



## MEMORANDUM

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**To: Town Council**  
**From: Ray Carpentino, Town Manager**  
**Date: 1/11/2024**  
**Subject: Town Manager's Report**  
**Copies: File**

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### **Police Department Generator Grant**

Finance & Operations Director McKim and Facilities Director Cyr have submitted a FEMA grant to the State DEMHS in the amount \$180,000 (25% match requirement) for the replacement of the very aged generator at the Police Department.

### **High School Grant**

The State has finally arrived to do the final audit of the High School improvement grant approved in 2012. State auditors anticipate completion to take one week.

### **Meeting with State Rep**

I am coordinating a meeting this month between Town Staff and Representative Wood to discuss additional funding sources for a number of existing capital projects and initiatives.

### **Budget Preparation**

The Finance Department will be sending out the budget request packets to Department Directors. Requested information will include, among other items, department narratives, goals and performance measures. We are also rolling out our new Capital Improvement form and ClearGov software for capital requests (items costing \$20,000 or more). Each capital request will include a priority ranking for the department and a priority ranking for identified Town-wide initiatives, as well as a potential funding source.

### **Pre-Storm Preparation**

I'd like to recognize the pre-storm preparation team work between the Highway Department, Fire Department, Parks Grounds and the Community Development department resulting in minimal storm drain and culvert overflows during the January 8<sup>th</sup> and 9<sup>th</sup> storm event.

### **Mini Golf!**

The second annual Friends of the Library Mini Golf Fund Raiser will be at the Cora Belden Library on March 15, 16 & 17.

### **Meet the Department**

The next "Meet the Department" presentation will be February 5<sup>th</sup> with the Facilities Department and the Fire Department.