

TO: Town Board

FROM: Lisa Potswald
Interim Town Administrator

DATE: November 6, 2015

RE: **Interim Town Administrator's Report**
October 24, 2015 through November 6, 2015

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

- **BUDGET!!**

2. **Coming up/Working On**

- It continues to be all about the budget until November 17! Be sure to let me or Barb know if there's additional information you want or if you have questions.
- Barb and I are putting together a budget book to be provided as an educational tool to the public about the Town's Budget. 2016 will be our first shot at it, with the intention to refine it over time.

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

- **Big Bay Town Park Reservation System** –We will continue to research. Carol has again contacted our present vendor to “remind” them that they owe us money. If there is no response or they do not pay what they owe, we will contact the Town's attorney. I will ask Carol for an update for Tuesday's meeting.
- **Length of Service Program for Ambulance** – This resolution approves an application to the state for the Length of Service for Ambulance personnel. Funding to buy back up to six years of service, as was done for the Fire Department staff, is in the 2016 budget.
- **Designee** – This resolution identifies who the Town Board's “designee” is in various ordinances.
- **New Phone System** – The Town Board is being asked to approve the purchase of a phone system for the Town Hall and SRE buildings. We want to understand the technology better before we expand it to other Town buildings. I have followed up with Norvado to get additional information on redundancy as requested and will provide that to you prior to the Tuesday Town Board meeting.

4. **Grant Report**

- The AEC wants the Town to apply for a \$75,000 Clean Energy Implementation grant through the Wisconsin State Energy Office. This will in part fund the solar microgrid for the Clinic and Library – the total project budget is approximately \$75,000. The grant due date is 11/18. The AEC is asking for your consideration of a \$10,000 match and permission to submit the application.

5. **Other Comments**

- A Department Heads meeting is scheduled for Thursday, November 19th at 8:00 a.m.

Cc: Department Heads
Micaela
Waggie