**Town Administrator Report**

**August 17, 2020**

**OLD BUSINESS**

* The Highway Garage Expansion project has been posted on the Central Register. 24 firms have requested bid documents so far. The pre-bid conference and tour is Tuesday, August 18 at 10:00 a.m.
* Zoom conference with the state office on Aug. 11 to discuss the Municipal Vulnerability Project. State has sent the contract.
* Signed the contract for maintenance of the Town’s nine defibrillators.
* Agenda management software: We are reviewing several packages and will make a choice soon.
* Ambulance Oversight Committee: Three citizens have applied to join the Committee.
* AMERESCO progress: They met with the Planning Board on Aug. 12 for a preliminary review.
* ENTRE is finished installation of new desktops; laptops at Senior Center and Fire Department will be installed on August 20.
* Redesign the Town website?
* Chair of the Conservation Committee has offered a proposal.
* Sent message to Rep. Ashe regarding an earmark for the Fire Station.
* Approve tax work off position at the Fire Department
* Zoom Meeting with Wilbraham set for August 26 to continue regionalization discussions.
* Draft of the STM Warrant will be available at the BoS meeting on August 17.

**UPCOMING**August 12 – Departments Meeting

August 24 -- Board of Selectmen Meeting

August 26 – Zoom Conference with Wilbraham