**Town Administrator Report**

**September 16, 2019**

**AMBULANCE SERVICES**

AMR has submitted a proposal for contract extension. I asked Town Counsel to review. A copy with Town Counsel comments is in the packet.

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

I contacted Action Ambulance and asked for another copy of their proposal. I also explained the Town’s concern that AMR will move their ambulance to Allen and Cooley and asked Action if they can offer better service. The Action President and two local managers visited on Tuesday. They will prepare a new proposal modeled on their “sliding scale” contract with the Town of Hadley. The Hadley contract provides a variable cost to the town based upon the annual number of transports.

I had a meeting with Mike Kane, V.P. of the East Longmeadow Town Council. We discussed the failed plan to consolidate dispatch operations in Hampden and the possibility that E.L. could provide ambulance services to Hampden. He said that he is in favor of a package arrangement with E.L. providing ambulance and Hampden providing dispatch and thinks that he can get four votes to approve. He mentioned that two of the opponents of the failed dispatch consolidation are no longer on the Council. Am expecting a call from Councilor Kane to set up a meeting with other Council members to discuss.

Recommend creation of an Ambulance Committee which can review the options available to the Town and report back to the Selectmen.

**ADA GRANT**

Pam and I met with a John O’Leary of the PVPC and the Building Inspector to discuss the new ADA grant round. Before any grants can be approved, the Town must have an ADA Coordinator and an ADA Committee. We met with Becky Moriarty who 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 Accessibility Plan. A copy of the legislation which specifies the requirements for the ADA Committee is in the packet.

**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, etc. These documents are available now. The goal would be to centralize administration of new employee orientation and make it consistent throughout the organization.

I know that the Town has attempted to implement bi-weekly payroll in the past and encountered some strong opposition. Should I try again? Was thinking that we could evaluate the cost savings with a bi-weekly payroll and offer to split the savings with employees via a Christmas bonus

**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**

 Town Counsel has promised a completed review by September 27.

**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**

Would the Board like to establish a new committee? If so, I will recruit members from a list suggested by the BoS. The charge to the committee would be twofold: 1) Evaluate the infrastructure; and 2) Compile a list of needed improvements and incorporate them into a Five-Year Capital Plan.

**FOLLOW UP FROM PRIOR MEETINGS**

* The Highway Superintendent was asked at the Dept. heads meeting to put up a “No Through Street” sign on Genevieve Road.
* Bags for transfer station: Jane is still waiting for a quote
* Solar Bylaw draft reviewed by Town Counsel is in the packet

**NEW ITEMS**

* Contractor can begin demolition of the cell the week of September 16. Cost is $5,675. Needs BoS approval.
* Historical Commission associate members: Town Counsel opinion is that no Town Meeting approval is required.
* Meeting with financial team to review FY2020 budget; Tax re-cap; projected tax rate, etc.
* Jane Budynkiewicz is reviewing the 2004 job description for her position and will send comments.

**UPCOMING**

September 23 & 30 -- Board of Selectmen Meetings

September 18 – Meeting with Treasurer & Accountant

September 24 – Department heads and staff – 10:00 a.m. – 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 28 – Special Town Meeting