

**Managerial**

Special Town Meeting - As of today we are fully prepared for the Special Town Meeting to take place. All necessary and required documents have been acted upon and posted in accordance with required timelines. Repeated announcements of the meeting are going out through many means of communication. The meeting will be recorded to be played on the public access channel on the days following the meeting. I want to thank everyone involved with this high priority undertaking. It required the collaboration of two significant town boards, four Department Heads and management staff to pull all the details together. A copy of the Special Town Meeting warrant and materials are loosely enclosed for your reference.

Sale of Tax Acquired Properties – I met with realtor, Sue Meservier, to discuss the specific properties to go on the market, price, and advertising strategy that might be used. I would like to have Ms. Meservier attend one of the December meetings to meet with the Board (executive session) to discuss their intentions and or requirements in selling these properties.

**Town Office Building**

- Electricity – CMP removed the smart meter from the building on 11/14 and replaced it with a temporary meter. The original meter is being tested and I should receive a report from CMP on its condition shortly after the Thanksgiving holiday.
- Fire, Burglar and Panic Alarms – Last week Great Falls Security Systems installed an alarm system equipped with new smoke alarms in all required areas in the building, key pad entrance security, and situation panic alarms. This combination alarm system is monitored 24/7 by an offsite security service. This was a CIP/FYE12 budgeted expense that included 1 year of monitoring service.

**Departments**

Meeting - A regularly scheduled Department Head meeting was held today. A significant amount of ground was covered and although long, I believe much was accomplished. Many topics were covered from payables to a holiday party.

CEO - In lieu of Nikki's full transfer to administration, over the next couple of weeks CEO, Nick Adams and I will be reviewing the existing position for a code office assistant, prior any advertisement of the position.

**Boards/Committees/Commissions**

Ricker Library Trustees – Some items came up during the Dept. Head meeting that have prompted me to request some time at the next trustee's board meeting. i.e. winter closings, budgeting payroll, phasing of grandfathered items.

CEDC/Selectmen Workshop - I believe this workshop went very well. A new course of "*putting Poland on the map*" appeared to be the consensus of those in attendance. It was suggested that this type of workshop be held between these two groups on a quarterly basis.

**Administrative Duties**

Taxes – November begins the tax lien foreclosure process for the outstanding FYE11 property taxes. In addition to this several other tax issues needing to be addressed.

Transferring Duties – Nikki and I have been working at a steady pace, with the deliberate intent not to rush the process, to transfer specific duties from one plate to the other. Because Nikki is already skilled in many areas of the town's administration process things are going exceptionally well.

**ACTION ITEMS**

**Committee Resignation** - Acceptance of David Corcoran's resignation from the Community & Economic Development Committee.

**Staff Holiday Request** - Request to close all non-emergency services on December 31<sup>st</sup>. Staff would use personal or vacation time for the time off. This has been proposed from time to time which depending on how the holidays fall on the calendar each year.

**Rescreening of Sand** - This year's sand was screened on a 1" or better screen instead of the standard 3/8". After the most recent storm it was clear to see by what was distributed on to the roads and parking areas. The initial screening took 3 weeks, 3.5 workers, and equipment for an approximate cost of \$10,240.00, labor being the highest cost. The sand is mixed with the salt now, so the volume will be slightly larger and they will need to process it in the yard. Public Works Director, Jim Scott, has mixed feelings about the need for rescreening but has looked ahead at weather conditions and feels the best time to do it would be the last week of November. I am strongly leaning towards the need to rescreen the material. I am uncomfortable with the possible impact it may have on the roads, vehicles, drivers, etc. I would appreciate the Board's opinion on this situation of rescreening of our sand material.

Respectfully,

Rosemary E. Roy