

This report covers the period of 01/01/15 to 01/15/15. 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.

- ♦ **Departments** - Department heads continue to finish and submit their budget proposals for FY2016; all reports will be requested to be turned in by the end of this week. Some departments are also working on proposed purchases for this fiscal year as well as working on their regular departmental duties. The Town Clerk has been out this past week due to personal reasons but has been available when needed. She will be returning to her duties (onsite) part time this coming week.
- ♦ **FYE14 Audit** - Representatives from Talbot, Talbot, Royer will be here to present the FYE14 audit report at the Selectmen's meeting of February 3rd.
- ♦ **MSAD** - I met with Superintendent Jeff Porter and the district's new Community Development & Resource Manager, Ashley Caswell. Some of the items we discussed were a newsletter they are developing that will reach out to all district households, improving communications between town officials and school officials, and obtaining support through local businesses.
- ♦ **Buildings & Grounds** - The school boiler was shut down for approximately 12-14 hours last Monday due to the unforeseen need for LP gas to run the ignition switch that lights the unit. I was very pleased to see that plan of operation for these types of unforeseen incidents was handled efficiently and effectively by all staff involved and the building was ready for use that evening. It was also discovered that a new relief valve is needed as the one in place is leaking a little water.
- ♦ **Pacts Fees** - There will be no PACTS Municipal Assessment in FY 2016 due to a substantial increase in MDOT's biennial contribution to the current PACTS 2-year Unified Planning Work Program. However, if North Yarmouth were to use any of the services listed below we would receive an invoice(s) for 20% of the local match. NY is assessed at 433,400,000 @ 1% for shares = \$553.
 - Use of the PACTS travel demand model that you request for local studies in your municipality
 - Consultant studies for your individual towns
 - Consultant "enhanced project scoping" if your TIP proposals make it to our short list to be set by the Executive Committee in April
- ♦ **Yarmouth Water District** - I was contacted by Bob MacKinnon in regards to the Village Center development and progress and Yarmouth would like to partner with the town on the potential need for water infrastructure upgrades due to density changes. I confirmed for Mr. MacKinnon that we were still in the review and decision planning stages but that once a decision(s) was made I would discuss this issue with the Board and get back to him. That was satisfactory to him.
- ♦ **Cumberland County** - I met with Peter Crichton, our county manager which proved to be a very informative and productive meeting generating topics such as assessing services, sheriff services, and economic development available funding.
- ♦ **Projects** - I have spent most of my time during this period working on several pending projects.

Respectfully,

Rosemary

Rosemary E. Roy
Town Manager