

## David Cox

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**From:** Chris McCall [cmccall@villagebhi.org]  
**Sent:** Friday, October 23, 2009 4:09 PM  
**To:** John Fisher; 'Andy Sayre'; 'Art Morris'; 'Gene Douglas'; John Pitera; 'Larry Lammert'  
**Cc:** Calvin Peck; Charles Baldwin, IV; Daralyn Spivey; Gloria Agnew; Jason Kesler; Lori Frye; Stephen Boyett; Ben Liddle; Chip Munna; David Cox; Dawn Reno; Debra Straub; dtalbert@villagebhi.org; Ken Bowling  
**Subject:** Weekly Update Status...

Mayor & Council,

The following is a weekly update on items of importance attended to for the week:

1. Assistant Village Manager designated as Interim Manager until Calvin's return from personal leave
2. Norfolk Dredge equipment mobilizing – 1<sup>st</sup> barge w/ equipment arrived on island 10/22 – dredge Charleston arrived late afternoon and is having routine maintenance conducted in preparation for dredge activities to begin 1 NOV
3. Rick Kelly – Erik Olsen's Sub-contractor on island already monitoring Norfolk Dredging operations. Rick will be our "eyes & ears" out on the beach ensuring quality control from now until completion of the project
4. Island Contracting to conduct sandbag removal operations to remove sandbags that protected the old Shivers House – Staff working/coordinating efforts w/ property owner (Washburn) who received removal notice from DCM
5. Village full-staff meeting on Thursday – discussed:
  - a. Personnel policy amendments/additions
  - b. Smoking Ordinance & Personnel Policy regarding employees & smoking
  - c. Smoking Cessation Program within Wellness Initiatives briefed to employees
  - d. Records Retention & Disposition Program – Retention Schedule requirements – scanning procedures/disposal of records etc. discussed to Department's
6. East Beach Erosion – East Beach is again experiencing significant erosion due to the high winds & tides of recent days. Public Works closed Access #41, staff will continue to monitor
7. Notice of Award & contracts were delivered to Simmons Agriculture in preparation for the spring planting project
8. Groinfield Replacement Project bid opening was held on Tuesday with 3 bids received. E. Olsen recommended awarding to low bidder (1.13M) WECC who is partnering w/ Atlantic Diving & Marine Co. who did the last installation in '05 – bid includes removal of existing groinfield
9. McGuire & Woods Consulting Contract has been executed and forwarded to them

Have a good weekend,

*Chris McCall*

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