



## Administration Monthly Report November 2023

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In November we started the month off by shredding old files, we were able to get rid of about 40 boxes at Town Hall, and the Police Department was able to clean out some of their old files as well.

The accounting software is moving along quite nicely. I'll be going live with AP and GL on Monday December 4<sup>th</sup>. We are almost complete with the payroll conversion and will be live before the end of the year. Once everything is a go, we will start training employees on inputting their time, department heads on approvals of timesheets and invoices, and administration on inputting invoices. Very exciting, thank you again for approving this upgrade.

Capital Improvements Program has been meeting and is in the process of reviewing road work and town buildings. Members of the Board have visited the Transfer Station, Highway Garage and Town Hall for a tour and on Dec. 13<sup>th</sup>, we will visit the Police Station. They are working on the road list with Adam Dow and prioritizing and see what our crew can do and what we will need to contract out for. The Board is meeting every other Wednesday at 5:30pm.

Parks Commission held another game night to raise money and did a great job at earning over \$3,000 after expenses. It was a great turn out, lots of laughs. The next meeting will be on December 14<sup>th</sup> at 5:30pm.

Budget Committee will start their meetings on December 7<sup>th</sup>, their first meeting will be to get their binders and set their schedule.

We've been working hard to get our tax rate set by NHDRA, as they were awaiting the Water Districts meeting scheduled on Nov. 28<sup>th</sup>. We finally received it on Nov. 30<sup>th</sup>, thank you for meeting early to finalize and set the rate. The taxes will have a due date of January 8, 2024. I'm hopeful we get enough revenue in to hold us over through the rest of 2023 without having to borrow. Fingers crossed

Russ has been filling in as temporary Health Officer, he's only had one inspection to do for Spaulding Youth Center. Officer Kyle Dombrowski has stated that he is willing to do the Deputy Health Officer position, once we have him appointed by the State, we will start his training. I have posted the job for Health Officer on the Town's website, and soon to be added to Indeed and NHMA.

Lastly, Kathy Boudreau has been volunteering to scan our documents. She started last week and spends a couple hours a day about 2 days a week. Jean Samms, Land Use Admin will be going through the Land Use files and cleaning them out of duplicates to get them ready for scanning as well.

Christmas Santa Fund has dropped off bags of children's winter clothing for approximately 22 households in need. I don't know how many applications they have received this year, but the clothing has been well received and people are very grateful for this service. Dec. 23<sup>rd</sup> the volunteers will be out delivering the food baskets to all who signed up.

Don't forget to fill out your Master Plan survey online, cut off date is January 1, 2024.

Respectfully submitted,

Stephanie Giovannucci, Town Administrator