**Town Administrator Report**

**April 27, 2020**

**OLD BUSINESS**

* Have contacted Collins Institute about completing the classification, compensation and job description HR project. This work will be paid for with Community Compact funding; Collins has been extraordinarily successful in getting funded by the DOR. Community Compact will fund two projects simultaneously. Our other project will be ClearGov.
* Have requested standard contracts from McNamara Hauling and Action Ambulance for July 1 implementation.
* Completed Annual Report for the Town Administrator

**NEW BUSINESS**

* TIP project at Allen, East Longmeadow Road, Somers Road & Wilbraham Road: Would like to schedule a presentation to the BoS on May 18
* Have asked for a report from the School Superintendent on school system savings as a result of COVID-19 school closing.
* Have contacted Smith Associates and Sherman and Frydryk for quotes on the landfill parcel merger.

**UPCOMING**

May 4 – Board of Selectmen Meetings

May 6 & 20 – Department Heads and Staff Meeting over video conferencing

June 15 – Annual Town Meeting

June 22 – Town Election



Robert T. Markel, PhD

Interim Town Administrator

Town of Hampden