

Town Administrator Report
August 23, 2021

On July 26th our network went down and we were unable to load the TRIO software program. ION Networking arrived and replaced the network modem. We were able to open around 10:30 am to serve residents. Our new printer arrived and was installed the same day and has been working well. The speed and functionality have improved our productivity.

On July 27th I attended a TRIO training on the Tax Commitment Process. This covered the process of moving the new billing data over and printing the bills. It was extremely informative and helpful. The next day I transferred the new billing data and created the 2022 tax bills. On Thursday we printed the 830 bills. We will be sending them out on August 9th. I also worked with Andy Wyatt on posting items to the planning board side of the webpage. This was very helpful as well. We plan to look at the format and ways we can better organize the documents with help and input from the planning board secretary Christine Watson.

Scott Seaver came in on Friday, July 28th to work with me on the checkbook reconciliation. I presented him with the gift certificate from Fish Bones from the Select Board.

It was a busy start to August. I just want to take a moment to acknowledge the level of work that our Deputy Clerk, Ginny Giddinge, did during the first week of August. Along with the 3 half days of offsite training, she folded and prepared 830 tax bills for mailing and helped with the 30-day notices preparation all while helping residents at the counter. With her efforts we were able to get these tasks accomplished by the deadlines.

As noted above, most of the week of August 2nd was spent folding the tax bills, stuffing in envelopes and stamping postage to get them in the mail on August 9th. This was very time consuming and I will look at the cost of out sourcing for next year.

Ginny Giddinge attended the required state training for motor vehicles on August 3rd, 4th and 5th. According to the state requirements I do not have to be present when she is doing motor vehicle registrations although her hands on training will continue with my supervision.

August 4th, I attended a TRIO training on the Lien Process which, again, was extremely helpful and informative. That afternoon we prepared the notices and sent them out. Liens will be placed on September 7th for those taxes still unpaid.

We are underway for the November 2nd Referendum election. We can now accept applications for absentee ballots. Ballots will be on hand approximately October 1st. I have put a post on our website with information and will update as more information becomes available.

The 2022 tax bills went out on August 10th and I have put a post on the website about the tax club and how to join.

We got the planning board books updated to include the new ordinance changes voted on at town meeting. New binders are ready for each member.

I worked on the check book reconciliation on August 11 for July and was able to balance the checkbook. I have also been busy preparing for our audit that will be September 9th. I've been compiling the documents that were requested and completed the questionnaire. I also worked with our Road Commissioner regarding the worker's comp logs. We are working on getting a training here in Pownal on the topics we need training on including the record keeping.

Tax payments are coming in and August 16th was busy processing those transactions. We are making regular deposits to the bank so deposits are not sitting in the office for any length of time.

We took some time to continue with organization in the office and prep work for the upcoming election. I updated our postage meter to a semi-automatic meter for less per month than the current one. I am also working on options for a new phone system, an email blast service and improved banking that could include direct deposit. I'll update as I gather information on these pieces.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator