

Town Administrator Report 2.17.2021

Board and Committee Updates–

In addition to the letter for committees and volunteer boards; I have started a folder on the server that will hold a master spreadsheet, it will have all the saved copies of the oaths of office; divided up by committee or board and it also has the current volunteer policy manual and application. The folder is only currently available to those who have access to the server.

Donor Town Coalition -

The City of Portsmouth is looking for support from Towns who have been identified as a potential donor Towns. They would like Sanbornton's support in opposing the return of the donor town education funding model. The backup documentation is attached.

Website –

The Board received a letter from Matt Goodwin with Modern Concepts – attached.

I spoke with CivicPlus on a website redesign – the proposal is attached. I did spend some time on the phone with their rep; he said that generally every 3-5 years towns like to do an update and Sanbornton's current website went live in 2017.

Links to some of their more recent redesigns:

- <https://www.barrington.nh.gov/>
- <https://www.winthropmaine.org/>
- <https://www.monacapa.net/>
- <https://www.roselandnj.org/>

Artisan Group –

Dawn called yesterday; she is looking to have the Artisan group start in April on Saturday's, either the first and third or second and fourth. She would like to make sure it doesn't interfere with the Recreation Department's use of the building and wanted the Board's thoughts as to any problems? I did tell her that she would need to fill out another use permit.

Partnership for Public Health –

I've been working with the Partnership's leadership team to help create dedicated POD's for municipal employees the region when the vaccine phases open up to everyone. It was brought to the Partnership's attention that while many municipal employees have to maintain essential services, not all employees are considered essential. Hopefully, by providing dedicated POD's, employees will not have to take more time from work and they will have a designated time and spot to receive the vaccine.

Town Report –

Was sent to the printer; I spoke with them today about having all the pictures be in color (last year we had two pages with color) not including the cover – the price last year for 600 Town Reports, 114 pages total, 2 color, 112 black pages, \$1,038. For 600 reports, 15 pages in color, 108 pages in black the price goes up to \$2,160. SO, I opted to keep the Post and Cane page in

color with the rest being back and white. I should have a pdf proof by the end of today for approval tomorrow. They will be delivered on March 2nd.

Follow Up Items –

Peg completed the 1094 and 1095 forms for the IRS and employees, they were sent out last week with paychecks.

Complaint form has been updated, distributed, and is on the website.

I have compiled a couple sample RFPs for Assessing and Audit Services – they will be ready for approval at the next meeting.