

**Town Administrator Report**  
**May 23, 2022**

May 9, after payroll processing was spent mostly preparing for the upcoming Future Facilities meeting and Select Board meeting. Due to the paving, we fielded a larger volume of phone calls from residents about whether we were open and how to access the building. I attended both the Future Facilities and Select Board meetings.

May 10, after the Select Board meeting the previous evening, I spent time working on the town meeting warrant adding in the recommended budget amounts for the departments that the board approved and captions for the various articles with information relating to the article. I did some website posting and reviewed the motor vehicle report the deputy clerk completed.

May 11, I worked on the annual report and the town meeting warrant draft. I started typing the meeting minutes and covered the counter during the afternoon as the deputy clerk had a ZOOM training on vitals. We spent time working on the upcoming election and doing an audit of the voter registration card files. I received a call from Consolidated Communications that all the equipment has arrived for our new phone system. I have a conference call on Monday, May 16 to go over all the details and to schedule the installation and setup.

May 12, I attended a ZOOM Training on Tax Lien through TRIO. This was a good refresher of the procedure as we approach tax lien time. I completed typing the minutes, reviewed the compensation recommendations ahead of next weeks meeting. The computer for the Assessor has been ordered and ION Networking should be able to set it up in the next couple of weeks. I set up partitions for in-person absentee voting as the ballots should be arriving in the next few days.

May 16 after payroll I continued work on the town meeting warrant and reviewed the budget numbers one more time ahead of the Select Board meeting. We received the state absentee ballots so we completed the review and state paperwork required for receipt. I attended both the Future Facilities and Select Board meeting that evening.

May 17, I spent most of the morning completing the town meeting warrant draft. Both the Deputy Clerk and myself attended a ZOOM training on Cash Receipting through TRIO. The afternoon we worked on preparing the absentee ballots and issuing ballots to those that had requested them.

May 18, the Deputy Clerk was off so my priority was the counter and phones. The morning was very busy at the window. I continued work on the annual report when time allowed. I started to type the minutes from the May 16 Select Board meeting. I reviewed the warrant with the Town Attorney and worked on the edits that were presented.

May 19, I finished the edits to the warrant and sent it for a final review. I started the AP warrant, continued work on the annual report and caught up on some email tasks. I met with the Fire Chief and Road Commissioner in the morning for some general questions regarding the final budget approvals, town meeting and the public works open position. I finalized the meeting agenda, finished typing the meeting minutes and worked on the warrant narrative document.

Respectfully Submitted,  
Becky Taylor-Chase  
Town Administrator