



**Town of Bridgton
Finance Office**

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March 2021

On March 1 and 2, the Board of Selectmen held budget workshops to meet with each department head to discuss their proposed budget and to hear the presentations from the outside agencies requesting funding. I did my preliminary review and assisted in the development of the Annual Town Meeting Warrant on March 12.

The Maine Department of Education Day Programming Coronavirus Relief Fund grant reimbursement request for February was completed and emailed to MSAD #61 and Gary Collello on March 10, 2021.

On March 15, 2021, I continued working with the representative from the company Maine Municipal Association Risk Management Services uses to conduct the annual workers compensation payroll audit, answering additional questions, and clarifying some information for them.

On March 24, 2021, I contacted a representative with Bangor Savings to discuss our payroll processes and uniqueness. We had initially set up a demonstration for March 30, 2021, however due to the complexity of our payroll, needed additional time. It is now scheduled for Tues., April 6, 2021.

I attended the monthly department head meeting on March 18. For the "safety committee" update, I just mentioned that the OSHA 300A forms need to be posted until April 30, 2021, then they can be taken down. There was some conversation concerning the idea of leasing an electric vehicle(s) at no cost to us. The dealership benefits by the rebates offered from Efficiency Maine. The representative from the dealership came on Thurs., March 25 to have interested staff come take a look at the vehicle. I completed the financial section of the credit application on Friday and submitted to management for their review. From there, my understanding is that the Board of Selectmen need to approve this transaction.

Throughout various times during the month, I continued corresponding with the auditing representatives providing additional documentation and information via email. I have communicated with them the expected timeline we want to receive the final audit (an excerpt is in the Town's annual report) and presentation to the Board of Selectmen.

Jenna was busy during the month getting cross-trained on how to issue Salmon Point Campground invoices for the coming season. She was also diligently working to get the OSHA hours worked by department tracking system up-to-date to make the year-end reporting more efficient.

Finance Office Activities for March:

- Issued 184 checks for Accounts Payable totaling \$1,096,699
- Issued 330 checks/direct deposits for payroll totaling \$176,917
- Filed State of Maine Sales Tax Return for February
- Uploaded the Maine Public Employees Retirement system monthly report for February
- (1) AP Warrant for the Wastewater Expansion Project totaling \$4,039
- (1) AP Warrant for the Lower Main Street Project totaling \$132,335

Respectfully submitted,

Charisse Keach
Finance Officer