

**Town Administrator Report**  
**November 28, 2022**

We continue to work on the post-election activities which include reconciling the absentee ballots and entering the voter registration cards completed on election day. In the coming weeks we will assign voter participation history to those that cast ballots on election day.

Over the past couple of weeks, I've continued work on the ARPA project meeting with 2 Elevator companies and obtaining quotes to satisfy the grant requirements. I have reached out to 2 other acoustic companies to obtain quotes and am working on one more quote for IT. Once those are submitted the County will make their decisions and we can then schedule the work.

I also worked on the following:

- Cleaned the Planning Board side of the website up
- Worked on building the town calendar on the website
- Uploaded the new town maps to the website
- Redesigned and drafted the monthly email
- Reconciled the checkbook
- HR tasks (working with Bangor Payroll regarding the 401k/a, CEO interviews, employee paperwork updating)
- Took an MMA Online University Training
- Submitted and continued work on the insurance claim for the Elevator and Generator

In the coming weeks I will continue work on the ARPA project and start to draft the FY24 budget for the upcoming budget cycle.

Respectfully Submitted,  
Becky Taylor-Chase  
Town Administrator