**Town Administrator Report**

**January 13, 2020**

**COMMUNITY FORUM**

* A Community Forum has been scheduled for January 21 to review options for ambulance services and trash/recycling hauling and disposal.

**AMBULANCE SERVICES**

* RFP has been issued. Ambulance services is exempt from Ch. 30B bidding requirements.

**ADA GRANT**

* A Planning Grant requesting $10,000 was not funded. Must have an operating Commission and ADA Co-Ordinator before Planning Grants will be approved.
* Appointments to the ADA Commission:
	+ One additional member needed

**OLD BUSINESS**

* A bid for hauling trash and recycling materials has been released.
* Purple Heart: Proclamation is being framed for posting in the Town House.
* Assistant Accountant position has been advertised.
* Add for an Assistant Town Accountant has been posted.
* We will advertise for a Graves Officer.

**NEW BUSINESS**

* Review of the RFQ submissions for the Hampden Fire Station addition.
* AMERESCO: Project will be delayed for several months. Company needs clarification of requirements for battery storage contained in the Massachusetts Smart II program.
* Credit Card: Need BoS signatures on the application for a Town credit card at Monson Savings Bank
* Tracking grants: Have begun a file to track all grants from Town departments.
* Town policies: A central file of all BoS and departmental policies and standard operating procedures is being created.
* The Town’s policy on use of Town Counsel has been reviewed with department heads
* Capital Planning: A Twenty-Year Vehicle Replacement Schedule will be distributed at the meeting.
* FY 2021 Operating Budget: Departments that report to the Selectmen have been asked to submit their budget proposals by January 13.
* Departments were advised to submit articles for the Annual Report by February 27.

**UPCOMING**

January 27 – Board of Selectmen Meeting

January 21 – Community Forum. 7:00 p.m. in the Town House Auditorium

January 22 – Department heads and staff meeting – 10:00 a.m. in Melville

February 27 – Sexual Harassment training. 10:00 – 1:00 pm in the Town House Auditorium