

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: August 7, 2020

DATES OF REPORT: **July 25, 2020 through August 7, 2020**

1. Accomplished/Completed

2. Coming Up/Working On

- Budget
- Fire Recovery/Rebuilding
- Cell Tower
- Updating Ordinances
- Personnel Policy
- Dock Project
- Personnel Matters
- Emergency Operations Plan
- COVID-19

3. Town Board Agenda – Information/Comments

- American Tower Proposal. See separate correspondence. This will be discussed in closed session.
- Dock Project Payment to Wren Works. The Town's attorney will be available to provide you with information.
- Hiring Process/Time Line for Town Administrator. Kevin Brunner from PAA will be calling in to the Town Board meeting to discuss the assessment you all have completed and the draft time line for the recruiting/hiring process.
- MRF Report. Ben will take over providing monthly reports for the MRF in September.
- Budget Instructions, Calendar and Time Line. Please see separate memo.
- Plan for COVID-19 Response for Emergency Services Volunteers. See separate draft plan which will be provided to you on Monday 8/10.
- Marina Request to Add Street Light. See separate memo.

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

- Nothing to report.

6. Lawsuits/Legal Issues

- Town Board members have been advised of updates.

7. Comments/Other Information

- This coming week they will pour the garage area of the ESB. Tim the project manager said the ferry line has been extremely helpful in coordinating the cement trucks. The project continues to be on schedule, with the building to be delivered on 8/24!