



Town of Monson

10 Tenney Hill ~ Road PO Box 308 ~ Monson, Maine 04464-0308

Tel: (207) 997-3641 Fax: (207) 997-3785

Town Manager
Report 10/24/19

Town Office/Town Clerk

Short Term Goals/Projects: Update Tax Cards and property Files

Sort, figure out and update all town keys/locks

Create a companion procedure document for monthly checklist

Long Term Goals/Projects: Updating of the town office procedures

Digitizing town records

- Purchased the full version of Adobe Acrobat to help with the scanning project

Public Works

Short Term Goals/Projects: Finish updated maintenance

Long Term Goals/Projects: Create Road Book for Road work completed and work to come

- Sand, Sand, Sand and down trees has been the last couple of weeks.

Fire Department

Short Term Goals/Projects: Moving their office items downstairs for when the office there

Work on filing better

Work on BLS findings

Long Term Goals/Projects: Continue working on the ISO rating list

- Applying for a grant to offset the cost of the dry hydrants

Transfer Station

- Due residents not following the recycling procedures, we have decided to begin putting all recycling in with the solid waste as this is what will be doing when Fiberright is fulling up and running and it should be soon.



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Short Term Goals/Projects: See Attached Project Spreadsheet

Long Term Goals/Projects: Make everyone happy

- Rapid Renewal for online registrations will take another module from TRIO, waiting for the cost of that.
- Bicentennial committee hasn't met for a little while but will soon as some people have been working on things and want to share that progress.
- The BLS reports were mailed out so the town will receive that and begin to work on it and correct anything that hasn't already been corrected.

Town Manager Project List

Task Description	Task #	Status	Assigned To	Dates		Notes
				Start	Finish	
Finish Project progress tracker	1	Completed	Daniel Swain	5/9/2019	6/13/2019	
Possible Municipal Solar Farm	2	In Progress	Daniel Swain	5/13/2019		PPA was signed on 10/3/19
Street Light Conversion	3	Waiting for Email/Phone response	Daniel Swain	5/17/2019		Need to schedule conversation with Affinity
Paving	4	Completed	Daniel Swain	6/27/2019	8/22/2019	
Town office repair	5	In Progress	Daniel Swain	6/17/2019		JK and Killams need to finish before healing is installed
Clean out old food cupboard	6	In Progress	Marti Gagnon	6/1/2019		Need to continue
Clean up and organize meeting room	7	In Progress	Daniel Swain	6/1/2019		
911 Address update	8	Completed	Daniel Swain	9/1/2018	9/3/2019	
PW task spreadsheet	9	In Progress	Daniel Swain	5/9/2019		Updated as of 9/10/19
Road Book	10	Waiting for Email/Phone response	Daniel Swain	5/9/2019		Waiting for state data
Banking RFP process	2	Completed	Daniel Swain	5/9/2019	7/11/2019	Awarded to Androscoggin Bank
Recycling options	3	In Progress	Daniel Swain	7/8/2019		Fiberright delays opening again
Apply for King grant to fix information board	4	Waiting for Email/Phone response	Daniel Swain	9/16/2019		Submitted
Research grants BB court and baseball	5	Not Started	Daniel Swain			
Get updated quotes for canal fence	6	In Progress	Daniel Swain			Get steel quote
Smith Animal Issue	7	Completed	Daniel Swain	11/9/2017	10/10/2019	
Grant for Perkins Septic	8	Waiting for Seleccion Meeting	Daniel Swain	7/22/2019		Work has begun

Dry Hydrants	9	In Progress	Daniel Swain	6/3/2019	Ready to bid Lake Hydrants
Public WIFI	10	Waiting for Email/Phone response	Daniel Swain	4/1/2019	Grant submitted to MCF
Town EOP	11	In Progress	Daniel Swain	9/30/2019	Starting to write the plan with Amanda and Tom C.