

Town Manager Report

February 9, 2016

Budget:

- The Budget has been a major focus of my attention for the past two months now. Over the past two weeks I have been working on developing some of the “big picture” information and graphics that I believe are beneficial to management and public understanding of the process.
- There was a Budget Committee meeting on 2/2 to cover the third set of departments. The next BC meeting is on 2/16 to review the draft budget.
- Please look at the website, attend a meeting, or visit the Town Office for budget information - we have a lot available.

Solid Waste and Recycling:

- I met with the Managers of Fayette and Wayne two weeks ago to discuss the possibility of Fayette partnering with us to take their waste. Right now they are looking at a lot of options but our discussion led to the consensus that we should consider this opportunity and develop a proposal for Fayette. I will be working with Teresa and Aaron to draft a proposal following nods from the SWRC and Select boards.
- The Solid Waste & Recycling Committee met on 2/3 to discuss the Transfer Station budget, fees, operations, and the question of scales (scales will be discussed later in the agenda). We continue to have a lot to do at the Transfer Station and the SWRC continues to be a good guide as they press for more efficiency and accountability.

Maintenance:

- Bruce and I have been working on a number of different options for the new truck, details to be discussed later in the meeting. Feedback from the last meeting, from the Board, and from the public was well received and understood by staff. We’re looking at smaller trucks and different makes to find a better fit operationally that will meet most of our needs.
- Bruce is continuing to provide winter maintenance support and learn his position.

Administration & Personnel:

- The Department of Labor conducted an enforcement visit last week, their first since 2002. Although we received a lot of positive feedback there are some operational and infrastructure issues that will need to be addressed. This is a top priority this month.
- We are moving forward with Karen’s Sexton / ACO / Maintenance Support / Fire Administrative Support position. We need to work with the Union on an approved job description as well as the possibility of splitting up the positions if we can’t find a qualified applicant. We will advertise as soon as possible. In the interim I have appointed Pat Wheeler as our ACO. He can be reached at 778-1422.
- A quarterly employee meeting will be scheduled for March
- A change in office hours will be effective February 29th. They are listed in the Messenger, on the website, and will be reviewed later in the agenda.
- We had our IT support technician come to the office to update software versions and take care of a few issues at various machines and on the network. Small changes can improve efficiency in big ways. We are also looking into Adobe software for document development and management.
- We continue to make changes and updates to the website. When Robin returns from vacation we will begin work on the Technology Plan.