

This report covers the period of 7/12/14 to 8/1/14. 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 and topics are open to questions or concerns.

- ◆ **Public Works** - After conducting interviews the Public Works Foreman and I have offered the job to an individual whom we feel is the most qualified for the position open. We expect to have an answer on Monday, August 4, 2014. This summer's road maintenance is staying pretty much on schedule with only a few rain set-backs. A good portion will be completed in the next two weeks leaving any remainder items for September (crack sealing/lines). The speed monitoring device has been order and should be here sometime the week of 8/3.
- ◆ **Code Enforcement Officer/Planner- Interim** - in the interim of hiring a new CEO I have worked with the town of New Gloucester to set up inspections only with our appointed alternate inspector and met with Justin Brown of Falmouth about processing the town's permits. The response to the position has been a slow one but I am anticipating the final submission 'rush" on Monday as there were several inquiries regarding the position.
- ◆ **Fire Rescue** - Congrats to the muster team for taking first place at the clam festival. The station generator is back in service. The new SCBA equipment is on order and for a price slightly lower than what was budgeted. The outside sign is now up and bathroom remodeling is complete. Our first student has arrived and will begin training next week. The specifications are almost complete for a new ambulance however in the meantime the Chief's vehicle (Crown Vic) has officially retired. It no longer will run and there are numerous costly issues that would need to be addressed. I do not believe it is in the town's best interest or the safety of the driver to continue operating this vehicle. The Chief and I are in the process of seeking a replacement vehicle.
- ◆ **Property Taxes** - The assessor will be here on Monday to complete the tax commitment process.
- ◆ **Parks** - The Public Works Foreman and I met with representatives with the Royal River conservation projects. They would like to install a new kiosk at the boat launch.
- ◆ **Communications** - The Town Clerk and I attend the Communications meeting on the 18<sup>th</sup>. This was a very informative meeting on the work the committee does for the town and I believe we are fortunate to have this added support in communicating with our residents. In conjunction with this I surveyed towns approximately the size of North Yarmouth (survey enclosed in report) and it has confirmed that many municipal offices share the duties of today's technological uses for communication.

In addition to the Communications Committee, I have met with several entities that support the town of North Yarmouth. This has assisted me in getting more familiar with North Yarmouth its character, operations, amenities and goals.

- ◆ **Financial** - The Town Clerk and I closed out the final sub accounts at Key Bank and all accounts are now located at Norway Savings. The town auditors will be here August 4<sup>th</sup> - the 6<sup>th</sup> and I am expecting to spend some time with them going over questions and or providing them with

necessary information needed. I will also be discussing with them the structure of the chart accounts particularly in the area of CIP's. The Board will also receive at your next meeting the FYE14 financial report and the first report for FY15.

- ◆ **Workshop** – I believe the workshop held on the 29<sup>th</sup> was beneficial to both the Board and me. Covering the important essentials of town government the acknowledgement of common goals. Coming from this workshop there were a couple of questions surrounding the requirements of FOAA and NIMS. Only elected officials are required to take the FOAA training and all Selectmen and the Town Manager must obtain NIMS certification. The Fire Rescue Chief is currently verifying who still needs certification. We are all set with FOAA training.
- ◆ **Recreation** - From the workshop on the 29<sup>th</sup> I am currently working on scheduling a meeting with Brian Sites and Selectman Carr to discuss the merger of the Recreation Committee with the Bikes & Walkways Committees. We will review all aspects of these committees and will propose a new format/duties, etc. to the Board at a future date.
- ◆ **Personal Property Taxes: Can We Legally Opt Out?** – Article in the Maine Townsman – The answer being no as legally there is not an option to opt out.
- ◆ **Joint Meeting** – Town Manager Bill Shane is organizing a joint meeting of the 3 community Boards and key personnel of North Yarmouth and Cumberland on either August 28<sup>th</sup> or September 18<sup>th</sup> (Thursdays) 6:00pm at Val Halla. The purpose is a casual get together to build on the joint relationship we share, put names with faces, and create a positive working environment.

Respectfully,

*Rosemary*

Rosemary E. Roy  
Town Manager