

TOWN MANAGER'S REPORT
FOR THE JANUARY 8, 2019 TOWN COUNCIL MEETING

- ◆ **FY2020 Operating and Five Year Capital Improvement Plan**
Staff has started work on the FY2020 Budget. The Water Budget and Capital Budget will be presented during the January Budget Workshop. The Fee Schedule will also be discussed and reviewed
- ◆ **Reassessment Project - Update**
Ms Georgianna Trietley of Appraisal Services has reported that she and her business partner have started inspections and the project is going very well.
- ◆ **Curb Painting Project – Bear Trap Dunes**
The curb painting project in Bear Trap has been completed. An on-site inspection of the work was conducted by the Town's DPW Supervisor, Kurt Olsen, along with the contractor.
- ◆ **2018 Bi-Annual Salary Survey Update**
A cover letter and fillable form was mailed to the ten municipalities that participated in the 2016 Salary Survey. Responses are being returned to PKS, the Town's audit firm, who will compile the results for the Town.
- ◆ **2015 Reserve Study Update**
The accounting department has prepared a spreadsheet containing all the Capital Improvements that have been made over the past five years. The list of improvements and any new acquisitions will be provided to Bob Wheatley, managing member of the Whayland Consulting Group, who will update the Reserve Study.
- ◆ **Pre-Construction Services for the Exterior Restoration of the Melson Building**
Mr. Bob Wheatley of the Whayland Consulting Group has reviewed the scope of work provided by EDiS Company and will provide the proposed services for \$5,000. The scope of services include the following:

Preparation of bidding documents,
Review of the design documents for constructability,
A pre-bid meeting;
Procurement & Cost Control to include:

- Prepare scope of work,
- Marketing the project to bidders;
- Scope Review Meeting,
- Recommendation of trade contractor

Mr. Wheatley has also reviewed the Exterior Assessment Report prepared by TBS and is asking the council to consider letting him help by serving as an Owner's Representative and getting the design documents that the bidders are going to need in order to bid. Mr. Wheatley knows someone locally that he has worked with before who specializes in developing solutions for these types of construction defects and would like to discuss this further with council. Mr. Wheatley will speak to the council during Presentations and Communications at the January council meeting since he is unable to attend the January Budget Workshop.