

### **December 5, 2022 Town Administrator Update:**

- Jan Warner's designation as a Certified Massachusetts Municipal Treasurer/Collector has been renewed for another five years. Renewal is awarded every five years to those who have been previously certified, who attend the annual school of association, and who successfully complete courses in municipal law, finance and administration. Congratulations Jan!
- On Tuesday, November 29<sup>th</sup> Phil and I met with George Stephan, Ashfield's EMD, Tom Poissant, Highway Super, and Chris Marsden of MEMA to look at the repairs which have been made to the Ashfield Lake dam. Many trees and other vegetation were removed, the dam and walkway raised with more riprap added, and the spillway and bridge repaired. I also have a copy of the Emergency Action Plan from 2020 which outlines Ashfield's response to a potential dam breach, and includes emergency contacts and homes and businesses which could be affected. I would like to extend that list to include homes and businesses in Conway which could be affected and our response plan if so notified by Ashfield.
- I met with Shawn of Northeast IT to discuss the upcoming cyber security assessment, which will be conducted on December 16<sup>th</sup>.
- On the 1<sup>st</sup> I attended an ADA Coordinator basics training to stay up to date on the town's responsibilities with respect to accessibility.