

Town Administrator Report
September 13, 2021

August 23rd, I spent time working with TRIO on pieces of the motor vehicle tasks. TRIO is supposed to connect and import financial files but it was not connecting. Previously this process was not being done and manual general journal entries were being made for the rapid renewal money being deposited into our general fund. With a little bit of work, we now have the two systems connected and TRIO will create a journal when I process the files. This eliminates the need to do a manual general journal entry the following month while reconciling the check book.

I also had Ginny observe the payroll process on the 23rd. Over the coming weeks she will take a more active role in processing payroll so she is prepared in the event I'm out on a Monday or for when I take vacation.

I had two phone conversations gathering information on updating our telephone system at the town office. I'm awaiting the details and quotes. There are two more companies I plan to reach out too so I will have more information soon.

Our new postage machine arrived and I worked on getting it installed on August 25th. I had to have the Pitney Bowes rep come on August 26th as the machine would not connect to the internet. The current cable being used with the old machine was a series of different sections of cables connected and could not provide adequate internet strength. We have it set up temporarily and I have ordered a CAT6 cable so we can place it in a better area of the office.

August 30 and 31st I spent time working on action items from the previous Select Board meeting, updating the website, working on the motor vehicle report and creating our user portal for the Local Fiscal Recovery Program. Ginny and I also went through the election supplies getting them organized and outlining our needs for the November election.

Wednesday, September 1st I met with Sharon Holmes from Safety Works. She gave me guidance on doing the 300 Logs, filling out incident reports and provided information on the yearly posting. I will be taking a formal training later this year. I spent much of the rest of the day re-creating the logs as we are required to have the last 5 years on file.

Thursday, September 2nd I prepared the lien notices for the unpaid 2020 taxes and spent time organizing the previous years documents. On September 7th I filed the liens with the Registry of Deeds and placed the accounts in lien status.

Our audit was scheduled for September 8th but had to be rescheduled to October 6th due to a COVID exposure with our auditor. This gave the day to working on the A/P warrant and many other small tasks that needed to be taken care of. Our title printer stopped working so we currently are hand writing titles. We reached out on the Clerks Listserv to see if any towns had any they were not using and Topsham has 2 they are giving to us so I will pick them up on Friday. We will set on up Monday and hopefully with no glitches will be back to printing the title forms.

September 9th, I attended a webinar with TRIO on Payroll Processing. Once again, this training was extremely helpful and informative. The remainder of the day was spent finalizing the September 13th meeting documents, finishing the town mailer and processing tax payments.

The tax payments have been coming in steadily and has been a huge focus of our time. We have been making sure to get the deposit to the bank on a regular basis as well.

Respectfully Submitted,

Becky Taylor-Chase
Town Administrator