



Town of Monson

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

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Town Manager Report 1/23/2020

Town Office/Town Clerk

Short Term Goals/Projects: Create a companion procedure document for monthly checklist Long

***Term Goals/Projects: Updating of the town office procedures
Digitizing town records***

- Most of the carpentry work downstairs is done
- Robert Jarvis helped organize and figure out the mess downstairs

Public Works

Short Term Goals/Projects: Keep up with snow and ice

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

- Been working a lot of down trees and branches.
- Data is entered for the road plan

Fire Department

Short Term Goals/Projects: Moving their office items downstairs

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

- Will be meeting with them in the next week to figure out what comes next after they get their extra space.

Transfer Station

- Nothing new to report

Town Manager

Short Term Goals/Projects: See Attached Project Spreadsheet

Long Term Goals/Projects: Make everyone happy

- Have been doing a lot of clean up in TRIO, accounting and just purging old records.
- Downloaded a program that allows remote computer access and have been doing some more work from home off hours.
- There is a joint effort going on to complete the application to be a pilot time for Maine Community Foundation grant program to help with downtown revitalization.