

Town Administrator Report
September 27, 2021

September 13-15 was busy with the first quarter real estate tax payments. After attending the Select Board meeting, I reached out to two printing companies about having the town mailer printed and mailed. Xcopy out of Portland was able to get it completed in one day and delivered to the post office for distribution. I've previously worked with this company and have been pleased with quality and lead time.

September 15 Ginny attended the Inland Fisheries & Wildlife training and I attended on September 16. We were given a lot of information regarding upcoming changes to registration fees along with just an overview of how to complete transactions in the MOSES system.

September 20 was a busy day "catching up" after being away for training. We received several calls regarding trash not being picked up. I reached out to Casella and was told "we ran the route a little different" and they were sending a truck back to collect the trash. We had advised residents not to leave the trash out so many still did not get picked up as Casella did not let us know until early afternoon they were coming back. I attended the North Star Planning workshop to start prioritizing work to the ordinances.

September 21 the town mailers still had not been delivered so I reached out to Xpress Copy. There was a miscommunication on their end and the mailers had not been sent. They were going to get them over to the Post Office immediately for delivery. I also submitted the application to receive the ARPA funds and am awaiting the funding approval.

On September 22 I met with Debbie Bridges who is our MMEHT representative. She provided a lot of information regarding open enrollment, employee benefit changes etc. I will be scheduling a time in the next 2 months for her to come and speak with all town employees that are interested in learning more about the services they are entitled to through MMA and MMEHT.

Over the course of this time, I worked on gathering information for the town owned property sale, worker's compensation renewal and many other various administrative tasks. I also spent time working on projects that include researching an email blast service, updating the office telephone system, getting estimates for technology and improving our banking services. I had a conversation with a resident that works in the technology field and is willing to volunteer time to help with web content, website organization and can possibly help with an estimate for technology. I will provide updates as the information comes in.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator