

Town-Owned Property Management Board Georgetown, Maine

Minutes of Meeting—March 7, 2009

A meeting of the Town-Owned Property Management Board (“TOPMB” or the “Board”) was convened at the Town Office at 9:00 am. Those present for the Board were Myrick Freeman, Chairman, Bruce Blessington and Edwin Pert. David Moyes appeared in his capacity as a member of the Finance Committee. Charles Collins, Selectman, appeared in his capacity as liaison with the TOPMB. Terry L. Ross, contractor, was present to observe the opening of sealed bids for the Town Wharf project.

Mr. Freeman called the meeting to order at 9:00am.

Mr. Moyes then articulated certain parameters for the development of the TOPMB budget for fiscal year 2009-2010:

1. The Town has established a goal of a zero (0) increase in spending over the current year actual.
2. The Board must carefully distinguish between capital spending and operating expenses in its budget submission.
3. Mr. Moyes reminded the Board that the revenue derived from its leases belongs to the general treasury of the Town and should not be earmarked for TOPMB use. Mr. Freeman pointed out that this may not be entirely feasible given the terms of the State of Maine Submerged Lands Lease. These terms provide lease fee exemptions if the revenue derived from certain facilities is directed to the maintenance of such facilities e.g. the commercial and recreational floats at the Town Wharf.
4. The budgeted line item categories should match the actual chart of accounts used by the Treasurer to facilitate year to year comparisons and periodic comparisons of actual vs. budget. Mr. Blessington commented that this was a key objective in the budgeting process and offered to assist Mr. Moyes as required to achieve it.
5. Mr. Moyes requested that he meet again with the Board on Tuesday March 17, 2009 at 4:00pm.

Mr. Moyes then excused himself from the meeting.

The Board then proceeded to open sealed bids pursuant to a scope of work for Project No. 08025 “Temporary Repairs Five Islands Wharf” prepared by Pine Tree Engineering on January 15, 2009.

The Board received three (3) bids:

1. Atlantic Mechanical - \$8284.00 (This bid in addition to being the highest, was disqualified due to a late receipt.
2. Hufstader Construction Inc. - \$2090.00
3. Terry L. Ross - \$2862.64 (Mr. Ross provided three alternatives for dealing with the interior floor repairs as set forth in the scope of work. He also pointed out the space constraints between framing members made the bolting scheme specified in the scope of work unfeasible. His bid provided an alternate solution.

The Board, after careful consideration of all bids determined that it was in the best interests of the Town to accept Mr. Ross's bid. Upon a motion duly made and seconded, the Board unanimously voted to award the above captioned project to Mr. Ross. Mr. Freeman requested that Mr. Blessington confirm the award in writing to Mr. Ross while he would notify the other bidders of the award.

Upon a motion duly made and seconded, the Board unanimously voted to accept the minutes of the meeting of February 10, 2009.

Mr. Freeman the called the Board's attention to two outstanding invoices. Upon a motion duly made and seconded, the Board unanimously voted to approve the Times Record invoice in the amount of \$173.70 for payment. Upon a motion duly made and seconded, the Board unanimously voted to approve the New England Label invoice in the amount of \$446.02 for payment.

There being no further business before the Board, the meeting was adjourned at 10:55 am.

Respectfully submitted,



Bruce A. Blessington, Secretary