 a.m.

**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**

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**

 By-Law is on the STM Warrant. An ad was placed on 9/30 for the Planning Board hearing.

**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.

I sent a spreadsheet to the Fire, Police and Highway Departments requesting a vehicle inventory and a projection for vehicle needs over the next twenty years.

 **FINANCIAL TEAM MEETING**

The Town financial officers have agreed to adjustments on borrowing and use of free cash that will produce a tax rate of $20.26 for FY’20

**FOLLOW UP FROM PRIOR MEETINGS**

* Bags for transfer station: Jane is still waiting for a quote
* Veterans Services Officer
* Review of Executive Team responsibilities
* ADA Commission: Appointments needed
* Ongoing discussions with Town Counsel and Special Counsel for updates on pending cases.
* A meeting is scheduled for Tuesday, October 1 with the Highway Superintendent and Building Inspector to discuss stormwater permitting responsibilities
* Have asked Town Counsel to draft a tax agreement for Bluewave Solar.

**NEW ITEMS**

* TA is set up to post items on the Town website.
* Green Communities? Does the Board want to apply for certification?
* From Chief Farnsworth: The line time for the cruiser for the fall town meetings needs to be:    $51,250.

This includes passing a 2017 cruiser to the fire department & changing the lighting from blue to red. Passing the FD vehicle to the animal inspector and removing markings and changing lighting to yellow instead of red.

IF we were going to just trade in the PD vehicle for a new patrol car it cost would be $43,500

* I have signed the MS4 Small Community Annual Report
* Message from Chief Farnsworth: I was contacted by full time dispatcher, Kelsey Green regarding the outstanding issue that apparently was promised but never documented. Mary McNally was part of the process and from what I have heard, promised two dispatchers the right to carry their vacation over due to the time lag in getting the contract finalized. This has been out there for some time and Kelsey was calling on the status. I told her I would make you aware of the situation.” I told the Chief to allow the carry over since it seems like a commitment was made and we would have at least a grievance if the promise was not kept.
* Met with Robert Braceland of ENTRE. ENTRE has ordered the new computers for Fire, Senior Center, etc. Printer problems have been addressed. Have arranged for an ENTRE technician to provide instruction to Town staff on how to best avoid ransomware attacks.
* Met with the Fire Chief who recommended a change in the FD budget to establish an overtime account instead of taking overtime funds from the FF stipend account. Overtime budget in FY’19 was $14,000.
* Have requested a speed limit sign on Mountain Road following complaint from Mr. Ostrander.
* The Town Clerk said that when the warrant is closed by the Board of Selectmen, it also becomes closed for citizen’s petitions.
* Any Selectmen planning to attend the Massachusetts Selectmen’s Association program in Amherst on Saturday, October.
* Pam has a update from Spectrum regarding the fiber optic line.
* Stanley Witkop has resigned from the Board of Assessors.
* The Highway Superintendent’s contract has been updated for sick leave bonuses

**UPCOMING**

October 7 -- Board of Selectmen Meeting

October 2 – Ambulance Services meeting with Chief Morrisette of East Longmeadow

October 5 – Western Massachusetts Municipal Conference in Amherst

October 8 & 22 – Department heads and staff meetings – 10:00 a.m. in 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 23 – Planning Board hearing on the Solar By-Law changes

October 28 – Special Town Meeting