

Town Administrator Report
December 27, 2021

December 13 after the Select Board meeting, I sat with Jennifer Elgaeen to go over the process for administering a citizen's petition and to make sure she had all the correct information.

December 14, the office was busy with tax payments. I helped Ginny complete the large tax payment distributions sent to us from escrow accounts and helped with counter transactions. I worked on gathering more information regarding the proposed telephones and the banking/direct deposit.

December 15, I continued to help with tax payments and prepare for the closing of the town property. I met with Orion Breen and Natalie Burns to finish the closing on the town owned property during the afternoon. That also gave me a chance to sit and talk with Natalie in general.

December 16, I attended a ZOOM training on the end of year process for W-2s, W-9s etc. I then had meeting with Wendy Pollock and Jennifer Elgaeen to go over the process for citizen's petition and what was still needed for the petitions that were submitted. I printed off some literature and gave them guidance to Title 30A to help them should they decide to pursue a different petition.

December 20 was spent mostly on administrative tasks; payroll, A/P warrant, meeting agenda, working on the draft warrant etc. as this is a short week and I took some time off. I balanced the checkbook for the November statement.

December 21, I spent time doing some preparation work to balance the checkbook to the general ledger as recommended by our auditor. This will take a bit of prep work but once this is done on a regular basis it should be straight forward. The rest of the week I took off.

December 22, due to the weather we delayed opening the town office until 10:30. I came in for a little time to finish my report and post the meeting agenda.

Respectfully Submitted,
Becky Taylor-Chase]
Town Administrator