



Manager Memorandum
April 16, 2024, Meeting

To: Selectboard
From: Tony Ward, Town Manager
Date: 04-11-2024,
Re: Selectboard meeting 04-16-2024

Below are notes for agenda items for the April 16th meeting

5. Managers Update

- A. The installation of LED lights in the Town Office and Community Center was completed. These new lights were paid for with ARPA funding and grant funding. Thus, no property tax dollars were utilized in this upgrade
- B. We are in the process of trying to obtain an intern for a road inventory and documentation of all road facts. We are working with the Margeret Chase Smith School of Public Policy in identifying candidates for this project. In addition, the Town received a \$3,500 grant from Maine Municipal Association to assist in paying for this intern.
- C. The Town's Public Works crew and local contracted services are still in the process of removing tree debris from Town easements and properties. The April 4th storm substantially damaged multiple trees throughout our community.
- D. The ever-changing weather is causing havoc with local roads. This is a friendly reminder that Town is responsible for only Town owned roads. Maine Department of Transportation is responsible for repairs of road damage or potholes on Meadow Road, Poland Spring Road, Roosevelt Trail, and State Park Road. Road Associations are responsible for the repairs to any private roads
- E. The Town received several applications for the vacated truck driver/laborer position. I anticipate conducting interviews within the next couple weeks.

Old Business

6. The Selectboard will consider the Fiscal Year 2025 Budget.

Included in your packet is a synopsis of the budget numbers as of the March 26th workshop. The only remaining discussion points are the amount of roadwork to perform and the funding sources to complete this task. The winning bid was for FY25 base road projects, and a bid alternate was Glidden Construction. Their bid was \$395,994 for the base bid and \$225,920 for bid alternate. The total cost of both projects would be \$621,914.

To date, the proposed budget has utilized \$510,165 of unassigned funds for capital projects and debt elimination (\$176,865 debt elimination and \$333,330 capital). The Board must decide what manner of funding the recommend for the above road project for Town Meeting approval.

New Business

7. The Selectboard will discuss an update on MSAD # 61 Budget Warrant.

MSAD # 61 Superintendent Al Smith will present modifications to the School's Budget warrant and the potential effects of the changes to the warrant. The changes are based on feedback from public hearings about the budget and relate to the School Resource Officer.

8. The Selectboard will consider a lease with the US Postal Service.

Included in your packet is a request from JLL on behalf of the United States Postal Service requesting a 5-year extension of their lease at 942 Meadow Road. The proposed lease agreement would extend the Port Offices lease March 31, 2031. The proposed lease would be an annual lease of \$34,081. The previous 5-year lease was for an annual amount of \$31,427.

9. The Selectboard will discuss the necessity for a Request for Proposals (RFP) for FY25 through FY29 plowing services.

During the budget workshop process, a member of the Selectboard inquired about the Town initiating a Request for Proposal (RFP) for partial plowing services for the years FY25 through FY29. No formal dialogue occurred about this comment. Staff and I are seeking guidance about the whole Selectboard's direction on the winter snow plowing for FY25 through FY29 and the necessity for a Plowing RFP.

If the Board wishes for an RFP, I will contact our current vendor and advise them of your guidance. We would then release an RFP with a closure date of May 9, 2024.

10. The Selectboard will consider members of the Comprehensive Plan Implementation Committee.

The Town received 11 applications for participation on the Comprehensive Plan Implementation Committee. Since the initial communication, one of these individuals withdrew their name. The current residents interested in this committee and will participate in the interviews are Sam Brown, Pam Edwards, Deb Fogg, Tom McCarthy, Rae-Anne Nguyen, Tiffany Payton, Desmond Pieri, Halsey Snow, Michelle Williams, and Robert Williamson.

Workshop

12. The Selectboard will conduct a workshop related to a property line dispute.

Resident David Kimball will present information relating to a long-term property dispute or concern.