

## **Town Manager Report**

01-25-2016

### **Activities over the past two weeks:**

- I am sad to report that Karen Peterson will be retiring from the Town of Readfield on January 29<sup>th</sup> after nearly seven years of service to the Town. She has performed a wide range of work for us over the years and her work ethic and diverse skill set will be hard to replace. Thank you Karen.
- The current Town Office window schedule will need to be reduced to no more than 34 hours to meet the requirements of the new union contract, and may be reduced to 30. If you have any suggestions or concerns please contact me at the Town office. These changes will be widely publicized at least a month in advance.
- The budget committee had another great meeting last week. Their next meeting is on February 2nd at 5:30 pm at Giles Hall and will cover: Recreation, Roads and Drainage, Capital Improvements, Solid Waste, and the Unclassified Department. The various committees involved with the budget to date have been helpful in providing valuable feedback and recommendations, strengthening the budget process.
- Robin has been working on the website and I believe we have made some very good changes to the format and content arrangement. If you have any suggestions for the website please be sure to pass them along to Robin or myself. Robin also did excellent work in revising our FOIA policy for consideration at tonight's meeting.
- The melting snow and heavy rains from two weeks ago caused a number of washouts. Bruce took the lead in getting several issues addressed with minimal direction, from physically clearing off the street to contacting multiple contractors to complete the work and coordinating site visits. I've been working closely with Bruce and am very impressed with his work ethic and approach to problem solving.
- We are working on addressing the drainage issue and sidewalk ice on 17 near the Town Office. The DOT has been involved to date dealing with the symptoms but not the cause. The sandbags have helped a lot but they are not a long-term solution.
- Significant focus was placed on the administrative work of pulling together numbers for the 1-ton truck, revising the personnel policy, and drafting a memo on the secret ballot process, all of which will be considered later in the agenda.
- I had the pleasure of speaking to a group of students at the Maple Tree Community School a few weeks ago, discussing town government and my job as Manager. I truly enjoyed it, and the positive challenge of trying to put the work I do in the context of an elementary school class. I want to extend an offer to local organizations and educators to have Town Staff participate in their events and curriculum by request. Everyone benefits from these kinds of interactions.
- Robin has been putting a lot of time in on the website and making great progress. There still needs to be more work done on re-organizing the content but the site is much cleaner and easier to navigate already.
- Gary and I conducted several site visits in advance of the foreclosure processes to determine the status of the properties as potential assets or liabilities. I hope all of the properties in question are paid off before the process comes to completion in February.
- Teresa and I met with Sam Tippet and he is scheduled to attend the Selectboard meeting on February 8<sup>th</sup>.