

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.

Training & Position Reworking Cash Reporting - During the process of hiring the newest member of our team, Ashley Roan, responsibilities have been looked at closely by the Assistant Town Manager, and I and duties have been transferred or modified to improve and standardize the individual positions. Job descriptions have been updated for both Administrative Support Coordinators and the Assistant Town Manager. The job description for the Administrative Assistant is written but shall be reviewed periodically during the first 12 months adjusting where needed because this is a new position. I believe the composition of these new descriptions will enhance customer service, individual duties, accuracies, and timeliness.

Tax Clubs - An estimated 30 residents are taking advantage of the town's Tax Club program for FY18.

Gateway Signs: The first gateway sign is up on Rt. 115 - Yarmouth into North Yarmouth. The remainder of the signs will be going up within the next week or so. I will be going out with the Road Commissioner to take a closer look at the setting of the first sign sometime this week.

Welcome New Residents: The Living Well in NY Committee and the Communications Advisory Committee have been working jointly on various aspects on improving our program for welcoming new residents to town. Now instead of giving new residents a folder (at the Town Office) with several informational fliers, etc. The CAC has updated this delivery to a welcome bag filled with revised versions of the information, symbolic welcome gifts, and the newly published Resource Guide. The bags contain information on parks and trails, recycling, trash pickup, registering your vehicle, and much more. LWNV has created a "First Greeter" program in which volunteers will contact new residents and ask to pay them a visit welcoming them to town and thus delivering the "Welcome Bag," and answering any questions they may have. Excellent collaboration and products from both committees. My gratitude and sincere thanks to all the members of these committees.

Town Office: Work continues on what will be needed to provide an improved/safe working and citizen environment for the Town Office as well as costs for renovations that are needed for ADA requirements and other issues with the building. I plan to have a complete report to the Board by the second meeting in October.

FY17 Audit: The auditors will be here the first week of October to continue work and collection of data for the fiscal year 2017.

Charter/Spectrum: Our representative from Sewell, Mike Edgecomb, has completed the franchise negotiations with Charter/Spectrum. The Board will receive this information next week for review and probably acceptance at the first meeting in October. In addition to this, I am pleased to announce that North Yarmouth will be getting its own broadcast channel and that the costs for the equipment (\$15,965) the town has been approved to receive through a Charter/Spectrum grant.

PAC Groundbreaking Ceremony: October 2nd @ 4pm; I do plan to attend.

Department Head Reporting: Following my report, you will find four departmental reports. This is something new I have implemented this year primarily as an informational tool for how the town may be changing and in what areas. This information can also be used as a planning tool for Department Heads, management and the Select Board. And equally important it provides the opportunity for Department Heads to share relevant department information that may not always be reported at a meeting. These reports will be by-monthly and are for informational purposes only. Any questions regarding these reports can be directed to me. Department Heads will not be attending the meeting. Your feedback is welcome.

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager