

# Action Items from the Town Administrator

## March 4, 2013

1. **Completed Department Manager Performance Evaluations** –These evaluations were actually due for the fall but because of the workload of the TA and Managers this was delayed. However, all is done before the voting for the new budget which is important because the pay raises are contingent on a favorable review.
2. **Legal inquiry sent to Town Counsel re: Bailey Pond Road**-still awaiting opinion. Sent e-mail to Atty. Drescher on February 11<sup>th</sup>.
3. **Legal Issues –P & S for the purchase of the Thibeault Property**- Still awaiting signed P & S agreement from Thibeault. Vinnie stated via e-mail on February 28<sup>th</sup> that Ernie is still on vacation and should be back in a couple of days.
4. 2013 Goals-Upon completion of town voting process some recommended goals will begin to be enacted. I.E. # 1-Complete Employee Manual review, Review of Each Job Description and several other projects as determined by the Town Administrator and Selectmen.
5. **Twin Bridge property deed acceptance**-Rodney to view site on Friday January 11<sup>th</sup>  
Final Draft sent to Drescher for review and comments. No answer yet.  
Att. Drescher responded last week and states that he will get to it a.s.a.p.