

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Abbreviated Report

DATE: November 4, 2019

This serves as an abbreviated report for while I am away from the office and for the next Town Board meetings.

1. Ben and/or Pete will attend a preconstruction meeting on Wednesday, November 6 to discuss the start of Nelson Construction's fall work at the ESB site.
2. Ben and/or Pete will attend the bidders' meeting at the ESB site to be held on Monday, November 11 representing the Town.
3. The Dock Project began on Saturday, November 2. Wren Works is waiting for two pieces of equipment to be delivered to the Bayfield side. They should begin setting the sheet piling on Wednesday or Thursday. Gary or Robin will contact Ben with any questions.
4. You will consider a contract for engineering the Dock parking lot/approach as soon as Micaela can get it on an agenda. I will complete the grant application for improvements when I return to the office.
5. Other contracts to come before you for signature include La Pointe Construction to move the police garage and Nelson Construction to begin the fall work on the ESB site.
6. Bid for the General Contractor and Fire Suppression for the ESB and for insurance will all be opened at the Town Board meeting on November 26.

I will be monitoring my emails while I am out of the office.