**Town Administrator Report**

**July 13, 2020**

**OLD BUSINESS**

* Town Hall reopened on July 7. Electrostatic sanitizing was done on July 8. High touch doorknobs and railings, etc. will be sanitized every other day. A receptionist has been hired in preparation for opening to the public on July 20.
* Town Treasurer has relocated to the new office which replace the police lock up. Town Clerk has relocated to the former Treasurer’s office. Two new workstations are set up in the outer room (where the copy machine is located). One will be used by the Asst. Treasurer; the other will be a utility workstation for various users.
* Met with the Chair of the Conservation Commission: Advertising has not produced a suitable candidate for Conservation Agent.
* Update on Somers Road – TIP project
* CR from West Brook II was approved by EEA and will be presented to the Conservation Commission on July 15.
* MassDOT Shared Streets: “Thank you for your recent application to the MassDOT Shared Streets & Spaces Grant Program. Your proposal is promising, but we need additional information to be able to fully evaluate it for funding. Please provide us with additional details pertaining to:
  + How the project design will facilitate safer, more socially distant civic gatherings,
  + Whether your proposal can be implemented and made operational by the program deadline of October 9, 2020, and
  + How this effort will fulfill the specific goals of this program.”
* Tight & Bond Sidewalks design project is 25% complete.

**NEW BUSINESS**

* Selectmen priorities for Fiscal’21 are posted on the OneDrive under “Focus.”
* Duct work at Town Hall will be cleaned by Duct & Vent Cleaning of America, 311 Page Blvd., Springfield using COVID funding.

**UPCOMING**

July 15 -- Lt. Governor & MMA conference on COVID-19 issues at 1:00 p.m.

July 20 -- Board of Selectmen Meeting

July 14-16 – RM vacation