



# Town Manager's Report to the Town Council

Submitted by:  
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December 6, 2011

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

## **AOS 92 BUDGET MEETING**

On Wednesday, 12/14/2011, at 6:00 pm there will be a public meeting and public vote on the proposed AOS 92 budget. The meeting is being held at the Winslow Junior High. Citizens from Vassalboro and Waterville will be present and voting as well.

Attached to my report is the AOS 92 Budget Warrant. The overall proposed budget is up by 6.29% or \$104,906.63 when compared to last year's budget. The following is a breakdown of the overall increase:

System Administration + \$65,102.70 or 5.12%

Transportation + \$31,546.94 or 29.7%

Special Education + \$8,256.99 or 2.85%

Winslow's share of the AOS 92 budget increased by 7% or \$38,133.70.

## **HEALTH INSURANCE INCREASE**

Our employee health insurance will be increasing by \$17,640 or 4% in 2012. Over the past three (3) years our average annual health insurance cost increase has been 8%.

## **TAX ABATEMENTS**

In your packet is Order No. 10-2011 and if approved will abate the personal property taxes owed on 14 accounts totaling \$26,056.16. Some of the unpaid taxes date back to 2004. Attached to the order is a spreadsheet that includes an explanation for the abatement request for each account.

## **FIREWORKS MORETORIUM**

In your packet is Ordinance No. 8-2011 and if adopted will place a 180 day moratorium on the sale of consumer fireworks in the Town of Winslow. This moratorium does not

prevent the use of consumer fireworks, which becomes legal on January 1, 2012. The moratorium will give us more time to decide whether we want to allow, disallow or restrict the sale and/or use of consumer fireworks in Winslow.

I have invited Steven Marson, the President of Central Maine Pyrotechnics, to the Council meeting on December 12th to answer any questions the Council may have on consumer fireworks.

## **RFQ'S FOR THE POLICE FACILITY PROJECT**

I sent out a Request For Qualifications for Construction Management services to four construction firms. I also advertised the RFQ on our website. We received a response from Peachey Builders and the Sheridan Corporation. Both companies have been in business for 64 years and they are both local companies.

I met with the Police Chief and CEO and we reviewed the RFQs. We concluded that both companies do quality work and are more than capable of providing us with Construction Management services. We unanimously agreed, however, that we preferred Peachey Builders primarily because they have done projects for us in the past (Public Works garage for example) and we have been more than satisfied with their work and customer service.

At the December 12th Council meeting I will be asking the Council to allow me to negotiate a Construction Management contract with Peachey Builders that I will bring back to the Council for final approval.

OVER

## RULES & PROCEDURES OF COUNCIL MEETINGS

Some time ago the Town Attorney recommended that the Rules & Procedures of Council Meetings (RPCM) document be officially adopted by the Town Council by an ordinance. It was originally adopted in 1970 by a resolution.

In the Council packet is a current copy of the RPCM, which is on the Council agenda as a discussion item. I would like to know how the Council would like to proceed with updating the document before it is presented for adoption with an ordinance.

## FY2013 BUDGET PREPARATION SCHEDULE

I have already begun working on our FY2013 budget. I will have the budget to the Council on or before March 2, 2012. In the Council packet is a draft Budget Preparation Schedule, which is summarized as follows:

- Monday 3/19/2012 @ 7:00 pm > Workshop
- Monday 3/26/2012 @ 7:00 pm > Workshop
- Monday 4/2/2012 @ 7:00 pm > Workshop
- Monday 4/9/2012 @ 7:00 pm > 1st Reading
- Monday 5/14/2012 @ 7:00 pm > 2nd Reading
- Tuesday 6/12/2012 > School Budget Vote

Please let me know if you are unable to make any of the workshop dates.

## 1ST COUNCIL MEETING IN JANUARY

This is a reminder that the first Council meeting this coming January will be Tuesday, January 3rd at noontime. At this meeting the Council will be voting on two resolutions. One will be to set the Council's compensation for 2012 and the other will be for setting the regular Council meeting dates and times for 2012.

As in the past, a light lunch will be served.

## MANAGER'S VACATION

If there are no objects from the Council, I am planning to take a vacation the week of December 26th. Donna and I are planning to stay in the area so I will be available to address any town business that needs my immediate attention during that time. Therefore, I will not be designating anyone to act as manager while I am on vacation.



*Please have a safe & happy holiday season*