

#### **April 4, 2022 Town Administrator Update:**

- The town has advertised again for the position of building maintenance technician in the Greenfield Recorder and online. To date only one person has applied and I will be interviewing tomorrow.
- I was given an Operational Services Division training on posting bids and purchasing through their blanket contracts. Some of the companies on contract with the state include WB Mason and Staples, so I will be investigating whether the state pricing is indeed cheaper than what we currently obtain and possibly begin purchasing through the state contract.
- On Thursday I met with the Finance Committee to review the non Article 2 money articles with possible funding sources.
- On Wednesday I met with Brian Domina, Whately's Town Administrator, to see in person how the OWL Meeting Pro works. Brian mentioned that they used PEG funds to pay for their setup, which is what I would like to do, in order to keep providing zoom access in hybrid meetings. I would be purchasing a dedicated laptop, the OWL with tripod, and a locking cabinet to house the equipment at the Town Hall.