



Town Manager's Report to the Town Council

Submitted by:
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July 2, 2012

Town of Winslow - In the heart of Central Maine representing People, Pride and Progress.

TAX ACQUIRED PROPERTY UP-DATE

Last month I reported we had acquired seven (7) properties for unpaid property taxes. A letter was sent to the previous owners on March 15th informing them of their right to reacquire their property by paying all unpaid taxes and fees, as well as, the coming fiscal year's property taxes within 90 days. Three property owners took advantage of this opportunity so we now have four (4) newly acquired properties.

I have gone through our complete list of tax acquired properties and I have prepared Council Order No. 12-2012, which if approved would authorize me to put five (5) of the properties out to bid.

In addition, attached to this report is a list of ten (10) tax acquired properties, with corresponding maps, that we will need to discuss at the July 9th meeting to determine which properties should be sold and how they should be sold.

FORT HALIFAX PARK IMPLEMENTATION COMMITTEE UPDATE

Last month I submitted a Letter of Intent to apply for funding through the Maine DOT Transportation Enhancement program. The requested funding will allow us to complete the following elements in our Fort Halifax Park Concept Master Plan:

Engineering & Design	\$22,000
Gravel for Parking & Roadway	\$16,000
Paving	\$50,000
Granite Curbing (installed)	\$20,000
Misc. Materials	\$10,000
Labor & Equipment	\$50,000
Railroad Crossing	<u>\$10,000</u>

TOTAL \$178,000

In the Council packet is Resolution 23-2012, which if approved would authorize me to submit a Transportation Enhancement grant to the Maine DOT. There is a 20% local match requirement totaling \$35,600 that can be an in-kind match as well. Funding for the project would not be awarded until FY 2014. The deadline for the grant application is August 3, 2012.

TOWN OFFICE ENTRANCE UPDATE

In April I reported that this past winter we had a customer sustain a minor head injury after falling coming into the Town Office through the parking lot entrance. Over the past 5 years we have had 10 people fall coming into the Town Office through that entrance.

A couple of weeks ago while I was discussing the entrance with the Public Works Director another customer fell entering the town office. Fortunately the customer was not hurt. The distance from the landing to the door step is 4" and ideally it should be no more than 1/2".

The Public Works Director has given me a plan to redesign the entrance at an approximate cost of \$4,000. The plan includes two sets of concrete stairs with 3 steps each and a short concrete landing between the steps. The concrete landing leading to the entrance will be nearly level and just 1/2" below the door.

I have given the Public Works Director permission to order the stairs so that we can take advantage of the concrete deliveries that will be made during the Police Department renovation project.

Our Public Works Department will do the earthwork required to redesign the entrance, which will help to keep the cost of the project down.

MUNICIPAL & SCHOOL SPORTS TRACK COMPLEX UPDATE

At the last Council meeting the Council approved the first reading of Order No. 11-2012, which if approved would authorize me to borrow up to \$200,000 to complete the reconstruction of the Municipal & School Track Complex. As we discussed at the meeting if reconstruction does not begin before August then it is very likely the complex will not be used again next year for school sporting events.

The Parks & Rec Director, Dennis Dacus, has requested budget numbers from two companies who specialize in sports track complexes. Unfortunately the budget numbers will not be available until our meeting on July 9th.

Preliminary budget numbers, however, indicate the project could cost between \$160,000 and \$210,000. Included in the estimate is the reconstruction of the track, 2 runways, the High Jump and Shot Put areas. A decision will need to be made on what type of track surface will be used, which will have an influence on the final budget numbers.

If we do some of the work ourselves, such as digging up the old track and replacing it with 4" of gravel, the final cost could be reduced by up to \$50,000. John Cornish from Maine Tennis & Track will be at the Council meeting on July 9th to answer any questions the Council may have about the track complex project.



KSB SOCCER FIELD UPDATE

At the last Council meeting the High School Athletic Director, Carrie Larrabee, commented that the KSB Soccer Field has a drainage issue that would cost \$15,000 to fix. During a recent meeting with Ms. Larrabee she said she has learned the cost to fix the drainage issue would more likely cost \$50,000+. She said an engineer would need to be hired to design a drainage system and to develop cost estimates for the project.

Ms. Larrabee and our Parks & Rec Director, Dennis Dacus, will explore field scheduling and use options that will not require installing a new drainage system. For example, if the KSB soccer field is used strictly for youth programs then it would not require the installation of a drainage system.

TOWN CDBG UPDATE

At the March Council meeting I discussed submitting a Letter of Intent to apply for a CDBG grant on the town's behalf to help fund roof and other repairs that are needed at our Industrial Building.

I will be submitting a letter of intent on July 3, 2012. I estimate the costs of improvements as follows:

\$126,840 > Roof Repairs & Replacement

\$70,000 > Sewer System Upgrade

\$32,000 > Replace 3 Furnaces

The total project cost is **\$228,840**. The grant requires a 1:1 match so our share of the project will be \$114,420. We are required to create 1 new job for every \$30,000 in grant funds so we will be using 4 of the new jobs created by Orion to support our application. If our letter of intent is accepted then we will be invited to submit a full grant application.

TOWN CHARTER AMENDMENT

Article 7, Section 701 of the Town Charter addresses the election of School Committee members. Section 701 does not stipulate that committee members must be elected on staggered terms and it does not require that they be voted on by voting district. However, we currently have the committee members on staggered terms and they are voted on by the voting district.

We should amend the Town Charter to reflect our current practice. If the Town Council are in favor of this amendment then I will work with the Town Attorney to develop the amendment. I will then present the amendment to the Council in the form of a Council Order. State law requires that we have a public hearing on the Order which we can do at the second reading. If the Order passes then the amendment will be placed on the November election ballot.

FY 2012 BUDGET UPDATE

Saturday, June 30, 2012 was the end of our FY2012 and it appears we will end the year in the black. We were under budget by approximately \$280,901. Our projected revenues fell short by approximately \$55,641. This number will decrease as we continue to receive FY2012 tax revenue. We will have final numbers in August when we complete our annual audit.