

**Town Administrator Report**  
**August 12, 2024**

With tax commitment completed on July 22<sup>nd</sup> the office was busy making the updates in the system and getting the new tax bills ready. Tax bills went out earlier this week and residents should have received them during the week of August 5<sup>th</sup>. If you have not received your tax bill you can find them on our website under the assessing tab and please reach out to the office so we can verify we have the correct mailing address. During this time, we also processed 30-day notices. This is the first step in the lien process. Many residents have already responded and taken care of the outstanding tax balance.

During these last two weeks, I interviewed and hired for the part-time information officer position. We are pleased to welcome Devin Garneau to the team! Devin has already been hard at work getting things posted and cleaning up the website to make it easier to navigate.

The November General Election is underway! As of August 5<sup>th</sup>, we can accept absentee ballot applications. Both Pascale and I have been busy working on the start up paperwork all while still completing the final tasks of the June primary. Elections Systems and Software also came by to do the required maintenance on the machines and to make sure they are running properly.

Over the last 3-4 weeks we have had terrible internet issues at the town office. This has resulted in having to turn residents away as we were unable to complete their transactions. We thank them for their patience. It took 3 visits from Spectrum to repair and I'm pleased to report it is all running correctly.

The office renovation project is progressing, and I will be meeting with the heating and cooling company on August 8<sup>th</sup> to go over the site work. They have scheduled the installation for September 17-18. After that time, we can get the electrical work, painting and floor done and they will be ready to move in. Deposits for both the fire department and PCWA went out last week and that work will be scheduled soon.

Other items of focus have been:

- AP Warrant processing
- Electronic Sign project
- Meeting with contractors on office renovation
- New employee onboarding
- Establishing new town emails

Respectfully,  
Becky Taylor-Chase  
Town Administrator