

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: December 18, 2020

DATES OF REPORT: December 5, 2020 to December 18, 2020

1. Accomplished/Completed

2. Coming Up/Working On

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

3. Town Board Agenda – Information/Comments

- Pay for Temporary Plow Drivers 1 and 2. Please approve pay for Temporary Plow Drivers (currently Paul Wilharm and Ray Hakola) at \$16.00 per hour through December 31, 2021.
- Next Meeting with Kevin from PAA. Would the Town Board like to meet with Kevin during a regular meeting, or hold a separate meeting? He is available any night the first two weeks in January.
- Contract Extension With PAA. Please consider extending the contract with PAA for recruitment of a new town administrator through June 1, 2021.
- Donkers Hangar Lease. Please consider approving this 10-year lease.
- Change Order #4 with Wren Works and Certificate of Substantial Completion for the Town Dock. The Town's attorney has recommended the Town Board sign these documents.
- St. John's Proposal for the Exchange. Ben will be available on Tuesday to discuss this proposal.
- Contract Extension with Nelson Construction for Joni's Beach Shore Stabilization. Please approve for work to be done next spring/summer.
- Set Special Town Board Meeting to Hire Facilities Manager. The posting closes on 12/23. Ben would like to hire someone to start as soon after January 1 as possible.

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

6. Lawsuits/Legal Issues

- Town Board members have been advised of any updates.

7. Comments/Other Information

- I met with Town staff on December 17 to discuss projects and priorities for 2021. Some of the projects, especially installing new flooring and painting the interior of the Town Hall, will require advanced planning.
- I met with Cindy, Rick and Bill on December 17 to discuss access to and policies for the ESB.
- The Town Hall will be closed with no staff on Thursday, 12/24 and Friday 12/25 for the holiday. I will be on the Island through Monday 12/28/20 and available should something come up.