

## **Town Manager Report**

July 25, 2016

### **Budget & Finance:**

- Teresa and I received training on a new electronic deposit program for Androscoggin Bank and now we both have full access to the online banking portal. This should highlight two important considerations in financial management - redundancy and checks and balances.
- Financing work for the new fire truck is ongoing. The application to the Maine Bond Bank is due by the end of this week and the Select Board will need to sign a statement regarding outstanding debt at their next meeting.
- The final Fiscal Year 2015 audit is available online.

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

- I have been looking closely at Transfer Station operations including waste streams, how we work with the new haulers, reviewing security needs, reviewing hours of operation, and site layout. The Transfer Station is not only a large cost center but also the most direct interface we have with residents - it needs to run well.
- We have had some damage to the equipment and the facilities at the Transfer Station and are taking measures to prevent future damage through changes to the site and SOPs, as well as training.

### **Maintenance & Infrastructure:**

- Early on in our roadside mowing we had a clutch issue with the tractor and so most intersections were cleared by hand to ensure safe sight lines. The tractor is now back in service and mowing will begin again mid-week.
- Work on the Old Kents Hill Road Box Culvert was started and completed last week.
- Our GIS software was downloaded just after the last Select Board meeting and I have spent a lot of time pulling data together, developing base maps, and introducing the software to staff so they can begin to think about applications and uses. I have already had some good feedback and I am excited about the many possibilities.
- Bruce and Anna are finished with basic mechanical and body work on the GMC Sierra and the vehicle only needs break lines and a few bulbs to pass inspection.
- Prep work for crack sealing started this weekend and work will be ongoing this week. Please be aware of workers in the roadway.

### **Personnel:**

- Individual monthly personnel meetings continue to show their value as a management tool.
- We have a new back-up staff person working with Mike at the transfer station for the next few weeks. Welcome to Casey Nadeau.
- We have a few overlaps in scheduled and unscheduled time-off during the coming week, so the Town Office will likely feel a little busier for both staff and residents.

### **Announcements:**

- I have enjoy working actively with our Age-Friendly Community Committee. They are in need of additional volunteer members to support their important work. Be on the lookout for an upcoming survey for residents over the age of 55.