

## **Town Manager's Report, August 22, 2023**

- **Highway-**
  - Cleaning up roadside brush.
  - Ditching and shouldering.
  - Paving when weather permits: Demers, Railroad, Front, and Park Streets as well as Black Swan Drive.
  - Working on parking lot of the Food Pantry.
  
- **Police Department-**
  - 3 Arrests.
  - 5 Accidents.
  - 58 Traffic stops.
  - Detectives' car needs a new engine- warranted by Ford. Out of service for 1-2 months.
  - Received the FBI LEEDA agency award on Thursday 8/17.
  - Many officers volunteering to take part with the Make a Wish Foundation on 8/30 for a 10-year-old.
  
- **Fire Department-**
  - 17 Calls and YTD is 344.
  - Hosted the Maine-Iac Training at the Red Barn last weekend, firefighters trained on search and rescue despite the hot, humid weather and sporadic storms. Firefighters of all levels, including the Assistant and Deputy Chief's participated in 16 hours of classroom and hands-on training.
  - Ladder 2 and Forestry 5 participated in Lantern Fest at Spring Hill last Wednesday. Despite the rain, the kids in the crowd loved crawling all over the trucks, and even got to see them leave for two calls during the event.
  - Equipment for the new Engine continues to trickle in, we received the nozzles and appliances for the new engine last week.
  
- **Code Enforcement-**
  - 3 Building Permits.
  - 1 Plumbing Permit.
  - 1 New Road- Cardinal Way.
  - Working on converting old addresses to new E-911 addresses.
  
- **Planning-**
  - LD2003 passed and will be brought to Town Council.

- **Library-**
  - Lorena hosted a make your own ice cream function on 8/15. 29 children and adults attended.
  
- **Recreation-**
  - 240 kids are registered for the fall soccer program.
  - A new fall enrichment program we will be running at Central School. We are collaborating with Snapology in Dover, and they will run a 4-week after-school session right at Central School.
  
- **Seniors-**
  - A 'lunch and learn' about dementia was held on 8/16. This was well attended for, and the presenters were very engaging.
  - On 8/17 they traveled to the Interlakes Summer Theatre in Meredith, NH for the musical, Get On Your Feet (Footloose).
  
- **Assessing-**
  - Working on getting the valuation reports uploaded to our webpage via Documents on Demand. They will be labeled as the account number and a map/lot to account number reference will be provided. This will help with transparency and equity, and to assist the property owner with determining whether the data is reasonably accurate.
  - Finished a before and after reference of the update of value for the public. It will contain the costing tables before and after the value changes as well as charts. Will be placed on the table in the hallway along with the commitment list, my contact information and other handouts and news as needed and applicable.
  
- **Town Clerk-**
  - Have issued almost 1600 Transfer Station stickers.
  - Started election set up for November. Set up basic design of ballots and arrange for tabulator programming.
  - Issued 3 sets of nomination papers for Town Council and 2 sets for the School Board. They are due 9/7. And will be ordering ballots on 9/8.
  
- **Transfer Station-**
  - Transfer Station stickers are working. It was a good, steady week.
  - Received a new supply of the blue bags.

- **Economic Development-**

- Working on submitting the application for the library for laptops, as there is one foundation that the library qualifies for.
- KACTS has a program that we can utilize, that could fund the Downtown Traffic Improvement Conceptual Plan. That cycle for funding begins in January 2024. If we can utilize those funds, 90% to 95% of the cost would be covered.
- Comprehensive Plan- The inventory piece should be completed by mid-September. Then we will begin the final stages. The goal is to have this complete by the end of January 2024, and filed with the State.
- The Downtown Revitalization Plan RFP has gone out, with the deadline early September. The Downtown Revitalization Plan is necessary in order to create a Downtown TIF District and to qualify for funding.

- **Finance/HR & Benefits/Safety-**

- Assistant Town Manager Meetings and Appointments = 32
- Tax bills have gone out- receiving a lot of calls.
- Preparing for the Audit.
- Meeting with FEMA on 8/24 to follow up on Christmas storm damage and have it finalized by 9/22. Expecting a reimbursement of approximately \$100K.

- **Admin-**

- Website- Google Analytics- 2.6K users since August 1<sup>st</sup>. The Town Hall Projects page has had 43 views with 27 users. (Handouts provided)
- Town Manager Meetings and Appointments = 41
- 5 Meetings via phone call with the Attorney.
- Met with Economic Developer to get updates on the Market Analysis.
- Met with Heather on the new tax bills. Stabilized Tax was added.
- Air handling system fixed. New belt and filters. Roof unit at Town Hall for the Auditorium.
- The ice machine is fixed at the Community Center.
- Met with Jay, Jen, and citizen about water issue on Park St. Went and did a site visit at location.
- Met with Firefly Media to produce a video of the Town Hall-waiting on quote.
- Met with 2 citizens on Property Tax Stabilization program.
- Started photo wall project for Town Councilors and Municipal Employee staff.
- (Preliminary) Financial status of the Town after the close out of the fiscal budget, estimated that after the audit the Town will be in the best financial position it has ever been.