Report of the Town Manager
December 28, 2015

1. **Financial Updates-**
   a. **FY16 General Government Budget-** I met with Town Accountant Donna Allard and Eric Kinsherf to review the status of the FY16 cash reconciliations and the completeness of the YTD revenue and expenditure reports. Cash has been reconciled with the bank and General Ledger through November 30th. The expenditure report is up to date. The revenue report was lacking the hand posted entries for deferred revenue for November but those postings will be completed shortly.

      I also met with Donna Allard and Collector/Treasurer Donna Spellman to discuss their reconciliation efforts. Currently, the reconciliations between the Collector and Accountant occur quarterly. After our discussion they have agreed to reconcile monthly. In addition, the Accountant has supplied the Collector with a listing of account numbers that will be programmed into the Collector's software so some of the manual journal entries can be completed electronically reducing the risk of error.

   b. **Tax Rate Set-** The FY16 tax rate has been set by the DOR at $17.43 per thousand. Tax bills will be in the mail on December 29th and due February 1st.

2. **Personnel Updates-** None at this time

3. **Project Updates-**
   a. **Police Station-** An initial meeting will be held on Wednesday, December 30th to review the demolition that's been completed to date. Areas requiring seismic bracing have been opened up and the conditions encountered need to be inspected and discussed so that constructible solutions consistent with the construction documents can be discussed and documented. Routine weekly/biweekly construction meetings will take place after January 1st.

4. **Miscellaneous Updates**
   a. I have had the opportunity to meet with all of the department heads, representative from the Robinson-Broadhurst Foundation Board, School Superintendent Haddad and members of a number of Boards and Committees over the past couple of weeks. Everyone has been very helpful and willing to provide me with all the help and support I need.