

# Town Administrator's Action Item Report

## July 9, 2012

1. **Forestry Committee** Town Administrator notified Town Counsel of their intent to use his services re: land locked parcel in question. Peter Confirmed request again with Kim DiPietro.

TA received update from Kim and she hasn't followed through with letter yet but soon will do so.

*No Recent Activity*

2. **Town Clerk requests for consideration** – Follow up with Chief Brace to meet with Irene and TA to discuss approach in dealing with Dog License violator collections and penalties. Meeting being set up for week of June 18<sup>th</sup>.

**Update:** All resolved. Chief Brace, Irene and myself developed a plan acceptable to all as to how to proceed with getting dog owners to comply or be fined. Dog warrant already before the BOS to sign.

3. **Town Clerk request for input re:** Avitar software for use of credit cards in clerk's office. This item will be further discussed at the June 18<sup>th</sup> meeting after Irene obtains more information for final input. Suggest each selectman reviews package that Irene distributed on May 7<sup>th</sup>.

**Update-Meeting with Avitar set up on July 18.**

4. **Alarm Problems-** OTT and Security Team North are working out problems at Police Station. Fire alarm panel needs to be repaired.

**Update:** All issues now resolved.

5. **Yard Sale Issue:** Ed Hunter has sent out letter to the party involved. See letter in legal file.

**Update:** All indications are that the resident has complied.