



Town Manager's Report to the Town Council

Submitted by:
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September 6, 2011

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

ANNUAL FINANCIAL AUDIT UPDATE

The Auditors have provided me with some preliminary numbers and they are very encouraging. Our unassigned (formerly undesignated) fund balance, including the School Department, grew by \$196,313 to \$4,252,005. This is good news since we had budgeted to use \$298,000 of the unassigned funds. On the municipal side of our budget our revenues exceeded projections by \$398,908 and our net change in the general fund balance was \$535,432. However, due in part to the School Payroll Accruals our combined fund balance decreased by \$160,065. I hope to have the final audit sometime in October.

POLICE DEPARTMENT ADDITION

Now that I have some preliminary audit numbers I have revised the cost estimates and funding options for the Police Department Addition (see attached). As you will see I have added the option of a second floor, which could serve as our Council Chambers. The old chambers could be remodeled to free up space in the Codes/Assessing office. To add the second floor now will likely be 1/3rd of what the cost would be if we decide to add it later.

And, as you will see, I am also proposing we use \$300,000 from the unassigned fund which will leave approximately \$261,293 to be financed if you decide to incorporate all of the Construction Options. If you decide not to add the second floor then it may not be necessary to finance the project, in which case, I would recommend we begin the project in late winter. Waiting until late winter will give us the flexibility to budget for additional costs in the next budget if the design/build figures come in higher than expected.

If you decide to finance a portion of the project then I would recommend we begin the

project now by first requesting design/build bids for the addition. Once we know what our financing needs are we can then request bids for financing.

We will discuss this in more detail at Monday's Council meeting.

LITHGOW STREET LIBRARY BUILDING

As you know, C.O. Beck & Sons were awarded the bid to reroof the library at a cost of \$15,580. They have agreed to accept half a payment of \$7,790 this FY and the remainder in July of FY2012 at no additional cost or interest. This will give us the benefit of spreading the cost of this project over two budget cycles.

On January 6, 2011, our Capital Planning Committee issued a report on the current condition and future needs of eight of the Town's facilities that had exceeded or were nearing the end of their useful life. The Lithgow Street Library was among the facilities assessed by the committee.

The committee noted that extensive maintenance was needed on the windows and exterior masonry. The committee concluded that due to the fact that the Library does not serve a municipal purpose but is of historical importance to the town then restoration and maintenance efforts should be funded through grants and/or donations.

The Library is currently leased by the Tacconnet Falls Genealogy Society for \$1.00 a year. They maintain the interior of the building and they keep it heated. The Genealogy Society, however, only uses about half of the building so there may be room for another tenant.

I am scheduled to meet with the Genealogy Society and the Friend of Fort Halifax (*Over*)

*(Lithgow St. Library Bldg
Cont.)*

on Wednesday, September 14th at 6:30 pm to discuss the possibility of the two groups collaborating to maintain the Library as a Genealogy Library and a museum consisting of town history and the history of Ft. Halifax.

If they are agreeable and the Town Council supports the idea then I would suggest that they be required to meet an annual fundraising goal to maintain the Library.

I have prepared an Annual Fundraising Goal Worksheet (see attached) that could be used to set a fundraising goal for the two groups. As you will see in the worksheet the total estimated cost to address the current maintenance needs is \$10,715.50 so there is a need to do aggressive fundraising initially to address these needs sooner rather than later.

The other option for the town would be to sell the library. Our Assessor has reviewed the assessing data on the library and has concluded the library could have an assessed value of \$286,400. She recommends that if we decide to sell the Library then we should have an appraisal done.

It is important to note that although the Library is in a flood zone it has not been threatened by a flood since the removal of the Edwards Dam in

Augusta. Prior to the removal of the dam it is my understanding the Library basement had to be emptied at least once a year due to the threat of flooding from the Kennebec River.



We will discuss the future of the Library Building in more detail at Monday's Council meeting.

HEATING OIL AGREEMENT

Last year we pre-bought our heating fuel from Spring Brook Ice & Fuel. This year we are planning to do the same

In your packet is Resolution 18-2011, which if approved will authorize me to sign an Oil Purchase and Storage Agreement with Spring Brook Ice & Fuel Co. for \$42,252. We will be purchasing 13,500 gallons of fuel at \$3.15 a gallon. We had budgeted to purchase 12,100 gallons at \$3.15 a gallon so this contract will put us over budget by \$4,410. Last year we used 13,327.6 gallons and exceeded our budget by \$4,897.44. Any unused oil can either be rolled into the next FY or sold back to Spring Brook.

CENTRAL MAINE GROWTH COUNCIL

Darryl Sterling the new Executive Director for the Central Maine Growth Council will be at our Council meeting on Monday to introduce himself to the Council. Darryl has over 23 years of municipal, no-profit, and private sector experience in economic/community development.

JR. HIGH SCHOOL FACILITY

I recently spoke with School Superintendent Eric Haley regarding the future of the Jr. High School Facility and he said he intends to put together a committee to explore the options. He said one or more Town Councilors and myself would be invited to participate on the committee.

ICMA ANNUAL CONFERENCE

From September 18th to the 21st I will be attending the 97th Annual City/County Management Association (ICMA) Conference in Milwaukee, WI. This will mark my first attendance at ICMA's Annual Conference so I am looking forward to attending quality workshops and networking with professionals from across the country.