

Town Manager's Report, September 12, 2023

- **Highway-**
 - Finished FEMA clean-up and started cleaning up from Friday's storm.
 - Park and Pleasant Street topcoat pavement- next step will be to match up the lawns.
 - Roadside mowing and ditching in various spots.
 - Old salt shed was taken down today per Property & Casualty Insurance Request.
 - Red barn will be taken down on October 2nd.

- **Police Department-**
 - 7 Arrests.
 - 2 Accidents.
 - 81 Traffic stops.
 - Make-A-Wish Foundation- part 2- for a 10-year-old boy will be on 9/14. A cruiser will be leading and following his limo to I-95, where the family will be headed to Disney.
 - Pumpkin Man Triathlon event went well. There were 10-14 officers throughout the day from surrounding towns to help out.
 - A new temporary full-time officer starts this week.

- **Fire Department-**
 - 27 Calls and YTD is 370
 - Training in the Red Barn should be concluded by early October. Captain Chute has received approval from Maine DEP to have live fire training and a controlled burn of the structure, with the Town's permission.
 - Preparing for the annual Fire Prevention Week in October along with an open house later that month.
 - Lakes Region Fire Apparatus will be visiting the station this Friday to survey the tank truck. They are proposing a mild refurb of the truck through Alexis Fire Apparatus as an alternative to just fixing the corrosion.

- **Code Enforcement-**
 - 4 Building Permits with 1 pending.
 - 26 Inspections.
 - 11 Meetings.
 - 4 Certificate of Occupancies.

- **Planning-**

- I1 & I2 Zone merge.
- 1 project still under 3rd party review.
- LD2003 Ordinance change completed and waiting approval.

- **Library-**

- Solar inverters are to be replaced under warranty. Waiting on labor quote.
- A lot of items are being left on the library porch. If residents are looking to donate books or other items, they need to bring them inside for the staff to look at and decide if they can be used. **DO NOT JUST LEAVE ITEMS ON THE PORCH.** Books can be brought to the Transfer Station for recycling.

- **Recreation-**

- Last week kicked off a great first week of soccer. 22 teams and 39 volunteer coaches. 9/16 will be the first game.
- 14 new benches will be added to the fields.
- Youth and adult programming continue to be full. A new mindful-based stress reduction program will be added in the fall.
- Community Center rentals continue to be in high demand.

- **Seniors-**

- Thursday 9/7, the seniors enjoyed a Charles River cruise in Boston.
- Wednesday 9/13 luncheon will be a Sock Hop.

- **Assessing-**

- Valuation reports are now online with Documents on Demand. It has put it on the news portion of website, the Assessing webpage, the newsletter, and Facebook. There is an associated document linked on the Assessing webpage "How to Read a Trio Valuation Report" to assist the public.
- Started the 2023 Municipal Valuation Report that must be sent to the State by Nov. 1st. This is an extensive 10-page reconciling of the tax rate calculation form with all the assessing data including exemptions.
- Started the Tree Growth Roster from the Maine Forest Service where all the land in Tree Growth is reported annually during October.
- Started the Annual Sales Return to the State where the sales, values, and ratios from July 1, 2022, to June 30, 2023, are reported to the State for the next year's Certified Ratio.

- **Town Clerk-**
 - Issued almost 2200 Transfer Station stickers.
 - Ordered ballots for the November municipal election. There are 2 people for the Town Council and 1 person for the school board. All incumbents.
 - Business office staff will be in Augusta on Tuesday the 12th for the annual Clerk's Networking Day and Association Business meeting.

- **Transfer Station-**
 - Stickers are working as traffic has calmed down and is steady.
 - Reviewing Transfer Station bills to make sure the prices the Town is charging are reasonable and comparable to surrounding communities.

- **Economic Development-**
 - Working with M & T Bank, and owners of the Happy Valley to assist in their development of a Downtown Business Alliance.
 - Wrapping up the inventory piece of the Comprehensive Plan.

- **Finance/HR & Benefits/Safety-**
 - Assistant Town Manager Meetings: 8 Business Meetings, 15 Staff Meetings, and 0 Appointments.
 - Firefly Media scanned the Town Hall on 9/8 and will produce a virtual self-guided video tour to be put online.
 - Southern Maine Planning and Development Commission and Maine Department of Transportation meeting on traffic improvements.
 - Elevator quotes.
 - FEMA meeting with Jay. FEMA clean-up is done, and the last meeting will be held on 9/18 to finalize and wrap up the project. The town is looking at being reimbursed over \$100K for employee time, equipment, etc. It breaks down to 75% from FEMA, 15% from MEMA, and 10% Town responsibility.
 - Audit preparation in process for the end of September audit.
 - The lighting project has been approved by Efficiency Maine and is scheduled to start at the library on 9/12 with the Community Center to follow.

- **Admin-**
 - Website- Google Analytics- 3.5K Users. The Town Hall Projects page has had 107 views with 71 users in the last 28 days. (Handouts Provided)
 - The Town's Facebook quick link has been added to the website.
 - Town Manager Meetings: 10 Business Meetings, 28 Staff Meetings , and 4 Appointments.

- Downtown Revitalization Plan proposal discussion.
- Safety Meetings have resumed.
- Leadership training to begin at the end of the month for all Department Heads.
- Town Council pictures to be taken on 9/26 for the photo wall.