

Action Items from the Town Administrator

April 1, 2013

1. **Employee handbook** review has begun
Merit Raise formula recommended to be discontinued on April 1, 2013. Board action required.

2. **Twin Bridge property deed acceptance**-Rodney to view site on Friday January 11th
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.

Bill Drescher responded and correspondence is under 'legal'.
Final document being prepared with Drescher recommendation. (See attachment)

3. **Capital Reserves approved at Town Meeting** have been paid to the Trustees of the Trust Funds
4. **Legal- Employee Issues**- Non – Public
5. **Possible Job Description Change**- ZBA pre-meeting coordination (see attachment)
6. **Riverdale Road Bridge Engineering update**- Attached update re: Estimate.
7. **Gravel Bid update**- In the works at present-bid requests sent out by Dick Perusse
8. **Energy Solicitation-Electricity**- RFQ's sent out (See attachment)