

TOWN MANAGER'S REPORT
FOR THE NOVEMBER 14, 2017 TOWN COUNCIL MEETING

- ◆ **Alterations to 2nd Floor, Wallace A. Melson Municipal Building, Project #2017-04**
Project completed; several punch list items remain open.

- ◆ **Roof Replacement, Wallace A. Melson Municipal Building**
EDiS Company has begun to prepare bid documents for the roof replacement for the Wallace A. Melson Municipal Building.

- ◆ **Emergency Response Plan for Drinking Water Systems**
The Town's Emergency Response Planning Guide for Drinking Water Systems has been reviewed by the Finance Director and updated to reflect staff changes and contact information. The United States Department of Agriculture, Rural Development requires that all water systems that receive USDA/RD funding complete and maintain the plan.

- ◆ **Computer Upgrades**
Over the past month FuturTech installed Microsoft 365 for the General Administrative Department and consolidated five servers into one. The key was to eliminate the premise based servers and move email, calendars and contacts to the Cloud. We now have one hybrid server onsite that contains all the data from each workstation that is being backed up in the Cloud and also contains Edmunds software. As with any computer upgrade there were a number of problems that occurred that were not anticipated but have been resolved. In the long run the upgrade will save the Town money by no longer having to replace file servers every 3-5 years.

- ◆ **Holiday in the Park**
The Holiday in the Park event is scheduled to be held on Saturday, December 9th from 3 pm until 5 pm. MVFC will bring Santa by fire truck and cookies and punch will be served. Once again, a face painter and balloon artist will be in attendance to entertain the children. At 5:00 pm the tree will be lit and caroling will begin inside Town Hall.

- ◆ **Upcoming Town Events**
Holiday Staff and Volunteer Luncheon - The holiday staff and volunteer luncheon will be held on Friday, December 15th at the Bear Trap Dunes restaurant from noon until 2:00 pm.