

Town Administrator Update, 8-30-21

Personnel:

The Board of Health and the Town Clerk have agreed to switch offices, so the Board of Health will move into the Town Office Building and the Town Clerk will move into the Board of Assessors/Board of Health office at Town Hall. Now that Laurie Lucier has been hired as the new Board of Assessors Clerk, she will have both her offices located in one building. This also means that she will be able to serve Conway residents five days a week at the Town Hall, which will be a huge help and create much better access to services for Conway residents. I thank Laurie, Lee Whitcomb, and the entire Board of Health for their help and willingness to make this happen.

Website Working Group:

We have had a first meeting to discuss the current layout of the website and suggestions for improvements. I will be obtaining information from both CivicPlus and RocketFusion, the two companies which most of the surrounding towns use for their website. Roy will be helping us with a breakdown of the costs associated with creating, maintaining, and hosting a website, and we will be researching the costs and details of maintaining the required backup data.

FRTA Representative:

Donald Walker has resigned from this position, and FRTA would like us to appoint a new representative, in case someone is willing to step in to this position.

Recap:

The financial team has had a first meeting to begin the process for setting the tax rate, and Lee Whitcomb will be providing background articles in the Currents to help explain the process to residents.

Training:

I have signed up for the first class in the MCPPO Designation, Public Contracting Overview, which is a pre-requisite for the next two classes. I will be taking the class at home, as it is all day on October 5th, 6th and 7th. The next class I can sign up for, once I pass, is Design and Construction Contracting, which I could take on December 14th, 15th and 16th. The final in the designation series is the Supplies and Services Contracting Online, which I can take at my own pace over about 8 weeks.