

Town Administrator Report 3.3.2021

Building Issues –

Monday the building was opened up to a rancid smell, called the fire department to make sure there wasn't any underlying issues. Ended up calling Rowell's to have the septic tank pumped. The septic tank holds 1000 gallons and we had 1000 gallons pumped from it. Because of this, I am going to work with Nate to devise a building maintenance plan.

I would also like to start a vendor list; much like the State's – updated on a yearly basis as a reference point for companies that the town can use and that have fulfilled the W9 requirements.

Cleaning Company –

The current cleaning company turned in her keys and left a note that last week will be her last day. I will be calling around for quotes. She also gave her notice at the Library.

Town Reports –

Have been distributed to the Transfer Station, the Library, during office hours they are available for pick-up outside the Town Office and it is on the website.

RFPs –

Need more information for the Assessing and Audit RFPs to put into the documents. Library RFP is complete and sent out today.

Follow Up Items –

Artisan Group will be taking a hiatus for the spring and summer –

Board and Committee letter was sent out – received one response

Email sent to Donor Town Coalition, no response.

Action Items for Next Meeting –