



Town of Bridgton Finance Office

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June 2021

I attended the Investment Committee meeting on Wed., June 16. Much of the discussion is about how the investments are performing, portfolio diversification, and strategy for the short and long term. I provided Norway Savings Asset Management Group representatives with the amounts we will be requesting to be withdrawn from Moose Pond and Bridgton Trust in July.

The bid(s) for the (RFP) Request for Proposal for auditing services for FY2021, FY2022, and FY2023, were opened on June 24, 2021. The Town Manager awarded the bid to RHR Smith of Buxton, Maine.

Each election, the Town schedules a new "Selectmen" orientation day after the town meeting to meet with Department Heads. Jenna met with Robert "Bob" McHatton Sr., on June 24 to give him an overview of the Finance Department. Being that I had previously worked with Mr. McHatton when he was a former Selectman, he was already familiar with our department.

We had several new hires added to the payroll this month; (9) nine for the Recreation Department primarily for the summer camp programs and (1) for the Police Department, a Park Ranger. It was a joint effort between Gary and Jenna in securing all the necessary employment and payroll documents.

Jenna conducted the close of Fiscal Year for me this year as I was on vacation that week. She said it went well and had no glitches.

This time of year is extremely busy with programming payroll pay rate changes for all employees (part-time, full-time, union, and non-union) in preparation for the 1st payroll of July. Jenna took care of doing this to include calculating and programming over-time rates primarily for the police department and public works.

I am very thankful to have Jenna. She has taken on a tremendous amount of added responsibility this month and it gives me peace of mind to know she is at the "helm" in my absence.

There wasn't any department head meeting this month.

Finance Office Activities for June:

- Issued 247 checks for Accounts Payable totaling \$1,306,368
- Issued 372 checks/direct deposits for payroll totaling \$184,818
- (1) AP Warrant for the Wastewater Expansion Project totaling \$386,271
- (1) AP Warrant for the Lower Main Street Project totaling \$24,553
- Filed the State of Maine Sales Tax Return and uploaded the Maine Public Employees reports for May
- Processed (2) returned items for collection

Respectfully submitted,


Charisse Keach
Finance Officer

