

**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.**

**Welcome New Staff Member** - I am pleased to announce our newest team member **Cheryl Trenoweth** who has accepted the position of Administrative Support Coordinator and will be starting on January 3, 2017. Cheryl is a resident of Yarmouth and has extensive experience in customer service and administrative assistance. We are excited to have Cheryl on board!

**Congratulations and a Partial Farewell** - I want to formally congratulate **Melissa Henes** on her new position with the town of Pownal. Although we will still see Melissa on Tuesday nights as she will remain North Yarmouth's Broadcast Technician the staff and I will still miss the day to day interactions. I wish her the very best of success in her new position and I know she will serve the residents of Pownal as well as she has served the residents of North Yarmouth.

**Strategic Planning Update** - On **Monday, January 23, 2017**, between the hours of 8 am to 5 pm, Jim Damicis, and Rachel Selesky will be conducting one on one interviews with citizens, stakeholders, and municipal officials. I am currently setting the schedule for this event and plan to have it completed before the end of December. Additionally, Camoin Associates has received 26 reports/documents relating to North Yarmouth and the purpose of their work. There are a few other items I am working on or gathering, but this information should be wrapped up by the end of December as well (no pun intended).

**Worker's Compensation Benefit / Employee Wellness** - This year's WC benefit is going towards promoting employee wellness. **Yoga** classes began two weeks ago for any employee who is interested at no cost. It is held twice a week at NYMS beginning at 5:30 pm. To date, the turnout has been favorable.

**GPCOG Regional Meetings** - During the month of January (or early Feb), GPCOG is planning a series of meetings throughout the region to meet with Elected Officials, Managers, and town staff. The purpose of this session is to discuss the future of GPCOG and hear from the communities about their needs, priorities, and identify areas of opportunity for collaboration. The Town of Gray has volunteered to host a sub-regional meeting for Gray, New Gloucester, Durham, North Yarmouth, and Pownal with a suggested date of **Monday, January 30, 2016, at 7:00 pm**. I need to advise GPCOG if this date will or will not work for the majority of the Board. I am currently checking with the Departments Heads on their availability. I am planning to attend.

**Budget Committee Meeting December 29th** - I will be meeting with the Budget Committee on December 29<sup>th</sup> to begin budget discussions. Members of the Select Board are welcome to attend. Information covered in this meeting will be reviewed at a Select Board budget meeting.

**Budget Schedule** - Included with this report is a **DRAFT** diagram of a proposed budget meeting schedule for only the Select Board. Taking into account the Board's regular duties, personal commitments, and other municipal projects and activities I have planned these meetings for consistency with as little impact as possible to schedules. The last two years we have started the budget process in February. In an attempt to avoid an atmosphere of being rushed I am bumping the official start of the budget season to January but not adding any additional meetings instead allowing ample opportunity for specific discussions or meeting continuances. Before I commit this schedule, I am seeking the Board's endorsement and or any suggested modifications.

Respectfully,

*Rosemary*

Rosemary E. Roy, Town Manager