

## **Town Manager's Report, October 10, 2023**

- **Highway-**

- The red barn has been taken down and disposed of and a parking lot put in.
- Demers Lane has been shimmed and paved. Railroad Ave to be shimmed with the first part completed next week.
- Boyd's Corner Road will be milled on 10/23-10/26, then paved next spring/early summer.
- Trucks are ready for winter.
- The new F550 is in production and almost ready for delivery.

- **Police Department-**

- 4 Arrests.
- 5 Accidents.
- 66 Traffic stops.
- Officers have completed their annual firearms training.

- **Fire Department-**

- 7 Calls and YTD is 401
- This week is National Fire Prevention Week, and firefighters will be visiting local schools and daycares throughout the week. There will be an Open House at the fire station on Sunday, October 29<sup>th</sup> from 10-2.
- All apparatus and equipment are in service. Annual maintenance and inspections of the fleet are scheduled this month. This past Monday in addition to our monthly maintenance night, the members performed a deep-cleaning and reorganization of the trucks and equipment since the months-long red barn trainings have now concluded.

- **Code Enforcement-**

- 5 Building Permits.
- 1 Internal Plumbing Permit.
- 19 Inspections.
- 8 Meetings.

- **Planning-**

- 35 Lot subdivision still on agenda.
- Major home occupation on Highland Ave for a new dentist office.
- I1 & I2 Merge.

- **Library-**

- The building has been pressure washed and the windows were cleaned today.
- The fairy houses program was held today and received a lot of interest.
- 40 people have signed up for the October reading program.

- **Recreation-**

- Soccer is going well and with the red barn gone, the additional parking is well organized and working out great.
- The fall enrichment after-school programming at Central School is going well and received a lot of good feedback about the new partnership with Snapology.
- Kids Fun Run- a free event before the Halloween parade on October 30<sup>th</sup> and begins at 5:00 PM at the Community Center.

- **Seniors-**

- This Wednesday's luncheon is an Oktoberfest/ Country Carnival theme.
- The next trip is on October 19<sup>th</sup> in Windham, NH- "Splish Splash" the music of Bobby Darin.

- **Assessing-**

- CAI Technologies has submitted the draft map changes for review. Once completed, GIS will be updated as well as the pdf's printed of the revised tax maps.
- Started the 2023 Municipal Valuation Report which must be sent to the State by Nov. 1. This is an extensive 10-page reconciling of the tax rate calculation form with all the assessing data including exemptions.
- Started the Annual Sales Return to the State where the sales, values, and ratios from July 1, 2022, to June 30, 2023, are reported to the State.

- **Town Clerk-**

- Almost all 3,000 Transfer Station stickers have been given out. We have 1,000 on order.
- In preparation for the November election, absentee ballots are being sent out as requested.

- **Transfer Station-**

- 2 new canisters have been purchased and are in place. They have 3 open tops which make it easier to compact and hold more debris.

- The bailer switches are being fixed for the second time since June. This machine was purchased used 18 years ago and is worn out. Working on getting 3 quotes for a new bailer.
- **Economic Development-**
  - Worked with the organizer of the Farmers' Market and with Nikki Drake. The Farmers' Market will be located at the former Red Barn location next spring. Farmers are excited about this change.
  - Currently advertising for citizens, students, and business owners to participate on the Downtown Façade Improvement Grant and the Downtown Revitalization Plan Advisory Committees.
- **Finance/HR & Benefits/Safety-**
  - Assistant Town Manager Meetings: 11 Business Meetings, 45 Staff Meetings, and 5 Appointments.
  - The foreclosure process has started 30-day demand notices will be going out on 11/2.
  - Firefly Media- Drone video of roof and outside of Town Hall complete.
  - Audit- on site work has been completed and waiting to hear back.
  - FEMA- Christmas storm was finalized in the portal with a total of \$205,037 reported. Most of this is for contracted work for the removal of debris. Our reimbursement will be 90% for a total of \$184,500.
- **Admin-**
  - Town Manager Meetings: 8 Business Meetings, 40 Staff Meetings, and 3 Appointments.
  - Website- Google Analytics- 3.8K Users. The Town Hall Projects page has had 51 views with 23 users. (Handouts Provided) -Do you want to continue with this same information or would you like analytics on something else?
  - Safety Committee Meeting- full attendance and participation.
  - Management Training has started, and the first session went very well. Chief Ruger taught management and personnel leadership.
  - Employee photo wall- Pictures are completed. Terry has hung up the pictures today. Just waiting on the lettering.