



MEMORANDUM

To: Town Council
From: Ray Carpentino, Town Manager
Date: 10/3/2024
Subject: Town Manager's Report
Copies: File

Planning & Zoning

- RFP for the 2025 Plan of Conservation and Development completed and advertised on September 30th. Several consultants will be sent the RFP via email. Putting together a panel to review incoming proposals.

Library

- The library concluded its summer reading program, which was a success, and now transitions into fall programming and initiatives.

Human Services

- The Prevention Palooza was held on 9/19/2024. It was well attended and look forward to next year's event.

Human Resources/Legal Compliance/Risk Management

- Developed curriculum and presented 2.5 hour training program on public officials' risk mitigation responsibilities re: discrimination, sexual/discriminatory harassment, ADA/FMLA and retaliation matters; developed and presented new Leadership Development Program & Guidebook. Supports Succession Planning Priority; Relates to HRLC Goal #1

Finance Department

- Participated in admin and security level training for paper reduction software by Director and Exec Assistant and set-up all full-time employees for new State 2.0 insurance plan including deduction rates.
- Participated in admin and security level training for paper reduction software by Director and Exec Assistant

Engineering

- Oversaw the paving of Autumn Circle, Winter Lane, Fox Hill, Speno Ridge, Fawn Run, France Street and Corporate Place, a total of 12123 ft or 2.3 miles. The "road" between the gates on France Street was also milled and paved. New curbing was installed on Autumn, Winter, Fox Hill and France Street.

- Monitoring wells were installed at Rocky Hill Community Farm per DEEP requirements. These will be monitored for 1 year at which time a determination will be made if the cleanup was successful.

IT

- Upgraded wireless network at town garage and academy hall.

Parks &Rec

- Parks Goal #2 - new Esther Road path is COMPLETE. Work was completed in-house by the Parks crew. Close to 200 feet of process was added to this path and rolled to make it a smoother surface.
- Parks Goal #3 - continual care of Center Cemetery. Another round of over seeding was done in September. The Cemetery looks to be in much better shape than Fall 2023.

Fire Marshal

- 57 inspections were performed this month
- Digitizing all Fire Marshal files into the Red NMX software is on-going

Town Clerk

- Continue to Receive applications for the upcoming Presidential Election in person, mail and through the electronic absentee ballot portal. Seeing an increase in request for ballots to be sent out of the country through the electronic absentee ballot portal.

Leadership Training

All department Directors and number two staff attended the first series of our Leadership Training Program in accordance to my succession planning initiative