

## Supervisor's Report- July 2019

- Facilitated June 12<sup>th</sup> Town Board meeting
- Comprehensive Plan meeting to interview two graphic designers for formatting
- Finance Committee meeting
- Facilitated June 17<sup>th</sup> Town Board meeting
- Met with Fire Company for quarterly meeting
- Developed Fire Volunteer membership policy and attachments
- Attended TCCOG
- Attended County Shared Services meeting
- Facilitated July 1 Special Town Board meeting
- Met with Bookkeeper to go over half year transactions and budget
- Inspected cemeteries twice
- Arranged for Community Bldg bathroom repair
- Communicated with residents regarding cemetery, flag, farmer's market, code enforcement, and highway concerns
- Continued work on Salt barn proposals
- 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.