

**Town Administrator Report**  
**April 25, 2022**

April 11, was mostly spent processing payroll and preparing for the upcoming Select Board meeting. I reviewed and updated the budgets I was presenting. MMA came to do their inspection of Mallett Hall and I attended the Select Board meeting.

April 12, I attended a TRIO training on the tax commitment process. This was a good refresher and helpful as we approach this process again. I spent some time updating the town calendar on the webpage to reflect upcoming public hearings and post the minutes approved from the meeting last night. I started and completed balancing the March statement to our checking account and finished typing the minutes from the April 4, 2022 Select Board meeting. I did the first part of the motor vehicle report to help the deputy clerk.

April 13, I attended a webinar through MMA on the ARPA portal and completing our first report due by April 30, 2022. I spent time working on cleaning up the names of our accounts in TRIO so they are more visible on the screen and easier to code bills. This was one task identified by myself and Paul Schumann that would help as we work on our chart of accounts. I also met with our MMEHT representative to discuss the current situation with Maine Medical Center and Maine Health as it will have an affect on our current health insurance plan.

April 14, I attended a training at MMA on Municipal Budgeting. Very well-run training with lots of information. I took some time after to speak with each instructor about resources and classes that would be helpful to me in the future.

April 19, the morning was spent processing payroll and catching up on emails etc. I was able to complete the report in the ARPA portal regarding expenditure of funds. The recording of last week's training was extremely helpful as I navigated through it. I prepared for and attended the Budget Committee meeting that evening.

April 20, the Deputy Clerk had training so I covered the counter for the morning. I spent a fair amount of time typing the minutes from the April 11<sup>th</sup> Select Board meeting and worked on the Motor Vehicle Report.

April 21, I proofread the minutes for the 2 previous meeting, started the AP warrant and finalized the Motor Vehicle report. I spent some time organizing in the office and outlining the plan for moving the Road Commissioner's office with the Interim Road Commissioner. Ginny and I worked on the June 14<sup>th</sup> election schedule and got the order placed for the ballots.

Respectfully Submitted,  
Becky Taylor-Chase  
Town Administrator