

**Town Administrator Report
November 8, 2021**

Much of the focus has been on the election over the last two weeks. Ginny and I came in on Friday, October 29th to set up the voting room and go over voting day procedures while the office was quiet. Election day went very smoothly and we had a 56% voter turnout. I would like to thank the Public Works crew for coming in on October 28th to prep the voting room for us, to all the election staff for working the polls and to the voters of Pownal.

After the October 25th Select Board meeting and a follow up sit down with Selectperson O'Brien, I followed up with the auditor to answer her questions and to give her the carry forward approvals. She has since sent a new draft and I will go over that early next week once we finish up some of the immediate post-election activities.

On October 28th I met with Headlight Audio to go over needs for technology in the Dewitt Room to offer remote access to meetings. This was the same company that did the sound study/estimate. He did say he needed to update that estimate as cost of materials have increased and he will be forwarding that to me once completed. He stated the estimate for technology could take up to 4-6 weeks to complete as it is hard to get estimates for materials due to supply chain issues. I also received an estimate from AV audio. I have a follow up phone call with them next week to go over the details.

During this time, I reached out to Consolidated Communications regarding the update to the telephone system. I will be inviting the representative to an upcoming Select Board meeting so he can answer questions about the upgrade before we move forward. I reached out to Spatial Alternatives regarding the Parcel Viewer and will be meeting with Judy on November 17 to get the yearly updates taken care of and the process started for getting the property cards online. Finally, I reached out to TRIO to incorporate the MOSES Interface. These items were part of my carry forward requests.

November 3 Ginny and I put all the election materials in the voting room away. We reconciled the absentee ballots and discussed the next steps. We also certified the election with the state. Following an election there are several post activities that need to be completed. Our next tasks will be to enter the new voter registrations and changed voter registrations into the central database and reconcile. Once the state turns on the voter participation module, we will assign VPH and certify with the state. That is the final step and completes the election.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator