



April 2016 Town Report

Economic Outlook:

The Town collected \$9,418 in building permit fees during the month of April. There were five (5) building permits issued for new construction.

The Town also received a check from the Recorder of Deeds in the amount of \$38,281 for realty transfer taxes collected on our behalf. Total received year-to-date is \$309,267

New Police Station:

A meeting has been scheduled for May 5, 2016 with Lieutenant Parker and Mike Wigley (Engineer) to review the cost breakdown and figure out how to cut some of the costs.

FY17 Budget:

A workshop was held on April 28th to discuss the upcoming FY17 budget. After discussions with each department head, Town Management presented a budget totaling \$2,683,850. That amount represents a 4.3% increase over the current year, mostly attributable to the Water Infrastructure Loan.

EDC Grant Program:

Letters were drafted and sent to all property owners that were awarded economic development grants. Letters detailed the amount awarded, matching requirements and deadline for project completion

Quarterly Tax Reporting:

Completing the necessary payroll tax reporting documents and submitted to the IRS and the Department of Labor

Employment Application / Job Descriptions:


The Town's employment application was updated. Initiated review of employee job descriptions. Edits will be made as needed.

Personnel Policy:

Began review of Town's Personnel Policy Manual. A workshop will be held in June to allow the Commissioner to consider any amendments brought forth from the review process.

Regular daily activities and duties were completed throughout the month, and weekly department meetings were held. Also attended necessary quarterly and monthly meeting pertaining to SCAT, DLLG and CMAD.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jesse Savage", enclosed within a hand-drawn oval scribble.

Jesse Savage
Town Manager