



## **TOWN OF READFIELD – Town Manager**

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### **Town Manager Report**

December 9, 2019

#### **Maintenance & Infrastructure:**

- The final control components have shipped for the Maranacook Lake Outlet Dam and final tree removal will occur this week. Once completed this work will leave just remedial planting and seeding for the spring.
- A combined RFP has been released for the Library Roof and Fire Station projects. A site visit will happen this Thursday with bids due in early January.
- Winter maintenance has begun in earnest and most of our equipment is performing well. We have had some electrical issues with the sander and have repair work scheduled. Our contractor has been out a few times with generally good results.
- Please check your mailbox to ensure it is sound and located in accordance with Maine DOT guidelines to limit the risk and consequences of an impact (from the plow or from flying snow).

#### **Transfer Station:**

- We have one session remaining to complete for the Operations Manual training.
- I met with a representative from KVCOG on site to discuss the facility, operations, and opportunities for assistance from KVCOG. We have a number of items to work on.
- The new attendant building is fully wired and lighted. Insulation and interior finishes should be complete this week. Public informational materials are being distributed and everything should be in place for the new-year.
- Brush and clean wood grinding is complete.
- The backhoe was sent in for repairs and was found to have old and new front-end damage. The equipment is 20 years old but has relatively low hours for the expected use. We are looking into several options from repair to replacement. During this time we are also analyzing the value of using the backhoe to compact waste and reviewing our operating procedures to ensure proper use.
- Additional lighting has been installed at the facility, with more planned for the side yard.

#### **Administration & Personnel:**

- I am pleased to announce that Melissa Small has been hired as our new Librarian!
- We have an employee meeting and training scheduled for December 19<sup>th</sup>.

#### **Announcements:**

- Dog registrations are due by December 31<sup>st</sup> in order to avoid a \$25 late fee.
- Christmas and New Year's Holiday hours will be Tuesday 8:00am-12:00 noon, closed Wednesday, for both the Town Office and Transfer Station.
- Thanks to everyone who helped with the Giving Tree. All requests have been filled, and more!