**Town Administrator Report**

**June 22, 2020**

**OLD BUSINESS**

* Policy regarding use of vacation time?
* New email address for the Town Clerk for absentee applications: vote@hampdenma.gov
* The T.A. submitted a second CARES Act/FEMA reimbursement request for $43,000; received a message from A&F that it will not be paid until the next round which is likely in October.
* McNamara Hauling contract is being reviewed by Town Counsel.
* Require waivers at the Senior Center?
* Town Hall reopening: July 6?
* HWRSD custodians will provide sanitation at Town buildings.
* New office in the old police lock up area will soon be ready.
* Assessors’ surplus: Request for a surplus declaration re-submitted.
* Next sanitization of Town Hall on Wednesday, June 24
* Candidates for Conservation Agent will be interviewed on July 14.
* Liquor applications for outside service are being submitted.

**NEW BUSINESS**

* Senior Center schedule for July 4 holiday. BoS approval?
* T.A. joined Senator Lesser’s video conference for Town Administrators on June 18
* Departments meeting on June 17 discussed Town Hall reopening. Consensus on establishing a reception area in the auditorium when Town Hall reopens to the public.
* Furlough at the Senior Center: Formula Grant from the state will be reduced; Activities Coordinator will be furloughed for two months.

**UPCOMING**

June 23 -- Lt. Governor & MMA conference on COVID-19 issues at 1:00 p.m.

June 23 -- Conference with AMERESCO at 2:30 p.m.

June 29 – Board of Selectmen Meeting