

Later this evening we will be discussing to changes in personnel in the Town and I would like to report on these issues now.

**First- the position of Park Superintendent.** As you know our Highway Superintendent Bill Gregory served the Town as Park Superintendent for five years. Bill was meticulous in his care of the lawns and athletic fields at the Park and the lawns throughout the Town. Our baseball diamonds were the best in the County. Since last summer, however, when Bill resigned from the position, we have not been able to fill the very large shoes he left behind.

Tonight I am asking the Board to consider dividing the tasks performed by Bill Gregory into two buckets. One would be the administrative tasks- such as handling reservations for the use of the Park, and dealing with tasks such as water testing within the Park Building. I am suggesting that we expand the duties of our custodian Bob Callahan- who has expressed willingness to handle these tasks. In that regard we are lucky to have Bob who is forever loyal to this Town and constantly goes above and beyond the call of duty.

The balance of the Park Superintendent's responsibilities is maintaining lawns all over the Town. There are the lawns and athletic fields at the Copake Memorial Park. Additionally there are Copake properties --which include lawns and gardens-- all over the Town- from the Williams Cemetery on North Mountain Road, to the green in Copake Falls and the Historical Society, to the property around the Copake Memorial Park and the triangle at Folgers Pond. . I am suggesting that we put this maintenance work out to bid, that we request proposals from individuals or lawn service companies. I have prepared a RFP and will ask the Board to authorize us to advertise this job immediately to we can get someone on board as soon as possible.

Another item on the Agenda is the creation of a new position in the Town- a **Confidential Administrative Assistant to the Supervisor.**

This position would encompass the role of bookkeeper. But in addition to bookkeeping, this person would handle our HR and personnel files, would oversee and coordinate the health care which we provide to retirees, would handle the administration of grants, and much more.

The administration of the Town government had become far bigger and complex than it was in the 20<sup>th</sup> century, but we are still doing the job with the same number of employees that we had then.

The Towns of Kinderhook and Chatham have adopted the law which I will propose tonight, to create the position of Administrative Assistant. It would be my hope to find someone to do this job who would serve across administrations. It is critical to the success of an incoming Supervisor to have the assistance of someone who has served the Town already. In that regard I am forever grateful to Larry Proper, for his extraordinary institutional memory and his generous spirit.