

Town Administrator Report
February 14, 2022

January 24, I spent time on the typical office tasks: payroll, finalizing the AP warrant and preparing for the upcoming Public Hearing and Select Board Meeting. The counter was extremely busy so I provided assistance to keep the line moving and reduce wait time. I also pulled material from the safe at the request of the Planning Board secretary for research being done on past ordinance changes.

January 25, I spent more time researching past exhibits for the Planning Board. We had several complex counter transactions that I assisted with. I continued the work on setting up with Bangor Payroll.

January 26, was mostly spent catching up on administrative tasks and updating the website. I finalized the February Reminders from Town Hall email scheduled to go out on Thursday. I created the binders for the upcoming Special Town Meeting.

January 27, I spent the bulk of the day working on General Assistance and collaborating with Freeport Community Services. I also started to gather information for the upcoming budget cycle. Before we opened, I worked with Ginny on doing a motor vehicle report to continue cross training so she will be able to process the reports in my absence or during busy times.

January 29, I worked from home typing the Select Board meeting minutes and continued to compile information for the upcoming budget cycle.

January 31, I worked with Bangor Payroll sending the information from the payroll processed that day. I worked on creating a spreadsheet for the upcoming budget cycle to include past approved budget amounts and final expended amounts so I could look at the trend to help with the requests for the next budget.

February 1, I had a short training with Bangor Payroll on navigating their portal to process our first payroll. I finished up the work on the budget spreadsheet. I ran the report for the 2020 tax year foreclosures in preparation of sending the courtesy letters out.

February 2, I started to work on the annual report creating the beginning first pages. I finalized the binders for the upcoming Special Town Meeting and printed off copies of the exhibits to have on hand during the meeting. I continued to work on going through the file cabinets and organizing the files.

February 3, I had a lengthy phone conversation with Bangor Payroll to finalize all the steps, address questions and receive my log in information. We are scheduled to process our first

payroll on Monday, February 7th. I sent the final reports needed for us to implement the new payroll on Monday. I continued with organizing the file cabinets

February 4, I logged in remotely to check emails in case there were any last-minute questions from Bangor Payroll. There were a couple of quick questions and I went over the test payroll to make sure it all looked good. An email came in from Casella regarding a delay in trash pickup due to the weather. I posted that to the webpage and Facebook page.

February 7, I processed our first payroll with Bangor Payroll. It took a little longer than normal as I am not familiar with the site but once I get acclimated it will be a seamless process. I printed paystubs off for those on payroll this week until we get their employee portal set up. I worked with Ginny on the monthly Animal Welfare and Inland Fisheries & Wildlife reports.

February 8, due to the weather and RSU5 having a 2 hour delay we followed suit and opened at 10:30 am. I continued work on the budget, gathering information and working on initial requests which was the focus of most of the day.

February 9, I worked on the payables warrant and spent time showing Ginny this process in an effort to continue cross training. Work continued on the budget and sent all the information needed for the workers compensation audit. I also started to organize the files on my computer from past administrators.

February 10, Ginny had a TRIO training so I covered the counter for the morning. I worked on prepping for the upcoming Select Board and Special Town Meeting. I received some material to assist in our Maine Drinking Water Program report so I reviewed and am working on the latest report. I balanced the checkbook for January and spent some time clearing up outstanding deposits and checks from previous months. I posted the meeting documents to the webpage.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator