

TO: Town Board

FROM: Lisa Potswald  
Town Administrator

DATE: October 21, 2016

RE: **Town Administrator's Report**  
October 11, 2016 through October 21, 2016

1. **Accomplished/completed** the following:

- We (Barb, Waggie, me) FINALLY got the budget books done for the Town Board on Monday, October 17. We hope that the Town Board finds the budget books helpful in the budget process. Thanks VERY much to Barb and Waggie for the great work they do for the Town!

2. **Coming up/Working On**

- I am working on the Coastal Management grant to cover the cost of final bid documents and permitting for the Town dock.
- I am doing some research on contracting out human resources services for the Town to a private company. Barb and I will work together on reviewing the information gathered - more information to follow.

3. **Town Board Agenda – More Information/Comments**

- Leisure Interactive –
  - Parks Supervisor Ben Schram will be presenting information to you on a possible new vendor for BBTP reservations.
  - I have contacted Katie Posewitz to see how she recommends we end our relationship with Leisure Interactive based on the contract.
  - I have spoken with other Islanders with attorney connections in California and, unfortunately, based on those conversations, I recommend that we write off the debt. Any attorney will cost us more money than the present debt, and Leisure Interactive likely has no money to give us. It is a very expensive lesson to learn that we should **always** have our attorney review any contract before the Town Board signs it.
- AWOS System Issues – I asked Michael for an update as of today (10/21/16) on the AWOS. His response today was the same as it was on Tuesday – *“The contractor has been notified of continuing problems with radio transmission. The transmitter was changed out last Thursday the 13th. But Sunday night something caused the main power feed to the station circuit breaker to trip. Spent an hour and a half yesterday re-establishing power to station and trouble shooting with contractor on the phone. They are working on a solution. Station is operable with continued radio transmission issues.”*

- Island Institute – You have all been invited to attend the MICC Board meeting on Monday, October 24 to discuss next steps. It will be held at the Town Hall at 10:30 a.m.
- Town Dock – JJR, the engineering firm working on this project, is preparing a second set of drawings based on the Harbor Committee’s input.
- Grant Submission – I intend to have the Coastal Management Grant completed and ready to submit by October 30, 2016 – it is due on 11/4/16. The request will be for \$59,840 to the Coastal Management program; the Town is required to provide a 60% match, which will be \$89,760. The total grant budget is \$149,600. I request that the Town Board authorize submission of the grant. This grant will cover preparation of the final bid documents and permits for the Town Dock project.

4. **Follow Up on Previous/Ongoing Projects**

Barb and I continue to work on the Personnel Policy with Town Board member Sue Brenna and Glenn Carlson – budgets are pushing back our next meeting to November.

5. **Grant Report**

Nothing additional.

6. **Lawsuits/Legal Issues**

No active legal issues.

7. **Comments/Other Information**

None.

Cc: Department Heads  
Micaela  
Waggie