

Town Administrator Report
October 25, 2021

The focus of the office over the last two weeks has been on the election. We have been busy issuing ballots and doing the preparation work required by the state. As of the end of the day on Wednesday, October 20 we had issued 66 absentee ballots.

October 12, we had the audit and have since received the draft. I also attended a training that morning and Ginny attended an all-day training on Voter Registration.

October 13, Ginny attended an all-day training on election so my focus for the day was covering the front counter. On October 14, I met with Pro AV to have them prepare an estimate for what we would need for technology to offer remote access to meetings. I am awaiting that estimate. I will be meeting with Headlight Audio on October 28th for the same thing.

October 19, I attended a training via ZOOM on Checkbook Reconciliation and Reporting. October 20, I attended a training via ZOOM on General Assistance and October 21, I attended a training via ZOOM on Motor Vehicle Reporting.

On October 19, Ginny and I completed the voting machine testing as required by the state. The next day I finalized the schedule for election day and we have coverage for the entire day. Thank you to all the residents that have offered their time to work the election.

October 21, Ginny and I posted the election as required by Title 21A at the Post Office, Short Stop and the Town Office. We also worked on the items that will need to be posted on election day. The final documents for election day arrived and after preparing the A/P warrant we spent much of the afternoon going over those and discussing the polling day in general.

When time has permitted, I have been working on many clerical items, researching ways to improve efficiency in the office and preparing for the open enrollment period for town employee benefits.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator