



Administration Monthly Report March 2024

March was filled with annual meetings and the local election. I feel town meeting went well, and that people seemed to really like the PowerPoint, and the use of Compass Classical.

Accounting software update: We now have the budget entered into the accounting software and will be able to supply monthly reports. Additionally, the department heads and admins have been trained and have started to utilize the Purchase Order program to enter in invoices. They also have access to general ledger to keep track of their budgets.

I attended the cable franchise meeting and we agreed to submit Breezeline with an updated contract to include the need for a local facility for customer service.

After the Selectboards approve I have sent out the Capital Improvements Program feasibility study request to four potential bidders. Currently there are two that want a quick view of the buildings, I'm waiting to hear back from them for a date.

Parks Commission met, and selected the winners of the Raffles, a design for the gazebo, and finalized the construction of the announcing booth. Cyr Lumber of Tilton has donated up to \$5,000 in materials for the booth. We are hoping to have the booth done by Old Home Day.

The curbside containers have almost all been delivered; we are awaiting on the 32 gallons which should arrive the first week of April. Casella has been great to work with, and quick to respond to any questions or concerns.

We have started back up the Joint Loss Management Committee, we met on March 26th, and we continue to meet each quarter. This meeting was attended by Adam Dow, Mark Marr, Holly Harris, Terri Glines, Nicole Woodward, and myself.

We are getting ready to start the financial audit for 2023, we have received a request packet from our auditors and working all getting everything they need to start before their visit.

Lastly, I have sent out emails to about 4 tree service companies that have cranes for the Hodgdon Rd cemetery project. I asked them to have the quotes to me no later than April 15th, we've had two tree companies go out so far to look at the issue.

Respectfully submitted,

Stephanie Giovannucci, Town Administrator