Town Administrator's Action Items Report
August 15, 2016

1. **Highway Safety Subcommittee-Foot Traffic Study Committee-**

Deposit to Algonquin Bridge Company-sent
Deposit to Daniels Bridge Company-sent
RFQ for Site clearing sent out to possible venders.
Bids opened-see attached
Bids rejected and new bid request sent out-scope of work changed
May 9th-New Bids opened and recommendation to be made to the Selectmen by the Committee at the Selectmen's meeting of May 16
Contractor began work on May 17th and has ¾ completed on June 1.
Total donations met the goal to completely fund the project.
Change Order – Additional donations and order for additional reinforcement for bridge to accommodate horses.
Library Trustees grant permission for horse traffic over their side of Footbridge.
Meeting on July 14. Discussion re: Horses and other items.
Latest discussions consisted of completion date and ribbon cutting ceremony.

2. **Tax Waiver-**

Donovan-before Board on April 4.-Donovan-scheduled another appointment with the Selectmen for May 2. Peter to get further examples of similar situations. Response to inquiry to Town Counsel attached. Peter Talked to Dan Donovan.

On May 11th and told him the Board is still weighing in on the legal aspect of a decision. Awaiting a letter from Mr. Donovan's attorney as promised. No action being taken until legal correspondence from Donovan's lawyer is reviewed by the Selectmen and Town Counsel.
Bart Mayer gave the OK by New Boston to engage in dialogue with Atty. Brandon Guida.
Board met with both attorneys and decided to have Peter contact George Hildum re Stabilized Income method of assessment for commercial property.
Peter Met with George and due to its complicated nature I will revisit the issue with Bart. George also needs legal guidance. His first impression is that it is not in compliance with the law but needs to also consult with Bart Mayer. Peter Will report at the next BOS meeting.

George Hildum responds to request for opinion.

3. **2015 Audit**: The auditing company is currently working on the finalization of the 2015 records. They are progressing very well and things are looking up.

All of the 2015 accounting verifications are done and the year-end books are now finally in order. This paves the way to tighten up 2016 and make adjustments easier to complete.

4. **C.I.P. preparation**: Requests have been sent out to all departments. Meeting schedule TBA.