

This report covers the period of 12/3/14 to 12/13/14. 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. All topics are open for discussion.

- ◆ **Departments** - During this period I have been working individually with Department Heads on their proposed budgets for FY16. These meetings will continue through the month of December until budgets are fairly complete. Work includes general department line items, new capital improvement projects, and existing CIP reserves and planning. Time was also dedicated to a personnel issue.
- ◆ **Furnace Maintenance** - For reasons uncertain, the boilers at the Fire Rescue Station had been over looked for regular maintenance and consequently it resulted in the furnace shutting down and some unforeseen costs to get the furnace running and up to date with regular maintenance. In order to avoid this type of incident from happening again Department Heads and I will be discussing a proactive approach to this matter that will involve all town facilities and concurrent scheduling.
- ◆ **Virtual Town Halls & Schools Web Site Service** - Debbie Grover and I met with a representative from VTHS regarding their website software product that specializes in the needs of towns and schools. Being familiar with VTHS I was very impressed to learn how enhanced the product has become in most recent years. I believe that the VTHS's product and services would be of far better value to the town than that of its current service provider. In the month of January we will be providing the Board of Selectmen and Communications Committee with a detailed report on how this product would not only improve our web site software and service, but more importantly the overall effect it would have on the site's maintenance, expression, and effectiveness.
- ◆ **GPCOG** - I met with Neal Allen, Executive Director and Jennifer Brennan, Director of Special Projects, both of Greater Portland Council of Governments to discuss the different services GPCOG has to offer North Yarmouth. Some highlights were one; they have recently purchased one of the all-electric Leaf vehicles which they are allowing all of the municipalities to try out for a week. North Yarmouth will get this opportunity coming up this January. Another item they offered was providing assistance with our current economic development goals. Through existing grant funds GPCOG could supply the staff and planning materials that would have the capability of constructing images / drawings of the commercial areas of the Village Center development. This could offer town officials and residents clearer incite as to what the center might actually look like. In other areas they have revamped their purchasing website so that everything in one location, prices, etc. and it is more user friendly.
- ◆ **EDSC** - In lieu of the above information, I attended the EDSC's meeting and discussed the opportunity and suggested that a representative come to one of their meetings. It was agreed that this could be a helpful tool and plan to have a representative from GPCOG come to their meeting in February.
- ◆ **Communications Committee** - Selectman Carr and I met with representatives of the Communication Committee to discuss in more depth the details in producing and circulating

information to town to residents, and what would be the most efficient process for the committee, staff, manager, and Selectmen. The meeting was successful and we were able to find workable solutions for specific projects.

- ◆ **Ecomaine** - I met with Kevin Roche, General Manager of Ecomaine during this period. Kevin provided me with basically an orientation of Ecomaine, its services and benefits. One item we discussed, that I will need to address is our obtaining updated hauler permits from any and all waste haulers that pick up or go through North Yarmouth. I was unaware of this process and evidently there was no process in place because Ecomaine has not received this information from us in the past. I plan to go back for a tour of the plant as time allows.
- ◆ **Wescustogo Committee** - Upon the conclusion of the last meeting, I realized that my decision making on the membership of this committee was based on how this committee was established. Having been created through a town meeting by citizens of North Yarmouth and the warrant article calling for a committee of five with three year staggered terms, in my opinion, was not that of an ad hoc committee. This led me further to believe that under the town Charter the Selectmen would not be able to participate as members. I am currently waiting for an opinion from MMA on this and hope to have this information for Tuesday.
- ◆ **Assessor Services** - I received today (12/12/14), the renewal agreement from Vision, Inc. for assessing services and software. I will be reviewing this over the next couple of weeks and submitting it to the Board for review January. Note: This document was requested mid-November by not only me but other personnel as well. It took several follow up phone calls to several individuals to get this accomplished / delivered.
- ◆ **FYE14 Audit** - The auditors are back working to finalize our report. A short visit was needed to obtain some additional data as well as a short request list for me to complete on a few more miscellaneous transfers. They still expect to have the audit delivered by the end of the year.

Respectfully,

Rosemary

Rosemary E. Roy
Town Manager