

This report covers the period of 05/30/15 to 06/12/15. 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 search for an **Administrative Support Coordinator** is complete. **Stacey Ruby** has been hired and is scheduled to start on Monday, June 22<sup>nd</sup>. Stacey is a resident of New Gloucester with family here in North Yarmouth. She is familiar with the area and at one time served as an EMT for the Yarmouth Rescue Department. She has an outstanding background in customer service, bookkeeping and administrative support skills. She is also a four-year, full-time veteran of the National Coast Guard. We are very pleased to welcome Stacey to our team here in North Yarmouth and I encourage town officials and residents to stop by and say hello.

Enclosed with this report is a detailed schedule of the upcoming **November Election and Special Town Election**, prepared by the Town Clerk, that is based on calling forth an election at the Board's first meeting in July. You will see that these schedules run very close together. Based not only on the amount of work that goes into an election, but the actual amount of time between the two elections that the Board would only have 4 members, I would recommend that the Board call for these elections to run simultaneously unless the Board chooses to call forth the meeting on a different date.

- ♦ **Public Works** - The crew is busy keeping all town grounds maintained while also preparing West Pownal Road for paving.
- ♦ **Real Estate & Personal Property** - We have started the project research the **consolidation of real estate lots** for billing purposes and the Assessor will also investigate each of these properties once we have a complete list of those accounts affected. Additionally, the Assessor is also going to give me a quote on what it would cost to include Tree Growth into the tax billing process.
- ♦ **Safety Works Visit** - Enclosed with this report please find a summary, prepared by Chief Payson, of those infractions that we need to address at our town facilities in relation to employee and guest safety. All in all, we did extremely well and I am very pleased with the results.
- ♦ **Bids/RFP's** - The bid opening for the **Hydrogeological Study** is on Tuesday, June 16<sup>th</sup> at 10am. Results of those bids will be provided to the Board by both email and as a handout at the meeting.
- ♦ **Property Appraisals** - Matt Sturgis (appraiser) has completed the Village Center project property appraisals. He will be delivering his report to me on Monday, June 15<sup>th</sup>. I will advise the Board of their arrival and the reports may be picked up individually, or I will bring them to the Board meeting.
- ♦ **Code Enforcement** - The meeting with **Pownal** to discuss our joint CEO services went very well last week and Pownal will be entering into another contract with North Yarmouth on July 1<sup>st</sup>.
- ♦ **Meetings** - I will be meeting with the town's new selectperson, Jeanne Chadbourne this coming week to discuss any current Town / Board activities, issue member materials, etc. I will be attending the **GPCOG** annual business meeting on June 17<sup>th</sup> and the **ecomaine** annual meeting on the 18<sup>th</sup>. I also plan to attend the **Communications Committee** meeting on the 19<sup>th</sup>. My first meeting with the **auditors** to begin the FY15 town audit will be June 22<sup>nd</sup>.

Respectfully,

*Rosemary*

Rosemary E. Roy, Town Manager