

Finance Report to the SelectBoard Monday, June 20, 2020

Since March with the pandemic declared it has not been business as usual. For the last three months there have been a number of things happening within the Finance Department.

Working with the Town's Emergency Management Director, Phil Cloutier and the Town Manager, Denise Vallee we developed a strategy of how to conduct business within Governor Sununu's guidelines, those of the CDC for the safety of the Town's employees, as well as balancing the needs of the Townspeople.

I worked with Secured Network Services (SNS) and our existing technology to make it possible to work remotely for one employee. To bring that to fruition to be able to work remotely was a challenge, due to our dated technical infrastructure and the demands on SNS's time from their other clients. Because of the many challenges it took close to two weeks to clear up all the glitches technology wise to enable me to be able to do some work remotely.

Working with Phil, a spreadsheet was developed to track town employees time and department expenditures related to COVID-19. Every Monday morning department heads sent in their COVID-19 reports and I then put that information on a master sheet to be ready when reimbursement submission time arrives. Receipts were also scanned and sent to me for tracking and reporting.

The application and information needed to apply for the First Responders Grant was put together and submitted for payment. The Town of Gorham's application was approved and the Town recently received the First Responders Grant. The Town's First Responders' will receive their stipends for the period of March 4th, 2020 to June 30th, 2020 on Wednesday, July 3rd, for the period quoted.

The reimbursement forms, supporting documentation and summary sheets were sent to GOFERR for review and reimbursement on June 1st, 2020 to cover the months of March and April. Feedback was received on June 16th and work for the resubmission will be completed and sent back out by the end of the day on Wednesday, June 24th, 2020.

Preparation of the July 1, 2020 submission For GOFERR was begun for May and June and that will be submitted on July 1, 2020.

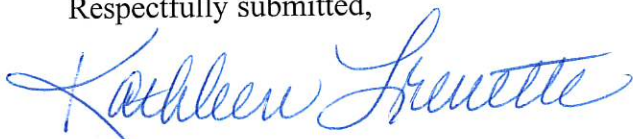
The open enrollment period for employees and retirees began in May and was completed as of Friday, Jun 19th, 2020. During this process I met with all the Town of Gorham employees covered by health benefits. While meeting with employees to review benefits and ask about changes, many changes did come up. Changes of address, beneficiaries and coverage questions were addressed. Some of the changes requested are still in process as these changes were with Anthem, Benefit Strategies, The Standard, Aflac, Colonial Life, NHRS and Empower Retirement.

The Primex Property and Liability updates are currently being worked on with all the Town departments. Updates to the property list are being compiled and uploaded on the Primex site by the end of the day Monday, June 29th, 2020.

There have been planned purchases made for EMS, Fire and the Highway department and the paperwork for reimbursements from the Capital Reserve Funds are on the schedule for next week.

Work on creating an electronic file to work with our accounting software and our bank to enable us to pay the majority of our payables electronically has been discussed with our IT software support provider Blum-Shaperio for our AccuFund software. Doing all the payables that we can electronically will save the town money and the time for the fiscal assistant.

Respectfully submitted,



Kathleen Frenette
Director Finance & Administration