

Town Administrator Report

March 9, 2020

AMBULANCE SERVICES

- Met with Action representatives on March 4 at the Police Station to review capacity to house an ALS ambulance. Facilities are adequate.

ADA GRANT

- Appointments to the ADA Commission:
 - One additional member still needed

OLD BUSINESS

- Dispatch: Submitted a letter of interest to WestComm. This does not constitute a commitment.
- A few Annual Reports are still missing.
- Met with Larry Tuttle, Mark Langone and John Flynn at the Highway Department on March 2 to review preliminary plans for the Highway Garage expansion.
- The Accountant hired Susan Young as an assistant in early February. \$20 per hour
- The Treasurer hired Michal Boudreau for 4-5 hours per week on 1/20. \$20 per hour.

NEW BUSINESS

- First draft of the ATM Warrant is completed.
- There will be a meeting on March 11 at East Longmeadow Town Hall to finalize planning for a shared Conservation Agent.
- HR Upgrade: Are there any Selectmen recommendations to modify the plan?
- Special Municipal Employees: A list of board and committee members is in the packet.
- Paint Academy Hall for the capital list for FY2021?
- Spoke with Howard Barber: There will be no assessment for Hampden for the middle school roof project.
- There was a discussion at the staff meeting on Wednesday about what the Town government will do if there is an epidemic of the coronavirus.
- Green Communities designation?
- **SENIOR CENTER PRESS RELEASE**

"The Hampden Senior Center is looking to expand the food pantry to include essential nonfood items. Specifically, we are collecting the following: soap (bar or liquid), shampoo, toothpaste and toothbrushes, deodorant, toilet paper, facial tissue, napkins and paper towels. Nonfood items are ineligible for purchase for someone on the SNAP (food stamps) program. This is one additional way the Hampden Senior Center is trying to combat economic insecurity. These items will be available on a monthly basis for people who are eligible for SNAP, fuel assistance, Brown Bag and MassHealth.

To kick off this drive, a table will be set up at the Hampden Annual Town Meeting being held on Monday, May 11th at Bethlehem Church. We will also collect donations throughout the year at the Hampden Senior Center, 104 Allen Street, Hampden, Monday – Friday from 9-3. We appreciate your support of this new program."

Approve?

- Rotary Club request to set up a water station and a portable toilet at Town House for the Tour de Minnechaug Mountain. Approve?
- Town House renovations: The work on the cupola will cost \$5,758. There is \$9,344 in the account.
- It will cost \$21,945 to finish the new Conference Room in the Town House. The account currently has a balance of \$31,717

UPCOMING

March 16 & 23 – Board of Selectmen Meetings

March 10 – Emergency Management Team Meeting

March 11 – Meeting in East Longmeadow regarding a shared Conservation Agent for E.L. and Hampden

March 18 – Department Heads and Staff Meeting