
MEMORANDUM - OFFICE OF THE BOARD OF SELECTMEN

TO: Board of Selectmen
FROM: Michael Branley, Interim Administrative Coordinator
RE: Weekly Update
DATE: August 10, 2012
CC: Don Jutton

This week again included work on the tax deeded condos we now own. In a separate memo I have outlined the developments related to this top and the answers that I will be looking for at your next meeting.

Office Assistant Wendy Brien-Baker and I briefly discussed the staffing model and separation of duties that we think makes sense to run the administrative office. After your decision regarding my position, we would like to meet with you to discuss both positions going forward.

The appointments of the Health Officer and Deputy Health Officer have both been processed by the state this week. I have drafted and placed in your Items to Sign folder a letter to Ellen Neilly informing her that her time as Health Officer has ended and thanking her for her service to Frankestown.

Tuesday morning the tree cutting project on King Hill Road went smoothly thanks to the coordination of Road Agent Gary Paige. Road Agent Paige and his staff also assisted with the carpet cleaning in the lower area of the Town Offices on Wednesday by moving the furniture around for the cleaners. I appreciate the Highway Department's willingness to help out where needed, even when a project is not road related.

To update you on the Crotched Mountain Golf Club building project, the Building Inspector informed me that he spoke to the owner on Tuesday and told him that the total balance due for their permit, \$2,115, was due by the end of the week or he would shut down the construction project. Unfortunately, we did not receive any payment so on Monday the project will be shut down.

I put together the financial report for the year-to-date through July and a brief memo providing a few clarifications that I felt were important to include. I also provided department heads with information for their departments. In reviewing the Library's budget report, Library Director Brock noticed that the library custodial line had less money remaining than it should. After

investigating, I found that over throughout this year custodial wages have very frequently been posted incorrectly, with the Library getting over charged, other departments getting undercharged, and other errors ensuing. It will take some time to go through all of the timecards and correct all of these errors, however I am glad this issue was discovered so it can be fixed and done properly going forward.

We have received the audit report and I have placed the cover letter from the auditor and three copies in your New Business folder. I have requested an electronic copy of the document so we can make additional copies as needed.

I have also been working on the Town's monthly report to the New Hampshire Retirement System. This was more challenging than normal due to complications resulting from the payout made upon the departure of a past employee, however I hope to have it resolved on Monday.