

The information contained in this report is intended to inform the Board of Selectpersons, staff, and residents some of the current activities taking place within the manager's office or the Town in general. All topics are open for discussion.

**Municipal Administration** - The front office has been very busy with end of the month services, public meetings, and absentee balloting.

**Fire Rescue** - Both the pickup and command vehicle will be going in shortly lettering.

**Public Works** - Over the course of the next couple of weeks the department will be working on installing 3 of the new park signs that the Parks & Recreation Committee have been working.

**Assessing RFP** - Due to time constraints, I have bumped the turnaround time for proposals that of November 12<sup>th</sup>.

**Website** - The home page of the website is finally complete! It will now be set up as an active site while data is being transfer. I hope to reveal it live at the next meeting.

**Possible Grant Funding** - GPCOG has announced a great funding opportunity from the Citizens Institute for Rural Design. Communities with populations of less than 50,000 are eligible to apply for \$45,000 in planning technical assistance with only a \$10,000 match (cash and/or in-kind). The deadline for submission is January 12, 2016.

**Video Technician** - Until such time that I find a replacement, Melissa Henes will be working the broadcasting equipment for public meetings. There is a possibility of a student from the high school who may take some part time hours. I will be advertising for the position this week.

**Other**

Many other items are being addressed at this time.

Respectfully,

*Rosemary*

Rosemary E. Roy, Town Manager

