



## **Report of the Town Manager**

### **June 8, 2020**

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#### **1. Financial Updates-**

- a. There are no financial updates this week.
- b.

#### **2. Personnel Updates-**

- a. There are no personnel updates this week.

#### **3. Project Updates-**

- a. MassDOT is currently upgrading the sidewalks on Maple Street to ADA compliant.

#### **4. Miscellaneous Updates –**

- a. The Town Offices are ready to be reopened. However, due to restrictions implemented by the Governor, the maximum number of employees allowed to work on the first and fourth floors of the Town Offices is 8 and 7 respectively. There are 12 employees on the first floor and 7 on the fourth. Therefore, opening the Town Offices would require having four employees work remotely rather than at the Town Offices. Keeping the Town Offices closed allows all of the employees to remain working at the Town Offices. Staff has met with customers outside or have made appointments for customers to come in the Town Offices when necessary. I have not heard any complaints that customers have not been able to complete their business at the Town Offices while we have been closed. Based on my comments above, I am leaning towards keeping the Town Offices closed until the COVID parameters for building occupancy is less restrictive or customers are not being adequately served.