

TO: Selectboard  
FROM: Rod Francis, Acting Town Manager  
RE: Acting Town Manager Report  
DATE: February 4, 2022

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### Tracy Hall Brief Updates:

- The **new server** has been installed by CCI and is now supporting all but the Patriot software used by the Listers and Assessor. The migration of this software from the old server to the new server is scheduled for Tuesday February 8 and Wednesday February 9. The transition caused some connectivity issues briefly but overall, it went well and I appreciate the dedication of CCI. Once the old server is no longer needed it will be removed from the Planning and Zoning office along with the folding table it sits on.
- The **Finance Office Assistant** position is currently being filled by Lacy Millican, a Robert Half employee. Fielding is training her in AP and payroll functions.
- The building **fire sprinkler system** appears to have developed a leak. As I write the leak has not been located. The consequence is that the compressor which charges the system is struggling to maintain pressure and may fail. Vermont Life Safety is working with us on attempting to resolve the issue, but a permanent repair may have to wait until March or later.

### DPW

Chris is continuing to work with the crew on reorganizing the highway garage and learning more about road network and other DPW activities. We continue to benefit from working with Rita Seto (TRORC Transportation Planner) and the Tigertown RD culverts and Route 132 box culvert projects are proceeding on schedule. We are in the process of preparing new grant applications for already identified projects. We hope to advertise the DPW Assistant position very soon.

### Audit

We have received a pre-proof version of the annual audit from Bonnie Batchelder Associates, PC. This follows receiving an opinion letter (included in the Annual Report). A management letter and a fully proofed version of the audit is expected before February 9, 2022. We will be posting this information to the town website and making copies available to taxpayers.

### Town Report

The Town Report is with the printers and should be available for distribution February 18. My special thanks to Miranda, Jean Lawe, Fielding and Doug Lufkin for going above and beyond.