



Administration Monthly Report

April 2024

April was a busy month and seemed to go by quickly.

Technology: We are working on the final pieces of the accounting software, which includes payroll timesheets and bank reconciliation. I'm hoping we are up and running by the end of May. I'm waiting for Cybertron to get back to me in ordering the replacement computers that were approved at the Town Meeting. I'm hoping to have this completed by the end of May.

We have been informed that Breezeline has opened a facility in Concord for customers. I've reached out to Comcast to see if they have a timeframe for going live in Northfield, they stated that they plan on having first customers running at the end of summer, then at least 50% of Northfield wired with the rest being completed by the first part of next year. They are waiting on pole license through Consolidated Comm to allow them access to run wires on their poles.

Staff: The Department Heads took an online Right-to-Know class, very informative. Chief Colby and I sat down with Homeland Security and we have some small homework items to complete. We also plan on taking the ICS classes. Jess and I will be taking the NH Wage & Hour Labor Law Webinar in May

I have signed up for two boot camp grant programs. I'm hoping to hear from them soon about when the classes are. One would be a grant for our sidewalks and the other is for improvements to our Transfer Station/Recycling Center. These are 80/20 split grants.

Parks & Cemeteries: Tree removal for Hodgdon Rd Cemetery has been scheduled and I've reached out to Kevin Fife to get an updated quote on stone wall repairs. It looks like we will be able to complete this project in 2024.

Parks Commission met we are getting closer to the construction of the announcing booth/concession stand and gazebo. The next event is May 25th at Surrette Park "Northfield Blast Off" it's with gel blasters, and we'll have food, free books, face painting, hair braiding and cuts, and other activities. It's going to be a great community event. We also signed up for Old Home Day to have a dunk tank and seeking volunteers to be dunked, current and former Selectmen are invited 😊 The Tilton Historical Society cleaned up part of Pines Park to get ready for Old Home Day, the Parks Comm has sent them a thank you card. Mark Hubbell also delivered some big rocks for us to fence the park with so that cars do not drive onto the park, DPW is working out a plan to lay them out.

Speaking of grants, I plan on walking the lines of Arch Park in May to finalize the requirements of the Federal grant which was discussed last year. Once I've been able to confirm the lines, I'll put together the letters that need to be sent to the abutters. Hopefully once we have completed this we will be back in compliance and then be able to see additional funding to repair the walkways and other improvements to the park.

Other Agencies: I assisted the Northfield Sewer District with their annual budget meeting and setting up their annual meeting, plus filing their paperwork to the state. I plan on continuing to assist them this year, and until they find someone in the district. They are looking for people who live in the district to assist, possibly be a commissioner as well.

The new curbside collection has been in place for a month, and we haven't received many calls for issues. A few we have been getting is that the cans were placed on the wrong side of the road for a road that they have to back down, the new placement locations for Class VI and private roads, and a couple of cans didn't empty all the way. Casella has been great at addressing these issues right away. Not bad at all, I think.

NH Department of Revenue was here for three days auditing Current Use, Exemptions/Credits, and the Charitable organizations. Everything seemed to go well, I should be hearing back from them soon if they need any further information.

Capital Improvements Program Committee has been meeting, they are currently reviewing road projects for 2025-2030 and vehicles/equipment replacement plans. They have discussed renting vs. purchasing and leasing.

Respectfully submitted,
Stephanie Giovannucci, Town Administrator