



## TOWN OF READFIELD – Town Manager

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### Town Manager Report

January 10, 2022

#### Administration and Personnel:

- I am pleased to announce that Matthew Seems has joined our Maintenance team to fill the vacancy opened by Anna Carll's departure.
- Matthew has extensive experience that will add value to the services we provide to our residents. Welcome Matthew!
- We conducted three interviews for our Collections Clerk position last week and expect to make an employment offer this week.
- The Town office will be closed for Martin Luther King Jr. Day on Monday January 17, 2022
- Dog registrations are due at the end of the month. We cannot waive the late fee after this point so please register your animals promptly.
- Several Town Staff have new municipally provided cell phones. The numbers are:
  - Town Manager - 931-7680
  - Maintenance - 931-7681
  - Maintenance / Sexton - 931-7682
  - Animal Control - 931-7684
  - Code Enforcement - 931-7689
- We have been experiencing difficulties with a number of town email accounts and are working with our IT contractor to get them resolved. If you have sent an email in the past few weeks and not received a response please reach out to the Town Office.

#### Comprehensive Plan:

- We are back to nearly a full committee and have returned to regular meetings.
- Pulling all the pieces together is a challenge at times but we continue to make progress.
- We need more and better economic and demographic data to develop a complete plan and are working with KVCOG to get it - the 2020 numbers are delayed due to COVID.
- With a condensed schedule we remain on track for a November 2022 vote but delivery remains precarious.

#### Fairgrounds Ballfield Project:

- I have received feedback on the information requests sent out following the joint meeting:
  - We have proposals from Mail-Land and Regina Leonard that are within budget and are responsive to the scope of services outlined - included in the January 10 Select Board packet under "Other Business".
  - Trails and Recreation have submitted their "wants and needs" and I hope to receive this information from Conservation soon.
- The Recreation Board is focusing on document and process development.

### Readfield Corner & Sidewalk:

- We are still planning on issuing An RFP for design services for the Church Road / Readfield Corner sidewalk - TBD but likely after the winter roads and library work RFPs are released.
- There is a proposal in the January 10 Select Board packet for design work in front of the Masonic Hall and Fire Station.

### Streetlights:

- Switching to LED streetlights has consistently saved the Town an average of \$428 per month since we converted (our average bill is now \$57 down from \$485).
- I have requested five additional LED streetlights be installed (per the Town Meeting vote last June), located at:
  - Gorden Rd. and Rt. 17
  - Plains Rd. and Rt. 17
  - Old Fairgrounds Rd. and Rt. 17
  - P Ridge Rd. and Lane Rd.
  - North Rd. and Wings Mills Rd.
- CMP approval is required and most of these lights will have additional cost for drop lines and transformers.

### Fire Station Sprinkler System:

- This RFP has been issued and we have a mandatory site visit scheduled for this Thursday, with good initial response. We expect to review proposals at the February 15 Select Board meeting

### Maintenance & Infrastructure:

- Heat pumps have finally been installed on the 2<sup>nd</sup> floor of the Town Office.
- The light winter weather to date has helped ease the burden on Maintenance staff and afforded more opportunities for catch-up and training.
- Crack sealing is expected to happen this spring.
- We intend to issue an RFP for winter Roads Maintenance this month, for service in the winter of 2022/2023. I have met a few times with the Town of Winthrop to discuss the possibility of interlocal collaboration but this prospect seems unlikely given some of the logistical hurdles.
- Once we're settled in with the Fire Station Sprinkler System RFP and have issued the Winter Roads RFP we will queue up the Library Egress and Maintenance RFP, likely in February, for work to be completed before the end of the year.
- We also need to squeeze in a Road Paving RFP in the near future and likely the Readfield Corner Improvements RFP sometime this spring.
- We are trying out the idea of using a commercial cleaning service for the Library, Fire Station, and Town Office. We want to see if the extra time for staff offsets the added cost for services.

### Transfer Station:

- We had a major disruption to our recycling program around Christmas due to contractor damage to the compactor unit. The damage was repaired promptly at no cost to the Town.
- The electronic payment system has been installed and is still in trial mode. Staff identified a number of bugs and we are waiting on adjustments to the software program and correction to how fees are assessed before we go live.
- We have a Solid Waste and Recycling Committee meeting on Wednesday, January 12<sup>th</sup> at 5:00pm.