

**Town Administrator Report**  
**December 13, 2021**

November 22, I spent much of the day just working on administrative tasks, finishing the warrant and prepping for the Select Board meeting. I spent some time working on a few of my carry forward request projects and balanced the checkbook for the bank statement ending October 31, 2021.

November 23, I worked with our Assessor on gathering the data needed to get the Parcel Viewer project started. We received more petitions to certify from election day so those were completed and I worked on the audit adjustments as presented and approved at the Select Board meeting.

November 24 was very slow at the office so I took advantage of the time to start re-organizing the files in my office. I spend a fair amount of time looking for information so this was a great way to get some reorganizing done along with gaining knowledge.

November 29 was busy at the counter given the long weekend and slow week before. I had some glitches with our Mission Square website doing the monthly 401K disbursement but got it all worked out. I spent time working on building the 2022 community calendar on the website and got all the Select Board meetings set up.

November 30 was spent researching two different items dating back to July 2020 and resolving them. One was documents for the Registry of Deeds and the other was a discrepancy in the Drink Water Report. Ginny and I started working on the Voter Participation History which is the last step of the election.

December 1, I had 2 of our printers serviced as they were having some technical difficulties. Ginny and I continued working on the VPH for the election. We were able to complete that task with 100% accuracy reconciling the November 2 election. Thank you again to the election workers for accurately checking the voters in. This made our work much simpler.

December 2, I spent about two hours on the phone with TRIO getting the Motor Vehicle report to work correctly. This has been an ongoing problem. One of our IT representatives was here installing a printer and was able to work with TRIO and I'm confident that they have finally resolved the issue and going forward the process will be smooth. Our IT installed our new receipt printer. Historically because receipts for counter transactions had been printed to full sheets of paper, we were going over our contract for copies. Having a thermal receipt printer should eliminate this issue. I also attended the RSU5 informational meeting regarding the upcoming school budget cycle with Chair Morris.

December 6, I worked with Informe regarding uploads for motor vehicle registrations. We had been receiving calls that residents were not able to complete a re-registration using Rapid Renewal. A quick phone call resolved the issue.

December 7, I attended a ZOOM training with TRIO for Payroll Extended. This went further in depth on setting up deductions, direct deposit, payroll corrections, reversing payroll etc. I spent a little time adding some holiday flavor to the town office. I also sat down with Kathy Hogue regarding the Board of Appeals process and going over edits she made to the applications.

December 8, I attended a ZOOM training with TRIO on the End of Year process. I was able to work with Constant Contact to set up the emailing service so we can send out bi-monthly emails. I created a simple email and scheduled it to send. It all worked perfectly so I will work on importing the email list I have so we can start sending regular emails to residents. The previous Town Administrator also had set up a Pownal Facebook page. I have not been actively using that as I was more focused on the daily operations but now with the assist of Constant Contact, I can schedule posts based on the emails I create that will post to the town page. This has been a project I've wanted to get going and was one of my carry forward requests. I spent much of the afternoon working on a spreadsheet with the current budget and getting it ready for the upcoming budget cycle and making notes to help with the process.

December 9<sup>th</sup>, I completed importing the emails into Constant Contact so we are ready to start working on our first email. I entered all the payables into TRIO for the upcoming warrant and I spent some more time organizing the files in the office.

The office has been busy this past week with tax payments from banks along with residents coming in steadily. We anticipate next Monday, Tuesday and Wednesday will be busy days with foot traffic as the due date is Wednesday for the second quarter installment.

Respectfully Submitted,  
Becky Taylor-Chase  
Town Administrator