

# Item #9

## Action Items from the Town Administrator May 6, 2013

1. **Employee handbook-Ongoing** -Completion of approx... 1/4<sup>th</sup>
2. **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.  
  
Bill Drescher responded and correspondence is under 'legal'.  
Final document being prepared with Drescher recommendation. (See attachment)  
Correspondence received explaining delay concerning the markers.  
  
**Update:** Documents will be presented and signed at the May 6<sup>th</sup> Selectmen's meeting.
3. **Riverdale Road Bridge Engineering update**- Contract signed and forwarded to Hoyle -Tanner. Attached update re: Estimate. DOT approves contract and pricing.  
**Update-**  
  
DOT corresponds with Town Administrator re: Design changes requested by Road Agent through Hoyle Tanner. Cites lack of Bridge Aid support for financial responsibility for the changes. **Letter Attached**
4. **Comcast Cable Contract Renewal**-A representative from Comcast is visiting Peter on April 17<sup>th</sup> to discuss the renewal.  
Comcast is process of installing cable service lines to White Building and doing survey in other buildings for installations.
5. **Foistner letter to Town Administrator** sent to Atty. Drescher for legal review and suggested response. **Also, DES responds to Foistner** (Copy enclosed).  
Letters Attached
6. **Junk Nuisance Complaint-Mill Street**-Peter In process of responding.  
**Attached**
7. **Drug and Alcohol Policy revision for Highway CDL employees**-Contract from OnSite Drug Testing reviewed and sign off by Town Administrator-  
Training and information meeting being set up for applicable employees.  
**Attached**