**Town Administrator Report**

**June 29, 2020**

**OLD BUSINESS**

* Policy regarding use of vacation time?
* McNamara Hauling contract is being reviewed by Town Counsel.
* Require waivers at the Senior Center?
* Town Hall reopening: July 6?
* HWRSD custodians will provide sanitation at Town buildings.
* New office in the old police lock up area is ready. Town Treasurer is logical employee to move into this office.
* Town Hall was sanitized on Wednesday, June 24
* The Library has re-started inter-library transfers and loans
* Interviewing candidates for receptionist on June 30
* Water contamination issue

**NEW BUSINESS**

* Furlough at the Senior Center: Formula Grant from the state will be reduced; Activities Coordinator will be furloughed for two months.
* Right of First Refusal for 563 Glendale Road

**UPCOMING**

July 1 -- Lt. Governor & MMA conference on COVID-19 issues at 1:00 p.m.

July 1 ---Departments and staff Meeting

July 6 -- Board of Selectmen Meeting