

# MANAGER'S REPORT

## TOWN OF POLAND, MAINE

To: Board of Selectmen  
Date: 3/15/16  
CC: Department Heads, Committee Chairs

- 1. Meetings:** We held our monthly Staff Meeting on the 3<sup>rd</sup>; Department Heads were directed to start thinking about employee performance evaluations which are due the end of June. I attended the Veteran's Information Seminar on Saturday the 5<sup>th</sup> at the Oxford High School; approximately 50 attendees. Earlier today I attended the Executive Board meeting for MMWAC and we did the first review of the FY17 Budget.
- 2. Accident Investigation Training:** All Department Heads attended Accident Investigation Training conducted by the Loss Control Department from the Maine Municipal Association. This training was relating to accidents involving employees while performing their duties or visitors while on Town property.
- 3. Drone Workshop:** Chief Deputy Gagne and I will be attending a "Drone Workshop" in Portland on Thursday the 17<sup>th</sup>. This is being put on by the Maine Municipal Association Legal Department. The purpose is to discuss the legal issues concerning governmental and private usage of drones in the community.
- 4. Scholarship Committee:** The Scholarship Committee will be meeting on Thursday the 17<sup>th</sup> at 7:30 at the Ricker Library. They will be reviewing and discussing the updating of their by-laws. I will attend to assist them and explain the financial process here in Poland.
- 5. Main Town Office Server:** We are having major issues with the main server here in the Town Office. This server supports all the computers in the

building including the operation in the front of the Town Clerks Department. We have been experiencing issues with the vehicle registration process along with other licensing and permitting. We have managed to do some minor temporary adjustments to keep us up and running. We were planning on replacing the server after July 1<sup>st</sup>, unfortunately we cannot wait that long. We will therefore be conducting the replacement on Wednesday March 23<sup>rd</sup> starting at noon. All computer operations will be down for the remainder of the day including the Clerk's Department.

**6. Windows 7 Upgrade:** We have also been notified that the Windows 7 operating system will no longer be supported. We have numerous computers on Windows 7 which need to be upgraded to Windows 10. This process will be taking place over the next 2-3 weeks. We do not anticipate any service disruption as a result of this upgrade.

**7. Tripp Lake Beach Update:** Scott Segal our Recreation Director has confirmed that Poland Spring Bottling has pledged \$5,000 towards the Tripp Lake Beach project. They will also be providing two plastic recycled picnic tables. A big thanks to them!

**8. Posted Roads:** Please be advised Public Works has posted roads in the Town. Vehicles over 23,000 pounds are excluded from use of those roads. We expect cooperation with this program to help us preserve our roads.

**9. MMWAC:** The Executive Committee at MMWAC is down to three finalists for the position of CEO/Executive Director. Final interviews will commence soon and the goal is to have someone in place by May.