

This report covers the period of 02/14/15 to 04/02/15. 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.

- ♦ **FY16 Budget** - The budget was completed during this time period to include the preparation of the town meeting warrant. Staff is currently preparing copies of the warrant and other handouts for the meeting as well as preparing for the event on the 11th.
- ♦ **Department Head Meeting** - During this period I met with Department Heads to cover any last minute questions or concerns regarding the proposed budget and to confirm attendance at town meeting. Another item we discussed in depth was mandatory training in all departments. Currently training areas that are common to all employees are conducted via the internet. After some discussion we concurred that every other year we should conduct a live in-house training to assure topics are covered thoroughly and questions can be addressed.
- ♦ **Village Center Development** - Assistance was provided for Public Hearings and additional Board meetings regarding the Village Center Development. Selectman Palmer and I met with appraiser Matt Sturgis to discuss his services for providing the town with marketable assessments of the two properties affected by this development. Matt came in today (4/2/15) to begin collecting his data and visit each of the buildings.
- ♦ **Tax Assessment** - The assessor will be here the week of April 20th to complete the April 1, 2015 property valuations. From here we will compile this information along with approved budget numbers to prepare for an August tax commitment.
- ♦ **MSAD 51** - Selectman Girard and Budget Committee Chairman Thaddeus Day met with representatives of the school district to discuss proposed FY16 budgets. The Central Office has also confirmed that they will be moving to their facility on April 17th.
- ♦ **Public Works** - It was recently brought to our attention that the town's gravel pit did not have a Mine Operation Identification number. In working with MSHA (Mine Safety and Health Administration) we were able to obtain this requirement promptly.
- ♦ **Facilities Contract for Heating Equipment** - I am currently in the process of looking into the costs of a preventative maintenance contract for all town facility furnaces.
- ♦ **AED Training** - On April 22nd offices will be closing at noon to allow employees to be trained in how to use an AED machine.
- ♦ **Clean Up Day / Goodwill Donation Drive** - The date has been set for this event - Saturday, May 30th; 8-1pm at the Public Works facility.
- ♦ **Fun Day** - This date has been set for Saturday, September 12th.
- ♦ **Stretcher Demonstration** - On April 15th at 7pm at the Fire Rescue station there will be a demonstration of the electronic stretcher we are currently considering for the new ambulance.
- ♦ **EDSC** - On April 15th at 7pm the Economic Development Sustainability Committee will be meeting with Neal Allen and others of GPCOG to discuss ways they can assist with the town's economic development.

Respectfully,

Rosemary

Rosemary E. Roy
Town Manager