

Town Administrator Report
August 8, 2022

July 25, the counter was extremely busy during the morning mostly due to 30-day notices going out the week before. In the afternoon I worked with the assessor to make sure we had everything ready for tax commitment, prepared for the meeting and helped finalize the AP warrants. I attended the Select Board meeting that evening.

July 26, the counter was busy again in the morning. Once the office quieted down, I got the approved minutes posted to the website and started work on the taxes. I transferred the tax data, posted the journal and got the commitment books printed. I worked with Kathy Hogue in the afternoon doing the AP checks and going over absentee balloting.

July 27, I got the monthly email finalized and ready to send later in the week. I started to work on the 2023 tax bill edits and will finalize them next week. They are anticipated to be mailed the week of August 8. The counter was busy during the afternoon along with a meeting with a resident.

July 28, I spent time learning the new AVR process for voter registration. This is a new program that allows residents to submit a new voter registration card or update their voter registration when they are at the Bureau of Motor Vehicles. This is a new task that we will need to monitor and reconcile weekly.

August 1, I typed the minutes from the previous Select Board meeting and worked on various administrative tasks including completing the MMA Salary Survey, renewing memberships and assisting the Deputy Clerk with completing the motor vehicle report.

August 2, I got the tax bills finalized and the PDF posted to the website. The export file has been sent to the printer for formatting and approval and all escrow files have been sent. Tax bills are expected to mail out the week of August 9. I worked with Kathy Hogue in the afternoon.

August 3, we received our first mailing for the upcoming November election so we spent time organizing the documents and going over them. I met with an MMA representative to discuss programs the Town may qualify for to reduce our worker's compensation amount and grant opportunities for safety equipment. I also met with the Compliance Manager for the Cumberland County ARPA grant to go over the requirements of the grant and get the necessary documents to accept the funds.

August 4, I worked on HR tasks during the morning. I posted minutes and information to the webpage and worked on election forms due back to the state. I finalized the agenda and reports and got them posted to the website.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator