



## TOWN OF READFIELD – Town Manager

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### Town Manager Report

December 11, 2023

#### Administration and Personnel:

- The Town Office and Library will be closed Monday, December 25<sup>th</sup> and Monday January 1<sup>st</sup>.
- I requested quotes from KVCOG and a New-Gloucester based planning firm to assist with the Land Use Ordinance revisions required under LD 2003. After meeting and reviewing the proposals with PB Chair Paula Clark we decided to work primarily with NorthStar Consulting. They have resources and experience that meets our needs. The cost will be about \$4,000, which will come from the \$10,000 we have received from the State of Maine. We will also utilize support services from KVCOG but in a secondary capacity.
- Work on several budget related items is underway, with a focus on capital projects in support of our SB discussion on the subject and helping our boards and committees understand their expectations for the budget process.
- I am working on a plan to present a fully-developed proposal for the “Community Programming Coordinator” position during the budget process. The Budget Committee is interested in the idea, but expects solid due-diligence.
- Our Assessor and his firm have completed a “dry-run” review of 50 properties as a precursor to the Revaluation that will begin in earnest this spring. This represents about 3% of the total and will help ensure smooth implementation and data collection.
- We have a staff meeting planned for December 21st.

#### Roads, Traffic, Parking and Safety:

- Winter conditions continue to disappoint with lots of wet weather and partially frozen ground. This has made plowing more challenging, particularly on our gravel roads. It also means heavier material usage. Work done this fall mitigated more severe impacts from the heavy rain we just received.
- I have requested a cost and alternatives study from AE Hodson for the Salt/Sand building. They had done the original assessment and repair RFP five or so years ago and will help us establish the likely cost of various options. This is needed to update our previous work and deliver more reliable estimates. We had a site visit last Thursday and should receive a proposal soon.
- The official Church Rd. Sidewalk hearing, which will count towards our Federal Grant Compliance and present 50% plans will be held on January 16<sup>th</sup> at 6:30pm.
- I am working on a draft easement for the property at Nickerson Hill and P Ridge to address the issues there, acknowledging and accepting the location of the road on the property and setting conditions for Town maintenance of the road and signage in the future.

### Maintenance:

- Town maintenance staff have been splitting their time between winter equipment preparations, routine maintenance work, and work on the Library building over the past few weeks. Thanks to their efforts and a lot of time contributed by Kathryn and a few other volunteers the front room at the Library is nearly complete. The floor needs finishing, but that will need to be done when we can move the room contents around more freely. The back room is being worked on but still needs more rough work before finish work can take place.

### Transfer Station:

- Staffing at the Transfer Station is stabilizing with both regular FT employees being present for most of the past few weeks.
- Karen and I met with a project manager from HE Callahan to discuss their assistance with scoping out the prospective “canopy” structure at the Transfer Station and developing cost estimates. This firm has a balance of hands-on and technical ability that makes them well-suited to help us find the most likely construction method and deliver a cost-effective project proposal for us to consider. Ultimately they may also be a good choice to GC the project if it is approved, but that is a ways down the road. They had performed project management for two of our dam repair projects. I expect a cost proposal next week.