

This report covers the period of 06/17/15 to 06/30/15. 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.

- ♦ **Municipal Administration** - Training, Elections, 30 Day Lien Notices, Assessing, Research, closing the fiscal year FY15, and a busy front counter have consumed the work load of municipal staff over the past few weeks. I am also very pleased with the recent news story about our Town Clerk and her hard work and dedication to North Yarmouth's veterans.
- ♦ **Public Works** - Paving on the West Pownal Road is scheduled to begin this coming week weather permitting. Clark and I will be looking in to some culvert grants that were recently released.
- ♦ **Fire Rescue Department** - The Chief and staff have been busy preparing for the arrival of the department's new live-in students this August. They have relocated the Sheriff's office to another area in the station and have been cleaning and organizing throughout the station. There will also be some painting done this month through the jail inmate program. The Chief has also started a program assisting local businesses with purchasing an AED machine for their location at half the cost. The final reimbursement has been received from FEMA on the Safer Grant. That grant will be considered closed with FYE15.
- ♦ **Hydrogeological Study** - Sevee & Maher are scheduled to begin drilling on the NYMS site the week of July 13th. The boring location plan is included with this report. The week of July 20th they will be conducting a neighborhood survey.
- ♦ **Broadcasting Equipment** - After discussions with the Communications Committee regarding the poor audio of meetings and the added noise the current microphones can cause during a broadcast, I currently have staff looking into the costs of upgrading to lapel microphones. They cut down the background noise and greatly improve the clarity of what is being said by individuals around the table.
- ♦ **Audit FYE15** - Auditors have been provided with the necessary information needed to begin the audit. They are expected back the third week of July and we have a delivery date or presentation scheduled for the Board's first meeting in October.
- ♦ **FY16** - The new chart of accounts transfer took place following the close of the FY15 year. There were a few glitches that caused the system to not be functional for a good portion of the day on July 1st. By afternoon Trio was successful in fixing the issue and full customer service was provided.
- ♦ **Meetings/Projects** - I attend several meetings during this period both on and off site and have been working on the completion of several projects. Insurance and professional contract renewals have or are in the process of being completed.

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager



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LEGEND
 B-15-01 PROPOSED BORING LOCATION
 ABUTTER TO BE NOTIFIED FOR WATER SUPPLY WELL SURVEY



FIGURE 1
 BORING LOCATION PLAN
 MEMORIAL HYDROGEOLOGICAL STUDY
 TOWN OF NORTH YARMOUTH
 NORTH YARMOUTH, MAINE

SME
 Sevee & Maher Engineers, Inc.
 ENVIRONMENTAL • CIVIL • GEOTECHNICAL • WATER • COMPLIANCE

DWG: AERIAL-BASE LWN: TP CTB: SME-STD REV: 6/20/2015

North Yarmouth Town Video Creative Brief - DRAFT

Video Background:

The Town of North Yarmouth, Maine will work with CGI to create a video that tells North Yarmouth's unique and compelling story. The video will excite current North Yarmouth residents and businesses as well as potential new residents and businesses about being part of North Yarmouth. This new video will be presented on the Cumberland County website, the North Yarmouth website and then through all media outlets to publicize North Yarmouth to its target audience.

Video Target Audience:

- o Current Residents
 - Approximately 3600 residents
 - Older 35+ community
 - Families with children
 - Value rural, outdoor lifestyle and excellent school system
- o Potential New Residents
 - Young, active families
 - Families with children
- o Potential New Businesses
 - Small village-based retail businesses
 - Village-based community services
 - Farm/Home-based businesses

Town Positioning:

North Yarmouth is one of the best places to live and work in Maine based on its strong sense of history, rural outdoor lifestyle, easy access to major job centers, four-season outdoor activities, and a strong, caring community.

Town Personality:

Kind, hard-working, down-to-earth, and appreciative (nature, home/family, community, rural/outdoor life)

Key Creative Elements:

- Unique History
 - o one of oldest and largest towns in Maine, "The Town Where Others Began," originally included Harpswell, Freeport, Pownal, Cumberland, and Yarmouth
 - o 135 of original homes from 1871 are still standing...historic buildings, stone walls, farm fields, old granite quarry

- o Natural and cultural treasures: Royal River, Congregational Church, Chandler Brook, East Branch, Skyline Farm, Town Forest, Knight's Pond, Westcustugo Park, and Town House Park

- o Original town form of government: Board of Selectmen, annual town meetings, various all-volunteer committees (Economic Development, Communications, Parks and Rec, etc.), primarily all-volunteer fire department and more

Diverse Natural Resources - rivers, lakes, mountains, trails, ocean

Variety of Outdoor Activities - farming, sports (hiking, cycling, hunting, swimming, fishing, skating, snowmobiling, cross-country skiing, canoeing), gardening, birding

Blue Ribbon Community - friendly and helpful neighbors, healthy rural lifestyle, new upbeat "Start Here" town branding campaign, top quality educational system, supportive businesses...no real traffic or crime

Best Location In Maine - easy access to...several of Maine's best employment centers, best quality medical care - primary care and hospitals, best Maine recreational areas, best Maine natural resources (mountains, ocean, lakes, rivers), and superior Maine weather (moderate heat, rain, snow and storms).

***Resources (attached/enclosed):**

Around North Yarmouth, Merrill and Hurd 2006

"North Yarmouth Village Development Study," Planning Decisions Inc. 2014

"Start Here - Brand Identity Guidelines for the Town of North Yarmouth," 2015

"North Yarmouth Comprehensive Plan," 2004

Town of North Yarmouth
ANNUAL APPOINTMENTS OF TOWN OFFICIALS
7/1/15 - 6/30/15

All appointments are for a term of one (1) year.

Selectmen Appointments

Tax Collector	Rosemary E. Roy
Treasurer	Rosemary E. Roy
General Assistance Administrator	Rosemary E. Roy
Road Commissioner	Town Manager recommends Clark Baston as Road Commissioner. The Town Manager would serve as deputy.

Town Manager Appointments

Town Clerk	Debbie Grover
Public Access Officer	Melissa Henes
Code Enforcement Officer	Ryan Keith
Electrical Inspector	Ryan Keith
Building Inspector	Ryan Keith
Alternate Code Enforcement Officer	Debra Larrivee (New Gloucester)
Alternate Electrical Inspector	Debra Larrivee (New Gloucester)
Alternate Building Inspector	Debra Larrivee (New Gloucester)
Alternate Plumbing Inspector	Debra Larrivee (New Gloucester)
Fire Rescue Chief/Fire Warden	Greg Payson
Emergency Management Director	Greg Payson

These positions need no action to be taken at this time.

Animal Control Officer	Contracted	4 yr	JUN	2018
Assessor	Vision - Contracted	1 yr	NOV	2015
Registrar of Voters	Debbie Grover	2 yr	DEC	2016
Health Officer	Anita Anderson	3 yr	JUN	2017

FY 15-16 Board & Committee Appointments

Indicated in RED are those terms that expired as of 6/30/15 and those that have been vacant. Highlighted in yellow are those individuals who have turned in a volunteer committee application indicating their interest in being appointed to one or more committees.

The Board may choose to take action on any of these positions or table this process to allow for more applications to be received. Following the conclusion of any action the Board may then choose to act on liaison positions.

CHARTER APPOINTED BOARDS & COMMITTEES		Term Expires
Board of Assessment Review 3 members - 3 year term	Eleanor Carolan	2015
	Scott Kerr	2017
	Robert Taisey	2016
Recreation Committee dba Parks & Recreation Committee 5 members - 3 year term Liaison: Alex Carr New Applicant for Committee	David Holman	2015
	Heidi Shaw Alpern	2016
	Brian Sites	2016
	Rick Smart	2015
	Scott Kerr	2015
Shellfish Conservation Commission 3 members - 3 year term	Harold Hibbard	2017
	Kevin Oliver	2015
	Clifford Small	2016
Planning Board 5 members/2 alternates 3 year term Liaison:	Steve Morrison	2017
	Gary Dilisio	2017
	Thomas Hinman	2015
	Ande Smith	2016
	Peter Lindsay	2015
	Katryn Gabrielson - Alt	2015
Zoning Board of Appeals 5 members/2 alternates 3 year term Liaison:	Vacancy Alt.	2016
	Nancy French	2016
	Norman L. Smith	2015
	Peter Lacy	2016
	Thaddeus Day	2016
	Michael Traister	2016
	Robert Davis- Alt.	2015
CUMBERLAND/NORTH YARMOUTH COMMITTEES	Vacancy - Alternate	2017
Joint Standing Committee 3 members - 1 year term	Pam Ames	2015
		2015
		2015
Recreation Advisory Board 2 members - 2 year term	Johnna Mulligan	2016
	Melissa Fowler	2016
P. M. Library Advisory Board 2 members - 1 year term	Kendra Rafford	2015
	Trudy Dibner	2015

FY 15-16 Board & Committee Appointments

AD HOC COMMITTEES		Term Expires
Communications Committee 5 members - 1 year term Liaison: Alex Carr	Darla Hamlin Katie Murphy Kathy Whittier Rob Wood Donna Palmer	ALL TERMS EXPIRE 2015
Economic Development and Sustainability Committee 7 members/2 alternates 1 year term BOS Liaison: PB Liaison: Steve Morrison	Sara Hopkins Katie Murphy Audrey Lones Susanne Lee Matthew Ahlberg Patrick Gilligam Amy Horstmann Carol Ellison -Alt. Anne Graham- Alt.	
Events Committee 5 members/1 year term Liaison:	Jason Raven Darla Hamlin Jess Dyer Brenda Bacall Vacancy	
Flag Committee 5 members/1 year term Liaison: Steve Palmer	Darla Hamlin Ken Filliter Sarah Filliter Diane Burnell Vacancy	
Wescustogo Hall Committee	S Mark Girard S Linc Merrill C Clark Baston, GH A C Blaine Barter, GH C	
New Applicant for Committee	Darla Hamlin	
North Yarmouth School Scholarship Fund Committee 9 Trustees/1 year term	Clark Baston Blaine Barter Earle Edwards Joel Fuller Nelson Smith Lincoln Merrill Jr. Kenneth Allen Richard Baston Dixie Hayes	