

C. TOWN MANAGER'S REPORT

Town Manager's Report: Town Council Meeting of 05/15/2018:

1. Thank you to Town Council: I greatly appreciate the assistance from the Town Council for allowing me to reduce my work schedule to 40 hours per week and I really appreciate your support on this change. Obviously decreasing my time from 80-90 hours a week to 40 hours a week resulted in over a 50% decrease in time and workflow. As we discussed during the last three years, there was considerable concern in having one person attempting to cover the Town Manager's Job, Assistant Town Manager, Economic Development, Grants Administration, writing grants, all of these projects, financial reconciliations and so forth. It was quite an overload but it is hard to add positions here. I did keep up with it and we made millions of dollars. This is the first time that I have worked a regular schedule in many years. Also, I thank the Mayor for acknowledging how dedicated I am to the Town and assistance in having this change made.

2. New Position: I also thank the Town Council for the new position that was funded. I always thought getting the position approved would be the hard part but with the low unemployment, it is getting the right person that is the hard part. We heard this over and over again during the Job Fair last week. The following steps were taken during the three advertising periods: the traditional media ad, free websites postings, our website posting, postings at universities, distribution to economic development entities for posting, posting on the State of Maine JobLink Program, Skowhegan Career Center Program staff distributed it to everyone in their system, economic development people I work with sent it out to all their contacts, postings at the Job Fairs in the State, Maine Municipal Association Jobs Listing and more. After all this, we are now conducting interviews. As reported previously, the first two rounds did not have any qualified candidates and absolutely no one to interview. This last round resulted in 7 applications, we scheduled 5 interviews, 2 cancelled and 3 interviews were completed. The applications were due on May 4, 2018; the interviews were scheduled that day and took place on May 11, 2018. More interviews are also being held this week as soon as people confirm. Councilors are assisting with the interviews. In addition, I also spoke with the staffing agencies and asked them to report any candidates that they would have for the position and there is a process in which you hire the agency and transfer the person over to the Town, paying a finder's fee. I received no candidates from that process. I spoke with the major recruiters at the Job Fair and advised of the position and to send anyone who might be promising. No leads were provided. We are in hopes that the interviews this week will be fruitful.

3. CIP Process for Paving Program & Major Road Repairs:

The road program that was purchased by Public Works does not seem to be effective. It contains google maps and 3 categories to input for surface, drainage and signs. We will continue to look it over, but I do not see that this will add much enhancement to the CIP that we currently have.

4. Town Budget Process: Due to some misinformation circulating about the budget process, I thought I would list the steps for everyone's knowledge. Over the years, Councilors have asked for projects to be included, Councilors have asked for items to be excluded, Councilors call to provide their thoughts on the budget goals and Additional as well as discuss their items at meetings. After everyone has their opportunity for input, the Town Council approve the entire process including budget goals. If the Town Council would like any changes let me know early on as this appears that it is going to be one interesting and lengthy budget process this year.

Steps in our approved Budget Process are:

1. Discuss upcoming budget, give ideas and budget goals to Town Manager.
2. Town Manager compiles information for budget goals from Town Councilors and staff.
3. Town Council approves Budget Calendar and Goals for the Budget Development.
4. Budget forms and instructions to Department Heads, applicable staff and other entities.
5. Draft Revenue Budget compiled by Town Manager
6. Budget requests due to Town Manager's Office, including back-up
7. Town Manager/Department Head Conferences if needed
8. Revenue Budget Finalized.
9. Finance Committee reviews the Additional Requests
10. Expenditure Budget Compiled.
11. Overall finances reviewed.
12. Completed Budgets to Town Councilors, including back-up budget listing
13. Workshops begin on all of the department budgets.
14. Set public hearing on the annual budget and capital budget
15. Public Hearing held on annual budget and capital budget as part of Regular Council Meeting.
16. After review and/or amendment, budget is approved.
17. Compile and print Final Municipal Budget.
18. Final Municipal Budget Available.

5. Recycling Program Enhancement: The new glass crusher has arrived and will be put into operation shortly.

6. Main Street Streetlights, Traffic Lights and Municipal Parking Lot Lights:

There seems to be some misunderstanding that the Public Works Foreman has been conducting electrical work without a license on the downtown lighting system. The Foreman was working with Tom Chadwick who has maintained the downtown lighting system since the 1970's. Tom has been our electrician for decades and works on several buildings. We thank Tom for all of his assistance in getting the traffic lights and municipal parking lots on. At the last meeting, we thanked Cianbro's electrical department for getting the streetlights on. We actually have several electricians that we work on depending on the infrastructure that is involved.

7. Mosher Bridge and Sebasticook Street Culverts Project: The projects are the repair of the Sebasticook Street Large Culverts and the repair of the abutments on the Mosher Bridge on Crawford Road. The bid specs were recently released with a deadline of Friday, June 08, 2018 at 10:00 am for bids to be received. There will be a pre-bid conference on Friday, May 18, 2018 at 10:00 am at the Pittsfield Town Office to review the details of the project. Contractors

are encouraged to review the sites prior to the pre-bid conference.

8. George Street Water Main/Valve Project: The Water/Sewer Department was unable to replace the George Street gate valves on the scheduled date of Thursday May 3, 2018. A key valve in the Assistant Water/Sewer Superintendent's plan would not shut down completely. The staff then tried to turn another valve off that resulted in shutting down the water to an additional area that was not notified, including a large employer. This project was shut down as the entire area had lower water pressure. Scott studied the system maps and recommends that rather than spending a lot of money on installing valves, that it would be better to shut the water off at Waverly Street. This would allow the Department to shut water off for all of Hartland Ave. including Bates, Union, Ruth and Seabastcook Streets.

9. State of Maine Bridge Projects: MDOT has advised that more bridge projects are coming our way. In addition to the three bridge projects on I-95 and the Recreational Trail Span, the Snakeroot Road bridge and the work on Mount Road decking, MDOT will also be working on the I-95 North bound bridge over Madawaska Bridge. As with the Main Street project, I advised of the activities in June for the Bicentennial and the Egg Festival in July. More information will be coming.

10. Request for Qualifications/Experience Statements for Airport Planning and Engineering Services: This Request for Qualifications for Engineering Services were due on Friday, May 4, 2018 at 2:00 pm. We received 4 qualifications proposals. The Airport Committee is reviewing the proposals and will make a recommendation to the Town Council. Calls were made to the Airport Committee members last week to pick up their packages. There are instructions and a ranking form included with the qualification booklets. The rankings are due on Friday, May 18, 2018. Based upon the rankings, we will determine if there will be interviews and how many. A recommendation will be made to the Town Council in June 2018 for an engineer for the airport for the next 3-5 years.

11. Uncompensated Employee Time: At the last meeting, I reported on the amount of uncompensated balances for employees' time which is a liability for the period ending December 31, 2016 as the 2017 audited figures were not available. The 2017 audited figures are still unavailable as the auditors have not been back. As noted previously, our auditing firm is having some staffing issues so our audit is still in progress for the period ending December 31, 2017.

To move forward, I have been through the documents to release the totals. I know that I was instructed to have the list given out, however, towns do not issue lists of the employees with the amount of their specific benefits due to confidentiality. The total liability for the uncompensated time that would be owed to the employees if everyone left on December 31, 2017 was \$134,413.89. This is comprised of \$118,580.44 for Governmental and \$15,832.65 for Business type activities. Like the State, we can add time ever year but when someone leaves, they can only get cashed out at the maximum. The winter's comp time has impacted part of the increase from 2016.

Of the 25 employees with accumulated time, 8 employees are maxed out. These are your long-term employees who have stayed with the Town for decades. One of those employees is myself as the Town Council knows from the discussions over the last three years. As an idea

of how my time relates to the total time on the books, it is 9% of the total time. The plan to address my time that was agreed upon by the Town Council was to use a lot of time up prior to retirement so that it will not impact the overall budget. As discussed, to do that, we would need an Assistant to cover so that I could go away for 6-8 weeks a year on vacation and actually use and enjoy my benefit package. For obvious reasons, I could not go away for any extended period of time now. Until we hired and trained the Assistant, I was directed to take long weekends and a few days here and there which I have done. When people have been here a long time, they get a lot of benefits. The sick time operates the same way, however, most people try to bank it so that they have protection in case they get sick. The *overtime/comp time* is the frustrating one as some is alright however, some of this is due to the scheduling in the highway department as well as the storms happening on nights and weekends. Water/Sewer is too high too and after the winter, there is a prohibition put into place for overtime/comp time unless there is an emergency. The amount is higher on December 31, and then all of the requests for time off start to be filed and time is used up. So far this year, there have been 36 requests for time off and 12 pending as we are planning out the summer vacations now.

I have charts if the Town Councilors would like to look at this after the meeting or schedule an appointment or come by the Town Office. I plan to contact other towns to see how they address it. My past communities were doing this the same way as they did not budget for it either.

12. Surplus Property Sale: Bids were due by Friday, May 4, 2018. The bids were secured in the safe and opened Monday morning, May 7, 2018. Donnie Chute, Transfer Station/Recycling Coordinator, was able to review the bids late last week to determine if the bid amounts received were more than the revenues that the Town would receive by scraping the items including the cost to take the items to market. In the Council approval, we had asked to be able to accept the bids if the items were small and if there were significant funds, we would bring the items back for placement in the reserve accounts. The total of the bids came in under the Reserve Account minimum that was set so these items would be posted to the Miscellaneous Revenue Account for Town Property Sale in the Revenue Budget and would not come back to Council.

The following individuals are the proud new owners of the Town's Treasures:

1.	2003 Toyota Forklift	Jesse Lupo	\$507.00	
2.	2002 Roll Off Compactor Can	Mike Bolster	\$500.00	
3.	2000 Accurate Roll Off Can	Mike Bolster	\$500.00	
4.	1998 Roll Off Can 30 Yd Recycling	Mike Bolster	\$500.00	\$2,007.00
5.	1976 John Deere 350 Dozer	Dan Watrous	\$425.00	
6.	1993 Ford Ranger Pickup	Linden Buzzell	\$350.00	
7.	1995 Ford 350 Dump Truck	Linden Buzzell	\$450.00	
8.	1965 Grade All Highway	David Connors	\$766.66	\$1,991.66
9.	Homemade Utility Trailer Cemetery	David Connors	\$133.33	
10.	Metal Utility Cart	Frank Cochran	\$5.00	

Library

\$4,136.99

To be posted on the Town's website for peoples' knowledge: Steps for a sale are:

1. Get department heads on board to get rid of their belongings.
2. This involved a meeting with several individuals. Everyone likes their junk here.
3. Receive consensus to move forward including how much is enough in order to put the funds into the Reserve Account, what is a fair value for scrap, etc.
4. Agenda item is submitted with pertinent information for Council approval.
5. Timeline developed for the project.
6. Ad created for the newspaper listing the items.
7. Posters made from the ad to take around town to promote the sale.
8. Bid forms developed to list each item.
9. Free advertising to promote the event by staff using websites, Facebook, sending around to other towns and entities. Call interested parties list that is kept.
10. Notify all department heads that prior to the ad being published all of their junk needs to be taken to the PW Garage. That way everyone goes to the same place and people are not wandering around at several locations. All treasures are located at one site unless we cannot move it such as the Box Trailer.
11. PW shows the bidders the items, department heads answer a few questions.
12. Staff give out bid sheets and answer admin questions.
13. Staff creates a Bid Opening Document.
14. Bids are opened.
15. Tally made.
16. Donnie is contacted to review the bids.
17. Donnie determines if the highest bid is above the scrap value and cost of each item.
18. Discuss the results and staff calls the high bidder for notification.
19. All bidders have a week to pay for their Treasurers and to haul them out.
20. Staff determines when to haul out the remainder of the items that can go to the scrap dealer which are:
The Box Trailer at the Transfer Station
1976 FMC Street Sweeper
1981 Ford L800 Chassis Only
7 yd Dump Body
12 yd Sidewinder Sander Body
25" Sanyo Television went to the Recycling Center to Electronics Heaven