

Town Administrator Report 2.3.2021

Volunteer Policy –

Working on the volunteer policy manual; to include updated board volunteer application and re-organization details. Anticipate completion March/April for Board approval.

Also working with Julie and Amanda to make sure we have all board members; with updated applications and oath of offices.

As a note; all approved minutes must be submitted to the Town Clerk as the keeper of the records, we have missing minutes; and we are going through the minutes as well as part of the records update.

Health Trust –

We were informed that as a self-insured, small group employer; we have to submit a form 1094 B and 1095 B that establishes Minimum Essential Coverage. These get sent to employees for tax purposes and IRS reporting. Paper copies need to be submitted by March 1, 2021 or by March 31, for electronic filling.

The Health Trust sent correspondence asking for FSA Covid Relief Guidance. See attached email from the Health Trust and corresponding email for back-up.

Building Issues –

Reminder that the bathroom door at the Old Town Hall needs to be kept open when not in use; we had a couple instances where the door was left closed and can cause issues with the heat. Nate put BRIGHT pink signs up to hopefully take care of any confusion.

The Library had some issues with their heating system and was without heat for a bit of time twice last week. Thank you to Nate; who did go to try to help the Library but deemed it above his knowledge of repair. Ultimately, Irving was called to service the heating units.

Website –

Updated fillable complaint form (attached) will be uploaded to the website. I am slowly working on a Human Resources page; we have certain requirements to report for health insurance yearly. It will also have the personnel manual, safety manual, volunteer policy and fillable forms that employees can do at their leisure and deliver to Peg or myself.