

Town Administrator Report
July 11, 2022

June 27, I processed the first fire department payroll with our new payroll company. It took a little extra time as I had some initial set up to do so the general ledger would reflect properly. After that much of the day was spent preparing for the upcoming Select Board meeting and the annual Town Meeting. We closed the office at 4:30 so we finalize the voter list and set up at the school. We both attended the meetings.

June 28, I worked on updating the budget numbers in TRIO to reflect the newly adopted planning board stipend, Recreation Committee Budget and the planning service money. I went over all my previous entries to check for accuracy so when I transfer the new budget next week it is all correct. I met with the assessor to discuss tax commitment. We will meet on July 11 to go over everything and tax commitment is set to take place on July 25 during the regular Select Board meeting. I reached out to the auditor and scheduled an annual audit for August 16. Kathy Hogue came in and I worked with her on AP check processing and we went over procedure for the Recreation Budget. I reached out to North Star Planning to get the finalized Land Use document now that the recodification and sign amendment passed. As soon as that is provided, I will get it uploaded to the website and printed for the planning board members.

June 29, I worked on the monthly email and typing the minutes from the Select Board meeting and Annual Town meeting. I also worked on the monthly email and with Chief Peters on correcting some budget items that had posted to incorrect accounts.

June 30, we closed the office at noon to complete the final cash report, monthly reports and close the fiscal year in TRIO. Everything went smooth and all items are pulled for the auditor. We took some time to organize areas of the office that we hadn't been able to work on in the past year.

July 5, the Deputy Clerk processed the first payroll of the fiscal year. During this time, I proofread all the budget entries and transferred the new budget numbers into TRIO. After that I focused on updating the Code Enforcement Officer's job description, editing the job posted and posting the job to Maine Municipal and our website. I started the process of balancing the checkbook towards the end of the day.

July 6, I finished balancing the checkbook and took time to take care of various tasks that had been put aside the last two weeks while focusing on the election and town meeting. Both the deputy clerk and myself started the AP warrants; one for FY22 invoices and the other for FY23 invoices.

July 7, I spent more time catching up on tasks, preparing the Select Board agenda and supporting documents and getting items posted to the website. I continued to work on typing the annual town meeting minutes and transpose documents into the permanent record book.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator