

This report covers the period of 9/14/14 to 10/1/14. 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** - The department will be working on the culvert repairs to Deer Run Road this coming week. The foreman and I have complete section 2 of 4 of the RSMS program and remain on schedule for using this program for budgeting purposes / capital improvement plan. The speed radar unit has been moved about town. Reports will be available at the meeting. The department has had to make repairs to the screener so we are slightly behind in relation to where we would like to be at this time with the sand supply at this time of the year. However we do confident the loss of time will be made up. There was some damage caused by a vehicle this past week to the lawns up at Meeting House Park and Wescustogo Park. Wescustogo being the hardest hit. The crew spent time filling in the divots and trenches. We are extending the spring/summer work shift from Oct. 1st to Oct. 20th to continue to take advantage of the longer daylight hours. Lastly, I was recently notified that we still have a reimbursement coming from MEMA for the Feb/2013 snow storm of \$2,247, I will finish the paperwork requirements and send in for the balance.
- ◆ **Code Enforcement** - Our new CEO, Ryan Keith, has successfully moved into his position here and I am very pleased and impressed with the work he has processed thus far. I have Ryan currently reviewing our fee schedule for code services to be presented at a later date to the Selectmen and Planning Boards. The contract for code services with Pownal is attached as an FYI and I expect to receive the executed document back from Pownal this coming week.
- ◆ **Fire Rescue** - Chief Robitaille continues to do excellent work for us in the interim position. We recently were informed that the towns FCC and DUNS numbers had not been renewed but thanks to Chief Robitaille and Debbie Grover those items are being taken care of. Staff, once again, is doing a great job through this transition period. I am still waiting on the results of the department's curtesy inspections from the DOL. I have had 26 individuals apply for the position of Fire Rescue Chief. Once the application acceptance period closes there will be two Fire Rescue staff members and one community member assisting me in the application / interview process. I hope to begin interviews the week of October 22nd.
- ◆ **Municipal Services** - The front office has been very busy with tax payments, election preparations and absentee ballots. As the Town Clerk and I continue with delegation of work assignments, I want to note that Melissa Henes is currently training and will shortly be completely responsible for the processing and maintenance of all Board and Committee terms, oaths of office, renewal notices and consent agreements. Melissa has done a great job with this new process which I believe will stream line the process in the years to come. Debbie Grover attended one day of the MMA Convention to attend some clerk's sessions and a session on Cemeteries. I have Caitlin (among other items) working on a setting up a master filing system in my office to allow for easy retrieval of repeated subject matters, departmental matters, etc. The front office team also took on the production and mailing with regards to our redevelopment project letter from the BOS. I have also had Earle Edwards (maintenance technician) paint all of the entrance/exit doors at the Town Office.
- ◆ **MSAD #51** - During this period I have attend two meetings of the Strategic Planning Committee for MSAD 51. The committee's charge is to aid the Superintendent in creating a three (3) year strategic plan for the school system. We (the committee) are encouraging all members of the community especially those involved on our boards & committees to join us on Monday, November 10th at 5:30 to participate in our Community Dialogue gathering. There will be light food and beverages offered from 5:15 to 5:30. This is an invitation and you need to RSVP if you plan to attend. You can do this by calling the Central Office or

going online. I believe the joint meeting held last month with officials and staff from Cumberland & North Yarmouth went extremely well and was a great way to begin the year.

- ◆ **Committee Updates** - Meeting minutes of the Parks & Recreation Committee and Communications Committee are included with this report.
- ◆ **FYE 2014 Audit** - A couple of days was spent working with the auditors on the last of the information they needed to complete the audit. There were "holes" in some areas that needed to be researched and declared, as well as clarification of the carryovers, reserves, FEMA, new banking and certain expenditures. I hope to have an exit audit date (or completion delivery date) available at the meeting.
- ◆ **NYMS Update** - A certain amount of time was spent preparing the NYMS for public use. This included confirming those programs that made requests, times, days, etc. so a schedule could be developed. Due to the fact that several keys had been issued to the school and that there was really no way to retrieve/track all of them I had the locks change on two entrances we will be using and the rest were disabled. The preparation for use is almost complete and the Board will have a full report at their next meeting. I am expecting to have the doors open by November 1st. In addition to this there was some damage to some lighting out back that is being repaired.

Another part of taking ownership of the school is the matter of the modular located on the property. A suggestion was made in reference to moving the modular over to Public Works as a permanent structure to create an adequate office area for the foreman, a lunch room for staff and possible additional storage space. Costs are currently being obtained for this project and plan to discuss its feasibility with the Selectmen will be scheduled for a later date. I do believe this would be a positive investment for the town and the department, as opposed to selling the modular.

- ◆ **Sharp House Rental** - I went with our CEO to inspect the facility prior to advertising it. A list of the code violations will be provided at the meeting. There is one major code item that must be taken care of before it can be rented. It is the egress in the two bedrooms. The windows are too small and each bedroom needs a larger window put in. There are some minor code issues as well that I will have taken care of. I then plan to have a professional cleaner come in to prepare it for occupancy. The goal is to have it ready for December 1st occupancy.
- ◆ **Cell Phone Budget** - One of the budget items I have been reviewing is that of cell phone efficiency, usage, staff reimbursements and costs for equipment and savings. I based my calculations on the necessary communications of our 4 Dept. Heads. Effective September 2014 DH's will be reimbursed \$30.00 a month for the use of their personal cell phones. The phones that were leased have been returned. The budget reflects \$2144 FY15; we have spent to date (\$386). Going forward we will disperse (\$1,140) leaving a balance of \$618 (note: one DH will be paid for 8 months). FY16 the budget amount request will be \$1,440 a savings of \$704. Cell phone reimbursement is also plays an important role in recruiting.

Respectfully,

Rosemary

Rosemary E. Roy
Town Manager