

# Director's Report

April 2024

## **Administrative:**

Met with representatives from AVON. Donated a large lighted glass display case, 16 boxes of articles, photos and memorabilia to display.

Met with Department Heads to discuss LRP. Staff members Sheila Greco and Joanne Mattern volunteered.

## **Building:**

- Hughes completed repairs on AHU#1 including the motor, pulley, belt and grounding rings.
- Hughes installed the Boiler Room controller
- Hughes cleaned coils
- Lombardo plumbing installed new bottle filling station , replaced compressor to downstairs water fountain
- OLA has been approved to move onto phase 3 Design Development Documents

## **Personnel:**

Staff training day was held on April 11<sup>th</sup>. Agenda included the following:

- Office of the Aged
- NAMI (National Alliance on Mental Illness)
- Chair Yoga
- Fire Drill
- CPR/AED recertification

## **Future**

- Continue to meet with Buildings and Grounds to discuss Mechanical Engineer phases
- Update the website
- Work on Strategic plan
- Present Architect Firms proposals

Respectfully submitted,

Darlene Alessi

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