



Town of Bridgton Finance Office

NOVEMBER & DECEMBER 2019

On November 1, the Town Manager, Deputy Town Manager and myself had a "kickoff" meeting to discuss the upcoming budget process. Twenty-four (24) outside agency requests were mailed on November 15 and are due back by January 3, 2020.

The Town of Bridgton welcomed our new Community Development Director, Linda LaCroix, the beginning of November. As you are probably aware, this position had been vacant for over two years.

Open enrollment with Maine Employees Health Trust was Nov. 15 – Dec. 15, 2019.

The auditors from (RKO) Runyon Kersteen Ouellette were on site Mon., & Tues., Nov. 25 and 26.

With the promotion of Brenda Day to Acting Code Enforcement Officer, her position of Administrative Assistant became available. On Dec. 16, Kari Downs, joined the Bridgton team and we are fortunate to have her.

The police department hired a new full-time reserve officer the end of December that people from Bridgton may already know, Ryan McCloud, as he was the former chef at Vivo's.

My reasoning for mentioning new hires, is that part of my responsibility is to conduct a new hire orientation which is an overview of the timesheet recordkeeping, payroll processing timeline, process for requesting time off, discussion of the probationary period, confirming they received a copy of their job description, personnel policy or union contract whichever pertains, workers compensation and incident reporting, benefit enrollments (if applicable) as well as payroll forms. New hires are required to be reported to the State of Maine within 7 days of date of hire.

On Dec. 4, I attended a meeting with the Maine Public Employees Retirement System's representative along with members of the Bridgton Police Department.

My former Finance Clerk, Miranda Hinkley, accepted the full-time position of Public Services Administrative Assistant on Dec. 2. I began the process of advertising shortly thereafter and conducted several interviews for the Finance Clerk position. Interviews were completed in December and a candidate was selected. Her start date was January 6.


Finance Office Activities for November:

- Issued 177 checks for Accounts Payable totaling \$1,761,199
- Issued 391 checks/direct deposits for payroll totaling \$214,125 (5 pay-dates)
- Filed State of Maine Sales Tax Return
- (4) Returned Items required collection

Finance Office Activities for December:

- Issued 191 checks for Accounts Payable totaling \$1,542,901
- Issued 296 checks/direct deposits for payroll totaling \$154,367
- Filed State of Maine Sales Tax Return
- (1) Returned Items required collection

Respectfully submitted;


Charisse Keach
Finance Officer