

Director's Report

April 2023

Personnel:

Nancy Wendt is out until at least May 15th.

Pending background check approval, we will be offering the maintenance position to Luis De Jesus.

Building:

- Bibliotecha began to set-up the self-check machine and the outside lockers and will be back in May when the gates will be installed to complete the process.
- The Andover Control system has been sending alarms and Jersey Controls have been looking into them. There does not appear to be anything wrong with the physical boilers, it seems to be in the program.
- Mechanical Engineer – The decision was made to hire OLA Consulting Engineers, PC from Hawthorne, NY. Steven Abbattista, P.E. LEED AP, Principal will be our contact. We asked OLA to re-write the proposal into phases. Update your proposal for phase I work only as indicated below:

Phase 1: Study and evaluation of the existing HVAC systems to identify deficiencies, make recommendations, pre-design options and costs.

- Turkeys – US Fish & Wildlife has a bait pile and camera in the back of the building and is working trapping the turkeys.

IT/Frontline:

- Frontline installed new computers for Miguelina, Quickbooks, Amy and myself. staff.

Director's Meeting & Trainings:

- Completed 5 Niche academy courses

Future

- Continue monthly meetings with department heads
- Work on the 5-year plan

Respectfully submitted,

Darlene Alessi
4/25/23