

---

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

---

**TO:** Board of Selectmen  
**FROM:** Michael Branley, Town Administrator  
**RE:** Weekly Update  
**DATE:** February 27, 2015  
**CC:**

---

**Next Board of Selectmen meeting Monday 3/2 at 6:30 p.m.**

I worked on updating the evaluation sheets for the upcoming 2014 annual performance reviews, such as transferring goals from one year to the next.

At her request I provided to Elly a list of some of the major vendors the Town uses that I thought may contribute to the Town Hall project, either financially or through donated services or items. On Friday we discussed that list and who her person of contact should be.

As I mentioned to you, on Monday I gave Jenna Lapachinski from LCHIP a tour of the Town Hall and did my best to answer some of your questions related to the building. She has been in contact with Michael P. regarding some of the outstanding design questions and feels she can better answer them now that she has been through the building. Also on Monday we received the proof of the Town Report, on which I caught a few typos and resubmitted for final printing.

Gary and I discussed the status of his budget in anticipation of your discussion whether to request an amendment to it at Town Meeting.

On 2/26 I attended the Tri-town meeting in Bennington with you.