

Town Administrator Report
7/26/2021

I worked with Donna Hays on tax commitment scenarios to present at the special Select Board meeting on July 22.

On July 14 we closed the office for training and reorganizing. Thank you again to the board for allowing that day. We moved some things around to make the printer more assessable to everyone and spent a lot of time reorganizing the office, sorting through files and creating systems for records retention, daily cash closing etc. We have identified some next projects to work on and will do this as we get more settled in our respective roles.

Training continues with Ginny and is going well. She is working independently on some transactions and getting more familiar with the more detailed ones. We will be sending her to the motor vehicle training at the beginning of August and after that she can be in the office alone once she feels confident with the transactions.

I attended a TRIO training on the budget process which was helpful and have moved all the new budget numbers in TRIO for FY22.

The main printer went down on July 15 which limited our abilities. It took until July 21 to get it up and running. The sales representative stopped by and gave a proposal for an upgrade with more features that will cost less per month so I signed the agreement and the new printer is arriving on Monday, July 26th. They will also give us a quote on phones for the town office with 2 incoming lines, 3 extensions with voicemail.

Had a WebEx meeting with TD Bank to discuss our banking needs. This was a follow up meeting after a "meet and greet" meeting at the beginning of July.

I started working on the checkbook reconciliation and will meet with Scott Seaver in the next week to finish it up and get some training on the final steps.

Ginny and I worked on the revisions to the Articles that were voted on at Town Meeting and got copies printed for the planning board. We will print complete books in the next couple of weeks. I have posted the separate articles to the website and will consult with Andy Wyatt on how to link the changes to other areas in the website.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator