



Finance Report to the SelectBoard Monday, November 2, 2020

On October 30th the fourth and final reimbursement was submitted to GOFERR for COVID-19 related expenses. Gorham used the maximum amount that was allotted to the town, \$66,559.00. Preparations are underway to submit to FEMA for PPE reimbursements due to COVID.

An Elections Assistance Grant offered by the New Hampshire Secretary of State's office will be submitted for reimbursement by November 17th, 2020. The maximum available for reimbursement is \$6,176.85 and that is the amount we will be submitting for.

The budget season has begun and this year we were able to have our department heads input their budgets directly into our accounting software. Secured Network Services, our IT provider, and AccuFund support personnel, worked together to make that possible. There were a few bugs along the way but now that the project is complete it makes for a much easier stream lined process. Department heads have also been given access to their department budget expenditure reports in AccuFund. Each department head is limited so they can only see their information. Budgets and expenses are the limit to their access in AccuFund.

Putting together the budget is later than usual this year due to the demands that COVID placed on the Finance department and the Town Manager. There have been many changes along the way in the reimbursement process which makes for lots of reading to see what has and hasn't changed.

The upgrades to our hardware and software have been taking much of my time, to ensure that if there is a large increase in COVID cases the Town of Gorham will be prepared. Having the tools necessary for essential town employees so they can continue to keep the town running and the community needs met.

Human Resources for employee matters have taken about 40% of my time with turnovers in employment as well as other complex matters. The personnel policy is also under review and changes are being made to better clarify policies. Once the review and the changes are completed it will be submitted to the Board of Selectmen for review as well as their approval. The Police and Dispatch union contract is up for renewal. The Town Manager and I have been meeting with the contract negotiation team to come to an agreement on a new three-year contract.

Along with all of this, is the daily work that is also needing to get completed. Longer work hours have been necessary and will continue to be necessary until COVID has abated.

Respectfully Submitted,

Kathleen Frenette

Director of Finance and Administration