



**Memorandum**

***Office of the Town Manager***

To: Board of Selectmen

From: Kyle Harris, Town Manager

Date: March 18, 2024

Subject: Town Manager Report for March 18, 2024

1. Waste Water Treatment Facility Upgrade: The Prebid conference took place on Wednesday March 6, 2024. There were numerous general contractors and sub-contractor in attendance. The bids for this project are due on April 2, 2024 at 1PM
2. In 2023, the Town voted in favor of adopting the Newport Community Power Plan. This program is an optout program that works to provide all Newport residents with lowest cost of electricity. At the April 15, 2024 meeting of the Board of Selectman, a representative of the Community Power Coalition will be giving a presentation of the program. The goal at this point is for early Fall launch of the program.
3. On March 13, 2024 the town held a project scope meeting with Leah Savage of the NHDOT Bureau of Planning and Community Assistance for the Sidewalk between Main Street and the Ruger Mill. This project is in the early stages and will not be completed for several years. This project comes out of the 2021 TAP application.
4. The New Grader has been received by the Public Works Department and was put into service immediately. Last week, an instructor provided grader training to the staff. Additionally, the highway division has been very busy on gravel road maintenance adding 1268 tons of material to the roads and improving drainage .
5. Filing period for Elected Town Positions begins Wednesday March 27, 2024 ends Friday April 5, 2024. Forms will be available at the Town Clerk's Office during normal business

hours and online at [www.newportnh.gov/town-clerk](http://www.newportnh.gov/town-clerk) click on Filing Period for Elected Positions. Filing on the last day must be in person. The office will be open late April 5, 2024 until 5:00 p.m. for Candidate filings only.

The open positions are as follows:

- 1 Trustee of Trust Funds (3 year term)
  - 1 Moderator (2 year term)
  - 1 Library Trustee (3 year term)
  - 1 Supervisor of the Checklist (6 year term)
  - 1 Selectmen (3 year term)
6. Last year, the police department applied for \$218,000 of Congressionally Directed Spending through Senator Shaheen's Office in FY24 in order to upgrade our woefully outdated and obsolete radio consoles in the dispatch center. The application received a favorable recommendation from Senator Shaheen, and then was also approved by the Senate Appropriations Committee last August. However, funding was contingent upon the Congress passing the full FY24 appropriations bill for the Department of Justice and the President signing it into law. That took place last Friday, and Senator Shaheen's Office has notified us that we are on track to receive this funding soon.
  7. Community Center Construction Update: The Northeast CMU wall is nearly completion of has been completed, as of last Wednesday and the south wall was started on March 8. Electricians have been running conduit underground. The structural Steel is scheduled to be delivered on the first week of April with crane work taking place that week as well. Additionally, we are reviewing potential needed change orders that have come about since the initial design.
  8. The 2022 Draft Audit has been sent back to the auditors with comments and corrections. Once corrected, the finance director will finalize the Management, Discussion and Analysis and the report will be finalized by the auditors. The 2023 audit field work will begin when the 2022 audit is finalized.
  9. Dog Park Update: We expect to meet the contractor on site this week and the contractor plans to start soon thereafter.
  10. The updated MOAs for the maintenance of roads between the Town of Newport and various town businesses have been signed. These new agreements will go into effect when the six-ton limited is placed into effect each year.

11. The preconstruction meeting for the resurfacing and ADA upgrades in downtown Newport on Main Street is scheduled for March 28<sup>th</sup> at the District 2 DOT office in Enfield. We will have more to report on this at the next meeting.