



Manager's Memorandum
April 29, 2025, Selectboard Meeting

To: Selectboard
From: Tony Ward, Town Manager
Date: 04-24-2025
Re: Selectboard meeting 04-29-2025

Below are notes for agenda items for the April 29, 2025, meeting

5. Managers' Update

- A. The last of the road postings on gravel roads were removed on April 22nd.
- B. The Selectboard and the Finance Committee finalized the FY 26 budget last week. This budget has a reduction in the operating budget and a slight increase in total spending (operating, capital, debt payments and special revenue expenses). Exact numbers will be provided at this meeting.
- C. The Town Office installation of a new keypad entry system is completed. This system allows tracking of all employees' entry and exiting. It also provides us with a more efficient process of ceasing potential unauthorized entry via undocumented keys.
- D. The Town recently inspected by the Maine Bureau of Labor (OSHA). They inspected our 300 reporting logs for the past 5 years, Public Works, Fire Department, Transfer Station/Bulky Waste and the Pleasant Lake/Parker Pond dam. Overall, the inspection went well, but some shortcomings were identified. Once we receive the final report, I will share with the Selectboard and public. I anticipate receiving the report in 6 to 8 weeks. The majority of our shortcomings were documentation of training. The largest structure discussion will be related to a lack of safety rails around the spillway of the dam and the non-water side of the dam. We anticipate rectifying any training documentation within the next few week and we are already obtaining quotes for installation of railings on the dam.

Old Business

6. The Selectboard will discuss proposed Senior Tax Credit Ordinance.

Included in the Selectboard packet is a draft Senior Tax Credit Ordinance. The language in the draft is slightly different than the Selectboard's original dialogue. The necessity for these minor changes is based on legal review and compliance with Maine law.

The impact on the FY26 budget would be minimal as currently written. If the ordinance was approved at June's Town meeting, the first round of credit applications would occur by May 15, 2026. This would provide the Town exact number needed for funding in FY27. The Town would have additionally collected \$25,000 from FY2026 that remains in a special revenue account. The first tax credit would not occur until October 2026.

7. The Selectboard will discuss Selectboard goals for FY25.

The Selectboard discussed FY25 goals in mid-2024, but no goals were finalized. Chairperson Connelly requested the Selectboard revisit this discussion.

I would recommend the Selectboard conduct a retreat in June with an independent moderator to assist in defining goals for FY2026.

8. The Selectboard will consider a construction overlimit permit and local bonding requirement for Maine Department of Transportation project #026228.00 (Crooked River Bridge Rehabilitation).

Included in your packet is a letter from Maine Department of Transportation (MeDOT) that outlines two key points. MeDOT is requesting a construction overweight limit be issued to the contractor for the above project. The second point is that if local roads are used, that the municipality may require a bond for their roads.

Upon speaking with George Macdougall, author of the letter, he advised that MeDOT does not anticipate any municipally owned roads would be used for this project. They anticipate only state owned roads be driven upon for this project. He additionally stated that in 12 years of experience, he never experienced a municipality require this bonding.

Staff and I , along with the staff from Naples, recommend the construction overweight permit be endorsed by their respective Selectboards.

9. The Selectboard will consider appointing Carolyn Drew to the Planning Board as an Alternate; Courtney Walsh to the Open Space Commission; Joe Armenti to the Zoning Board of Appeals and Timothy Walsh to the Veterans Committee.

The Town has posted several board, committee, and commission openings for the past few months. To date, we have only received one notice of interest for any vacancy. Staff and I would recommend the Selectboard appoint each of these members to the perspective volunteer opportunities. Staff and the Selectboard should be familiar with all the applicants since they already serve on other boards/committees. The applicants are:

- Carolyn Drew -Planning Board as an Alternate
- Courtney Walsh - Open Space Commission
- Joe Armenti - Zoning Board of Appeals
- Timothy Walsh - Veterans Committee

10. The Selectboard will consider legal services for the remainder of 2025 due to Jensen Baird's elimination of Municipal Law division of firm.

The Town recently received notification from Jensen Baird that they will no longer provide legal services in general municipal law. Included in this packet is the formal notification from Jensen Baird about their decision. In addition, they advised that Benjamin McCall is transferring his practice to Drummond Woodsum.

Included in the Jensen Baird notification letter is a request for the Selectboard to decide of retaining Town records. They request notification that the Town either have our records forwarded to Drummond Woodsum transferring with Ben or have them returned to the Town. Speaking with Ben McCall, Drummond Woodsum is willing to accept all his current clients and accept the transfer of current records/actions. If the Board decides to proceed in this direction, the only modifications in the Selectboard-attorney relationship would be different e-mail and telephone numbers.

As you are well aware, the three individuals that report directly to the Selectboard are the Assessor, Attorney and Town Manager. Thus, any decision relating to legal representation is solely determined by the Selectboard. The Selectboard must determine if they wish to transfer all legal representation to Drummond Woodsum or release a Request for Proposal for legal representation. The number of law firms with specialty in general municipal law are minimal in the greater Portland region, but the remaining firms are well known within the municipal realm.

New Business

11. The Selectboard will consider awarding the bid for the recent Request for Proposal for replacement ambulance.

As previously mentioned in the manager's update, the Town completed an RFP process for a replacement ambulance. Included in your packet, is a synopsis of the review process conducted by the Fire Department's new ambulance committee. Please see their memorandum to see the details outlining their recommendation.

Below is the initial breakdown provided to the Selectboard of the bids. There are difference in my initial synopsis and the numbers quoted in the recommendation letter.

- Autotronics, LLC first bid was for 2025 Ford F550- 7.3L Gas 4 x 4 Braun Chief XL Ambulance with a purchase price of \$456,000 less \$100,000 trade in for a total cost of \$356,000. The estimated delivery date is February 2026.
- Autotronics, LLC second bid was for a 2024 Ford F-550 6.7L Diesel 4 x 4 Demers MXP-170 ambulance with a purchase price of \$438,000 less \$100,000 trade-in for a total cost of \$344,000. The estimated delivery date is 2 months after final approval.
- Greenwood Emergency Vehicle's bid was for 2027 Ford F-550 193 Gas 4 x 4 Horton 623 with a purchase price of \$358,750 with trade-in or \$346,250 with trade in if prepaid.. The estimated delivery date is approximately 520 days after receipt.

Chief Cole will be present to answer questions about the bid process and the recommendation. Additionally, we will be requesting the authorization to order prior to Town Meeting with a caveat with Autoronics that the final purchase is pending Town Meeting approval. The Town completed a similar agreement during the purchase of the new engine. Chief Cole and I request this authority due to all fire vehicles being purchased through Autotronics increasing 4% on May 1st.