**Town Administrator Report**

**October 7, 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.
* I will submit a Planning Grant request 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

**HR**

* The Treasurer estimates that the cost of weekly payroll is $6,000 per year. It requires two hours of his time and one hour of the Accountant’s time each week. The savings with bi-weekly payroll would be about $3,000 and two hours of Treasurer & Accountant’s time. Would require contract changes for Police, Dispatch and Highway employees.

**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**

* 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.

**FOLLOW UP FROM PRIOR MEETINGS**

* Bags for transfer station: Jane has ordered 250 cases; expected in 4 weeks
* Veterans Services Officer
* Review of Executive Team responsibilities: Requested by Selectman Davenport.
* There was a meeting on October 1 with the Highway Superintendent and Building Inspector and Gary Weiner of the Stormwater Committee. Further information at the Oct. 7 meeting.

**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:

**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