

Town Administrator Report

November 12, 2019

AMBULANCE SERVICES

- Proposed Ambulance Committee with Town officials and citizen volunteers:
 - Cliff Bombard; Fire & Police Chiefs; Mary Ellen Glover; T.A. plus two citizens.
 - Nancy Zebert, Suzanne Shuttleworth & Loribeth Sterling Elliot, Heather Turcotte and Megan Rogers have volunteered.
- A meeting of an Ambulance Advisory Committee will be convened on November 18.

DISPATCH

- October 28 -- Discussion with Officer Kane regarding combined dispatch. He said that he will ask the East Longmeadow Town Council to authorize the Town Manager to re-enter negotiations with Hampden towards merging dispatch operations in Hampden.

SPRINGFIELD MRF MEETING

- Jane Budynkiewicz and I attended a meeting in Springfield to review the proposed new contract, which must be signed by January 31, 2020. Since the market for recycled materials is unstable, tonnage rates for dual stream services at the Materials Recovery Facility will increase significantly. The proposed new contract contains a provision for rebates to member communities if prices for recycled materials i.

ADA GRANT

- October 8 -- A Planning Grant requesting \$10,000 was submitted to the Massachusetts Office of Disabilities.
- Volunteers for an ADA Commission:
 - Becky Moriarty, ADA Coordinator
 - Matthew Sterling, 418 Chapin Rd., 413-214-1735 – Commission
 - Rita Vail, 413-566-3530; 413-209-4469 © ritavailskz@charter.net

TREES

- Spoke with Representative Ashe about a possible allocation of the state funds to local communities for removal of hazardous trees.

STAFF MEETING ON NOVEMBER 5

- Plan for the Melville Room: Staff cited the need for additional record storage cabinets and new, lighter tables. Town offices are crowded with storage cabinets. Recommend that a professional scanning system shared by Town Hall offices be included in the 2020 capital plan.
 - Gradual transition away from paper documents towards digitized office documents.
- Town Administrator: Staff feels unanimously that the Town needs a Town Administrator.
- Opening Town Offices Late: Staff unanimously opposed. Some offices are open late, and there is not a demonstrated need or demand.
- Photos of Department Heads on the Town website? Some are amenable.
- Future staff meetings will be at 10:00 a.m. every other Wednesday.
- The need for an OPM for the Highway Garage project was discussed. Report at BoS meeting.

NEW ITEMS

- No decision from the Ethics Commission regarding the new Assessor

- October 30 -- Met with the Conservation Commission.
 - Commission requests appointment of two new Commission members on November 18.
 - Discussed staffing issue and updating of their computer operating system.
- ENTRE has replaced older computers. Further discussion needed with the Town Clerk's office.

UPCOMING

November 12 & 18 – Board of Selectmen Meetings

November 18 – Tax Classification Hearing

November 20 – Department heads and staff meetings – 10:00 a.m. in Melville