

Town Administrator Report
April 11, 2022

March 28, with the Deputy Clerk out for the week my focus has been on the counter and phone coverage. Payroll was processed and I prepared for and attended the Select Board meeting.

March 29, the counter and phones were quiet so I was able to work on typing the meeting minutes. I also met with Paul Schumann to discuss goals for editing our chart of accounts. We identified 4 items we would like to improve. Some of the work can be done when time permits and the final piece would be projected to be complete at the beginning of FY24.

March 30, I was able to complete typing the draft minutes. I prepared for the Special Select Board meeting, worked on the monthly email and town report when not covering the counter. Time was spent doing some more organizing of the file cabinets in my office. I certified nomination papers received for the Select Board. I attended the meeting that evening.

March 31, part of the morning was spent on some HR tasks. In between counter coverage I worked on the annual town report and the town clerk report. I certified nomination papers I received for the Cemetery Commission.

April 4, after processing payroll much of the day was spent preparing for the Select Board meeting and catching up administrative tasks that I didn't get to the week before. I spent time researching some invoices for Public Works. I also spent time preparing for the Budget Committee meeting the next evening since I would be out of the office during the day Tuesday.

April 5, I attend the first in-person training in over 2 years in Augusta on MMA on the Tax Lien process. I returned to the office after the training and worked with Selectperson O'Brien and the Interim Road Commissioner on invoices and current budget information. I did some posting to the website and worked on the MMA job posting for the Road Commissioner position. I attended the Budget Committee Meeting that evening.

April 6, I continued work on the warrant and annual report. The deputy clerk had training in the morning so I covered the counter and phones. I entered all invoices received into the AP warrant. Consolidated Communications did a site assessment for our new phone lines and will be here on April 7 to do all the necessary work to be prepared for the switch.

April 7, I researched a couple more Public Works invoices and reached out for our annual elevator inspection. Consolidated Communications was here for a good portion of the day running all the lines for our new phone system. I continued work on the AP warrant and did some webpage posting for upcoming meetings. The company we order ballots through launched a new online portal to format and order ballots. With today being the deadline to receive nominations papers back, I went in and did some input of the information for both the municipal officer's and RSU5 ballots. On Monday I will submit the information so we can place our ballot order for June.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator