

# Town Administrator's Action Item Report

## July 23, 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 request** – Follow up Avitar regarding the introduction and implementation of online credit card usage for auto registrations.

**Update Meeting with Avitar went well and implementation will be probably happening in the next month or two.**

3. **Fuel Bids for 2013-** Town Administrator currently seeking estimates for fuel delivery for both Propane and Oil for the next winter season.
4. **LaPen** –Class VI road closure request
5. **2013 Budget Discussion Analysis for employee's compensation-** Town Administrator to create suggestions in reviewing "COLA-Merit" format.
6. **Building Department Permit Software-** Peter, Jan, Laura and Ed met with Avitar on the 18<sup>th</sup> and discussed a new software program for permits (building, plumbing and electrical). All agree that it is in the best interest to budget for the program estimate to be \$4,000 plus to implement.
7. **Technology service Analysis-** Met with representatives from Main Stay Computer service organization to discuss future planning for our technology needs throughout the town
8. **Energy Portfolio** – As a result of discussions with Susan Carr, Peter, Karen, Laura and Ann met with Peter to discuss follow-through on Susan's (Energy Committee) request to appoint a person to be trained in creating the Peregrine data research project resulting in an Energy Portfolio.
9. **Highway Safety Committee-** Notices to be posted for citizen members of the committee.
10. **SNHPC and CNHRPC Joint Venture developing a Community Economic Development Strategy-** In letter from SNHPC (see attachment) it is asked that the Board appoint a representative to become part of the process and to participate in the CEDS strategy committee.
11. **SNHPC – Piscataquog River Mitigation Project-** (See attached info.) Basically, the Planning Commission is encouraging New Boston to update their Hazard Mitigation Plan.