

Town Manager's Report – November 13, 2023

Town Hall HVAC: We are in the process of drafting a Request for Proposal for the HVAC system at Town Hall as a future replacement. We will have the system evaluated during this process and recommendations for a replacement system. On Wednesday, November 1 we conducted a walk through with interested vendors, the proposals are due back on Monday, November 20th.

Town Financial Audit: Jim Roberge, Auditor from Roberge & Company, P.C., CPAs. Is here tonight to review the Financial Audit and the Management Discussion and Analysis.

Welfare Directors Report: During the Month of October, Marianne provided assistance to over 40 individuals in need of assistance and or resources. During this period Marianne met with individuals in person as well as over the telephone. Marianne worked with Landlords, New Hampshire Electric Coop and State Agencies in finding relief and resolution for the individuals that she met with.

Downtown Halloween / Build-A-Scarecrow event:

I would like to thank all the businesses, agencies and town departments that participated in this year's Downtown Halloween / Build A Scarecrow event! With special recognition to the Recreation Team for all of their hard work in organizing such a successful event. This seems to grow each year, and look forward to next year's event.

Plymouth Hometown Holiday Celebration: Will start on Friday, December 1 and run through Sunday, December 3 with many activities scheduled. The Hometown Holiday Parade will take place on Saturday, December 2 at 5:00PM. The Committee would like to know if the Selectboard would like to march in the parade. (Permit to be signed by the Selectboard)

Veterans Day Ceremony: The Veterans Day Ceremony took place on Saturday, November 11th. I want to thank Kelsee Beaudin from the Recreation Department in organizing the Ceremony. Additionally, thank you to all that participated in remembrance of all Veterans.

Tax Deed Auction update: We have contracted with NH Tax Deed and Property Auctions for the sale of 34 Fairgrounds Road. NH Tax Deed and Property Auctions has extensive experience in Tax Deed Auctions and provide all services required by law. We conducted a walkthrough of the property on Thursday, November 9th for interested parties that were potential bidders. The Public Auction will be held on Saturday, November 18th at 3:00pm at Town Hall.

Budget Process update: Tuesday, November 7th and Wednesday November 8th, the Advisory Budget Committee met with Department Heads in learning more about their budget request and needs. Additionally, the CIP Committee met on Tuesday, October 24th to discuss the request for the 24.25 Capital Improvement Program (CIP). On Thursday, November 2, the Planning Board reviewed the CIP and moved it forward to a Public Hearing on Thursday, November 16th at their regularly scheduled meeting.

Plymouth State University update:

- I will be meeting with Jessica Dutille on Monday, November 20th for our monthly meeting.
- **Cluster Project/Economic Development:** On Tuesday, October 17th, I met with the Plymouth State University team that will be working on our collaborative Economic Development Cluster project. This meeting consisted of introductions and setting the ground work for the project. On Thursday, November 2, the Town Representation of the Committee met and discussed the Goals, Timeline, Project Scope, Character of Plymouth and possible Grants and Funding. The next phase of the project is bringing the Town Representation and PSU Team together to further discuss the evolutions of the project:

Assessment: Faculty members and our team will assess how the town is currently positioned to make change in its community and identify the needs to be addressed by students and the committee.

Research: Student teams work with the committee, utilizing appropriate tools and methodologies, understanding processes and assessing gaps against best practices.

Strategy: Student teams and the committee will develop a strategy to position the town for success – utilizing PSU’s entrepreneurial and management frameworks, community health assessments or particular supporting competencies in customer experience management, and innovative approaches to branding.

Implementation: Faculty members will check in with the town, to assess progress and determine whether further support is needed. Projects may be continued for the full academic or calendar year and can even grow into multi-year relationships.

We are currently planning a face-to-face meeting with the Committee over the next few weeks.

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

- Russell Street Drainage construction 100% complete
- Main Street Drainage is underway from Warren to Highland Street 95 % complete.
- Daily meetings with HEB Engineer Kevin Hamlin and Tom Granese.
- Change Order to remove lighting-Completed
- Detention Pond work complete
- Main Street, Warren Street and Russell Street Box out and re-build scheduled for Spring 2024. This will include sidewalks in designated areas.
- Soils: The Town entered into an Agreement Modification to add in the Soil Testing with HEB. HEB has received a time and materials quote from John Turner (Soil Testing/Consulting Experts) for Just over \$31,650 for all of the testing and reporting. This modification increases the scope and fee of the existing Construction Administration Contract and is not a stand along phase. On November 8, 2023, Anne, June and I met with Josh from HEB. The Sampling of soils on the South Main Street

corridor produced signs of Background Level Contamination. The John Turner Group and HEB are consulting with NH Department of Environmental Services and NH Department of Transportation to see how these soils have to be handled, and is there a method to reuse these soils. This phase of the project would take place spring of 2024 in the re-build of the roadway. We are in hopes to have more information and associated cost by December 1st.

- <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