

**Town Administrator Report**  
**January 24, 2022**

January 10 was spent on payroll processing, meeting preparation and finalizing the AP warrant. I continued to work on the information needed for Bangor Payroll to get that service up and going.

January 11, I sent the notice for the next public hearing to the Forecaster and posted it to the website. I made the edits to the warrant and exhibits based on the input from the public hearing the night before. I drafted Remote Access Policies for the boards and committees that have expressed interest. I continued with Bangor Payroll requests to continue the set-up process. I worked on the first steps for processing W-2s. I started working on the meeting minutes and researched purchasing COVID test kits.

January 12, I continued to work on the W-2s and have a call in to TRIO to correct one issue before I can print. I met with Jon to work on the ARPA grant application. We received notification from the Bureau of Motor Vehicles that Pownal has been granted permanent truck level authorization. We were currently under a trial basis and were being monitored by BMV due to myself being a new agent and the truck level being in trial status. We are no longer being monitored as they are satisfied with our ability to process registrations correctly.

January 13, I continued to work on the ARPA grant application and met with Jon to go over the questions. I finalized the W-2s and started to print them but noticed one thing that wasn't printing correctly so will reach out to TRIO on Tuesday to fix.

January 18, I worked from home. I started prepping the meeting agenda, reviewing the minutes etc. I worked on the ARPA grant application and reports needed to continue the set up for Bangor Payroll. I drafted the February Reminders from Town Hall email and worked on the checkbook reconciliation.

January 19, I completed the W-2s for employees and state reporting. I continued work on the ARPA grant and prepped for the Public Hearing. I attended the Public Hearing and the Planning Board meeting. I worked on more reports for Bangor Payroll to complete the set up.

January 20, I worked with Jon going over the ARPA grant and we submitted the application. I made edits to the warrant based on the feedback at the Public Hearing and sent the edits to North Star Planning for the Road Standards exhibit. I started the A/P warrant and posted the meeting agenda. I was notified that Bangor Payroll is finalizing the set up and February 2 will be the first direct deposit.

Respectfully Submitted,  
Becky Taylor-Chase  
Town Administrator