

This report covers the period of 7/2/14 to 7/11/14. 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 individual with whom we had offered the Public Works position is no longer interested in the position. The pool of remaining applicants was small. The Public Works Foreman and I held one interview last week however we agreed to advertise the position a second time. Some of the language in the ad has been revised and it will go to a wider announcement base. FYI – Copy of revised ad attached.
- ◆ **Code Enforcement Officer/Planner** - I met with Administrative Assistant, Scott Seaver of Pownal and we discussed the interest and plausibility of Pownal and North Yarmouth sharing a CEO/Planner. I have written the job description to reflect this option as I feel it is a positive move to make both financially and in aiding a neighboring community. My intentions are to run the ad for 2 weeks also using a wider announcement base.
- ◆ **Interim Code Officer** - The interim officer's last day is July 17th and I have given Debra Larrivee in New Gloucester notice as to the possible need for her services as our alternate CEO/inspector until our new CEO is hired.
- ◆ **Out Sourced Services** - I met with the town's Recording Secretary for introduction purposes and to discuss formatting changes in the recording of minutes. I also spent time with our General Assistance administrator to discuss the basics of GA operations.
- ◆ **Norway Savings** - Debbie Grover and I met with Maria Edwards of Norway Savings to update the authorization of signatures and deposits, account status, inquiries, etc.
- ◆ **Planning Board** - I met with Chairman Lindsay to discuss the upcoming Planning Board Meeting (July 8th) and the preparation of the meeting packet. I prepared the packets for the Boards meeting and attended to assist in anyway and to have the opportunity to meet everyone.
- ◆ **School Transfer of Ownership** - I worked with town attorney Bill Welch to locate and file the Quitclaim property deed with the registry. The town should receive the recorded document within a week or so. I am also inquiring as to the ownership and future use of the school zone traffic signs. Chief Plummer is assisting with this.
- ◆ **MSAD 51** - I met with new Superintendent Jeff Porter and had a positive discussion regarding budget communications between town and school.
- ◆ **RE Tax / PP Tax** - 62 Tax Liens were filed for tax year 2014 on 06/21/14 totaling \$163,401.72; since the 21st 10 accounts were paid leaving a current balance due of \$144,250. Personal Property Tax - this is under review for accuracy on some accounts; the outstanding balance for 35 accounts (tax years FY13 & 14) is \$4,500; I plan to implement a similar notice procedure to the PP taxes as used with the RE taxes. It can have a fairly good outcome and is far less expensive than going to small claims court. Tax Settlements for outstanding tax years 2013 & 2014 is the formal

process used to release the former tax collector from any further responsibility to collect these taxes. Recommitment charges the new Tax Collector with the collection responsibility for these and all future commitments as long as they remain in office.

Lastly, Caitlin Anderson will be taking on more duties as a Deputy Tax Collector in that she will be trained on the complete lien process. She is currently working on removing any lien documentation from the map and lot files and creating a separate tax collection filing system for tax lien accounts that will be kept in the Tax Collector's office.

- ◆ **Appointment(s) Update:** I will be appointing Debra Parks Larrivee, CEO/New Gloucester as the town's Alternate CEO, Plumbing, Electrical and Building Inspector. Because a four year contract was signed for Animal Control appoint is not necessary at this time.
- ◆ **Communications:** Web posting updates directly from the Town Office will begin the week of July 14th. Office Manager, Debbie Grover, has already begun implementing this change and will begin training staff next week.

Respectfully,

Rosemary

Rosemary E. Roy
Town Manager