

Town Administrator Report
February 28, 2022

February 14, after processing payroll much of the day was spent preparing for the Special Town Meeting, the Select Board meeting and finalizing the AP warrant. I attended the both meetings in the evening.

February 15, I took the day off although I did do some work on the budget at home and typing the Select Board meeting minutes.

February 16, I got the updated ordinances and policies along with the Comprehensive Plan and minutes posted to the website. I covered the counter for the morning hours while the Deputy Clerk attended a ZOOM training. I spent a good portion of the day fine tuning my initial budget requests. I prepared some information for the Planning Board meeting and attended the meeting. I worked on the March email that will go out later the following week.

February 17, I attended an ARPA training for the bulk of the day. It was an overwhelming amount of information but it did give some clarity on uses of funds. I spent the remainder of the day catching up on administrative tasks and preparing for the Republican Caucus. I attended the caucus to register any new voters.

February 22, after completing payroll I attended a TRIO training on the budget process. This was a great refresher on the process to follow within TRIO for preparing and transferring the upcoming budget. With the Monday holiday the counter was busier than normal so I provided support there through the afternoon.

February 23, I met with Kathy Hogue to discuss possible events for the Recreation Committee and to go over some ideas she had regarding communication to the public. I worked on the March email set to go out on February 24. I met with Dick Clarke to go over FY23 budget compensation and to provide information on previous budgets to help him with his planning. I typed the Special Town Meeting minutes.

February 24, I did some General Assistance work, started the AP warrant and prepared for the Budget Committee Meeting. I finalized my budget presentation documents and attended the Budget Committee meeting that evening.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator