

## **Town Manager Report**

December 12, 2016

I have made the most of the opportunity to do some more in-depth work over the past few weeks, much of it involving Select Board goals, budget work, and the Transfer Station.

### **Administration:**

- I am continuing to record possible amendments to the Administrative Ordinance to address some of the issues we have run into over the past year.
- I have also started a short list of other ordinances that may need enactment or review.

### **Solid Waste and Recycling:**

- The annual permit application for Commercial Haulers was revised and sent out last week. It is simpler and no longer requests unnecessary information. The cover letter highlights important rules and expectations. We've received two responses so far.
- The standard invoice form for the Transfer Station has been revised. The form is more functional and has a place for item descriptions. The new form will be in triplicate rather than duplicate (so the attendants can now have a copy) which protects everyone.
- The "Recycle Guide" was revised. It details important facility guidelines and identifies the major waste streams. It also includes the fee schedule.
- I provided some time to the UMaine engineering group and also met with a CES engineer to review drainage issues on the site (including the access road) and discuss the survey.
- We have a new revised draft of the Interlocal Agreement. It is on tonight's agenda.

### **Maintenance & Infrastructure:**

- I am preparing to send out Contractor Rate Sheets for 2017.
- Culvert cleaning continued through the end of last week and will resume in the spring. We are taking a thorough look and cleaning access culverts as well as cross culverts. This will be a multi-year project.
- Roadside brush removal will begin this week following clean-up from today's storm.
- Grading was completed on parts of Luce Rd., Walker Rd., and the Transfer Station Rd.
- The report coming back from the Holder dealer was not good and the price was well in excess of what I believe is reasonable to invest in the equipment at this time, beyond necessary brake repair. I'd like to talk with Tom and John about the situation initially.

### **Personnel:**

- I am preparing for a staff meeting on December 22<sup>nd</sup>, as well as annual reviews for the staff that will take place in January

### **Announcements:**

- The Town cannot always offer monetary assistance to those in need but we can offer advice on personal finance and direct residents to other resources. If you need assistance in any area, please ask!