

FROM: Bill Lawrence, Town Manager  
DATE: June 30, 2017  
TO: Board of Selectmen  
SUBJECT: Manager's Report

**Staff Meeting** was held this week. I explained that I was in hopes to complete the performance evaluations in July. We also talked about the potential time-line for Sandy Shores culvert replacement to be completed by fall. RFP & Permitting needs to be done in the next few weeks. We will have IT service from NDS starting July 1 and they will be visiting our computer systems this week. We will start our new website by late summer with a .gov website. I asked the staff for an update on their building maintenance programs.

**Public Works** has done several thousands of feet of ditching and replaced a thousand feet of culverts on the Western Road while prepping the road for paving in July. Winter sand should be delivered in the next two weeks.

**Fire Department:** Chief Andrews said all engines past their annual pump test. They will be doing hose testing and ladder testing in the next few weeks. The Pancake Breakfast on Warren Day brought in a profit this year. Thanks to all those who participated. This was a great time!

**End of Fiscal Year:** Sherry is busy with tax notices, quick claim deeds and getting ready for close out of the fiscal year that ends June 30. Sherry is also getting ready for the annual audit. Melissa is finishing her election reports for the State.

**Code Enforcement** has done 15 building permits in June.

- Three single family dwellings
- 4 accessory Structures
- 40x 60 shop for Patterson Paving
- Garage, deck etc.
- 2 new septic systems & three internal permits

**Transfer Station** reports they received \$3,904.25 in revenue for the month of June. Demo was the largest source again at \$1,299.50 and small bags at \$1,295.00.