

TO: Town Board

FROM: Lisa Potswald
Interim Town Administrator

RE: **Report - June 10, 2015 to June 22, 2015**

DATE: June 22, 2015

Activities for the period June 10-22 include the following:

1. Compiled and reviewed information for an upcoming personnel hearing.
2. Met with attorney and Police Chief regarding federal lawsuit.
3. Distributed performance evaluations to Department Heads and asked to set up appointments.
4. Developed policies on payments and Town credit cards in consultation with the Administrative Assistant.
5. Coordinated review of insurance proposals.
6. Met with Department Heads on 6/18/15 – agenda attached.
7. Administrative Assistant and I cleaned former Town Administrator's work space.

Members of the community are keeping me busy with land use permits and violations. I keep a detailed log of my work time – please ask me or Barb for a copy should you have questions.

DEPARTMENT HEADS' MEETING

Thursday, June 18, 2015 – 8:00 a.m. to 9:00 a.m.

AGENDA

1. Introductions
2. Status of Town Administrator Position
3. Status of Town Board Chair
4. Town Credit Cards
5. Regular Department Head meetings – how often and when?
6. Regular Individual Department Head meetings – how often and when?
7. Inform me when you take time off
8. Performance evaluations – process and questions
9. Capital Improvement Plan/Capital Equipment Plan
10. Budget questions for consideration and discussion:
 - How much direction do you want from the TB ahead of the budget process? (Wages/staffing, increase/decrease of spending, etc.)
 - What kind of information do you want and how do you want to receive it? Too much/many printouts, not enough?
 - Timeframe – is there enough time between first week of Sept when budget sheets are handed out and the first week of Oct when they are due to Barb?
 - What type of involvement do you want from the Interim Town Administrator? Do you want to put together your budgets with assistance from the ITA/Barb as needed/requested? Or would you like to schedule meetings to work through the line items?
 - Past budget process
 - Barb compiles all budgets, so the up-coming budget year can be looked at fully.
 - Depending on how the entire budget looks, TA then meets with each dept. for changes, missing info, etc.
 - Budget is then re-calculated and distributed to the TB
 - Budget workshops are held (would be good to have decisions made then about possible changes) with dept. head, TA & TB
 - TB/TA then meets to further review and meet. Should the Dept. Heads be involved? So as to have good communication, answer questions, etc.?
11. Projects list – what to add