



TOWN MANAGER'S REPORT MARCH 18, 2020

ADMINISTRATION

- I announced that the Town Office would be closed to the public until at least March 30. We are reviewing conditions and agency recommendations; we may pivot towards offering window service at the Town Office, if residents arrive with all necessary documents. Also depending on conditions, access may be completely discontinued. I will continue to communicate with the board on this.
- The archival services contractor came and picked up Waste Management files last week for scanning and indexing. The project was estimated to be approximately 70 boxes totaling 245,000 document scans; there were actually over 120 boxes. I am working with the vendor to stay within the scope of our budget and ensure that we are getting what was committed. They have indicated a reduction in the price per scan.

AIRPORT

- We have received comments from FAA and MaineDOT regarding the proposed taxi lane project. The comments were minimal and Gale anticipates that the documents should be ready for publishing next week. Tentatively, the bid information will be hosted online with documents being published on March 27, with a pre-bid conference on April 2, and bid opening on April 18. Meetings will be held via conference line.

ASSESSING

- Donna will be next Thursday, as scheduled, to finish up work ahead of April 1.

CODE ENFORCEMENT

- We continue to monitor the proposed junkyard property off Willow Street. A Notice of Violation has been issued as the applicant has continued to haul in junk without a permit.
- The Planning Board approved a solar application for approximately 20-25 acres of development on River Road. The construction timeline is planned for work to begin later this spring and ideally concluded before winter.

FIRE/EMA

- The Department has begun the process of licensing for emergency services. The license application has been filed with the State and the initial order of equipment/supplies has been placed.

LIBRARIES

- In consultation with the Trustees, the decision was made to close the Library until March 30, subject to adjustment based upon conditions.

SEWER

- I've spoken with USDA regarding the financing of the sewer bond. Our first obligation of \$2.8 million was at a rate of 2.8% for 28 years. It appears as though after April 1, that rate will decrease to 1.375%. We will close on the first loan in the next quarter to capitalize on this rate.
- March 23 is the lien filing date for unpaid January/February/March 2019 sewer use charges. As of now, there are 20 accounts that are subject to lien.

RECREATION

- All activities and signups have been postponed. Decisions will be made regarding use of the gymnasium, depending on the decision of the school and recommendations from the State.
- We've moved ahead with the planning and design of the ballfield drainage project. The Rec Committee met to set an outside timeline for construction, which is June through late-August.