
MEMORANDUM - OFFICE OF THE BOARD OF SELECTMEN

TO: Board of Selectmen
FROM: Michael Branley, Administrative Coordinator
RE: Weekly Update
DATE: November 30, 2012
CC: Don Jutton & Alan Gould

Next Board of Selectmen meeting 12/3 at 5 PM

Reminder: The Board has been encouraged to attend the long-range CIP discussion on 12/4 at 6:30 PM.

This week I corrected past errors made in our quarterly reports to Primex for unemployment insurance. Dating back several years elected officials and election workers – who should not be included in these reports – had been included so Primex required that I review our reports for the last 16 quarters and make corrections.

I met with Trustee of Trust Funds Henry Kunhardt to discuss the documentation needed for the annual transfers to and from the trust and capital reserve funds voted at Town Meeting. The invoices and check stubs needed have been collected and I have begun working on the vouchers to be signed by you within a few weeks.

On Wednesday the Safety Committee inspected the FIHS half of the Town Hall Annex and the Library. There were a few minor improvements needed however for the most part these buildings are in compliance. I enjoyed touring the Library; it is clearly one of the nicest facilities in town and is well-stocked and cared for. The Health Insurance Benefit Committee also met on Wednesday and received presentations from Robert Dragon of Dragon Financial Services and LGC HealthTrust. The Committee has concluded its meetings with vendors and will meet on the 13th to discuss its report; as I suspected, due to Hurricane Sandy the report will be later than the original charge outlined, however it should still be prepared in time to be taken into account for the 2013 budget.

Wendy is anxiously awaiting a decision about the size of the annual report so she can begin working on formatting; it appears costs will be about the same for either option.

After coordinating with Town Counsel and legal counsel for the condo association we were to close on tax deeded condo Unit 16 this morning. The condo association accepted \$6,000 to release the buyers from all of the backed condo fee liens. After this, the Town received \$10,000 for the property. This covers all of the backed taxes, interest, Town expenses from owning the property, and a small portion of the 15% penalty. Overall, even though the process was a

challenge, I would say this was a pretty good end result for the Town. The other owner of Unit 11 has been noticed and if the property is not redeemed prior to December 19 we will be able to go forward with scheduling an auction for that unit.

MRI Support Services:

1. Don assisted me with putting together my CIP request for financial software.
2. Don and I discussed the Maintenance Plan and I sent him information he requested.

Outstanding Projects list:

1. Hire new building inspector (**status update** – you will discuss this further Monday)
2. Tax Deeded Condo Unit 16 sale (**status update** – we closed on this unit today, 11/30)
3. Tax Deeded Condo Unit 11 (**status update** – we have noticed Ms. Stone and are waiting to hear back from her or for December 19th to pass)
4. Sign Assessing Contract (**status update** – I am still working on revising the contracts Dave submitted)
5. Receive & Review of Facility Maintenance Plan from MRI
6. Landscaping Request for Proposals (**status update** – I sent you a memo on this subject earlier today)
7. 2013 Budget Development & Review Process (**status update** – you are meeting with the BAC to continue the review on Monday at 5:30)
8. Health Insurance Benefits Review Advisory Committee report (**status update** – the Committee will next meet 12/13)
9. PSNH Abatement appeal
10. FairPoint court case

Projects Completed this Month:

1. Coordinated with all departments to agree on a new timesheet for all employees
2. Set 2012 Tax Rate & ensured Tax Bills were sent out
3. Prepared distributed, and received assessing RFP
4. Finalized, advertised, and received landscaping RFP
5. Put together building inspector options memo, job description, & advertised position
6. The Board appointed a new trustee of trust funds