

Town Administrator Report
September 12, 2022

August 8, I covered the counter while the Deputy Clerk completed payroll. Our new CEO started so much of my day was spent working with him. I helped complete the payables warrant and prepped for the Select Board meeting that evening.

August 9, the election has officially begun so I prepared the absentee applications binder and got the information posted to our website. I spent time working with the Assessor on the Online Parcel Viewer. We have now gotten all the information to Spatial Alternatives for them to build the parcel viewer program. I worked with the CEO for part of the day.

August 10, I continued working on typing procedures mostly focusing on election processes for the Deputy Clerk. I then focused on preparing for the upcoming audit scheduled for August 16. I worked on finalizing the tax bill proofs for mailing.

August 11, I worked a half day mostly concentrating on election tasks and writing procedures.

August 15, I helped the Deputy Clerk with payroll as there were some new procedures to assign the General Ledger correctly. We had some electronic absentee applications to process so I completed those and some other election tasks. Throughout the day I met with each Select Board member, the Fire Chief, a Planning Board member and helped the CEO with continuing to settle in.

August 16, the auditor was here to do the field work for our yearly audit. I spent the majority of the day working with her. When time permitted, I worked on typing meeting minutes and balancing the July checkbook statement.

August 17, I did some more training on coding bills with the Deputy Clerk. We processed a Motor Vehicle report. I completed the RFP for the Communication Center and got that posted along with sending it out to vendors. I continued working on the checkbook reconciliation. I met briefly with Selectperson O'Brien

August 18, I worked on preparing the tax liens which are due to the registry on Monday, August 22. I met briefly with the Fire Chief and Select Board chair. I completed the checkbook reconciliation through TRIO and started learning the process that the auditor has recommended. I started the draft for the monthly Reminders from Town Hall email.

August 22, I prepared the lien notices and filed them at the Cumberland County Registry of Deeds during the morning. I continued to write procedures and process instructions for the Deputy Clerk. The CEO and I spent some time discussing ways to improve the property files, communication and permit log. He will work on implementing those ideas in the coming weeks.

August 23, I covered the counter for a short time while the Deputy Clerk processed a marriage license. I spent time working with the Assessor on items she needs for her state reporting. I worked with Kathy Hogue in the afternoon as she continues to get training to help during my absence.

August 24, I met with Paul Schumann to go over the newly formatted debt service spreadsheet he created. I spent time proof reading it after and sharing via email with him changes made. I worked on reconciling the voter card file consisting of removing cards for those voters that have passed or moved out of town and filing new cards received through the Automatic Voter Registration system. This took most of the rest of the day.

August 25, I attended a meeting with Heidi Richards on regionalizing trash pickup. We received the draft of our audit so I spent time reviewing it. The Deputy Clerk was off for the afternoon so my focus was on covering the counter for the remainder of the day.

August 29, the counter was busy first thing so I assisted the Deputy Clerk with helping residents. Kathy Hogue finished the new quarterly mailer so I spent time proof reading and then meeting with her to finalize it. With the new format the printing company is able to direct mail rather than delivering to us and we then take to the Pownal Post Office. This required me to reformat the address spreadsheet which I completed and sent. I worked on posting to the website and doing some clean up to free up space for future postings. This week I completed the Motor Vehicle report to free up some time for the Deputy Clerk.

August 30, the morning was spent doing some organization and planning for my upcoming absence. Both myself and the Deputy Clerk worked with Kathy Hogue during the afternoon to continue to prepare her for helping the office in the coming weeks.

August 31, I focused mostly on election preparation trying to get as many things prepared to help. The Deputy Clerk and myself went over the draft schedule for that day and discussed the plan should we need to process absentee ballots ahead of election day.

September 1, the Deputy Clerk was off so my main focus was the counter. It was a slower day so I was able to review the audit adjustments, complete the monthly AWP and IF&W reports, process tax payments received and continue to do some election preparation.

September 6, we received an election mailer so we went over that information. We worked with Kathy Hogue on tax payments and voter registrations. She also took the town mailers to the post office. The counter was busy during the afternoon so I helped the deputy clerk. I processed all the tax payments received the mail which included payments from CMP.

September 7, I worked on more written procedures, continued training and worked on the AP Warrant. The counter was busy during the afternoon so I helped the Deputy Clerk with transactions.

September 8, I had to work with TRIO to completed program updates related to the motor vehicle module. After I worked with the Deputy Clerk on the monthly motor vehicle downloads and uploads. I

attended a ZOOM information session on navigating the Cumberland County ARPA portal. I took the deposits to the bank and finished the AP Warrant. I got the agenda and department head reports posted to the website.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator