

Town Manager's Report – August 28, 2023

Propane/Heating Oil RFP: Quotes were due back on August 15th. We received quotes from both Irving Oil and Dead River. Dead River provided the most competitive pricing, we have locked in for one-year at \$1.52.9 for Propane, and \$3.42.9 for Heating Oil. Last year the Town was paying approximately \$1.00 above both locked in prices.

Plymouth Fire & Rescue: Save the date for their Open House: September 30, 2023, from 11:00 AM to 2:00 PM! Thank you, Captain Peck, FF's Fucci and Breault for working on this.

Pirate Party update: I have been working with Town Attorney Ratigan, Attorney Wilson from the Attorney General's office and Plymouth Police Department with regards to communications to BarstoolPlymouth re: promotion of the Pirate Party as it is a prohibited event. We will issue a joint letter to BarstoolPlymouth as well as providing the communications to Plymouth State University for distribution.

Town Office IT - Certified Computer Systems (CCS) updates: Anne and I met with Katie Lavelle from CCS with regards to our yearly systems update. In order to increase the security of our systems we will be adding the following:

- Two Factor Adaptive Authentication - a security system that requires two distinct forms of identification – Yubikey Hardware provided by PRIMEX.
- Cybersecurity awareness training-phishing simulation and dark web monitoring.
- Migrate over from DotOrg to DotGov – State and Local Government are making the change based on advice from our consultant and PRIMEX. This will increase security and makes it easy to identify official government websites on the internet. Letter to be signed by Chairman Tirrell.
- Password Manager – This will allow staff to store their passwords securely. This allows staff to use unique, strong passwords for all of their important accounts.

Recreation updates: The recreation department summer programs are coming to an end. The department offered 30 programs. The programs were well received with over 600 participants! Recreation and Parks would like to thank the school for making sure their needs were met while balancing the many ongoing school projects.

The department is gearing up for the fall with the PES/Recreation afterschool program, fall soccer program, robotics program, a potential whale watch trip, seafood festival trip, and other programs such as STEM and Legos.

In the near future the department would like to come to a future Selectboard meeting and share the re-branding project.

Save the date for our annual Ski and Skate Sale dates are November 17th/18th.

FEMA-December 2022 Storm – Joe and Steve met with FEMA site representatives on Monday, July 31. They conducted site visits to damaged areas from the December 2022 storm. We have a follow up meeting on August 31 to review the results of the visit and reimbursement amounts.

Plymouth State University update: I met with Jessica Dutille on Monday, August 21st for our Monthly meeting. I attended the Partner Brunch at PSU hosted by the Community Impact Department. There were a number of topics, but most importantly it was an opportunity to meet with several of the Non-Profit Organizations that PSU volunteers for as well as opportunities for the Town. We discussed a number of items to include: Pirate Party thoughts on creating a Community/Business event.

Cluster Project/Economic Development: Now that the PSU faculty is back, Jess contacted John Christ who will start selecting the University staff that will be involved. Once selected, the towns representatives and the PSU Faculty will meet to discuss the project

PSU Town Hall meeting: Will take place on September 27, 2023 from 5-7pm at the Hartman Union Building. The invitation to community members will appear on the Town Website, and will be distributed via the weekly Newsletter.

Fund Balance Policy: Anne and I have a draft Fund Balance Policy for your review and approval. The purpose of this policy is to establish a key element of the financial stability of the Town by setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the Town maintain adequate levels of unassigned fund balance to mitigate financial risks that can occur from unforeseen revenue fluctuations, unanticipated expenditures, emergencies, and similar circumstances. The fund balance also provides cash flow liquidity for the Town's general operations.

Flu Vaccination Clinic: The Town will be holding a Flu Vaccination clinic at Town Hall for Employees, Employees families, elected officials or volunteer committee members. The clinic is sponsored by Speare Memorial Hospital. The date is Tuesday, October 17th from 1-3pm.

Property Assessing update:

Re-Evaluation: The expected timeline is as follows: Letters will be sent to taxpayers on August 28th, the letter will include an update to their property values for the 2023 tax year, Informal hearings with tax payers to discuss the 2023 assessed value will be held:

Friday 9/8/23 9:00-4:00

Wednesday 9/13/23 10:30-4:00

Thursday 9/14/23 11:30-2:30

Friday 9/15/23 9:00-4:00

Monday 9/18/23 9:00-4:00

Appointments can be scheduled through the Town Office. Information will be available on the Towns Website www.plymouth-nh.org/departments-services/assessor/ .

Downtown Drainage Project: UPDATE

The project over the past two weeks is moving nicely along Main Street. I have had very positive comments from the Businesses and the Public. We will continue to meet with PVWSD every Wednesday morning taking a look back at the previous week, and a two week look ahead. We will continue to communicate the Two-Week Construction Schedule on Fridays in the Town's Newsletter.

Here is a rough outline of what has occurred:

I have worked with HEB Engineers and Granese on the following items over the past two weeks:

- Russell Street construction has started – Temporary Water Line complete
- Review daily Field Reports from HEB Engineers
- Daily meetings with HEB Engineer Kevin Hamlin and Tom Granese.
- Change Orders for Russell Street & Warren Streets - Completed
- Detention Pond work progresses
- Meet with businesses re any issues, complaints or damages.
- Soil Testing concerns have been passed onto NHDES for review.
- <https://www.plymouth-nh.org/category/downtown-stormwater-drainage-project/>

As always, I am available if you may have questions, concerns and comments. 603.536.1731 X112 or townmanager@plymouth-nh.org