September 9, 2020

**Executive Coordinator Report**

Mellisa Seamans

Annual Report

* Process line-item transfer of $40.22
* Approve the Minuteman Press invoice of $340.22 for payment
* Review/Approve RFP to solicit bids to determine a 2021 budget number for the project.

Regional Appropriations

The deadline last year was November 1. If the packets are mailed promptly, I believe an Oct. 15 deadline allows sufficient time.

* Review and approve the application packet with amendments as requested
* Should we advertise the application period on the County website and/or newspaper?

Right-to-Know Requests

Commissioners McCarthy and Babson have reviewed materials for one request. Chmn. Bevard to make appointment for requestor to view materials.

No update on list of materials needed to fulfill other outstanding right-to-know requests.

2021 Budget Process

I have provided a 2020 budget timeline and a proposed 2021 timeline with notes for the board to consider.