



# Town of Bridgton, Maine

## Finance Department

### **MONTHLY REPORT**

### **SEPTEMBER 2018**

On Thursday, Sept. 13, I attended a Payroll Law seminar put on by Fred Pryor as part of my Maine Municipal Tax Collectors Treasurer's Association certification program. A couple things I learned; (1) employees that claim "exempt" on their Federal W4 form; they need to complete a new one each year by Feb. 15 and (2) elected officials are required to be compensated per Title 21A of the M.R.S.A.

The Safety Committee met on Tues., Sept. 11. We are still addressing the ergonomic assessment for the front office staff and have made some progress however the big thing is that there is a need to replace chairs. We discussed what the Visual Display Terminal (VDT) and Hearing Conservation policies will need to include and identified those employees that would be subject to the annual VDT training. The draft policies will be available at next month's meeting.

On Friday, Sept. 28, I attended a seminar titled "How to Prevent Common Municipal Contract Disputes" presented by a panel of six lawyers from the law firm Jensen Baird Gardner & Henry. This seminar was one of the best I've attended and gained so much knowledge about contracts, what they should include, what to look for, etc. Here is a quick overview;

- A project that is projected to take more than a year to completed, the contract must be in writing
- A project greater than \$100K, requires the services of a registered professional engineer
- Confirm the engineer is registered with the Maine Dept. of Administrative Financial Services
- Dispute Resolution Clause should be part of a contract whether it be settled through mediation and/or a court of law. Could use both methods identifying thresholds.
- Be sure to review software contracts, copier leases, to ensure the contract will be governed by State of Maine law
- Assignment of Contract – if the contract is silent as it relates to this; then the contract is assignable
- Limitation of Liability – does not need to be the amount of the contract
- Certificate of Insurance for construction projects should extend (2) two years after completion of project of 6-10 years if general liability is written on a "claims-made" form.
- Equipment Lease Purchase Agreements / lease financing – possible to roll the cost of the legal opinion into financing subject to annual appropriation
- How to handle change orders, who has the authority, etc.
- Securing lien releases from sub-contractors
- Performance bonds are always in color and more than a (1) page document
- The legislative body approves entering into a contract before going out to bid, & if not pre-approved make it understood to prospective bidders that the awarding of the bid is subject to appropriation at town meeting



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Pg. 2 –Monthly Report  
September 2018

The field auditors from Berry Talbot Royer were in on Mon., Sept. 17, to do additional testing work of accounts payable, review year-end deposit account reconciliations, etc. The remaining components; departmental asset depreciation schedules, calculating the allowance for doubtful accounts (new to this firm), outstanding AR and AP at year-end would be emailed.

There were four payroll and four accounts payable warrants issued this month.

- 200 checks for the accounts payable warrants totaling \$1,149,180.03
- 300 checks/direct deposit remittances for the payroll warrants totaling \$136,397.28

Respectfully submitted,

A handwritten signature in blue ink that reads "Charisse A. Keach". The signature is fluid and cursive.

Charisse A. Keach  
Finance Officer