

This report covers the period of 04/18/15 to 05/01/15. 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** - The position for the front office is currently advertised with a closing date of May 19th. In reviewing this position and the Revenue Clerk's position with the Office Manager we concurred that these two positions should be equal to the task of providing administrative support to management. We have restructured the duties assigned to these positions and have decided that a more appropriate job title for these positions will be that of Administrative Support Coordinators.

I have submitted information from the Town Clerk regarding the project she has put many hours into in that of replacing war veteran's grave markers that have been destroyed or are missing. Debbie has done an excellent job in researching the necessary information on these veterans (Revolutionary / Civil) and in working with the Federal government to get these markers replaced at no cost to the Town. She also reports that the project is almost complete.

This week is Municipal Clerks Week, which originated in 1984 and in 1994 by Presidents Reagan and Clinton for purposes of recognizing the outstanding service and dedication that Municipal Clerks provide to their communities all over the United States and other countries as well. At the Board's special meeting held last week on the 28th, the Board of Selectmen signed a Proclamation to acknowledge Municipal Clerk's Week, May 3rd - 9th, specifically recognizing, with great appreciation, the Town of North Yarmouth's Clerk, Debbie Allen Grover.

Voting for the June 9th Election will be held at the Church of Latter Day Saints on Walnut Hill Road.

- ♦ This month's meeting covered the remaining expense needs of the current fiscal year and current balances. Overall we are in good shape to finish the year on a positive note. We discussed the Personnel Policy revisions and plan to put the amendments before Board in June. Three Department Heads also attended an MMA Human Resources workshop dealing with personnel laws and procedures. We also discussed the process for their upcoming Performance Evaluations that will take place in May. They will also be completing their own staff Performance Evaluations during this time frame.
- ♦ **Bids** - PW pickup & FRD Command vehicle (joint bid) is on the current agenda for review, the Paving/Chip Seal bid will go out on Monday, 4th and is scheduled to come before the Board on May 19th, and the new ambulance RFP is on the agenda for the Board's review and comment. It is schedule to go out on May 6th. The PWF & CEO are currently working on the specifications for the move and relocation of the portable classroom.
- ♦ **Personal Property** - The notices to all residents were sent out on April 24th. I have created a Q & A for the website and for the next RFTH distribution. Many residents have been puzzled in receiving the Personal Property Tax Declaration and I am hoping this will help. I have also extended the return date to May 18th. Furthermore, I also want to personally thank the residents of North Yarmouth for being very understanding regarding the timing and purpose of this notice. And I want to thank Melissa and Debbie, who spent most of their hours last week assisting residents with their questions and concerns.
- ♦ **Public Works** - Town roadways will be swept sometime during these first two weeks in May. In regards to new regulations surrounding the Town pit operations - 1) Clean Up Day will not be affect by these new rules 2) Training - there is an initial 4 hours training required before you can enter the pit and then another 20 hours of following that. And just as a friendly reminder: **If you are not trained you may not enter.**

I finally was able to make progress on the possible sale of the two school speed limits signs we own. I spoke with a representative at MDOT who has given us the green light to sell the grant obtained lights with the assurance that we will sell them to a school district so that they are repurposed for their original intent. He couldn't give me an exact value but in general he stated that they run 10K - 15K installed. Unless there are objections from the Board I will proceed with the sale of these items.

- ♦ **FOAA** - One FOAA request was processed.

- ♦ **Website** - I am currently reviewing the contract with Virtual Town Hall & Schools.
- ♦ **PDI Services** - Selectman Carr inquired as to when the additional services requested of PDI was voted on by the Board. In retracing the steps back to early February, I have concluded that this was a management expense based on Board discussions and inquiries in obtaining assistance to prepare for the public meetings to be held in March regarding the Village Center Development. Based on individual discussions with Board members, estimated costs, timing, and experience with the importance of these types of projects, I found it to be a decision that could be addressed within my authority as Town Manager based on what is defined under the Town's purchasing policy, Charter, and Board of Selectmen Bylaws.
- ♦ **Town Comprehensive Plan** - Our Code Enforcement Officer spoke to me regarding the reestablishment of the Town's committee to begin a review of the Comprehensive Plan. The plan is almost 12 years old and that is when the state feels a review should be acted on. Because this can be a long process I would recommend we start advertising for members to be appointed to the committee immediately.

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager