



TOWN OF WINSLOW, MAINE

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Monthly Report to the Town Council –February 2020 - Presented March 8, 2021

It has been another busy month with lots of things in the works.

We are planning on reopening the Town Office to the public on Monday, March 15, 2021. This will still be a controlled entry and exit to limit the number of persons in the building. Access to Department Heads will remain by appointment, but we will allow those meetings to happen in the building. Customers will enter from Benton Avenue and exit through the main doorway at the parking lot. The doors will remain locked and staff will allow entry as spaces are available, or when appointments arrive. The chains we normally use for elections will direct foot traffic from the Benton Avenue entrance, through the front office and out the front door. When visiting other offices, the employee in question will come up front to escort the individual back to their office. As you can imagine this has taken a fair amount of discussion and preparation. We have had to acquire some additional equipment, such as a Ring doorbell, signage directing traffic to the Benton Avenue entry and a couple of partitions to place between the clerk stations on the customer side of the counter. We have also ordered two 8' x 12' canopy tents to place along the Benton Avenue walkway to protect customers from snow or rain while waiting. This system will be evaluated and tweaked as we go, and adjustments will be made accordingly. The hope is that by sometime this summer the spread rate will be low enough that we can open the doors completely.

Budget preparation is ongoing. To date we have held the preliminary budget workshops for all department operating budgets. Organizational Support, Capital Improvements and the revenue side of the budget remain to be discussed. All meetings have been broadcast on FaceBook Live. We still invite the public to provide feedback by email at any time during the budget process and those comments will be forwarded to the Council as they come in.

One of the most significant increases in the FY2022 budget was to the Work Comp line item. I met with John Waterbury from MMA Risk Management on February 17 to go over the new assessment and I have attached his reports. Our premium is based on a 3-year performance Experience Modifier Rating. Our current rating is based on 2017 through 2019 data (this is because prior year claims haven't cycled through yet, so the immediately preceding year's data is not used in this calculation). The good news is that overall Winslow has had very few claims for a town of our size; 22 over the last three years. Eleven of those were in the Fire Department, 6 in the Police Department and 5 in Public Works. The bad news is that the cost of those claims has been significant. The Fire Department had 2 claims which totaled \$548,695. It should be noted that neither of the losses for which these claims were filed could have been prevented by the Department. The Police Department had one claim for over \$35,000. Together those three claims constitute 94% of the total claims. We can expect our modifier to remain high for the next two years. The good news is that our other claims have been small in nature and we have no slip and fall accidents which are indicative of carelessness and poor housekeeping. We should see our numbers trend downward in the next couple of years.

The phone system in the Town Office is in need of a platform upgrade. The current platform is two versions out of date, and updates must be done incrementally. Consolidated Communications is our current provider and will perform the initial upgrade. However, in coordination with Joel Waye I have been investigating options through Otelco as well. While Consolidated runs on fiber, Otelco is Voice Over Internet. Currently the Library and Public Works are not on our phone system due to fiber not being run yet in their area. The Library runs on an in-house PBX which allows them some semblance of a phone system within their own walls. Public Works has no system at all, cannot transfer calls from one line to another and has to use an answering machine to take messages. Otelco would allow us to all be on one system, and they include a wider variety of phone management options as well as including the phones themselves. The potential downfall of VOIP is that when the internet goes down so do the phones. That means you still need a copper line in place as a backup. Otelco charges everything including dial tone and maintenance on one bill for a set monthly fee. Consolidated charges an annual maintenance fee, and we get a monthly bill for service. We also pay if a phone needs to be replaced. I am waiting on the formal proposal from Consolidated Communications in order to have a solid cost comparison between the two systems.

In better news I have been in contact with Joel Greenwood at KVCOG to finalize the Comprehensive Plan that was nearly completed last year prior to COVID taking over. The next step is to hold a Public Hearing on the contents of the Comprehensive Plan. His office is working on a plan to conduct this meeting. The original budget for this project was \$25,000. To date approximately \$8700 has been spent. Our contract with KVCOG on this project expires in April and will have to be extended. Joel will send an updated contract and timeline soon.

Piggy backing off the Comprehensive Plan, I am working with Garvan Donegan at CMGC to conduct a community survey that takes the results of the comp plan survey and expands upon them to focus on economic and community development in the town. Garvan and his team are working on survey questions and should have a first draft to me by mid-March.

Sale of Tax Acquired Properties

55 Ellis Road closed on March 3, 2021, with a sale price of \$58,000. After fees and commissions the net to the town is \$54,020.

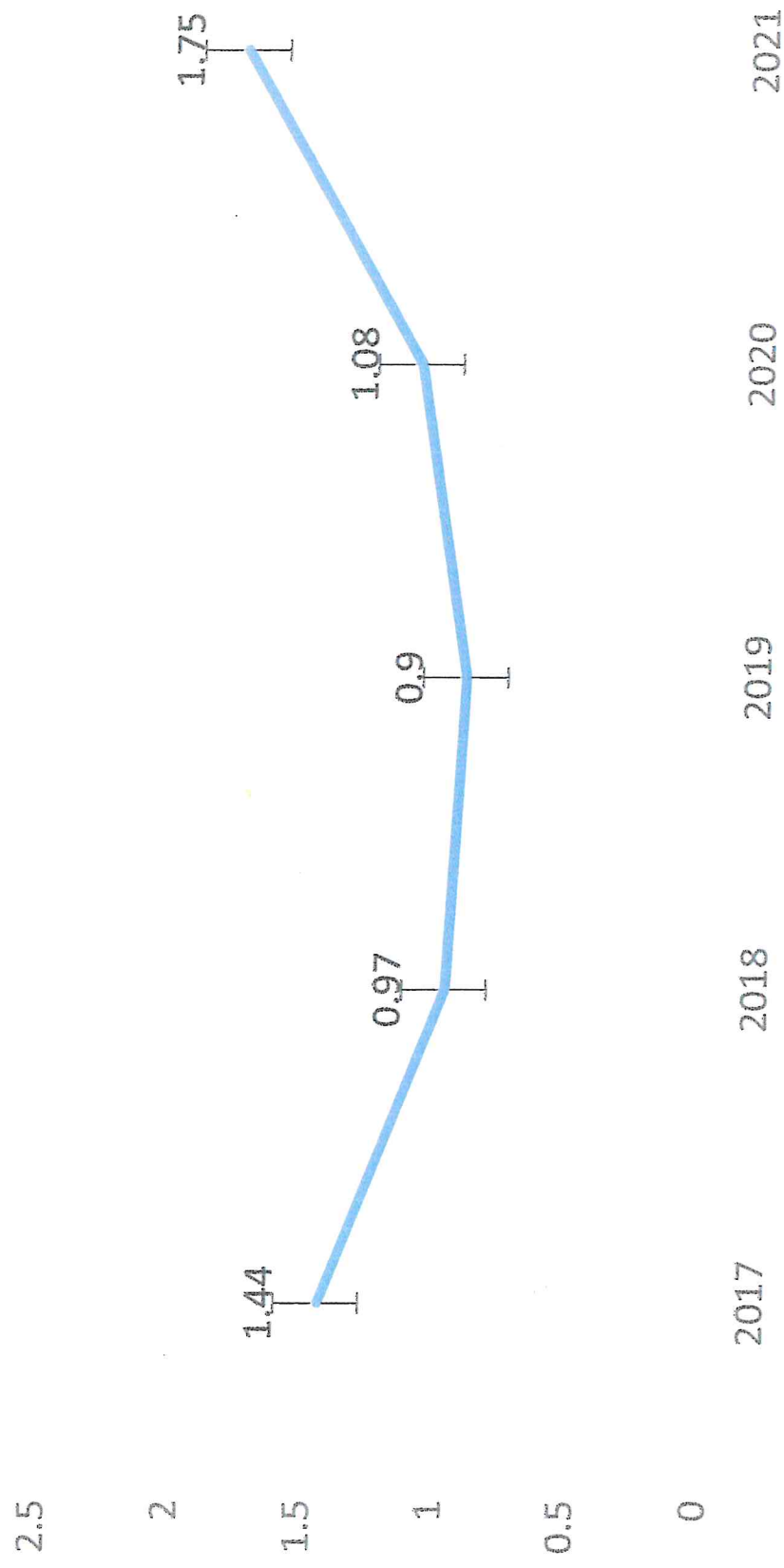
79 Clinton Avenue is under contract for \$71,000 and is set to close on March 19, 2021.

Orion Ropeworks Building

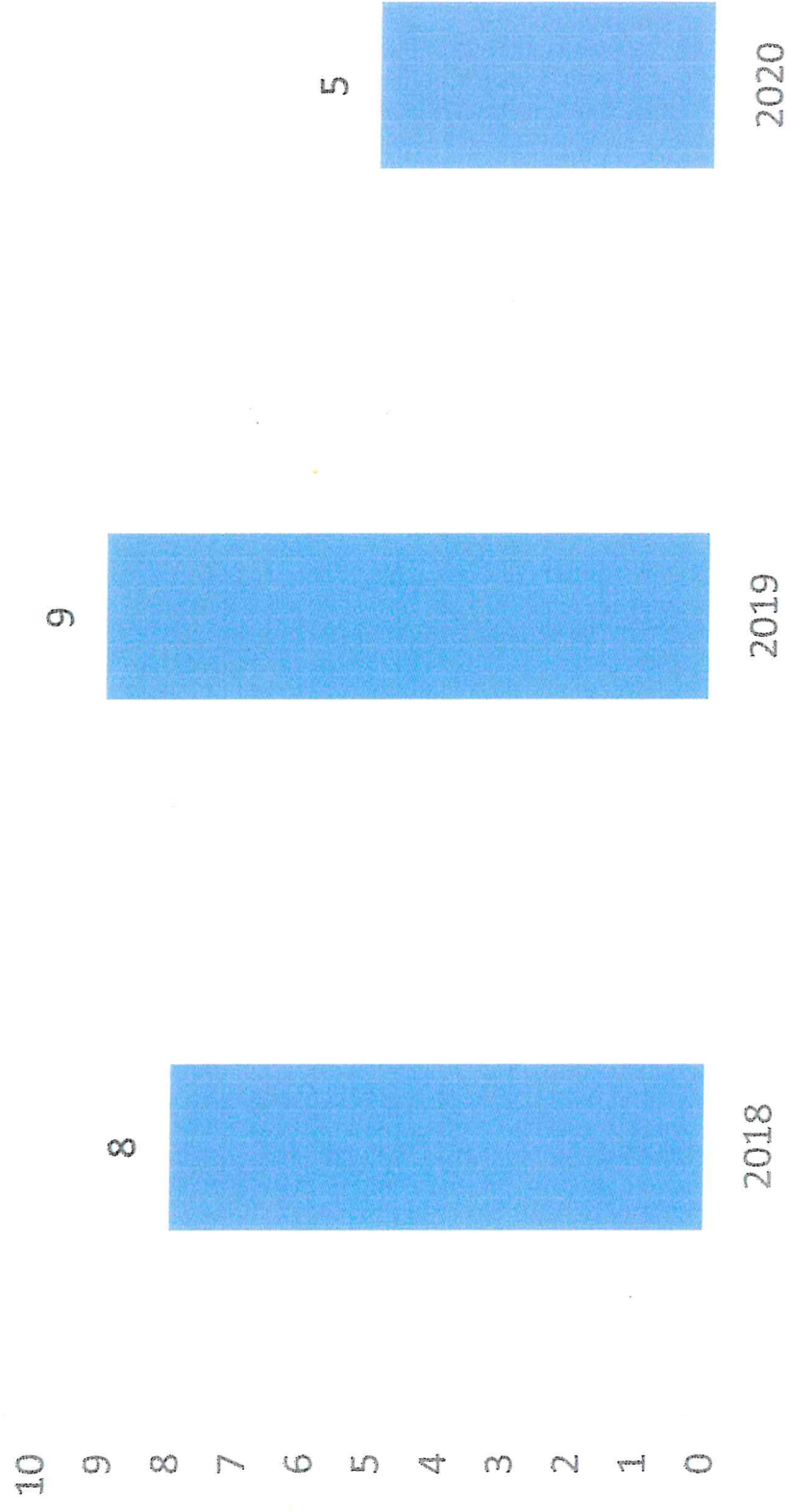
The Orion sale is scheduled to close March 15. They have reached agreement with Johnny's Seeds to extend their lease of the warehouse space in the Johnny's building which delays the requirement to remove the connecting structure.

Respectfully submitted by,
Erica LaCroix
Town Manager

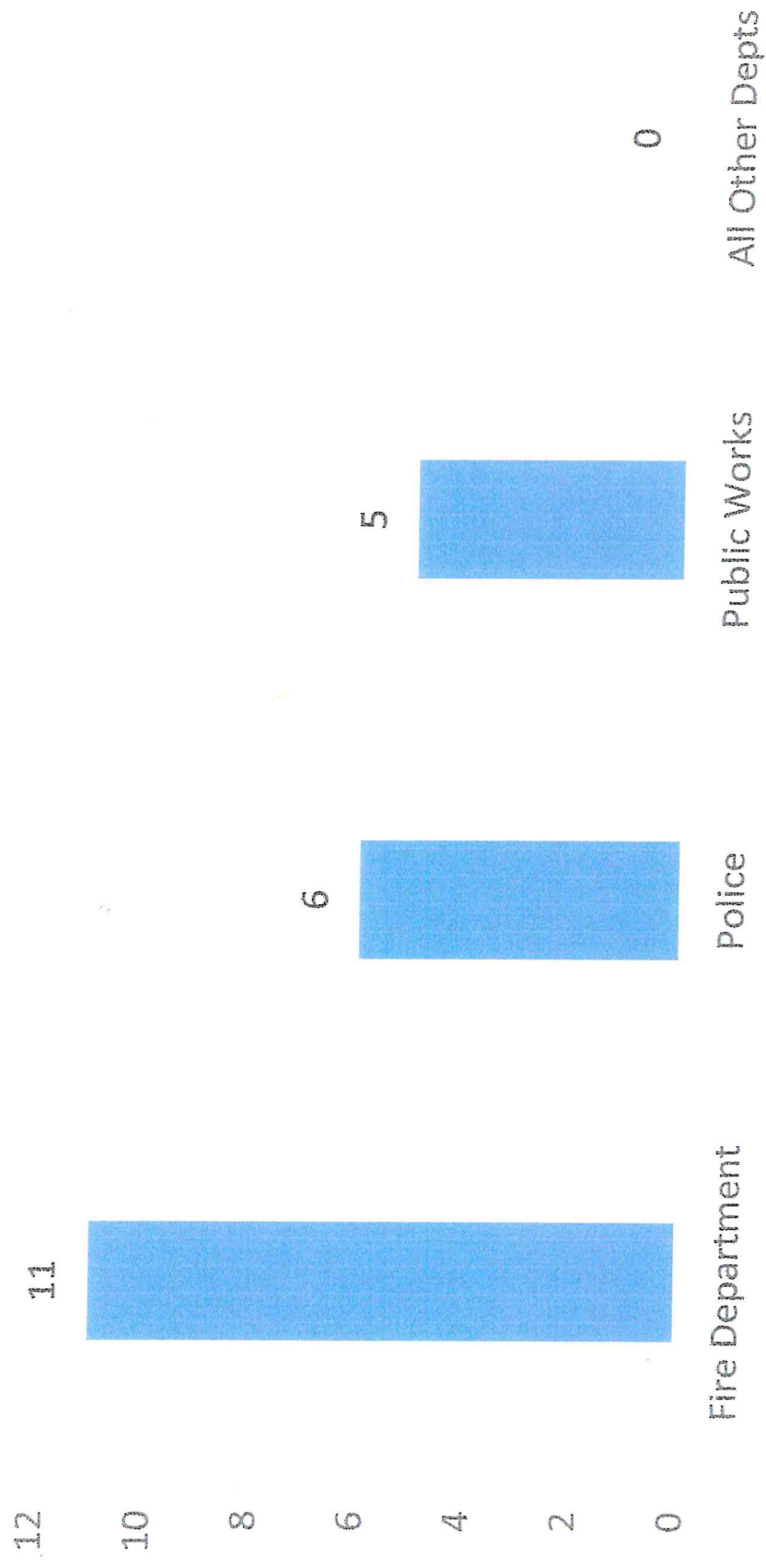
Winslow Experience Modifier Rating 2017-2021



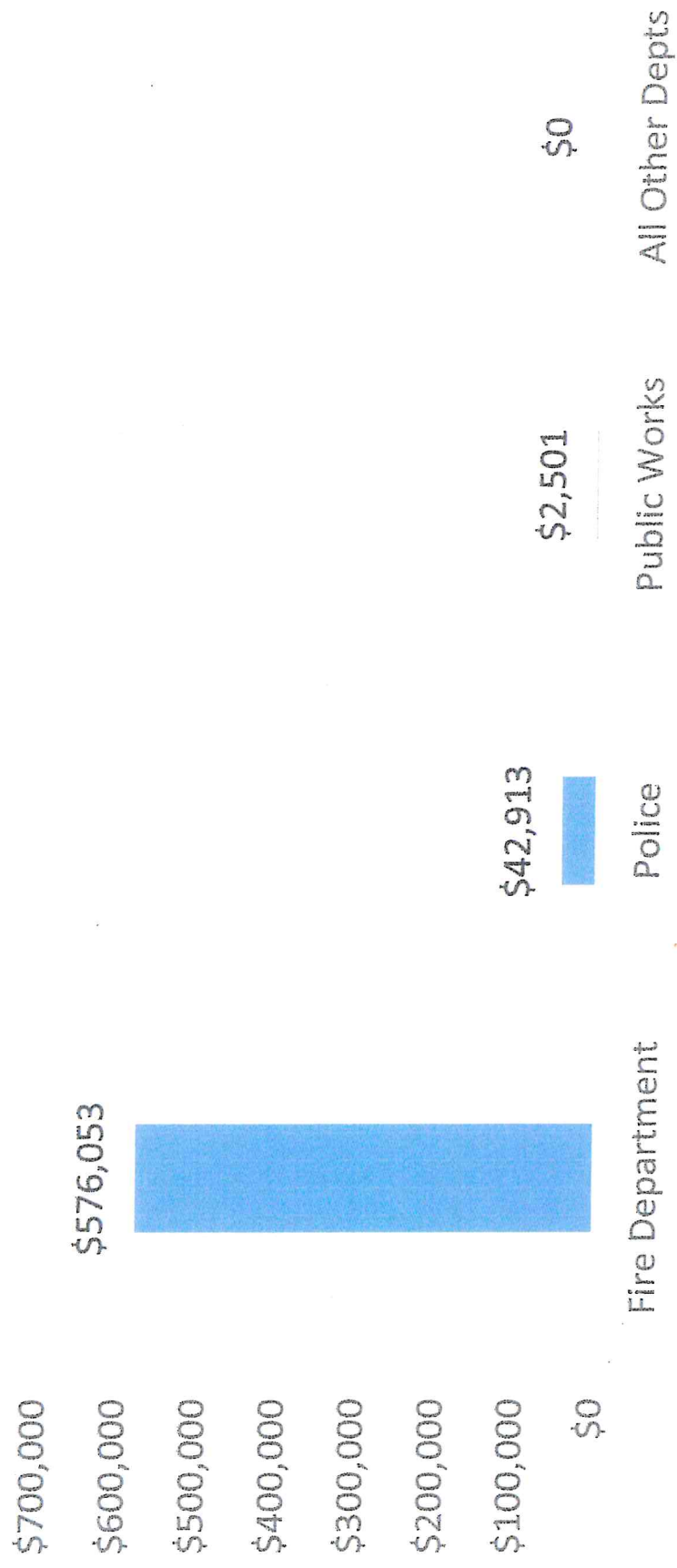
Winslow WC Claims by Year



Winslow WC Claims by Department 2018-2020



Winslow Cost of WC Claims by Department 2018-2020



Winslow WC Types of Reported Incidents 2018-2020

