

Town Administrator Report
July 25, 2022

July 11, the deputy clerk processed payroll. I met with the assessor to finalize the figures for the tax rate calculation and to come up with a few options to present to the Select Board. I met with the Fire Chief to research a check that a vendor had not received and to assist with FY22 and FY23 bills. The deputy clerk and I worked together on AP processing and finalized the warrants for the upcoming meeting. I prepared all the documents for the meeting and attended the Select Board meeting that evening.

July 12, I followed up with the town attorney on items discussed at the previous Select Board meeting and spent a fair amount of time researching information regarding the applications for the William Allen Farm. I met with the Fire Chief again regarding some FY22 invoices and met with the Animal Control Officer.

July 13, the deputy clerk had an all-day ZOOM training so my focus was covering the counter. I finished typing the minutes from the Town Meeting in between helping customers.

July 14, I printed the new Land Use Ordinances for the Planning Board and got the new document up on the website.

July 18, I worked on many administrative tasks including preparing for 30-day notices, working with Bangor Payroll to make edits to the general ledger based on new expense lines and continued cross training with the Deputy Clerk.

July 19, I prepared the 30-day notices that will go out later this week. Kathy Hogue came in and assisted us with preparing them for mailing.

July 20, the deputy clerk and myself completed the Voter Participation History for the June 14, 2022 election and certified it with the state. This is the final task for that election. In the afternoon we both finished typing the minutes from the previous Select Board meeting.

July 21, we worked on making sure the Deputy Clerk's computer was set up to do the motor vehicle uploads. There are 2 files not creating so I will need to connect with TRIO soon to get it corrected. I spent more time working with Bangor Payroll on making sure the Fire Department was set up correctly. Now that the June 14, 2022 election is complete for us, I worked on creating the election binder for the upcoming November election as we start accepting absentee ballot applications in 3 weeks. I also spent time cleaning up the saved URL's and passwords on my browsers and updating the master password file. I worked on finalizing reports, the agenda and getting that posted to the website.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator