
MEMORANDUM - OFFICE OF THE BOARD OF SELECTMEN

TO: Board of Selectmen
FROM: Michael Branley, Town Administrator
RE: Weekly Update
DATE: August 5, 2013
CC:

Next Board of Selectmen business meeting Monday August 5th at 6:30 p.m.

This week was relatively uneventful, mostly spent coordinating and preparing for the Heritage Museum event this weekend and getting caught up on some miscellaneous tasks. Some of these various tasks included putting together a charge for the highway safety committee, coordinating the removal of the speed bump installed without Town approval on Pleasant Pond Road, reviewing Town counsel's comments on the personnel policy and prepared that document for your approval, and reviewing town counsel's comments for next year's statistical revaluation contract and prepared that for discussions with Dave.

As frightening as it is to think about, I began working on the budget sheets for the 2014 budget. I also spent some time reviewing revenues to date to get ready to prepare the MS 4 form. Wendy is getting close to finishing entering the data from the current use update into Avitar which needs to be complete before the MS 1 is finalized. You should begin to think about how you want to handle the tax rate setting in terms of the amendments made to the budget at Town Meeting.