



Town of Bridgton Finance Office

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September & October 2020

Salmon Point: (56) fifty-six Over-The-Winter Agreements were emailed on August 26. Jenna was busy updating the camper's files, waiting lists, website for next year's rates, and verifying payments as they came in. The due date for payment was Oct. 15.

On September 1, I compiled and entered the wage information for the Maine Municipal's Salary Survey. This is a useful tool in the event we want to look at what other municipalities are paying for certain positions and the benefits they offer. You can format the exported information based on population, or demographically for the statewide or County.

In September, we started participating in the Bridgton Community Center's CDBG – CV program by acting as the "fiscal agent" on their behalf. In September there were (3) requests for funding totaling \$17,087.07. In October there were (2) requests for funding totaling \$12,465.00.

I reviewed a couple of in-house forms for the Deputy Town Manager on September 9, 2020: Employee Departure Checklist & Incident Reporting Form. I also reviewed the Town's annual insurance renewal questionnaire on Oct. 15 for her and offered some suggested changes to coverages & deductibles.

Two of the auditors were on-site doing some fieldwork on Sept. 28 & 29 and came back for a full week the end of October to continue the fieldwork. We will continue to provide additional information to them via email. The Town of Bridgton will be subject to a Single audit due to the level of grant funding.

Gary Colello was successful in securing a CRF (Community Relief Fund) grant the middle of September with M.S.A.D. #61 to provide funding for the "day camp" he and his staff run at the Town Hall. To date, we have submitted (2) two grant reimbursement requests primarily to cover staff payroll which allows a maximum of 7 hours per day.

I met with (3) three new full-time hires; one for the Police Department and two for Public Works Department in October. All would be eligible for the Town offered benefits.

October was a good month for showing Jenna Domer some of the quarterly processes our office does in addition to monthly processes; preparing and filing the quarterly payroll returns to include unemployment reporting. Also showed her how to compile the information needed for the quarterly tax collection data reporting. She is continuing to generate the monthly expenditure reports for department heads as well as leave balance accruals and remitting the monthly Maine Public Employers Contribution reporting on her own.

I assisted the Public Safety Administrative Assistant in compiling information for the latest Highway Safety Grant submission in October. I also have been assisting the Administrative Assistant to Community Development with the Keep Me Healthy Grant monthly submissions.

I participated as part of the panel for our annual mandatory employee training on Oct. 20. My role is to focus on safety, workers compensation / incident reporting, and to provide useful information for us to maintain a safe workplace.

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September & October 2020

I had been working with legal counsel the middle of October regarding the Town's next BAN (Bond Anticipation Note) for the Wastewater Expansion Project as the existing one matures and is due and payable on Dec. 15. On Oct. 22, the Invitation to Bid was emailed to (14) fourteen financial institutions. The deadline to submit a bid is Mon., Nov. 23.


Finance Office Activities for September:

- Issued 199 checks for Accounts Payable totaling \$2,230,554
- Issued 319 checks/direct deposits for payroll totaling \$164,956
- Invoiced the Maine DOT for the balance of the Municipal Partnership Agreement funds related to the Streetscape project
- Prepared 3 Accounts Payable warrants for the Streetscape project totaling \$258,671
- Prepared 3 Accounts Payable warrants for the Lower Main St., project totaling \$638,507
- Prepared 3 Accounts Payable warrants for the Wastewater Expansion project totaling \$589,263
- Filed monthly State of Maine Sales Tax Return
- Processed & collected (1) returned item
- Filed (1) First Report of Workers Compensation Injury report

Finance Office Activities for October:

- Issued 193 checks for Accounts Payable totaling \$1,177,888
- Issued 436 checks/direct deposits for payroll totaling \$211,386
- Prepared 1 Accounts Payable warrant for the Streetscape project totaling \$5566.00
- Prepared 3 Accounts Payable warrants for the Lower Main St., project totaling \$600,039
- Prepared 2 Accounts Payable warrants for the Wastewater Expansion project totaling \$788,307
- Filed 3rd Quarter 941 to IRS
- Filed 3rd Quarter 941 and unemployment with the State of Maine
- Filed monthly State of Maine Sales Tax Return
- Processed & collected (1) returned item
- Filed (1) First Report of Workers Compensation Injury report

Respectfully submitted,



Charisse Keach
Finance Officer