

The information contained in this report is intended to inform the Select Board, staff, and residents, some of the current activities taking place within the manager's office or the Town in general. All topics are open for discussion.

Administrative Assistant Search - I have begun interviewing candidates for the position of Administrative Assistant to the Town Manager. I envision having this individual in place during the month of August.

Board/Committee Renewals - The majority of this task has been completed. A new directory will be available to the Board at your next meeting.

Building Permits - The code office has issued the last building permit available in Farm & Forest for the calendar year 2017. I will be attending the next Planning Board meeting on August 9th (moved to Wednesday due to Special Town Meeting on the 8th) to continue discussions of reviewing this section of the ordinance.

Publications - Two publications were finalized during this period. The informational flier regarding the upcoming Special Town Meeting, and a new Resource Guide (booklet) created by members of the Communication Advisory Committee (Kathy Whittier) and LWN Y (Donna Palmer). Both will be released in the coming week.

Committee Meetings - I attended the Comprehensive Plan Committee, Economic Development & Sustainability Committee, and the North Yarmouth School Fund Committee meetings; all productive and on course.

Alarm Systems - The new alarm systems for the Town Office, Fire Rescue, and Public Works facilities has been installed. This system provides for more efficient security and also covers those areas that were not armed before. Note: While the installation was taking place live wiring was discovered in the manager's office in an overhead storage area. An electrical technician has been called to repair the issue.

Staff Wellness - Several staff members attended "Rethink Your Drink" sponsored through MMA's Wellness program, and will participate in this week's class "Know Your Numbers." Kudos goes to Debbie Grover (ATM) who manages the employee wellness program and for providing these educational classes for staff.

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager