

This report covers the period of 01/16/15 to 01/30/15. 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.

- ♦ **FYE14 Audit** - I met with auditor Marc Roy to go over the new financial chart of accounts which will be implemented in FY16. There will be one final review before sending it off to Trio for set up.
- ♦ **MSAD** - The Strategic Planning Committee has completed stage one of its charge and has recessed until spring. The committee will be presenting its draft goals at the next school board meeting. I have included a copy of those goals with my report.
- ♦ **Departments** - Both the Public Works and Fire Rescue Departments have been very busy during this period with the blizzard and storms that have followed, but continued to work on regular duties in between storms. We did close town office services on Tuesday the 27th due to the blizzard. The front office was schedule to attend a mandatory training on the 27th which has now been moved to February 26th so the front office will be closing at noon that day. The Code Enforcement Officer will be available by appointment. I am also pleased to report that all of the committee pages on the website have been updated to reflect current membership, charges, etc.
- ♦ **Buildings & Grounds** - Due to the FRD generator being in need of repairs we have moved the Town Office generator over to the station until such time the generator can be repaired. For clarification purposes, after reviewing the septic design for the Sharp House and the Town Office grounds, these two buildings share the same leach field but have two separate tanks. Therefore when scheduling disposal pumping would be for two tanks.
- ♦ **Financial Highlights** - As of 12/31/14 Vision reports that the town valuation has increased by approximately \$4M so far this fiscal year. We have also received the FEMA grant reimbursement of \$58,000.
- ♦ **Insurance** - I met with Judy Doore a representative from MMA Risk Management for the purpose of going over the services they provide as well as obtain copies of any contracts their office needs to have on file in relation to North Yarmouth's coverage. She also talked about a new coverage they are providing at no charge, being that of Cyber insurance. In order for us to obtain this coverage we will need to adopt policies relating to internet usage, etc. I am currently working on these documents with support staff's assistance and plan to put them before the Board at the next meeting.
- ♦ **Village Center Development** - I have spent some time researching ongoing costs associated with a public sewer system with other towns that have like circumstances.
- ♦ **FY16 Budget** - Production of the budget continues and most of my time during the next week will be dedicated to the completion of the budget.
- ♦ **Other Activities** - Other matters acted on are contained within your packets.

Respectfully,

Rosemary

Rosemary E. Roy
Town Manager