**Town Administrator Report**

**September 16, 2019**

**AMBULANCE SERVICES**

Have reviewed the current arrangement with AMR and checked out response times. Response times average mid-teens and about 10% of responses exceed 20 minutes. Action Ambulance apparently submitted a proposal some months ago. I called Action and asked to see another copy of their proposal. I also explained the Town’s concern that AMR has moved their ambulance to Allen and Cooley and asked Action if they can offer better service. Action knows that the Town is not currently paying a stipend for ambulance services.

Chief Farnsworth reports that the average response time is 13.07 minutes.

I called the East Longmeadow Town Manager today to discuss a possible arrangement where East Longmeadow would provide ambulance services to the Town. Mary McNally said that she would support such a proposal and will talk with the Fire Chief and the BoS to assess interest.

**ADA GRANT**

Pam and I met with a representative of PVTA and the Building Inspector to discuss the new ADA grant round. Before any grants will be approved, the Town must have an ADA Coordinator and an ADA Committee. Becky Moriarity has agreed to serve again as ADA Coordinator, and we are recruiting Committee members. The Building Inspector has provided a copy of the Hampden Town Hall Capital Improvement and Accessibility Study, and I will attempt to put together an acceptable plan.

**HR**

There will be a meeting next Wednesday with the Cliff Bombard, Dick Patullo, Jane Budynkiewicz and myself to set up an electronic timesheet system with the required sign offs by department heads and the T.A. Have had an initial discussion with the Treasurer about an orientation packet for new employees which will include copies of the by-laws, the employee handbook and Ethics course requirements. These documents are available now. The goal would be to centralize administration of new employee orientation and make it consistent throughout the organization.

**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.

**SOLAR BY-LAW**

It needs more work by Town Counsel, so the two advertisements have been postponed.

**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-)

Committee on Infrastructure and Capital Needs

**UPCOMING**

1. Board of Selectmen – September 16, 23, 30.
2. Town Departments meeting – September 24 at 10:00 a.m. in Melville
3. Open Meeting Law Training – October 17, East Longmeadow Senior Center, 5:30-7:30 p.m.
4. Advisory Board Hearing – October 21
5. Special Town Meeting – October 28

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