

Susan H. Cipperly, Town Planner

1. Attended the following Town meetings:
  - Town Council meeting – November 1
  - Board of Appeals – November 18
  - Mayor's Staff meeting – November 15
  
2. Grease trap compliance –
  - Site visits undertaken by town staff to confirm compliance.
  - Answered questions from plumbers and building owners re the process.
  - Conferred with John Clapp re enforcement procedures as of Dec. 1, 2010.
  
3. Presented status report for 2 E. Main permit process at November 1, 2010 Town Council meeting.
  
4. Prepared initial draft Adequate Public Facilities Ordinance.
  
5. Worked on business and residential survey mailing lists for joint town and Mount St. Mary's survey effort.
  
6. Met with David Severn, Esq. and design professionals regarding Daughters of Charity renovation project. (Did not include Homes for America wing.)
  
7. Prepared staff comments for Board of Appeals meeting.
  
8. Supervised code enforcement/zoning, permit issuance.