

Town Clerk & Treasurer

Personnel

Wages - 10% of Cheryl's salary and 5% of Missy's salary is from the Water & Wastewater Department because they handle the billing.

Accounting Assistant - This person is a CPA and charges \$70/hr., which is considerably less than the going rate. She comes in monthly and more during an audit. She looks at the bank statements first which provides a checks and balances within the department. She has worked here since 2002. We budget \$10,000/yr. for this line item.

FICA - This line item will increase as wages increase - 3% cost of living wage increase.

Employee Benefits - The amount budgeted for employee benefits may decrease due to the Affordable Care Act.

Office Supplies - This line item includes the cost of all Town Hall office supplies - pens, pads, paper, tape, folders, etc. This line item has been increased by \$500 to better reflect the actual amount spent.

Postage - Postage is no longer included in individual department budgets. It is now drawn from the Town Hall Technology budget.

Administration

Office Supplies—This includes the cost for supplies for the entire building such as binders, note pads, folders, pens, tape, etc.

Postage—Postage for every department goes to 5360.

Dues, Meetings, and Subscriptions -

Professional Development—This includes the cost for dues for the Municipal Clerks Association.

Print, Bind, Micro—We don't need to budget for this as it is in reserves.

Land Record Supplies—This includes the cost for books, archival paper, etc. Eventually we will move toward digitizing all records but we are not there yet. It would cost approximately \$30,000-\$40,000 to digitize the past 40 years of land records.

Travel - Do not tend to draw money from this line item.

Telephone - All phone expenses are now included in the technology budget.

Records Restoration - The Records Restoration line item has been removed as we currently have \$30,000 in reserve funds.

Miscellaneous - This is for the purpose of any miscellaneous expenses.

Revenue

Recording Fees – Missy will get back to us regarding projections. Currently we charge \$10/page and \$1 of this amount goes into the restoration line of the capital budget.

Elections

Personnel

Election Salaries - The Justices of the Peace only have to oversee the Election at the end of the day. We would like to start paying people to help staff the Main Hall during Election Day. This line is requested to be increased to pay \$10/hr. stipends to those who help with the elections.

FICA –

Administration

Supplies - Items under this line item include ink cartridges for voting machines, ballot bags, and the donuts served during Election Day for the residents that come out to vote.

Postage – Postage is no longer included in individual department budgets. It is now is drawn from the Technology budget.

Dues, Meetings, & Subscriptions -

Professional Services - This includes the cost for programming the machines for voting and printing costs for the ballots for the Primary, Election Day, and Town Meeting. Federal Election years cost more for programming machines.

Printing –

Delinquent Tax Collector

Salary (This position is a requirement of State Statute.)

Wages - A total of \$4,700 is budgeted for the total. The Town Clerk Assistant & the Town Clerk share the \$4,700 salary evenly. \$30,000-\$40,000 of delinquent taxes carries over year to year.

FICA -

Administration

Supplies - This line item is being increased by \$200

Ads/Notices -

Postage - Postage is no longer included in individual department budgets. It is now is drawn from the Technology budget.

Dues, Meetings, Subscriptions -

Legal - This amount was increased by \$150 because we went over for a total of \$1,150. Tax sales bring in revenue that wouldn't otherwise be received.

BCA (Board of Civil Authority)

Personnel

Salary - The BCA is comprised of the Justices of the Peace as well as the Selectboard. Each Justice of the Peace is paid \$15/visit/appeal

Note: Missy would like to hire someone to do the Minutes at the BCA meetings.