**Town Administrator Report**

**July 27, 2020**

**OLD BUSINESS**

* Town Hall reopened on July 7. Electrostatic sanitizing was done on July 22. High touch doorknobs and railings, etc. will be sanitized every evening. A receptionist has been hired to greet the public in the auditorium and connect them with Town departments.
* 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. Additional computers are ordered. These costs will be paid by CARES Act funding.
* Met with the Chair of the Conservation Commission: Advertising has not produced a suitable candidate for Conservation Agent. There is no other choice but to hire and train an agent.
* AMERESCO progress: They are scheduling a meeting with the Planning Board
* CR from West Brook II was approved by EEA; was approved by the Conservation Commission on July 15 and is on the Selectmen’s agenda for July 27
* Sidewalk Design Project: Tighe and Bond report the following:
* We prepared a base plan from record and MassGIS data
* We have completed the field review and delineation of wetland resource area along Somers Road and Allen Street for the sidewalk project
* We have also completed a conceptual layout for the new sidewalks
* There is a meeting on July 29 to review the plan.
* Message from MassDOT regarding Shared Streets grant proposal: “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.”
	+ The additional information was provided
* Municipal Vulnerability Project grant proposal was approved and funded at $40,000

**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.
* A meeting with Wilbraham officials took place on July 22 to discuss regional cooperation for Dispatch and Public Health services

**UPCOMING**

August 3 -- Board of Selectmen Meeting

July 29 – Departments Meeting

July 29 – Meeting with Tighe & Bond on sidewalks design