**Town Administrator Report**

**July 7, 2020**

**OLD BUSINESS**

* McNamara Hauling is providing service.
* Town Hall reopened on July 7; Senior Center is not opening until Phase 4
* New office in the old police lock up area is ready. Town Treasurer will move in. 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.
* Interviewed candidates for receptionist on June 30; Hired Diane Melcher. Will be paid with CoVid reimbursement funding from the state.
* Agreed with Larry Tuttle on a process for bidding on the Highway Garage project. I will post on the Central Register; he will send an electronic copy of the design to potential bidders, and we will conduct a pre-bid conference in mid-July.

**NEW BUSINESS**

* Advertised on the MMA website for a part-time Public Health Nurse; posted on Town website
* Advertised on the MMA website for a Principal Assessor
* I signed the Tighe and Bond FY21 Scope of Work proposal for the MS4 Permit - Year 3 and their Stormwater Management Plans regarding the Highway Garage and the Transfer Station
* Board of Health subcommittee met on July 7. Report by Jane Budynkiewicz

**UPCOMING**

July 7 -- Lt. Governor & MMA conference on COVID-19 issues at 1:00 p.m.

July 7 -- Board of Selectmen Meeting

July 14-16 – RM vacation