



## **Town Administrator Updates – Mid-Year 2018**

Town Administrator update reports are generally monthly reports that contain a compilation of department information. This report compiles activity that occurred over the first six months of fiscal year 2018, by just the town departments that are under the direction of the Board of Selectmen. Overall, I believe the departments are being fiscally responsible for the taxpayers. They are working collaboratively cross-departments in an efficient and effective manner, they have found innovative ways to upgrade and replace our capital/equipment, and furthermore are discovering newer ways to better administer our public services.

### **TOWN OFFICE**

- Replaced security cameras with new cameras for better safety for the public and front office.
- Finished the installation of the smoke & heat detectors – now in the event of a fire people in the building are alerted and the Fire Department will be remotely notified.
- LCHIP study – selected an Architect for the project; and started our interview/questionnaires, on how our Town Office building will better suit the needs of staff and the public.
- Digital Parcel Audit (GIS Mapping) – agreement with consultant confirmed.
- Reconstruction of sidewalks from West St. to Gordon St. (TAP grant) – completed NHDOT process to select engineer, negotiated contract, both approved by NHDOT. Engineering has started, and project design was presented at two public hearings with more to follow later in the year. Sidewalk project will make our pedestrian crossings safer, ADA compliant, and improve the drainage system.
- State Revolving Fund (SRF) loan pre-application was submitted to NHDES Drinking/Clean Water State Revolving Fund for the reconstruction of Thompson St., Smith Hill Rd., and High St. New pre-application requests grant money and principal loan forgiveness. Application is our attempt at saving a significant amount of money for taxpayers with this project.
- Fiber optic cable installation was completed. New cable has reduced our dropped phone calls and allowed staff to work without interruptions on the IT cloud. Transition to fiber was at no additional cost switching from having cable Internet.
- New copier – entered into a new agreement for our copier, which has saved the town money and, in the process, by upgrading our copier to newer equipment, has allowed staff to be more efficient with their time.
- Second floor – trim finish was installed around the window and doors. DPW helped with the installation.
- Town financial audit completed – I believe the town is in a sound financial position.
- Departments were issued credit cards for department expenditures; staff no longer must use their personal cards for town expenses.
- Board of Selectmen adopted new policy that clarified our appointment process.

## **DEPARTMENT OF PUBLIC WORKS**

- Crack sealed roads (Collins St., Short St., Glove St., River St., Highland St., and Owl Brook Road).
- Purchased a used pickup truck to replace the garage truck that had a failing transmission
- Purchased a used excavator – which is safer for employees and allows staff to be more efficient and effective with their time. DPW is also now able to complete other projects they couldn't before, which will save the town money.
- Updated the DPW office; new computer system, applied a fresh coat of paint, new ceiling tiles, new flooring, and purchased two used desk from the state auction, latter saved the town money.
- Cleaned up along the “Riverwalk” – removed debris, added new loam, plants, and wood chips.
- Replaced culvert and catch basin on Washington St.
- Started to ditch, grade, and seal dirt roads.
- Worked with the other departments during major spring storm by cleaning up down trees.

## **POLICE DEPARTMENT**

- New police cruiser for department was ordered, detailed, and outfitted with equipment.
- New staff – Hired an experienced Sargent and new patrolman.
- New security cameras replaced older ones that did not properly work. Updated cameras provide safety for staff and help PD with better interview quality.
- National Drug Take Back was a success – PD took in 24.6lbs of expired and unused drugs.
- Completed the DARE program with 7<sup>th</sup> graders.

## **FIRE DEPARTMENT**

- New fire engine – analyzed, built, tested, and delivered.
- New ballistic vest/helmets were purchased through a grant.
- Conducted CPR training at no cost to the public.
- Department training, review of hydrant operations, EMS training, Life Safety Code inspections for assembly and rental occupancies, truck inspections, and quality assurance reviews for medical incidents.

## **PARKS AND RECREATION**

- Started fundraising for new and improved playground at town park.
- New staff to meet the demand for summer camp; as attendance for our great program has almost doubled.
- Continue to purchase healthy snacks and drinks at a reduced price from Food Bank.
- Installed a new shed at the Town beach, DPW helped with the construction
- Painted the gazebo, and thank you volunteers!