

## **December 18<sup>th</sup>, 2023 Town Administrator Update:**

### **Departments/Committees**

**The Sustainability committee** is working on streetlights per the Selectboard directive and is doing an in-house inventory to confirm Eversource's list of streetlights. Members are recommending that Conway take steps to transition to LED streetlights, and are gathering information from neighboring towns.

**The Public Buildings committee** has met with the FRCOG to develop the bid package and process timeline. Ken Ouimette has again secured the services of the FCTS, which is a win/win for both the town and the technical school, providing training for the students while saving the town money. The plan is to begin breaking ground in the spring, and ARPA funds will be used first as the deadline for expending those funds is 12/31/2026.

### **Miscellaneous**

I met with staff from the Executive Office of Technology Services and Security (EOTSS) and their vendor NuHarbor to begin the discussion on creating a cyber incident response plan for the town. I am asking several people to form a team with me to work on this plan, which should take about a month to complete once we start, and we will also have a tabletop exercise to run through the plan once formulated.

I have begun work on a new Citizen's Guide to the Town of Conway. The purpose of this guide is to better inform residents on the structure of town government, who makes decisions, how the budget and warrant processes work, what the departments, boards and committees are responsible for, etc. Any and all help and guidance greatly appreciated!

Annual reports are beginning to come in from the boards, committees and departments. The budget request spreadsheets and capital expense request forms have all been sent out, with due dates in early/mid January. I will send out an updated budget schedule in early January.

I attended a one-on-one information session with David Azinheira, Stream Crossing Specialist with the Division of Ecological Restoration on their culvert grant opportunity. From this first conversation about the projects listed in the MTWP MVP grant priority list on Johnny Bean Brook, it looks like those culverts may be eligible. I will be speaking more with Ron about what he feels are the highest priority culvert replacements needed in Conway, and will be looking for feedback from the Selectboard about town culvert priorities.

I met with a representative from Hyper-Reach, which is another emergency alert system based in Rochester, NY. The program is quite impressive, and allows for both internal and external communications plus has excellent mapping skills. However the price point is quite high, with the lowest being double our current cost of \$1,610 for Blackboard Connect. I will review the information with Amanda Herrmann for her input into the town's needs.