

Town Administrator Report 12-18-23

- Finally got through the SAM administrator authorization process, the Town is renewed for another year now that I have permissions to apply on the Town's behalf. The issue was the Town letterhead has the word "Vermont" in it, while our legal federal entity name is only Town of Fairlee
- The security gate is broken already! I tried some over the phone trouble shooting with the installation techs, did not pan out so they are sending someone down on Tuesday to check out what is going on. The gate is stuck in the open position but not displaying any error codes or responding to input from any access point
- Received three total quotes from Valley Floors to redo the kitchen floor in the Town Hall. The three quotes are included after this report, the decision comes down to paying \$5700 for white oak, the same amount for a lesser quality wood treated with oils to make it water resistant or paying \$3500 for vinyl flooring with a 15 year lifespan
- Logan Perron from VTrans contacted me to let me know that the Town has been approved to be repaid for the tree work performed for the State by Mike resulting from the July 4th storm damage. He advised that payment could be received as late as May of 2024
- Received valuable insight and information about submitting the Milfoil grant reimbursement for next year. Kimberly Jensen was very patient and understanding about my situation and gave me several examples about how the documentation should be prepared and submitted. This will save plenty of time for next year as I get an organizational system going
- Met with Lucas from All Access, who went over the ins and outs of the Teams setup. I'll need to sit with Peter at some point to see exactly what kind of layout he is envisioning. I did not receive full admin capabilities like I had asked but I should have enough control to get a framework going, starting with a comprehensive ARPA folder.
- Expanded on the places where the Bookkeeper position is posted, we have received two applicants so far. I'll be interested to know where they might have seen the ad
- Several new rentals of the Town Hall space are coming through, both Grange and auditorium
- We have a new rental agreement for the railroad station for Russ and Therese for 2024. It is worded exactly the same as the previous year's agreement, I have included it in your packet to be signed if you are comfortable doing so