

This report covers the period of 05/16/15 to 05/29/15. The information contained in this report is intended to inform the Board of Selectmen and town Department Heads of the current activities taking place within the manager's office. All topics are open for discussion.

- ◆ **Municipal Administration** - 39 applications for the Administrative Support Coordinator position were received. Debbie and I will begin conducting interviews on Monday, June 1st. Customer service at the town office has been extremely busy now that the warm weather is here to stay. The current staff vacancy naturally influences the impact of this activity.
- ◆ **Public Works** - We are trying out (renting) a new type of excavator this season. Perhaps the most advantageous part of this particular machine is that it can travel independently on the road because it is on tires unlike the standard excavator. The size of this machine is on a considerably smaller scale and it does not take up roadway when in use in many areas. This cuts down on the need for flaggers. The body is one that pivots and allows for freer movement when working in an area. The foreman and crew are very pleased with the results thus far.
- ◆ **New Website** - The first meeting with VTHS went very well. With the guidance of VTHS, we worked through the general design of the homepage from colors and pictures to navigational tools. We expect to have some sample designs in a few weeks.
- ◆ **County Video** - Susanne Lee (EDSC) and I participated in a teleconference with CGI Communications representative, Greg Mee on May 28th. CGI is the company working on the video project with Cumberland County. Gregg explained the basic necessities, steps, etc. of the project and answered any of our questions. In very simple terms, CGI will produce for NY a 60 second promotional video about the town. In return they ask that a promotional letter from the town be sent to all businesses letting them know that CGI will be contacting them to see if they would like to advertise or have their own promotional video created and added to NY's web page. A draft letter is attached. There are no "quotas" required.

Provided there are no objections, Susanne, who is experienced in video production, will be working directly with CGI, members of the EDSC, other town committees, staff, and myself on the creation of the NY video. We were impressed with the company and the simplicity of the program. I believe that we have several businesses who may indeed take advantage of this opportunity and that this is a great move for NY's economic development.

- ◆ **Real Estate & Personal Property** - Approximately 130 *reminder notices* will be processed next week in relation to the FY15 real estate and personal property past due taxes.

To further the discussion on the ***consolidation of real estate lots*** for billing purposes, Title 36 Subsection 701-A states "For the purpose of establishing the valuation of unimproved acreage in excess of an improved house lot, contiguous parcels and parcels divided by road, power line or right-of-way may be valued as one parcel when:

- each parcel is 5 or more acres;
- the owner gives written consent to the assessor to value the parcels as one parcel;
- and the owner certifies that the parcels are not held for sale and are not subdivision lots."

The assessor will be verifying that the appropriate paperwork is on file for any properties that reflect this type of consolidation prior to the next tax commitment.

Lastly, I have enclosed with this report an article from the Maine Townsman that explains how **Tree Growth** is calculated.

- ◆ **Clean Up Day** - I will be attending Clean Up day on Saturday, May 30, 2015.
- ◆ **Knight's Pond & Blueberry Hill** - I spoke briefly with Town Manager Bill Shane and we will be working together in the near future to schedule a meeting of the Joint Standing Committee to discuss and compose a management plan for Knight's Pond and Blueberry Hill.
- ◆ **Bids/RFP's** - I have filed the necessary bid information to GPCOG for the town to participate in this year's **heating fuel bid**. The results will be in mid-June. I am also looking at the bid results for **gas and diesel fuels**. Although we did not participate in the bid calculations we can still use the winning vendors if we choose. Lastly, before the Board is the final proposed draft for the **Hydrogeological RFP**.
- ◆ **Meetings** - The **Strategic Planning Committee** for MSAD #51 resumed meeting this week. The Strategic Plan for the next three years is complete and will go before the **School Board** on Monday, June 1st for approval. I plan to attend this meeting. I will be attending the **GPCOG** annual business meeting on June 17th and the **ecomaine** annual meeting on the 18th. My first meeting with the **auditors** to begin the FY15 town audit will be June 22nd. Next week CEO Keith and I will be meeting with administrative representatives of **Pownal** to discuss our joint CEO services.

The monthly **Department Head** meeting was held on the 26th. Department Head performance evaluations are complete. Support Staff evaluations for the PWD & Municipal Administration were completed prior to DH PE's. The NYFR support staff PE's are planned for completion by June 30th. The Chief will be implementing a new, more proficient PE process in which he will evaluate his officers, and the officers will evaluate their assigned staff. I have one support staff PE to complete.

- ◆ **Safety Works** - Safety Works will be here on June 11th & 12th to perform consultation inspections of the NYFR and Town Office facilities.
- ◆ **FOAA's** - Four (4) FOAA requests were processed during this period.

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager