



Finance Department Report March 28, 2022

Working with Cori Casey from Primex, our insurer, on March 24th, 2022 an employee mandatory training was held on cybersecurity. Working with Cori, we opened the training to all Primex clients in Coos County, northern Carroll and Grafton counties. Attendees from other Towns and Sau's were in attendance at both the morning and afternoon sessions. The presentation was conducted by Cori Casey from Primex, Rick Rossi from the U.S. Department of Homeland Security and Jason Sgro from The Atom Group a forensic IT systems examiner.

The Finance Department will be starting the 2021 Audit in April of 2022.

Working on various Saturday mornings and various after hours during the week, Bronson Paradis (Finance Fiscal Assistant) and I have been cleaning out and reorganizing the vault with all the Town of Gorham records. We followed the NH RSA Chapter 33-A Disposition of Municipal Records for the records that could be destroyed, and the permanent records that we are reorganizing.

The work on securing our network is progressing. We are now preparing to use the cloud for our system backups, two-step factor authentication and our emails will be ending in .gov instead of .org. I am working with Rick Rossi from the U.S. Department of Homeland Security and Cori Casey from Primex.

At the end of November, we were contacted by NHRS to do an audit on the year 2020. The audit was completed by them on February 22, 2022. They have requested corrections to some items and to do that we had to make additions to our payroll codes in Accufund. Bronson is assisting me with the corrections.

The first report is due to the Federal Government on April 30th, 2022 with regard to the ARPA funding we received.

On Friday, April 8th, 2022 there was a meeting of the Communications Committee with representatives from Gorham, Randolph, Shelburne, Coos County and Ossipee Mountain Communications. A study will be taking place shortly to look at all the dead zones in the coverage area. Once that study is done, we will know what to purchase for new repeater equipment and whether or not it needs to be higher on the Pine Mountain Tower.

Along with all of this, is the daily work that is also needing to get completed. Longer work hours have been necessary for months and into the foreseeable future.

Respectfully Submitted,
Kathleen Frenette

Director of Finance and Administration