

Town Administrator's Action Item Report

September 17, 2012

1. **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 18th meeting after Irene obtains more information for final input. Suggest each selectman reviews package that Irene distributed on May 7th.

Update-'One write' check system has to be implemented first. Karen is moving along with this item.

2. **2013 Budget Payroll Analysis:** Town Administrator in process of creating a report including the following: a) Payroll increases based on past "cola-merit" system, b) Completing review of comparison positions in several area towns similar in population. And c) A proposed sample of a step system based on similar system used by the State Employees Union.

Presentation before Selectmen on September 17.

3. **Budget preparation – Departments in process of completing budget requests for review by the Town Administrator.**