

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: December 4, 2020

DATES OF REPORT: November 21, 2020 to December 4, 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

- Sexton Job Description and Compensation. Please see separate memo dated 12-1-20.
- Emergency Services Award Program Rates for 2020. See separate memo dated 11-30-20.
- ESB Furniture Package Contract with Duet Resource Group. You have received both a purchase order and a copy of the contract with Duet Resource Group for all the furniture for the ESB. The price includes shipping, delivery and installation. The furniture was chosen by Cindy Dalzell and Joan Martin – thanks much to them for their hard work on this project!
- Facilities Manager Job Description/Posting. This new position is in the 2021 budget. You have received both a copy of the job description for your consideration and possible approval, and the posting for your approval.
- FAA Transfer of Entitlements. See separate memo dated 11-30-20.
- Glatfelter Insurance Quote for 2021. See separate memo dated 12-2-20.
- Worker's Comp Insurance. Please see separate memo dated 12-4-20.
- Airport Insurance Renewal. Please see memo dated 12-3-20
- Conditional Occupancy Certificate for the ESB. Please see separate document. Fire Inspector Rick Reichkitzer has signed this document.
- Approval of Memorial Medical Center Grant/Letter of Thanks. Please see separate draft letter to MMC.

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 will meet with Town staff before the end of 2020 to discuss projects and priorities for 2021 and will update the Town Board on those meetings.