

TO: Town Board

FROM: Lisa Potswald  
Interim Town Administrator

DATE: September 4, 2015

RE: **Interim Town Administrator's Report**  
August 22, 2015 through September 4, 2015

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

- At Michael Dalzell's recommendation (his idea), we drafted a survey to be sent to airport users designed to measure their thoughts about the facilities and services, as well as exploring the possibility of a new terminal building with them. The final draft is attached for your approval to distribute to pilots.
- You all received a draft Capital Equipment Plan on September 1, 2015. Thanks very much to all department heads for getting me their information by the due date.
- Barb went through all the Brown Plumbing information and has provided you a copy of a letter sent to them. We consider the matter resolved.

2. **Coming up/Working On**

- EMS Service Program – Research and draft proposal to do
- Draft Contract and Purchasing Policies and Procedures
- Chief Defoe met with the Ashland County Chief Deputy regarding the Police budget
- Finalize Capital Equipment Plan

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

- The AA-Roll-Off Services contract is for a period of five years. This provides the Town guaranteed coverage, great service and excellent rates.

4. **Grant Report**

- Information was provided to the Winter Transportation Committee about possible funding options for the windsled for their meeting in October.

5. **Other Comments**

- Barb and I are selecting information to report to you from the various departments in anticipation of the budget process in anticipation of questions you may have. Attached to this report you will find a summary of tie-down collections from the Airport for the years of 2013, 2014, and through August of 2015.
- Barb did an analysis of the BBTP revenue and expenditures – this is also attached for your review and amazement – woohoo!

Cc: Department Heads  
Micaela  
Waggie