

**Supervisor Report  
May 2019**

- Meet with Highway Super regarding cemetery concerns- inspected burial site
- Trained with Alice and Sue to set up Swift911 system for Enfield
- Worked with Pat Baker on cleaning for Community Building/ Resolved vacuum issues
- Met with Grange regarding building and sustainability opportunities
- Attended Seniors luncheon with Councilperson Mehaffey
- Researched Town of Hector unsafe structure removal
- Held a Finance meeting
- Cleaning in the Community Building
- Attended a County small scale development presentation
- Attended Clandestine Meth Lab training at EVFC
- Salt Barn work plan and budget preparation
- Prepared Town Hall planters for Spring
- Attended FEMA workshop on emergency preparedness for people with disabilities
- Attended TCCOG
- Communicated with NYSERDA regarding legalities of Best Value and public notices regarding CEC grant
- Solicited estimates for cemetery clean up and first mow/prepared RFP for continued care
- Worked with Clerk and Deputy on cemetery recommendations
- Held Comp Plan meeting
- Communicated insurance concerns to Enfield Food Pantry
- Aside from the items above, the Town Supervisor completes the following tasks throughout each month: review all bills and prepare vouchers for board review and payment, correspondence, payroll and abstract review, budget monitoring and modifications, deposits and transfers, documentation for all meetings, resolves legal issues, trainings, attendance at County level meetings, communication with employees and department heads regarding daily town operation and budget concerns, building maintenance and upgrades, purchases, resident complaints and concerns, employment and benefits administration, all actions dictated by the Town Board for the Supervisor, all other tasks that arise daily.

