

This report covers the period of 04/02/15 to 04/17/15. 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.

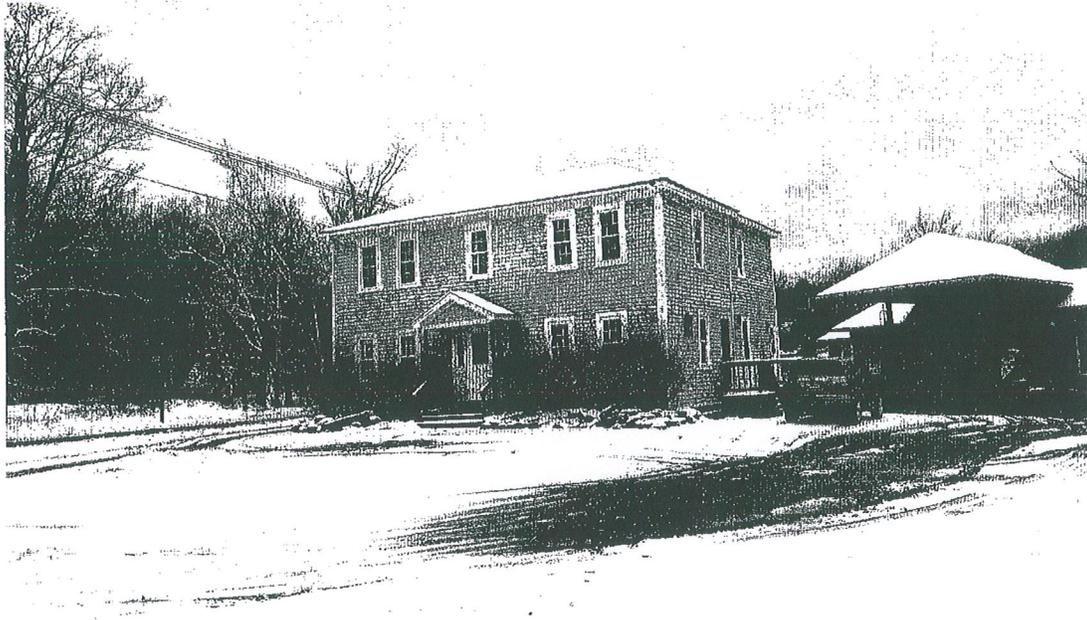
- ◆ **Municipal Administration** - On Monday, April 13th I received the resignation and two week notice of staff member Caitlin Anderson. Caitlin has decided to further her career as a Maine tax assessor and has taken a position in the Camden area. It is bittersweet that Caitlin is leaving us as she has proven to be an asset to the town and wonderful person to work with. Staff and I are very happy for Caitlin and wish her the very best in her new endeavor. Debbie and I are currently reviewing the positions of the front office and I plan to advertise for the position this coming week. In the interim this will create more demanding workloads for the front office and the manager's office. So I thank you in advance for your patience.
- ◆ **Fire Rescue** - On May 18th Chief Payson and some of the town's EMS staff will be attending a ceremony at the State House Hall of Flags in Augusta to be official recognized for their Heart Safe status. This is sponsored by the Maine Public Health Association.
- ◆ **Bids** - There are 3 bids that staff and I have been working on this past week. These bids will be in publication by no later than the middle of this week. They are for: Paving, PW pickup & FRD Command vehicle (joint bid), and a new ambulance. Once bids have been received and opened they will be presented to the Board of Selectmen for final approval acceptance/purchase.
- ◆ **Maine Revenue Services** - The town received a visit from David Bouffard representative of the Maine Revenue Services / Property Tax Division. This is an annual visit/audit of the town's property assessments. He will be in touch with Vision as well, particularly to discuss the town's Tree Growth accounts. The town will receive a final report in about one month.
- ◆ **Economic Development** - The meeting held by the EDSC with guests from GPCOG was well attended and provided a wealth of information on the many different resources available to the town through our membership.
- ◆ **Public Works** - The cross walk signal in the village is currently out of service. It is believed that the base was broken during recent days with heavy winds. PW's is currently waiting for replacement parts and hope to have it up and running in a couple of weeks.
- ◆ **Public Works Pit Operations** - Now that the pit is registered properly with the federal department of Mine Safety and Health Administration the Public Works Foreman and Office Manager spent a day with Denis Rickey a representative of MSHA to review and train on the rules and regulations of mining. This new process will require many new documents and records to be maintained by both Public Works and management. Documentation will need to be kept on file and readily available for a MSHA inspector to review. During the visit Mr. Rickey noted some adjustments to the screening plant were needed (something we will be able to do in-house) and until completed the pit will be shut down for approximately the next 3 weeks. **Most important:** All (staff, manager, officials, citizens, etc.) who enter the pit **must** be trained properly by MSHA standards. **If you are not trained you may not enter.**
- ◆ **New Property Owner** - David Lichten, one of the new owners of 1 Walnut Hill Commons, dropped by to see me this week to share the goals his company has for the building as well as the prospect of new tenants. Included is a summary sheet on the property.
- ◆ **FOAA** - One FOAA request was processed.
- ◆ **AED Training** - Reminder: On April 22nd offices will be closing at noon to allow employees to be trained in how to use an AED machine.

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager

Office Suites Available in Great North Yarmouth Location Excellent Exposure and Ample Parking at One Walnut Hill Commons



Three office suites are available for rent at One Walnut Hill Commons in North Yarmouth, ME. Located at the intersection of Routes 9 and 115, these offices offer excellent exposure, with over 7,000 vehicles passing each day, as well as ample parking. The building offers one suite occupying the entire first floor at 850 +/- SF. The top floor is split between two suites, one with 350 +/- SF and the other with 500 +/- SF. The landlord will consider combining the spaces and/or building to suit the tenant. Rent starting at \$375 per unit.

For more information, please contact David Lichten at 917-613-2130 or davidblichten@gmail.com