



## Town of Bridgton Finance Office

### June & July 2020

The office reopened to the public on Mon., June 1 and all staff returned to work. Working at home a couple of days as well as coming in the office during the “shutdown” Thurs., March 19 until June 1 had its’ challenges at times but all in all went well. After a couple of weeks, I decided to have my Finance Clerk, come in the office a couple time a week to process Accounts Payable and payroll. She checked her emails remotely at home and responded when needed as much of this correspondence was regarding the opening of Salmon Point Campground.

During this time, June through July, 33 new hires were added to payroll; six for the Fire Department roster, 6 new full-time hires for the Public Services Department, 2 seasonal new hires for Salmon Point Campground, 9 seasonal new hires for the Recreation Department, 3 new full-time administrative positions, 1 new hire for the Police Department (Park Ranger), 5 new ballot/election clerks, and the new summer Intern. I mention this so my co-workers and management understand the volume and time it takes to conduct new hire orientations, enroll in benefits for the full-time staff, report new hires to the State of Maine, assign Visual Display Terminal training to applicable new hires, and more. I personally met with 16 of these new hires with nine of them needing to enroll in benefits. I would say on average a new hire orientation for a full-time person is anywhere from 45 minutes up to an hour.

I attended the Board of Selectmen’s Public Hearing on June 10 for the referendum ballot along with the other department heads.

July 7 was my Finance Clerk, Holly Heymann, last day and I do wish her well in her new career. I had 12 candidates apply for the position and interviewed 3 of them. On July 13, we offered the position to Jenna Domer, and she started on July 31. I am excited to have someone on board who has both municipal and TRIO experience and who also possesses many of the strengths I look for in someone to work along-side with.

On July 15, I completed the COVID-19 Municipal Expenditures & Lost Revenue Survey for the Maine Municipal Association who was working in collaboration with the Maine Department of Administrative and Financial Services (DAFS) and the Mayors’ Coalition.

#### Finance Office Activities for June:

- Issued 246 checks for Accounts Payable totaling \$1,763,788
- Issued 371 checks/direct deposits for payroll totaling \$172,934
- Filed State of Maine Sales Tax Return

#### Finance Office Activities for July:

- Issued 110 checks for Accounts Payable totaling \$1,400,490
- Issued 489 checks/direct deposits for payroll totaling \$243,126
- Filed 2<sup>nd</sup> Quarter 941 to IRS
- Filed 2<sup>nd</sup> Quarter 941 and unemployment with the State of Maine
- Filed State of Maine Sales Tax Return

Respectfully submitted,

Charisse Keach  
Finance Officer