

MEMORANDUM

I-E

TO: Town Council
FR: Todd Hoffman, Town Manager
RE: Manager's Report
DATE: January 13, 2010

This report highlights many of the initiatives undertaken by Town staff over the past month. In the interest of brevity, I have not included ongoing staff functions, such as daily website or listserv management, financial administration (payroll, accounts payable, financial reporting), permit and plan review, etc. Please let me know if you have any questions or need additional information.

Committee/Board/Commission Interface:

- Met with the street lighting evaluation contractor to discuss meeting the terms and conditions of the contract.
- Met with members of the Environment Committee to discuss noise control ordinance public education and Shades of Green initiative.
- Met with members of the Environment Committee to develop and launch new Shades of Green webpage.
- Interviewed additional prospective candidates to provide traffic engineering assistance.
- Coordinated with Climate Protection Committee to set up Home Energy Workshop. Attended the workshop.
- Scheduled and attended the Committee Chair meeting.

Community Outreach/Liaison:

- Produced January Forecast.
- Worked to keep Town streets clear of snow.

Special Projects:

- Prepared draft of Community Handbook for review by Community Relations Committee.
- Continued implementation of Energy Audit and Improvements Assistance Program (44 participants to date).
- Continued implementation of Consulting Water Management Program (26 participants to date).
- Researched if FEMA funding is available for reimbursement of snow removal costs.

Council Meetings/Work Sessions:

- Produced December Action Items and Reporter.
- Prepared January meeting agenda and supporting documents.

Special Events:

- Held Holiday Buffet for Seniors and Retirees.
- Arranged with CCES for the Annual Chili Dinner to be held in February.
- Helped to coordinate Holiday Gift Drive for Victims and Families of Domestic Violence.
- Coordinated and attended the H1N1 Flu Vaccine Clinic for Town residents.
- Planned and scheduled the first session for the winter series of Sunday Afternoon for Families for January 17.