

Town Administrator Report
June 27, 2022

June 6, we continued training on payroll and after preparing for the meetings that evening, we focused on election preparation.

June 7, I made edits to the town warrant and narratives along with the annual report to finalize those. I also entered the budget line amounts into TRIO in preparation of the upcoming new fiscal year. If any of those change as a result of town meeting vote they can be edited before transferring over. I worked on balancing the checkbook and writing procedures on AP warrant processing as well as how to code FY22 bills when we enter the new fiscal year. I finalized the annual town report and sent it to the printer.

June 8, we focused on the upcoming election going over the tally sheets, end of night procedures, election clerk schedule etc. I started working on typing the meeting minutes.

June 9, I worked on various office tasks during the morning. The deputy clerk was off for the afternoon so my focus was on covering the counter and phones. Public works came in the afternoon to help set up the voting room. Thank you very much to the crew for their help!

June 13, 2022, the counter was extremely busy with tax payments, boat registrations and car registrations. We did an unusually high amount of those registrations. During the day we completed setting up the voting room and going over all the election details. After the office closed, we prepared the voting lists and set up the registration desk.

June 14, was election day. The day went very well. Thank you to all our election clerks, Select Board, Pownal Voters and everyone that helped facilitate this election.

June 15, was very busy being tax due date. We worked on breaking down the election room, certifying the election with Augusta and working on post-election activities.

June 16, our new phone system was installed. We now have the auto attendant with individual extensions and voicemails with many other features. The office was a bit quieter so we were able to catch up on several tasks that have gotten delayed due to the election.

June 21, after more training with payroll I worked on updating the Voter Registration cards received on Election Day and notifying the State that the task was complete. I completed typing the minutes from the June 6 public hearing and meeting and started to prepare for the end of the fiscal year tasks.

June 22, we spent time training on the Vitals semi-annual report and entering invoices into the AP Warrant. I covered the counter off and on so the Deputy Clerk could work on these new tasks uninterrupted.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator