

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

**Website** - During this period all active committee users and administrative users were provided training by VTSH on how to update and maintain the site. The site went live on February 10<sup>th</sup>. Additionally, we are currently in the process of having a new background created for the Town brand so that it will blend into the site better.

**PACTS Representative** - I met with Parks & Recreation member Ann Lang regarding her accepting the position of the Town's PACTS representative. Ann works for Healthy Casco Bay, the Healthy Maine Partnership for the region, and is very familiar with PACTS and what this would entail. She eagerly chose to take the position.

**Inspection & Complaint / Workplace Safety** - On February 9<sup>th</sup> & 10<sup>th</sup> we received a visit from a representative of the Maine Department of Labor, Division of Workplace Safety and Health. Initially, the visit was driven by a safety complaint filed about the Town's new ambulance and the placement of the monitor within the vehicle. In reviewing the last department inspection date (2003), the DOL decided to conduct complete inspections of both the Public Works and Fire Rescue departments. Overall both departments did extremely well with the inspections. Some minor infractions need immediate attention but nothing major. A full report will be received next week. The Compliance Officer did not note any warnings that the monitor was a safety issue. The final determination of the safety complaint will be provided with the department reports next week. Once received, the Town will have 15 days to respond to our plan of action on correcting all infractions.

**MSAD #51** - I have included in this report information on the Service Day program the district is planning to hold on October 7, 2016. I sat down with Ashley J. Caswell, the district's Community Development & Resource Manager, and we discussed the program at length. It seems to be a well thought out, and a program that would be beneficial to certain North Yarmouth residents. Additionally, is information regarding the Challenge Day Program that I will be participating in on March 17<sup>th</sup>.

**Calendars** - New calendars follow this report. The Budget Committee's meetings are reflected, and I recommend that before adjourning tonight, the Board set additional budget meeting dates.

**Communications** - Included with this report is a citizen letter regarding the subject of snowmobile trails.

**Other** - I continued to work on several other tasks and attend several meetings during this period.

Respectfully,

*Rosemary*

Rosemary E. Roy, Town Manager

