

# MEMORANDUM

I-F

TO: Town Council  
FR: Todd Hoffman, Town Manager  
RE: Manager's Report  
DATE: April 7, 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:**

- Attended Climate Protection Committee meeting to discuss future of Climate Corps.
- Met with Environment Committee members regarding "greening" the Town government.
- Attended Neighborhood Watch meeting to develop roles and materials for the program.

### **Community Outreach/Liaison:**

- Attended Municipal Managers' luncheon and discussed FY11 budget priorities, street lighting, and snow removal efforts.
- Produced April Forecast.
- Began preparation of the Election issue of the Forecast.

### **Special Projects:**

- Met with individual Council members to discuss the FY11 budget.
- Prepared final proposed FY11 budget.
- Prepared contract renewal documents for FY11.
- Began preparation of an emergency preparedness plan.
- Communicated with Park and Planning regarding the resubdivision application for 7206 Meadow Lane.
- Met with representatives from Park and Planning and the Donohoe Development Company to discuss proposed Elm Street Park playground improvements.
- Switched to purchasing all "green" office products.
- Scheduled installation of decorative crosswalk at Rosemary/Meadow for April 11.
- Observed CCES dismissal with Councilmember Lublin.
- Reviewed special mailings and prepared web site information on new Noise Control Ordinance.
- Continued planning for the 2010 Town election (Added information to the Town website).
- Continued implementation of Energy Audit and Improvements Assistance Program (55 participants to date/50 available spots).

- Continued implementation of Consulting Water Management Program (26 participants to date/75 available spots).
- Collected donations for A Wider Circle and Capital Bookshare.
- Continued to collect food donations for Manna Food Center.

**Council Meetings/Work Sessions:**

- Planned and attended Council work session on FY11 budget
- Produced March Action Items and Reporter.
- Prepared April meeting agenda and supporting documents.

**Special Events:**

- Planned and attended March Sunday for Families event, March 21.
- Planned for the following events:
  - Trash and Treasures, April 17-18.
  - Discussion and Dessert, April 8.
  - Town Bake-Off, April 11.
  - Classical Concert, May 15.
  - Small Works for Haiti, May 21-23.
  - Party in the Parks, June 5 or 6.