**Town Administrator Report**

**May 25, 2020**

**OLD BUSINESS**

* Clear Gov and HR contracts have been signed and returned.
* Job rating questionnaires have been distributed to Town employees
* McNamara Hauling contract is being reviewed by Town Counsel.
* Action Ambulance contract is being reviewed by Town Counsel
* Closing for part time Conservation Agent was May 20.
* Approve work on the additional office space?
* CDBG: Offer to join with Palmer on a CDBG grant from the CARES Act. Can be used for social services at the Senior Center or for small business assistance.

**NEW BUSINESS**

* No quotes yet from Smith Associates and Sherman and Frydryk for the landfill parcel merger.
* Notice for the June 22 election will be posted on the Town website and robo-called during the current week.
* Toured Town Hall with Carl Mercier and the Building Inspector. Report at the BoS meeting.

**UPCOMING**

June 1 – Board of Selectmen Meetings

June 3 – Department Heads and Staff Meeting

June 15 – Annual Town Meeting

June 22 – Town Election



Robert T. Markel, PhD

Interim Town Administrator

Town of Hampden