**Town Administrator Report**

**March 2, 2020**

**AMBULANCE SERVICES**

* A meeting of the Ad Hoc Ambulance Committee will take place on March 2 at 4:00 p.m. Possible decision on ambulance services at the Selectmen’s meeting on March 2.

**ADA GRANT**

* Appointments to the ADA Commission:
  + One additional member still needed

**OLD BUSINESS**

* Dispatch: East Longmeadow and Monson are in the process of affiliating with WestComm (Chicopee Dispatch). Monson has joined; East Longmeadow has submitted a letter of interest. Should I submit a letter of interest to WestComm?
* At the Department Heads and Staff meeting on February 19, there was a reminder that warrant articles and Annual Reports are due on February 27. Update for Selectmen at the March 2 meeting.
* Sexual Harassment training took place on February 27. Twenty-six Town employees attended.
* 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.

**NEW BUSINESS**

* Applied for a DLTA grant through the PVPC to assess the feasibility of having a professional Conservation Agent serving the Towns of Hampden and East Longmeadow. The project is funded by the PVPC.
* HR Upgrade: Are there any Selectmen recommendations to modify the plan?
* Special Municipal Employees: A list of individuals officers and board and committee members is in the packet.
* Paint Academy Hall for the capital list for FY2021?
* Small Bridge Program. Mark Langone may have a project.
* Spoke with Howard Barber: There will be no assessment for Hampden for the middle school roof project.
* Attended the Regional Selectmen and Administrators Conference in Wilbraham on February 20
* Attended the Regional Budget Roundtable in Wilbraham on March 2
* There will be discussion at the staff meeting on Wednesday about what the Town government will do if there is an epidemic of the coronavirus.

**UPCOMING**

March 2 – Budget Roundtable with Senator Lesser -- TBA

March 9 & 16 – Board of Selectmen Meetings

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