



Finance Report to the SelectBoard Monday, January 13, 2020

For the period of December 22nd, 2019 to January 12th, 2020 preparation for 2020 has been underway. listed below are efforts that I have been continuing to work on as well as new efforts:

- Beginning the process of compiling the Town of Gorham 2019 Annual Report for Town Meeting
- Contacting the benefit vendors (Empower Retirement, NHPDIP, Health Trust, Benefit Strategies to name a few) to set up meetings, (in person and by phone) to learn as much as possible regarding initial sign up protocols, employee exit protocols, as well as for any existing employee changes that I might not be aware of.
- Continuing to gather information on contacts with the companies that provide benefits to the Town of Gorham employees for a spring benefits fair.
- Continuing the process of analyzing administrative contracts to create better efficiencies.
 - IT Providers
 - Town sponsored employee benefits
- Continuing to work with Denise on the 2020 budget
- Updating the budgets as the process continues
- Providing information and reports as requested by the Selectboard and the Budget Committee
- Formatted a password protected HR spreadsheet with all town employees enabling faster access to basic information when needed
 - Completed the information on the Town of Gorham full time employees
 - Working on adding part time employees
- Formatting annual pay and benefits review forms for each employee
- Preparing sick/vacation sheets for 2020 for each employee and preparing meeting dates for department heads to review those documents for each employee.
- Resolved personnel matters
- Tracking agency applications for funding
- Doing end of year reports, cross charges, and transfers for the Capital Reserve and Trust Fund accounts.

Kathleen Frenette
Director Finance & Administration