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**MEMORANDUM - OFFICE OF THE BOARD OF SELECTMEN**

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**TO:** Board of Selectmen  
**FROM:** Michael Branley, Administrative Coordinator  
**RE:** Weekly Update  
**DATE:** December 14, 2012  
**CC:** Don Jutton & Alan Gould

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**Next Board of Selectmen meeting 12/17 at 6:00 PM**

This week our bridge closure situation continued to consume a good amount of time, primarily interacting with the media and discussing options with the Road Agent.

Early this week I put together November's budget report and a transmittal memo with some explanations I felt would be helpful. I also revised several budget sheets where new information was available or I was able to firm up a placeholder.

On Wednesday Allan Treadwell and I met with a representative from BayRing, a phone hosting company. We discussed some of the services they offered, which Allan and I both feel would significantly improve our operations at a very modest cost increase. I will put together a separate memo on that topic when I have an opportunity.

On Thursday the Health Insurance Benefit Review Committee met and came to a unanimous recommendation. I will save the details for the committee's final report, however I will share that we expect it will save the Town approximately 15% on health insurance premiums with a very low expected impact on employees. I also met with Charlie Pyle to discuss Frankestown Improvement & Historical Society's relationship with the Town and some information on FIHS's share of utility costs at the Town Hall Annex. He would like to meet with you in the not too distant future to discuss his thoughts and try to come to a mutually acceptable agreement.

On Friday I attended a training seminar hosted by the New Hampshire and Maine Municipal Managers' Associations. The most interesting session was about creating a culture of accountability, discussing where the responsibility is really on those at the top (Boards of Selectmen and Town Administrators) to create an organizational culture where employees know they will be held accountable for their actions.

**MRI Support Services:**

1. None this week.

**Outstanding Projects list:**

1. Tax Deeded Condo Unit 11 (**status update** – I confirmed with St. Jean’s Auctioneers that the auction will be on January 12<sup>th</sup>)
2. Sign Assessing Contract (**status update** – I have sent my draft of the general assessing services contract to Dave for his review)
3. Receive & Review of Facility Maintenance Plan from MRI
4. Sign Landscaping Contract (**status update** – I am working on preparing the contract for signing)
5. 2013 Budget Development & Review Process (**status update** – the Firewards are coming in Monday)
6. Health Insurance Benefits Review Advisory Committee report (**status update** – the Committee agreed to its recommendation on Thursday 12/13 and will send its report to you soon)
7. PSNH Abatement appeal
8. FairPoint court case

**Projects Completed this Month:**

1. Sold Tax Deeded Condo Unit 16
2. Hired Ed Hunter as our new building inspector
3. Coordinated with all departments to agree on a new timesheet
4. Set 2012 Tax Rate & ensured Tax Bills were sent out
5. Prepared distributed, and received assessing RFP
6. Finalized, advertised, and received landscaping RFP
7. Put together building inspector options memo, job description, & advertised position
8. The Board appointed a new trustee of trust funds