

Town Administrator Update, 10-25-21 and 11-8-21

Transfer station: We are adding two 55-gallon drums for collecting cooking oil up at the transfer station. It'll probably be located right next to the compost when that gets started back up again in November.

Fuss & O'Neill monitor the old wood waste landfill underneath the transfer station. Jan Ameen used to do our third-party landfill inspections, but she no longer does them, and they are due by December 31st. I have asked Fuss & O'Neill to fit us in quickly in order to stay in compliance this year.

The 20th was our MassDEP inspection, conducted by Jan, and also our first OSHA inspection at the transfer station, conducted by Lynn Rose. We're doing well overall, although we will need to update our electricity in the attendant's shed and make a few other safety modifications. I have also purchased a new heater for the attendant's shed which meets legal requirements, and George Propane will come on the 15th to set up the tank and then Ken Ouimette will install it for us.

Grants: I completed the final revisions to the scope for the MVP grant, which included the addition of another \$4,000, and will begin working with Kimberly Noake McPhee on next steps in the project. I have also applied for an MIIA grant for funds to cover OSHA materials and training for the transfer station attendants who have joined us after the last training was held.

CvRF CARES ACT reporting: I have submitted the reconciliation report which will allow Conway to receive the remainder of the funds. The final close out report is due on December 3rd.

ARPA Working Group: Our first meeting will be November 19th.

Town Hall Renovation Committee: Our first meeting will be November 9th.

Website update: The working group had a presentation from RocketFusion, which is a company used by many surrounding towns including Greenfield. Next we will have a presentation from CivicPlus, and also spend time identifying those components of a website of most importance to those who update it daily.

Financial Team: Jan, Lee, Phil, Mike, Alan and I met to review the management letter from the FY21 audit. On the whole it was a very good review, and they do mention that cyber security is considered a high priority.

Cyber Security: The FRCOG has been holding a series of webinars on cyber security. The next one will provide towns with a sample incident response packet. Roy and I have been attending these webinars, and at the end of the cycle will begin the work of creating an incident response protocol. This project will take a fair bit of time and effort to complete, and will need to be kept updated. Having this protocol could also have a positive affect the Town's cyber insurance.