

Town Administrator Report
January 22, 2024

The office has been working on preparing for the special town meeting and processing absentee ballot requests. We have spent time on continued election training and Pascale has started working on the election clerk schedule. The counter has been busy mostly with dog registrations as the deadline of January 31st approaches. We continue to cross train on many office functions.

Other items of focus:

- AP Warrant and Payroll Processing
- Website posting
- Attended Planning Board meeting
- 1099 Processing
- FY25 budget preparation
- Met with members of Mallett Hall Buildings & Grounds Committee
- Employee onboarding for Fire Department

Respectfully,
Becky Taylor-Chase
Town Administrator