

Town Manager's Report – October 10 & 23, 2023

Delinquent Tax Update: As a follow up to our discussion on 9-11-23, I have spoken with Linda with regards to letters being sent out. Linda currently has Delinquent Tax Written Agreements in place with (7) Property owners for your review and approval. These include the Six Properties that I mentioned on September 11th.

Plymouth Police Department: Coffee with A Cop, Tuesday, October 24th 8am-10am at Café Monte Alto, all are welcome, stop by and join members of the Plymouth Police Department and have a coffee and conversation, there is no agenda or speeches, just a chance to ask questions and voice your concerns.

Raze and Remove – 295 Main Street: Whitcher Construction completed the Raze and Removal of 295 Main Street on October 17, 18 & 19, 2023 per court order.

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.

Town Financial Audit: Jim Roberge, Auditor from Roberge & Company, P.C., CPAs. Will be here on November 13th to review the Financial Audit and the Management Discussion and Analysis.

Welfare Directors Report: During the Month of September, Marianne provided assistance to over 25 individuals in need of assistance and or resources. Marianne attended the Plymouth Transportation meeting held at Pease Public Library on Thursday, September 21. Marianne visited with new management of the Red Carpet on Highland Street. They discussed nightly, weekend and weekly rates. Toni (Manager) brought Marianne on a tour of his leased property to include Single rooms, apartment and cabins. There were substantial improvements made and more reported for the future. Marianne put together a rough draft rate agreement and submit to me which we have executed with the Red Carpet on Highland Street.

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. The Public Auction will be held on Saturday, November 18th at 3:00pm at Town Hall.

Budget Process update: During the first two weeks of, October 2 through October 10 Anne and I met with the Department Heads to review their budgets and CIP request. We had in depth discussions of their request, justifications and have made some adjustments. The Budget was sent to the Advisory Budget Committee on October 19. Our plan is to meet with the Advisory Budget Committee on October 24th. The Advisory Budget Committee will meet with Department Heads from October 26 through November 15. Additionally, the CIP Committee met on Thursday, October 5th for their initial review of the CIP request, and will meet again on October 24th.

Pirate Party update: Update

Plymouth State University update:

- I met with the Plymouth State University Master Plan Executive Committee on Monday, October 16th. Included updating the 10-Year-old Master Plan currently in place.
- I met with Jessica Dutille on Monday, October 16th. We discussed a number of topics to include the Pirate Party that was held at Student Apartments, Student Government Council and Volunteers from PSU Community Impact Department.
- I attended the PSU Campus & Community Mental Health Meeting on Friday, October 20th. Many items were discussed to include Holiday Assistance Programs and Prevention Implementation at PSU.

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. We discussed the Goals, Timeline, Project Scope, Character of Plymouth and possible Grants and Funding. We discussed the possible evolutions:

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 95% complete – minor connections underway
- Main Street Drainage is underway from Warren to Highland Street.
- North of the Rotary, the road is being prepared for paving (Monday, October 26th).
- Daily meetings with HEB Engineer Kevin Hamlin and Tom Granese.
- Change Orders for Russell Street & Warren Streets – Completed.
- Change Order to remove lighting-Completed
- Detention Pond work complete

- Soil Testing concerns have been discussed with NHDES. The Town will enter into an Agreement Modification to add in the Soils 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. Sampling begin October 11th which hopefully will yield results in 48 hours and in advance of our drainage working making it this far up Main Street. On Monday, October 16th it was reported that there are in fact contaminated soils in front of the Dry Cleaners. Granese Construction will be handling the soils, and waiting for further direction from NHDES.
- <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