**Town Administrator Report**

**October 15, 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. (Nancy Zebert & Suzanne Shuttleworth have volunteered)
* October 2 meeting in East Longmeadow: John Flynn, Hampden Deputy Fire Chief and Police Chief attended with East Longmeadow Fire Chief and two representatives from Action Ambulance.

There will be a more extensive report at the BoS meeting on Oct. 7.

**ADA GRANT**

* 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.
* A Planning Grant is ready for submission on October 8.
* Volunteers for ADA Commission:
	+ Becky Moriarty, ADA Coordinator
	+ Loribeth Sterling Elliot, 380 Chapin Rd., 413-204-5968 -- Commission
	+ Matthew Sterling, 418 Chapin Rd., 413-214-1735 - Commission

**TREES**

* Dana Pixley, the Tree Warden, came to the office to discuss removal of dead trees on Town property.

**SOLAR BY-LAW**

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

**COMMITTEE ON INFRASTURCTURE AND CAPITAL NEEDS**

* 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.
* The Police Chief has provided the information.

**STORMWATER PERMITTING**

* There was a meeting on October 1 with the Highway Superintendent, Building Inspector and Gary Weiner of the Stormwater Committee. The following steps are recommended:
* The Selectmen should adopt the fee schedule listed on the handout.
* The Stormwater Committee will have a By-Law proposal providing for an enforcement mechanism available on January 1. Can go to the ATM or Selectmen could call a Special Town Meeting.
* Intake will be through the Building Department or the Planning Board. Planning and Building will have copies of the form to hand out when a development is proposed.
* A special revenue account will be established for deposit of stormwater fees.

**FOLLOW UP FROM PRIOR MEETINGS**

* Bags for transfer station: Jane has ordered 250 cases; expected in 4 weeks
* Review of Executive Team responsibilities. (Requested by Sel. Davenport).

**NEW ITEMS**

* 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.
* The Town Clerk said that when the warrant is closed by the Board of Selectmen, it also becomes closed for citizen’s petitions.
* The Dispatch Union has requested a copy of the Pavone Report & a decision on unemployment benefits.
* The Chair has requested an Executive Session on October 15 to update new Selectman Glover and the Board on pending legal cases?
* Conservation Commission agent: Provided username and password to the ConsCom computer. Spoke with the ConsCom agent in Wilbraham, and she will help and help train a new person for Hampden
* Meeting with Assessors and BoS to appoint a new Assessor will be scheduled for October 21.
* A request was made to the Board of Health to explore dumpster regulations. (Requested by Sel. Davenport)

**UPCOMING**

October 14 -- Board of Selectmen Meeting

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