

This report covers the period of 02/18/15 to 02/26/15. 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** - Qualification approval on **FEMA** funds has been approved and we should be receiving and estimated amount of \$14,000. **FRD** has applied for a grant for AED equipment and approval looks good, and NY has applied to be approved as a Heart Safe Community. An audit of the current **FEMA grant** (originating in 2012) was conducted on February 17th by a representative from the FEMA office. In order to accurately determine the actual status of the grant Chief Payson and Office Manager, Debbie Grover had to conduct a complete audit of the town's expenditures and certifying that all expenses were allowed under the grant. This was an ongoing process for almost two weeks but as of this date it appears all expenditures have been reviewed and any errors corrected leaving \$40,000 still available in the grant. **Public Works** has had time to catch up on clean up and minor repairs during this period; the **front office** has been short-handed this past week and continuing forward to this week as a staffer is on vacation.
- ♦ **Buildings & Grounds** - The North Yarmouth Memorial School has been operating very well since the water line break. The MSAD Central Office moved in this week and they appear to be adjusting to their temporary surroundings.
- ♦ **Village Center Development** - Both mailings (letter from the Chairman / Postcard reminder) were completed within the designated time frame. My thanks go out to staff Melissa Henes and Caitlin Anderson who dedicated their time and energy in a very small window to assure that the letters went out as scheduled.
- ♦ **FY16 Budget / Other Activities** - The budget process is underway. Meetings have been held with the Selectmen, Budget Committee and Department Heads. Meetings will continue This consequently has pushed the budget packet delivery back. I have been putting every spare moment into the final preparation and am striving to get this out with Caitlin's assistance ASAP.

Respectfully,

Rosemary

Rosemary E. Roy
Town Manager