

# Town Administrator's Action Items Report

## July 20, 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 9<sup>th</sup>-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 17<sup>th</sup> 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.

### **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 11<sup>th</sup> 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.

### **3. Bookkeepers Position Opening**

Ads have been placed in the Manchester Union Leader and NHMA Classified Ad notices. As of Thursday, June 16<sup>th</sup> we have received two resumes. Both are very

encouraging in that they are well qualified and experienced in municipal finance. Deadline is June 30<sup>th</sup>.

Jim Brace, Bill Gould and Peter will be the Interview Board. Interviews scheduled for Thursday, July 8<sup>th</sup>.

After the interviews it was decided that one person was considered more qualified and a recommendation for hire will be presented at the July 18<sup>th</sup> meeting.

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