

## 06/02/2009 Report

### Town Manager Report

June 02, 2009

- Additional meetings with the RSU about their bank services bid.
- Finalized changes to Financial Policies, distributed to staff.
- Additional revisions to the Personnel Policy.
- Analysis being done on end-of-year appropriation projects. Revenues look okay.
- Finalized coordination w/ Atty. Epstein and Mr. Hodges and the nine questions; also have reviewed all TIF files to get one consolidated notebook of all requests / responses w/ Rosemary and John Cleveland.
- Created second stipend proposal for CATV Operators.
- Continuing CEO Application process.
- Held another assessing meeting re: Campgrounds and PSB personal property issues.
- Finalized Paving Bid, Library Lift Bid and Fire Alarm Bid, Dump Truck Bid (58,000 GVW Wheeler), Copier Bid.
- Did some baseline work on the Road Surface Management System (public responsibility streets only in the new database)
- More research on composting / cat litter.
- Followed up with our attorneys on the two questions from last meeting (see responses)
- Processed numerous spring requests for PWD assistance (limbs, drainage, pot holes).
- Reviewed and revised two grant proposals being submitted by Poland Fire-Rescue.
- Worked / attended Heritage Day on May 23<sup>rd</sup> – good turnout / fun.
- Newsletter has gone to print (Rose).
- Have done the appointment and re-appointment letters and contacts (Judy).

Dana K. Lee, M.A., C.P.M.

Town Manager

[dlee@polandtownoffice.org](mailto:dlee@polandtownoffice.org)

(207) 998-4601