

September 9, 2024 Town Administrator Update:

Boards, Committees & Departments

Assessors

There was only one bidder for the tax assessment services RFP, which was the Regional Resource Group. RRG is the Assessors' current vendor, with Steven KaCey as their appointee for Conway. The board will be discussing the bid and letting us know soon if they will be recommending to the Selectboard hiring RRG for a three year contract from October 1st through June 30, 2027.

Community Preservation Committee

Jocelyn Forbush has resigned from the committee. She had been the Chair, and I am waiting to hear back from the committee if any other member will be stepping up to become the new Chair. Brittany Nickerson is also no longer on the committee as she was the rep. from the Conservation Commission. The two open seats are for a representative from the Conservation Commission and from Parks & Recreation.

Highway

Ray Hillock began last Tuesday and Corey Skinner will be working two days a week beginning tomorrow. Ron and I are still looking for one more CDL candidate and a laborer. Ron has also contracted with a company to clean town buildings. I heard back from our town insurance company MIIA that prospective employees are not covered by workers compensation, and their suggestion was to hire a likely candidate and do the skills testing during the probationary period to ensure coverage.

IT

The IT working group met to discuss vendors and next steps. There are now six vendors to research. The next step is creating the scope of work to use to evaluate each of the vendors.

I have purchased a Scansnap which allows the town to now scan books into pdf format. The machine is plugged into a computer once the software is loaded and works well. Once all the materials are scanned, the town could then use Pen to Print software to convert handwritten minutes to text. It has been suggested that I also look into having all these records codified for ease of use once they are done and then can be put on the town website.