

12/15/2011

TO: Board of Selectmen
CC: Management Team
FROM: Rosemary Kulow, Town Manager
DATE: December 15, 2011

Hiring Processes

Poland's new Code Enforcement Officer/Planner, Nick Adams, will begin working for the town on January 3rd, and the new seasonal Equipment Operator/Laborer, Andy Burnham, will start working for us December 27th. We are in the process of reviewing all the applications for the Customer Service Clerk's position and hope to begin interviews after the first of the year.

Conservation Easement

At the present time, the conservation easement is with Whitney Beal at the New England Forestry Foundation for review. After his review is complete, the easement will go to Poland's town attorney for her review, as well.

Top Chef Challenge at Middle School

It was my distinct honor and pleasure to be a judge at the Top Chef Challenge at the Middle School this week. Although the Poland Fire Department was very well represented and did the Town proud by competing with their excellent chicken wings, I have to admit that the students beat them hands' down. I offered that they need not search the community for other volunteers in the future, as I would be more than happy to serve in that capacity from now on. Many thanks are extended to the students who participated and other folks at the Middle School for their support. I am also very grateful to our beloved fire and rescue personnel for being such good sports and taking part in such worthwhile community-building events. Great fun!

Western Maine Managers' Meeting

This week I travelled to Bethel with the Mechanic Falls town manager to attend a meeting of the Western Maine Town Managers. Jennifer Williams and Joan Walton of AVCOG provided updates about transportation projects and initiatives in Androscoggin, Franklin, and Oxford counties. Robin Zinchuk of the Bethel Area Chamber of Commerce and Tony Donovan of the Maine Rail Transit Coalition spoke in favor of planned passenger rail improvements in western Maine.

AVCOG Membership

The AVCOG Executive Committee voted on Wednesday to accept the Town of Poland as a member of AVCOG on a pro-rata basis for the remainder of AVCOG's fiscal year. Members said that they were happy Poland would rejoin the organization and hoped for a sustained relationship with the Town. Poland's dues for the remainder of AVCOG's fiscal year amount to \$6,420, and membership will begin January 1, 2012. An allocation for full membership will be included in the FY13 budget, and I look forward to the Town's participation in AVCOG's services and initiatives.

Water & Sewer Project

Contract #1

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- Site work should be substantially completed by the end of next week.
- The electrical work at the tank vault building~will be progressing toward completion next week.
- We expect the work at the tank site to be completed by the end of the month.
- Startup and testing of the equipment inside the vault is expected during the first week of January.
- The tank leak test will be conducted in January once the booster pump station is operation and can be used to fill the tank.

Contract #2

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- The booster pump station roofing and trim work will be completed by Tuesday.
- The pumps and piping inside the booster pump station have been installed.
- We expect the booster pump station to be completed and ready for testing by mid-January.
- Startup and testing of the equipment inside the vault is expected during the first week of January.
- The sewer manholes and pipe have been pressure and vacuum tested.
- K & K is working on~constructing all of the brick work at the~inside bottom of each sewer manhole.~ Completion of the manhole work is expected by the end of the month.
- The water main and force main pressure testing cannot be completed until the booster pump station is operational to supply water for testing purposes.~ The testing work is planned for January.

Wastewater Pump Stations

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- All of the pump stations have been installed by AWSD
- Construction of the electrical and control panels by AWSD is in progress.
- AWSD is currently waiting for CMP to provide a schedule for supplying power to each pump station.
- It appears that the pump stations will not be operational until sometime in January.~ The exact schedule will be based on the availability of the electrical service by CMP.~ AWSD will be providing a schedule update soon.~

BIDS

Snow Plow

On December 14th, the Town received bids from two companies for a snow plow as requested. The bids were from H.P. Fairfield, LLC and Viking Cives. H.P. Fairfield presented proposals for two options – one option is for a 2007 unused, in-stock plow at a price of \$9,027 that is available immediately. The other option provided by H.P. Fairfield is for a new 2012 plow for \$10,051 that is available 30-45 days from award.

The second bid came from Viking for a new plow at a price of \$9,256.14, and the plow would be available 4-6 weeks from approval date.

The Public Works Director will have a recommendation for the Board at Tuesday's meeting after he and the Mechanic have a chance to go look at and evaluate the snow plows included in the various options.

Town Office Furnace Replacement

The only company to attend the pre-bid meeting to evaluate the existing heating system and bid on this project was Nason Mechanical Systems. They propose to replace the furnace at a cost of \$9,247.80. The budget for this project was \$8,400, but it was based on an old estimate and for a furnace only. Adequate funds are in the Municipal Facilities Reserve to pay for the cost.

In this project Nason will remove the existing heating equipment and install two highly efficient propane fired furnaces that can achieve 95.5% thermal efficiencies. The two "Energy Star" rated units will be tied together electronically to act as one large furnace system. Nason will install a new seven-day programmable thermostat, and after unit start-up they will provide an air balance of the entire system.

I recommend awarding this contract to Nason at a price of \$9,247.80. It will take 3-4 days to completely install the new system, and the heat in the town office will have to be off for about 2 days. Nason may be able to provide temporary heat while they install the furnace; but if not, the town office may have to be closed the days there is no heat. It makes sense for the furnace to be installed the last week of December, which is a short, three-day work week due to holidays.