



## Town Manager's Report

April 1, 2013

Selectmen's Meeting of April 2, 2013

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### Managerial

- Audit - Both the Finance Director and I spent time working with the auditors on pre-audit materials for the FYE13 as well as reviewing the town's current operational procedures and recordings for this fiscal year. I am currently waiting for a findings report from auditor Ron Smith.
- Attended the RSU #16 Budget meeting for Town Leaders.
- The citizen matters concerning the Code Enforcement Office have been cleared up and on a positive note.
- Communities of Distinction – I have corresponded with two other towns who have participated in this venture, but as of this date have had no response. Also stated to me was that there is no guarantee that the town would be asked to participate in the future as it depends on the areas they are trying to promote.
- The Ricker Library investment workshop has been scheduled for Wednesday, April 24, 2013 beginning at 7:00PM in the Town Office conference room. In addition, auditor, Ron Smith will be present at 6:30PM this day to meeting with the Selectmen in an Executive Session prior to the workshop.
- I have a tentative date of May 14th to meeting with the Mechanic Falls Council regarding the Joint Services Agreement. Town Manager, John Hawley, will be getting back to me soon.
- I spoke with our Solid Waste Manager regarding the disposal of “sharps” at the Transfer Station and Marvin explained to me that they do follow the “Tide” container disposal method. He also gave me the pamphlets, I put one in your packets, that he has available at the Transfer Station should residents have any questions. We now have some available in the front lobby of the Town Office.
- The Board's letter regarding the Governor's proposed budget were composed and mailed on March 28<sup>th</sup>. I also have sent a letter to these offices; a copy of which is attached to this report.
- Scott Segal and I met with Rick Benoit at his request to go over Poland Community School's request for use of the remaining Capital Improvement funds that remain from prior to the forming of RSU #16. The plan is to present this request to the Board at your meeting of April 16<sup>th</sup>.
- John Cleveland and I met to discuss applying for this year's “Open for Business” program. The deadline for submission is May 3<sup>rd</sup> and we plan to have the necessary application before the Board for April 16<sup>th</sup>. Attached with this report is a brief description of the program.

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- Producing a clean title on the town property know as the "Gun Club Property" has finally been confirmed. However, the title attorney has contacted me, as well as Bill Gabriel, and another two weeks is needed to complete the paperwork for the sale. Therefore, with Mr. Gabriel in agreement, we have extended the closing date to April 30, 2013. Both parties have assured me that there should be no other obstacles.
- The Finance Department and I viewed the Trio software program for the town's payroll processing. As with viewing any program taking all the information in at once can be a little overwhelming but the familiarity with it being a Trio program was in my opinion significant to the success of the program, along with the interface it can provide with the rest of our financial program through Trio. After our information is placed in the program, we will run some test payrolls, and once we are up and running, processing payroll should take no more than 30-45 minutes tops. This program provides everything the current outsourced program does. I am very excited about this and believe it was the right move for us to make. The Finance Department is somewhat hesitant but I believe that is to be expected with changing to any new program and procedure. We will begin this process in May.

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### Routine Responsibilities:

- Financial Reviews: Banking Statements/monthly; Payroll- weekly; Payables-biweekly
- Submit Payables - biweekly
- FOAA's - Intermittent
- FOAA report – Quarterly (normally) – Report will be submitted at meeting.

### Boards/Committees/Commissions

Community & Economic Development Committee – Reminder that we have scheduled a workshop with the CEDC on May 2<sup>nd</sup> at 7:00PM here at the Town Office.

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### ACTION ITEMS:

- MDOT – Following Town Meeting, assuming there will be no issues with the "Notice of Takings" for the rebuilding of the Rt. 26 Final Mile, where would the Board like to have the payment of \$2,101 posted. My recommendation would be to put it into the Road Reserve Fund.
- I am going to ask at this time that the Board withdraw their decision to hold a Fee Schedule hearing on April 16<sup>th</sup> as their will be more fee additions and changes forthcoming regarding Town Hall Use, Library Fees, and possible CEO fees. I would recommend that a hearing on the fee schedule be held on May 7<sup>th</sup>.

Respectfully,

*Rosemary*

Rosemary E. Roy