**Town Manager Update**

*November 8, 2021*

The proposed lease for temporary office space seems ready. Because the terms are finalized, I have posted a determination of uniqueness of the property in the Central Register, based on the ease of wireless communication (to be installed) with our servers at Town Hall. This has to be posted for 30 days as part of a simplified procurement process, but cannot be posted until the terms of the lease are settled.

I am also working on a Request for Proposals for a three-year contract for Assessing Services. We have no problems with our current contractor, but the cost over three years, as opposed to the cost of the one-year contract we have now, requires the Town to go through a bidding process.

We are also ready to close on 16 Gulf Road, though the actual date has not been set. The Department of Housing and Community Development will provide final approval of the regulatory requirements around the time of the closing, which I have requested to be as soon as possible.

The state has signed off on the completion notification for the pedestrian lights. I mention this partly to let you know that wrapping up a project can take some time, and partly to let you know that the Town, especially our Emergency Management Director and Highway Superintendent, has been diligent in following up with the engineers. We’re still taking care of the final billing, so the project should be complete in the next week or two. Please note that the locator tone—the beeping—for the crosswalk does not stop; the tone is so that visually impaired people can find the button.

After having consulted with the Tax Collector and Assessors, I have sent a renewal contract to Vadar Systems for our tax software. I also successfully proposed moving to a fiscal-year renewal period, which will simplify budgeting.

I’ve proposed some initial changes to the web site, tightening up the presentation of content, and am waiting for an estimate for what those changes would cost. The contract allows for any number of content additions, but has an hourly rate for structural changes. My goal is to have more news more easily available.

We have gotten a number of good applications for the Highway Department Administrative Assistant, so it seems we will have a good number of qualified applicants.

The new Green Dalton Committee had its first meeting and elected David Wasielewski as its chair.

You heard earlier about the impending resignations from both the Chair of the Board of Health, Dr. Doyle, and our Health Agent, Jayne Smith, who together have not only guided us through the pandemic but maintained a very high level of general service at the same time. Jayne has assisted me in drafting a job posting and I hope we can hire someone to start with at least one week’s overlap. We have already heard from several applicants, at least one of whom seems qualified.