

2016 TOWN OF JACKMAN
MANAGER & STAFF YEAR IN REVIEW

MEETINGS:

- Jackman Utility District
- Primary Care
- Planning Board
- Parks & Recreation Committee
- Leadership
- Board of Selectmen/Assessors
- Budget Committee
- Town Meeting
- MMTCA – Board of Directors
- Economic Development – Somerset County
- Economic Development – Piscataquis County
- Forest Society – Conservation Land
- Working with school officials – multiple times
- Meeting with town Assessing Agent – Mark Gibson
- Manager Interchange
- Meetings with business owners and other community leaders
- Maine Service Center Coalition
- AmeriCorps/KVCAP
- Tina Jarvis – Budget questions
- Jack Allen
- Barbara Conard
- Animal Control Officers
- Anna Begin – Town Park
- Old Canada Road – Tourism Committee
- Legislative Policy Committee
- Cultural Tourism & Collaboration with SenovvA, Inc. (Between Quebec & Somerset County)

TRAINING – WORKSHOPS:

- Board of Selectmen Training – Augusta
- Cyber Security – MMA
- Tax Lien Procedures
- Airport Manager trainings & Webinar
- General Assistance Workshop
- General Assistance Training
- Technology Conference/Training
- MMTC&TA Annual Conference
- Municipal Law
- Winter General Assistance Training for Programs

COMPLETED PROJECTS:

- Septic Spread Field License

- Audit
- Recovery of approximately \$208,000 of FAA grant funds and Northern Border Regional Commission
- Road Postings
- Road grading & ditching
- Addressing customer complaints – Road conditions
- FAA transfer of funds to City of Biddeford
- Food Bank monthly pick-ups
- Credit Card implementation
- Close out of Airport Hangar Grant
- Installation of Office 365 & computer upgrades
- Copier machine
- Telephone Rates
- Septic Site Spread Field Soil Test
- Transfer Station Annual DEP Reporting
- Airport tree harvest
- Purchase of Property – 22 Heald Stream Road/1 Talpey Street
- Purchase & installation of White Boards
- Purchase of Projector
- Tax Club
- Sander Repairs on new sander
- Office Entry door and downstairs door
- Security Camera – Office
- Electric Rate – MPO
- York Rock Rake Grader – Purchased & Installed
- Free “Spring Clean-up” at Transfer Station – Free disposal
- Airport Survey
- 2016 Tax Commitment
- 2016 Tax bills mailed
- Roof – Town Office
- Forest Management Plan hire
- Airport Aeronautical Survey
- CMP Poles & Lights
- Public Works filled pole holes
- Recovery of approximately \$208,000 of FAA Funds
- Correction of 2015 Tax Commitment
- Fall Clean Up – Transfer Station
- Public Lot Harvesting Contract
- Flag Sponsorship Campaign
- Organization of office
- FairPoint Communications - Poles
- Park Utilities – Electric/Sewer & Water
- Town Banking & Policy
- Maine Revenue Service
- Sappi Tree Harvest Plan – Town of Jackman properties
- Town Office Roof
- Town Office parking lot
- Pavement patching

- SAMS Update (Government grant award system)
- Sand/Salt
- GMC Plow Truck
- Organized & Managed Food Cupboard
- Put up Banners
- MMA Workers Comp Airport Safety Reviewed
- Repair of bridge lights – DOT
- Tree Growth Violation
- Worked with resident on town street ROW for building of garage on Forest/Spruce Streets
- Hiring of contractor for Harvest of Ministerial lots
- Settling land encroachment with Griffins on Talpey Road property
- Filed MSGP (Airport Storm Water Pollutions Permit)
- Filed Tier 2 DEP EPA Permit Airport Fuel
- Decorated office for the Holiday 😊

ON GOING PROJECTS:

- Moosehead Cable – Digital Cable/Broadband/Digital Phone – Active to Route 15
- Code Enforcement Officer/Licensed Plumbing Inspector - Hiring
- Town Park Restroom
- Filing
- Working with State & Federal Political Representatives
- Central Maine & Quebec Railroad - Crossing
- BETE 2015 Supplemental Billing
- Michael Chaisson Property
- Park & Recreation Committee
- Payroll Direct Deposit
- Maine Labor Board inspection of Public Works, Transfer Station & Fire Dept.
- Town Land Policy
- Demolition of dangerous building

CURRENT MMA INVOLVEMENTS for Town Manager Certification:

- President of MMTCTA (Maine Municipal Tax Collector/Treasurer Association)
- District 3 Representative Legislative Policy
- MTCMA Ethics Committee (Maine Town/City/County Manager Association)
- MTCMA Membership Committee
- MTTCA Leadership & Education Committee
- MAAO Member (Maine Association of Assessing Officers)

It isn't without leadership, compromise and teamwork that all these tasks were able to be completed. I am only as good as the team that works with me, not for me.

As you can see we continuously achieve more together for the betterment of the community.