

Town Administrator's Action Item Report

October 1, 2012

1. **2013 Budget Payroll Analysis:** Town Administrator in process of creating a report including the following: a) Payroll increases based on past grades and steps, b) Setting an actual pay plan for each employee, and c) A review of the past system used and its drawbacks, including the present 'low to maximum' already adopted pay schedule.

Presentation before Selectmen on September 17.

Update:

Re-presentation on October 1 to include the Library employees and Police Department

2. **Budget preparation** – Departments in process of completing budget requests for review by the Town Administrator.
3. **Transfer of Highway Department truck to purchaser Jon Lewis- Done**
4. **Letter sent to person discussed in non-public-** Done