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

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**TO:** Board of Selectmen  
**FROM:** Michael Branley, Town Administrator  
**RE:** Weekly Update  
**DATE:** June 21, 2013  
**CC:**

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**Next Board of Selectmen business meeting Monday June 24<sup>th</sup> at 6:30 p.m.**

Since your meeting on Tuesday I have spoken with the owners of the three properties that were offered to you by tax deed. Two of the owners stated they plan to come in on Monday and pay off the third year of backed taxes by cash or bank check. If that is the case, they will no longer be available for you to accept this year. The owner of the third property is in New York and will not be able to attend a Board meeting. I told him it would be in his best interest to put information about his situation in writing and his proposed timeframe to pay off the property prior to your meeting Monday. As of yet, I have not received anything.

Nick and I finished working out a couple of minor issues reconciling our accounts for April. I also performed the May reconciliation once April was completed.

We received a large number of bills this week so a good amount of time was spent preparing those for payment. I also organized the documentation in preparation for us to receive reimbursement from the Trustees of Trust Funds for purchases using capital reserve funds made so far this year, in addition to preparing the payments to the funds we are hoping to receive payments from. I also put together the last round of abatement letters and have summarized the information in a spreadsheet. After you make the final decisions on Monday, I will provide you with a summary of the abatement decisions and amounts paid out.

I have received fuel prices from two vendors although I am still waiting for a quote from Rymes. Unfortunately I am having difficulty finding more than one other vendors who will deliver gasoline to our area making waiting for Rymes a necessity so you have at least two choices for each type of fuel. Hopefully I will have something from Rymes on Monday.