
MEMORANDUM - OFFICE OF THE BOARD OF SELECTMEN

TO: Board of Selectmen
FROM: Michael Branley, Town Administrator
RE: Weekly Update
DATE: December 27, 2013
CC:

Next Board of Selectmen meeting 12/30 at 6:30 p.m.

REMINDER: The Town Offices will be closed on 1/1 for New Year's Day

This week was shortened thanks to Town holidays on Christmas Eve Day and Christmas Day, Wendy also off on Thursday. As such, I mostly continued to work on preparing for the year end, including putting together my first draft report for the Annual Town Report and working on year-end accounting. I also finalized the second draft budget and the accompanying transmittal memo and sent them both out on Monday. Wendy has also been plugging away on the Annual Report, don't forget that we have requested to get back year-end reports by mid-January.