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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:** March 9, 2013  
**CC:**

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**Next Board of Selectmen meeting Monday March 11<sup>th</sup> at 5:30 p.m.**

This week was primarily spent reviewing copier proposals as they came in and organizing that information into an easier to digest format. I will present that information to you on Monday and hope you will make a final decision the following Monday.

On Monday Wendy and I finished preparing the annual reports for mailing and brought them to the Post Office. I also processed payroll and payables.

I put together a press release and notice for the paper for the posting of our roads. I processed our reporting to the NH Retirement System and worked on revising my handout from the budget hearing for Town Meeting.

I was able to reach Senator Odell's assistant and he is scheduled to come in to your March 25<sup>th</sup> meeting. I subsequently have sent letters to our representatives to invite them to attend as well. I also worked on February's bank reconciliation.

On Friday Betsy and I met with a reporter from the Associated Press who is writing about infrastructure issues in New Hampshire.