

The information contained in this report is intended to inform the Board of Selectpersons, staff, and residents some of the current activities taking place within the manager's office or the Town in general. All topics are open for discussion.

Municipal Administration - The Secretary of State's office just released notice to all municipalities that the Bureau of Motor Vehicles division will be changing the vehicle registration form to a new format with a projected start date of July 2016. The new forms will require Towns to purchase the necessary equipment to meet the state's new process. On January 13th, we received approval from the SOS's office that NYMS is a suitable venue and will now be the Town's new voting location.

Website Update - The website construction is moving along nicely. The site structure is complete, and Content Developers (VTHS) are currently working on completing areas of the website by using the data from our current site. VTHS is also working with the content submitted by the Town's site administrators. The content development deadline is January 28th, the first training will be February 4th, and the site will go live on February 11th.

Assessing - Atlantic Valuation Service (AVS) began their work with the Town on January 8th. We had the opportunity to discuss many different aspects relating to North Yarmouth's assessments, procedures going forward, and the community as well as some of the past challenges. The assessor's office hours will be every Friday from 8am to 4pm; walk-ins from 8-10am; by appointment only 11am-4pm.

NYMS RFP - To date, the Town has received two inquiries regarding the NYMS property RFP. Included with this report is a comprehensive list that illustrates the scope of the RFP circulation.

Town Comprehensive Plan - Ryan Keith and I met with the GPCOG team to initially address the Town's need to update the Town Comprehensive Plan. The GPCOG team, in turn, has conducted a preliminary review of the Town's 2004 Comprehensive Plan and is currently working on ideas related to "next steps" for North Yarmouth and this process. A meeting to discuss these plans will probably be during the first week of February.

Video Broadcasting / Equipment Evaluation - Included with the report is a memorandum presented to the Communications Committee on January 15th that outlines repairs and upgrades needed to improve the Town's broadcasting system. The Communications Committee will be providing the Board with a statement supporting the execution of these improvements. Funds from the technology and communication reserve will be used to offset these costs.

Other

Other duties included several meetings (special and committee), student exchange welcome, budget preparation, selectmen meeting materials, other meeting materials, insurance updates, and the ICMA plan renewal.

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager

