

**Town Manager Update Report  
December 11, 2015**

Below is a brief update on the past week in review:

- A claim has been filed with the insurance of the driver of that damaged the Fairgrounds fence. Included with the claim was an estimate of the cost for repairs.
- Last Tuesday Steve Libby, Linda Chase and I attended the Maine Municipal Association workshop on Roles of Elected Officials and Municipal Managers.
- Notification of the TAP bid award has been sent to the high bidder of 328b Sabbathday Road. The notification includes instructions for closing the purchase and the unsigned deed for their review.
- Staffing
  - This past week hiring decisions were made for the positions of PWD Heavy Equipment Operator (Grader Operator) and Custodian. While I've received verbal acceptance from the candidates, I will make a formal announcement once they have signed their employment letters.
  - This coming week are the Round Two interviews for the Fire and Rescue Chief position.
  - The Deputy Treasurer Application period closes this Friday. This past Wednesday was the final day in the office for Harry Childs, our former Deputy Treasurer.
- Department head budget meetings with the Town Manager are scheduled for this coming week. CIP Meetings are scheduled for Wednesday and Thursday of this week. These are the final meetings before the committee does their ratings.