Rowe Finance Committee
Joint Meeting with the Board of Selectmen
March 9, 2021
6:00 P.M. via Remote Participation

Finance Committee:	Chair Wayne Zavotka, Vice-Chair Loretta Dionne, Christopher "Selmi" Hyytinen, Paul McLatchy III, Laurie Pike	
Others Present:	Janice Boudreau	Executive Secretary
	Lance Larned	DPW Superintendent (Left at 6:41)
	Joanne Semanie	Vice-Chair, Board of Selectmen
	Charles Sokol	Chair, Board of Selectmen
Audience of Citizens:	None	

Note: Due to the national COVID-19 pandemic, this meeting was held via remote participation as authorized by executive order of the governor. All votes are taken via roll-call vote.

Call to Order: Chair Zavotka called the Finance Committee meeting to order at 6:03 P.M., a quorum of the committee present.

Agenda: Chair Zavotka reviewed the agenda and asked for any additions or corrections. Hearing none, the agenda was approved as submitted.

General Government: Mr. McLatchy recused himself as he works for general government. Overall, the general government's budget has decreased over FY21. A motion was made by Chair Zavotka and seconded by Mr. Hyytinen to approve their budget as presented. The votes were as follows:

Wayne Zavotka	Aye	Christopher Hyytinen	Aye
Loretta Dionne	Aye	Paul McLatchy III	Abstain
Laurie Pike	Aye		

DPW Budget: Superintendent Larned joined the meeting to discuss the DPW budget and answer questions regarding the summer youth program. This program was unable to be held in 2020 due to the pandemic. He has put in for $28,000 for this year's program, but some have expressed concerns over whether it can be done safely. In a conversation with Chair Zavotka, Superintendent Larned stated that he thinks he can get by with about $5,000 for cutter bar repairs/replacement and about $3,000 for an employee to do cutting in the tractor. The goal would be to move the balance over to the Park wages so youth can still be employed.

After discussion, it was agreed that the "summer youth employment" line would be renamed "summer employment" and be used to pay wages for roadside mowing. A motion was made by Chair Zavotka and seconded by Mr. McLatchy to fund this line at $3,000. The votes were as follows:

Wayne Zavotka	Aye	Christopher Hyytinen	Abstain
Loretta Dionne	Aye	Paul McLatchy III	Aye
Laurie Pike	Aye		

Chair Sokol asked Superintendent Larned what it would cost to properly mow every road in town. Superintendent Larned estimates it would cost between $50,000-$60,000 to do so. However, there is a level of aesthetics with that number. Basic vegetation could be controlled for much less, it just might not look as nice.

A motion was made by Chair Zavotka and seconded by Mr. McLatchy to approve the DPW budget as amended (providing $3,000 for summer employment and $5,000 for roadside work). The voters were as follows:

Wayne Zavotka	Aye	Christopher Hyytinen	Abstain
Loretta Dionne	Aye	Paul McLatchy III	Aye
Laurie Pike	Aye		

Superintendent Larned was thanked for attending and left the meeting at 6:41.

Park Budget: Mr. Hyytinen and Ms. Pike recused themselves as they are Park Commissioners. A motion was made by Mr. McLatchy and seconded by Vice-Chair Dionne to approve a budget of $140,608, which includes a $20,000 increase in wages and a $1,500 increase in operations. This will allow the park to hire additional summer youth workers, with the understanding it will only be for this one fiscal year. The voters were as follows:

Wayne Zavotka	Aye	Christopher Hyytinen	Abstain
Loretta Dionne	Aye	Paul McLatchy III	Aye
Laurie Pike	Abstain		

Treasurer/Collector Budget: A motion was made by Mr. Hyytinen and seconded by Ms. Pike to accept the budget as presented. Chair Zavotka asked whether the two lines for wages should be combined or separated, as one person will be doing both jobs. Chair Sokol pointed out that as of now, it's still two positions per the town's bylaws. Therefore, it was decided to leave it separate. Executive Secretary Boudreau pointed out that when the treasurer's position was advertised, a person was hired to take on the collector role for FY22.

No vote was taken on the original motion, and Chair Zavotka made a second motion to approve a collector's budget of $16,525, and a treasurer's budget of $48,231. The motion was seconded by Mr. Hyytinen, and the votes were as follows:

Wayne Zavotka	Aye	Christopher Hyytinen	Aye
Loretta Dionne	Aye	Paul McLatchy III	Abstain
Laurie Pike	Aye		

Members further discussed the line of $9,912 for Forensic Work being requested by the treasurer. Vice-Chair Semanie stated that she hoped all the books would be in order by the

end of the fiscal year, and that this line may not be required. A motion was made by Chair Zavotka to strike the forensic duties line for FY22. The motion was seconded by Ms. Pike, and the votes were as follows:

Wayne Zavotka	Aye	Christopher Hyytinen	Aye
Loretta Dionne	Aye	Paul McLatchy III	Abstain
Laurie Pike	Aye		

Ms. Pike recommended the additional hours being worked by the treasurer should be documented and any increases can be considered next year.

Police Budget: Mr. Hyytinen recused himself as he is a police officer. Members discussed the police department's budget, including funding for officer training. Chief Shippee put in funding to pay for three officers to be trained, but members agreed that the town should only train officers that have regular work schedules. This means the town would only pay for two officers to be trained. Members also reviewed expenses for the Police Department, and the Board of Selectmen expressed concerns that the operations line wasn't more detailed like other departments. Chair Sokol pointed out how quickly this year's funds have been depleted. Executive Secretary Boudreau suggested that $500 could be reduced out of the operations line as phone expenses will be borne by town hall next fiscal year. It was agreed that Chief Shippee and Executive Secretary Boudreau would follow up on the budget.

The new police reform legislation has raised concerns about costs for training. Executive Secretary Boudreau will be attending a meeting in a few weeks regarding the new law. Up until now, multiple numbers (ranging from 300-500 hours) have been thrown out. Mr. McLatchy said he was not willing to support any extra hours of training for compliance until more information is known.

A motion was made to approve a budget of $68,096 for the Police Department. The motion was seconded by Chair Zavotka, and the votes were as follows:

Wayne Zavotka	Aye	Christopher Hyytinen	Abstain
Loretta Dionne	Aye	Paul McLatchy III	Aye
Laurie Pike	Aye		

Reserve Fund Transfer: A request for $1,500 to replenish funds for the Police Department Operations line was received. Mr. Hyytinen recused himself as he is a police officer. Mr. McLatchy had spoken with Chief Shippee regarding the request, and some unexpected costs included radar calibration, an increase in dues, new office furniture, etc. A motion was made by Mr. McLatchy and seconded by Ms. Pike to approve RFT-FY2021-02 in the amount of $1,500.00. The votes were as follows:

Wayne Zavotka	Aye	Christopher Hyytinen	Abstain
Loretta Dionne	Aye	Paul McLatchy III	Aye
Laurie Pike	Aye		

Next Meeting: The next budget meeting will take place on Tuesday, March 16th at 6:00, and will be held weekly through the end of March.

Adjourn: A motion was made by Mr. McLatchy and seconded by Ms. Pike to adjourn the Finance Committee meeting at 8:16 P.M. The roll-call vote was unanimous in favor:

Wayne Zavotka	Aye	Christopher Hyytinen	Aye
Loretta Dionne	Aye	Paul McLatchy III	Aye
Laurie Pike	Aye		

Respectfully Submitted,
Paul McLatchy III, Secretary

Approved: March 23, 2021

Paul McLatchy III, Secretary

Unable to be signed by entire committee due to COVID-19 pandemic.

Attachments:

- Agenda
- General Government Budget
- DPW Budget
  - Original
  - Approved
- Park Budget
  - Original
  - Approved
- Treasurer/Collector Budget
  - Original
  - Approved
- Police Budget
  - Original
  - Approved

Meeting Notice

Body: Rowe Finance Committee & Board of Selectmen

Dates: Tuesday, March 2, 2021 at 6:00 PM
Tuesday, March 9, 2021 at 6:00 PM
Tuesday, March 16, 2021 at 6:00 PM
Tuesday, March 23, 2021 at 6:00 PM
Tuesday, March 30, 2021 at 6:00 PM

Held via Remote Participation: (Same info for all dates)

URL: https://us02web.zoom.us/j/2880657034
Meeting ID: 288-065-7034
Phone: 312-626-6799

Agenda: (Same for All Dates)

1. Call to Order
2. Recognize Online Guests
3. Review Presented Budgets
4. Review Items for Annual Town Meeting Presentation
5. Financial Planning
6. Any Items of Necessary Business Raised in the Last 48 Hours
7. Audience of Citizens
8. Adjourn

Wayne Zavotka, Chairman
Rowe Finance Committee

Chuck Sokol, Chairman
Rowe Board of Selectmen

Posted at 11:30 AM on Thursday, February 25, 2021 by Paul McLatchy III

Account #	Description	FY2018	FY2019	FY2020	FY2021	FY2022
01-124-5400	**General Admin**	**$ 20,000**	**$ 17,000**	**$ 15,000**	**$ 14,000**	**$ 14,000**
	Copy Machine Maint & Supplies	$ 2,592	$ 3,469	$ 3,725	$ 2,681	$ 2,700
	Office Supplies	$ 1,485	$ 1,174	$ 1,069	$ 1,500	$ 1,500
	Phone	$ 5,412	$ 5,023	$ 5,640	$ 5,640	$ -
	Postage	$ 715	$ 212	$ 352	$ 250	$ 250
	Postage Box Rental	$ 92	$ 92	$ 92	$ 92	$ 92
	Mass Municipal Association dues	$ 1,157	$ 1,186	$ 1,216	$ 1,186	$ 1,186
	Misc. expenses	$ 1,947	$ 2,074	$ 609	$ 2,903	$ 2,903
	Employment Ads		$ 407	$ 814	$ 400	$ 400
	Legal Ads - Hearings etc.			$ 224		$ 300
	Selectman Assn. Dinners	$ 105	$ -			$ -
	Conferences/Training/Dues			$ 850		$ 60
	Actual Spent	$ 13,505	$ 13,637	$ 14,591		
01-124-5701	**Town Officer Expense**	**$ 1,000**	**$ 1,000**	**$ 1,000**	**$ 3,500**	**$ 3,500**
	mileage/etc.- Conferences for Boards	$ 1,542	$ 969	$ 1,000	$ 1,905	
				$ 1,000		
	Actual Spent	$ 1,542	$ 969		$ 1,905	
				$ 952	$ (905)	
01-124-5308	**Print Town Reports**	**$ 3,000**	**$ 3,000**	**$ 3,000**	**$ 1,000**	**$ 550**
	Printing/Supplies	$ 2,406	$ 1,530	$ 1,133	$ 50	$ 50
	Mileage	$ 23	$ 36		$ -	$ -
	Postage	$ 571	$ 712	$ 238	$ 500	$ 500
	Actual Spent	$ 3,000	$ 2,278	$ 1,371	$ 550	
01-150-5200	**IT Consultant**	**$ 8,000**	**$ 8,000**	**$ 8,000**	**$ 18,792**	**$ 14,500**
	Monthly charge+ work over 5 hrs.	$ 7,658	$ 8,182	$ 13,603	$ 1,418	$ 1,181
	Actual Spent	$ 7,658	$ 8,182	$ (4,851)		
01-150-5701	**IT Hardware/Software**	**$ 8,000**	**$ 8,000**	**$ 8,000**	**$ 6,000**	**$ 6,000**
	replace/add computers/misc.	$ 4,911	$ 4,270	$ 2,500		
	Actual Spent	$ 4,911	$ 4,270	$ 5,435		
01-124-5702	**Town Wide Notification System**	**$ 1,000**	**$ 1,000**	**$ 1,000**	**$ 1,000**	**$ 1,000**
	Actual Spent	$ 900	$ 900	$ 900	$ 900	$ 900

Account #	Description	FY2018	FY2019	FY2020	FY2021	FY2022
01-124-5706	**Operations & Maintenance**	**$ 14,000**	**$ 15,000**	**$ 14,000**	**$ 20,052**	**19,000**
	Annual Web Hosting	$ 1,600	$ 1,600	$ 480	$ 480	$ 480
	Annual Domain Name	$ 228	$ 400	$ 400	$ 400	$ 400
	email Hosting	$ 140	$ 140	$ 140	$ -	0
	WiredWest Broadband - FD,TH, DPW	$ 1,345	$ 1,319	$ 1,300	$ 1,080	$ 1,260
	Inspections Boiler	$ 150	$ 150	$ 150	$ 150	$ 150
	Maintenance - Boiler - Annual	$ 220	$ 174		$ 225	$ 350
	Maintenance - Fire Extinguishers Annua	$ 335	$ 200	$ 135	$ 275	$ 275
	Generator Propane Tank Rental Annual	$ 180	$ 180	$ 180	$ 180	$ 180
	Repairs - Electricity	$ 204	$ 454		$ 500	$ 500
	Repairs/Replacement - Town Hall misc	$ 3,594	$ 5,953		$ 5,000	$ 3,935
	Repairs/Heating-Cooling	$ 1,739	$ 976		$ 1,700	$ 1,700
	Maint Contract Phones & Repair	$ 1,133	$ 1,041	$ 1,320	$ 8,784	$ 7,200
	Rug Cleaning	$ 635	$ -	$ -	$ 700	$ 700
	Windows Cleaning					$ 1,500
	Water - for all town water coolers	$ 271	$ 204	$ 300	$ 300	$ 300
	DEP - Water Inspection	$ 70	$ 70	$ 70	$ 70	$ 70
	Actual Spent	$ 13,794	$ 14,788	**$ 8,939**		$ 19,000
01-124-5210	**Town Hall Fuel**	**$ 4,500**	**$ 4,500**	**$ 4,500**	**$ 4,300**	**$ 4,000**
	Heating oil	$ 4,412	$ 3,182		$ 4,300	$ 3,500
	propane for generator tanks	N/A	$ 180	$ 479	$ 500	$ 500
	Actual Spent	$ 4,412	$ 3,362	$ 3,160		
01-124-5430	**Town Hall Electricity**	**$ 6,000**	**$ 6,000**	**$ 5,100**	**$ 4,200**	**$ 5,000**
		$ 5,103	$ 5,327			
	Actual Spent	$ 5,103	$ 5,327	$ 3,093	**$ -**	
01-124-5430	**TH Elevator Maintenance**	**$ 1,600**	**$ 2,000**	**$ 3,000**	**3,500**	**3,500**
	Bi- Monthly Required Inspections		$ 624	$ 624	$ 624	$ 624
	Repairs		$ 2,154		$ 2,476	$ 2,476
	State Yearly Inspection		$ 400	$ 400	$ 400	$ 400
	Actual Spent	$ 1,884	$ 3,178	$ 2,362		

Account #	Description	VOTED FY2018	VOTED FY2019	VOTED FY2020	VOTED FY2021	FY2022
01-124-5740	**Bonding and Insurance**	$ 49,100	$ 52,000	$ 54,209	**$ 63,444**	**$ 65,030**
	Property, Casualty, & Professional	$ 28,052	$ 30,512	$ 29,959	$ 33,354	$ 33,354
	Chubb- Special Risk Accident	$ 8,290	$ 8,054	$ 10,085	$ 10,085	$ 10,085
	Workers Comp	$ 14,518	$ 15,391	$ 19,755	$ 19,702	$ 19,702
	Bonding for Employees	$ 1,109	$ 608	$ 665	$ 665	$ 650
	early pay discount 3% & refunds	$ (1,668)	$ (2,125)	$ (1,491)	$ (1,611)	$ (1,611)
	Actual Spent	$ 50,301	$ 52,440	$ 58,973		

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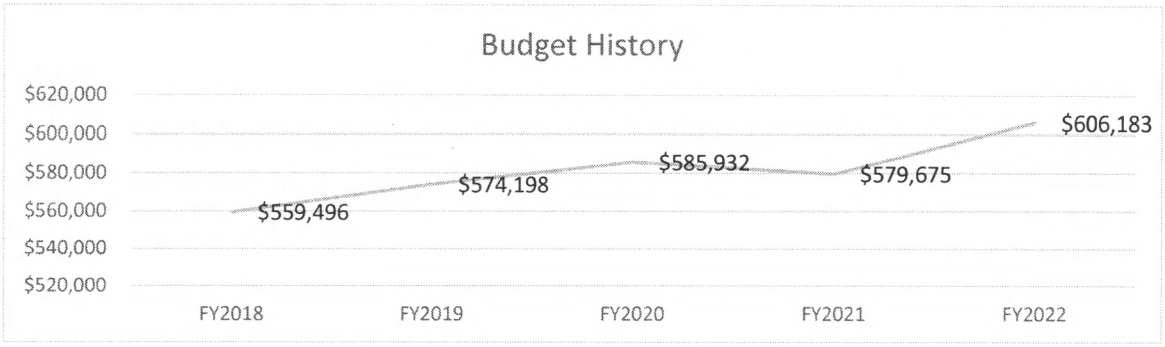
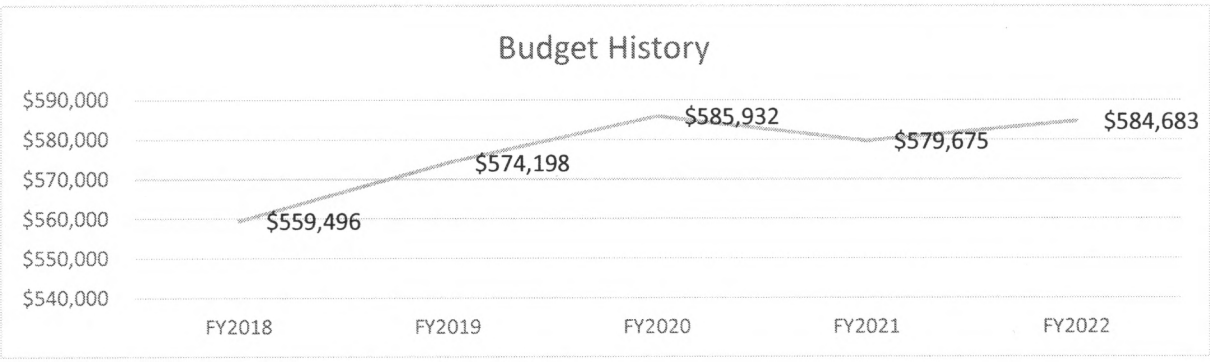
DPW BUDGET



Account #	Description	VOTED FY2018	VOTED FY2019	VOTED FY2020	VOTED FY2021	REQ. FY2022
01-421-5118	DPW Superintendent	$ 73,703	$ 75,177	$ 77,056	$ 78,983	$ 80,958
01-421-5119	DPW Workers	$ 193,072	$ 196,933	$ 201,856	$ 206,902	$ 212,075
01-421-5120	Summer Youth Workers	$ 22,500	$ 28,000	$ 28,000	$ -	$ 28,000
01-422-5701	DPW Operations	$ 30,379	$ 30,986	$ 31,761	$ 31,761	$ 31,761
01-422-5210	Heat	$ 6,500	$ 6,500	$ 6,500	$ 6,500	$ 6,500
01-422-5211	Electricity	$ 230	$ 230	$ 230	$ -	$ -
01-422-5469	Fuel for Vehicles	$ 43,000	$ 43,860	$ 44,957	$ 44,957	$ 44,957
01-422-5470	Road Surface Maint./Reclamation	$ 80,000	$ 81,600	$ 83,640	$ 83,640	$ 90,000
01-422-5421	Annual DPW Projects	$ 40,000	$ 40,800	$ 41,820	$ 41,820	$ 41,820
01-422-5422	Summer Youth Expenses	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500
01-422-5841	Roadside Mowing	$ -	$ -	$ -	$ 15,000	$ -
01-423-5530	Winter Roads	$ 68,612	$ 68,612	$ 68,612	$ 68,612	$ 68,612
	Totals:	**$559,496**	**$574,198**	**$585,932**	**$579,675**	**$ 606,183**
	Actual Increase (decrease):		**$ 14,702**	**$ 11,734**	**$ (6,257)**	**$ 26,508**
	Percentage Change:		**2.63%**	**2.04%**	**-1.07%**	**4.57%**

Explanation: Budget was decreased last year due to no summer youth program. Budget represents 3.5% increase over FY20 budget (less than 2.5%/year).

DPW BUDGET



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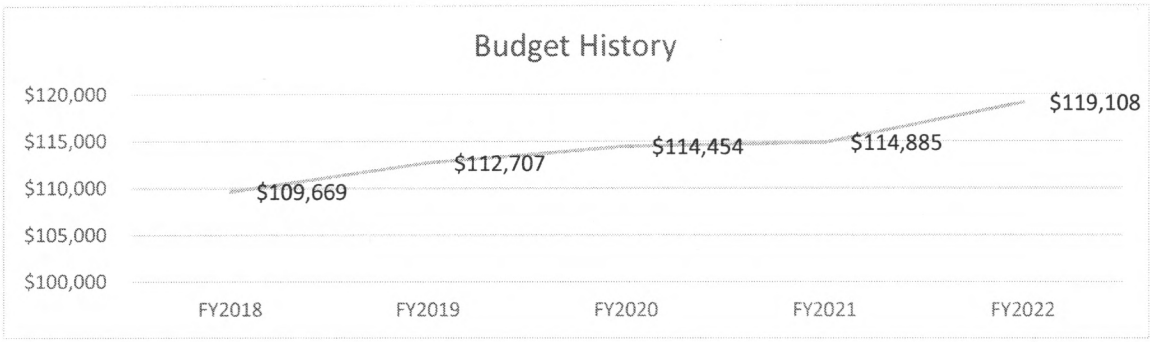
01-421-5120	Summer Workers	$ 22,500	$ 28,000	$ 28,000	$ -	$ 3,000
01-422-5701	DPW Operations	$ 30,379	$ 30,986	$ 31,761	$ 31,761	$ 31,761
01-422-5210	Heat	$ 6,500	$ 6,500	$ 6,500	$ 6,500	$ 6,500
01-422-5211	Electricity	$ 230	$ 230	$ 230	$ -	$ -
01-422-5469	Fuel for Vehicles	$ 43,000	$ 43,860	$ 44,957	$ 44,957	$ 44,957
01-422-5470	Road Surface Maint./Reclamation	$ 80,000	$ 81,600	$ 83,640	$ 83,640	$ 90,000
01-422-5421	Annual DPW Projects	$ 40,000	$ 40,800	$ 41,820	$ 41,820	$ 41,820
01-422-5422	Summer Youth Expenses	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ -
01-422-5841	Roadside Work	$ -	$ -	$ -	$ 15,000	$ 5,000
01-423-5530	Winter Roads	$ 68,612	$ 68,612	$ 68,612	$ 68,612	$ 68,612
	Totals:	**$559,496**	**$574,198**	**$585,932**	**$579,675**	**$ 584,683**
	Actual Increase (decrease):		**$ 14,702**	**$ 11,734**	**$ (6,257)**	**$ 5,008**
	Percentage Change:		**2.63%**	**2.04%**	**-1.07%**	**0.86%**

Explanation: Budget was decreased last year due to no summer youth program. Budget represents 3.5% increase over FY20 budget (less than 2.5%/year).

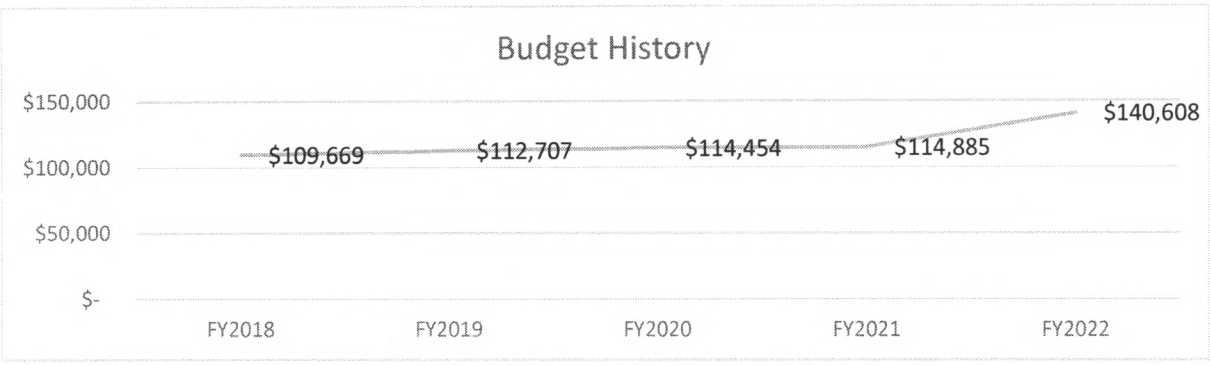
PARK BUDGET



Account #	Description	VOTED FY2018	VOTED FY2019	VOTED FY2020	VOTED FY2021	REQ. FY2022
01-630-5149	Park Manager Compensation	$ 46,995	$ 47,935	$ 49,134	$ 50,361	$ 51,620
01-630-5150	Park Wages	$ 42,844	$ 45,772	$ 43,320	$ 44,824	$ 45,488
01-630-5701	Operations and Maintenance	$ 19,830	$ 19,000	$ 22,000	$ 19,700	$ 22,000
	Totals:	**$109,669**	**$112,707**	**$114,454**	**$114,885**	**$119,108**
	Actual Increase (decrease):		**$ 3,038**	**$ 1,747**	**$ 431**	**$ 4,223**
	Percentage Change:		**2.77%**	**1.55%**	**0.38%**	**3.68%**

Explanation: Last years Parks Opps was decreased due to covid.

PARK BUDGET



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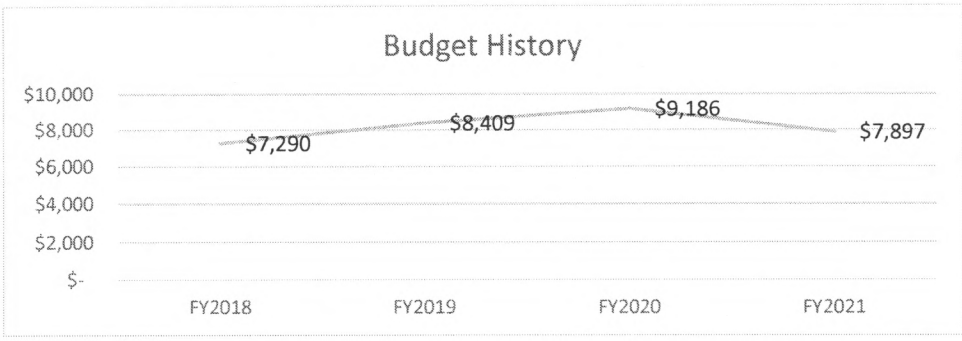
01-630-5701	Operations and Maintenance	$ 19,830	$ 19,000	$ 22,000	$ 19,700	$ 23,500
	Totals:	**$109,669**	**$112,707**	**$114,454**	**$114,885**	**$140,608**
	Actual Increase (decrease):		**$ 3,038**	**$ 1,747**	**$ 431**	**$ 25,723**
	Percentage Change:		**2.77%**	**1.55%**	**0.38%**	**22.39%**

Explanation: Last years Parks Opps was decreased due to covid.

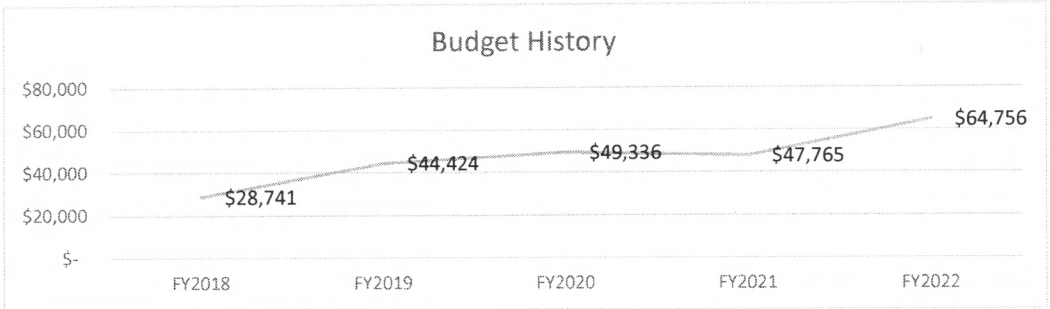
TAX COLLECTOR BUDGET



Account #	Description	VOTED FY2018	VOTED FY2019	VOTED FY2020	VOTED FY2021	Requested FY2022
01-146-5701	**Tax Collector Operations**	$ 7,290				
	Point Software Support		$ 5,520	$ 5,521	$ 5,757	$5,796.95
	Excise & RE Forms		$ 270	$ 300	$ 250	$270.00
	Supplies (Printer Cartridges, Etc.)		$ 560	$ 320	$ 200	$200.00
	Postage		$ -	$ 120	$ 120	$100.00
	Annual Dues		$ 60	$ 60	$ 60	$60.00
	Misc. Expense		$ 130	$ 200	$ 200	$100.00
	PO Box Rental		$ 84	$ 90	$ 90	$92.00
	Book Binding/mlg		$ -	$ -	$ 170	$170.00
	Outer Envelopes		$ 900	$ 1,150	$ 900	$800.00
	LOG ME IN (Point Software)		$ 85	$ 125	$ 150	$175.00
	Mileage		$ 800	$ -	$ -	
	Training - Annual School		$ -	$ 300	$ -	
	Consultant Training Fee		$ -	$ 1,000	$ -	
	Totals:	**$ 7,290**	**$ 8,409**	**$ 9,186**	**$ 7,897**	**$ 7,764**
	Actual Increase (decrease):		**$ 1,119**	**$ 777**	**$ (1,289)**	**$ (133)**
	Percentage Change:		**15.35%**	**9.24%**	**-14.03%**	**-1.68%**

Explanation:

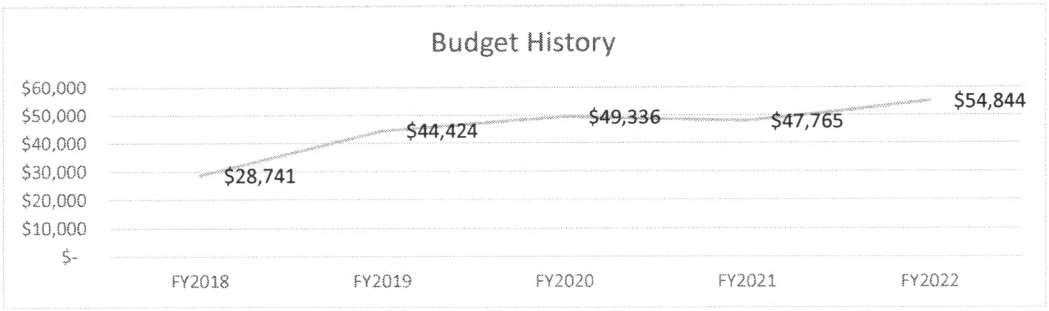
COLLECTOR/TREASURER BUDGET



Account #	Description	VOTED FY2018	VOTED FY2019	VOTED FY2020	VOTED FY2021	REQ. FY2022
01-146-5100	Tax Collector Stipend	$ 7,782	$ 7,938	$ 8,320	$ 8,528	$ 8,528
01-146-5701	Tax Collector Operations	$ 7,290	$ 8,409	$ 9,186	$ 7,997	$ 7,997
01-145-5100	Treasurer Stipend	$ 13,669	$ 20,722	$ 21,240	$ 21,240	$ 28,319
01-145-5701	Treasurer Operations	$ -	$ 7,355	$ 10,590	$ 10,000	$ 10,000
	Additional Treasurer Wages for Forensic Duties					$ 9,912
New Line	*Collector-Treasurer Salary*	*$ -*	*$ -*	*$ -*	*$ -*	
New Line	*Collector-Treasurer Operations*	*$ -*	*$ -*	*$ -*	*$ -*	
	Totals:	**$ 28,741**	**$ 44,424**	**$ 49,336**	**$ 47,765**	**$ 64,756**
	Actual Increase (decrease):		**$ 15,683**	**$ 4,912**	**$ (1,571)**	**$ 16,991**
	Percentage Change:		**54.57%**	**11.06%**	**-3.18%**	**35.57%**

Explanation: The Treasurer position has not been properly maintained in over a year. Upon my arrival, I knew the position was going to be challenging but with the disorganization and many tasks not complete, my daily work has consisted of trying to maintain a position and catch up over a year's worth of work. This is with no formal training, except for the guidance I've received from the Town's Accountant. Here are some examples of things that have been left undone: reconciliation to the general ledger, receipts (deposits), reports, payments, file maintenance, bank reconciliations, data entry, government reporting (BLS, Meals Tax, Unemployment Reporting, Workman Comps. Audits). Many things are found incomplete often or done incorrectly. In order to bring the Treasurer position to a place where I would feel comfortable, I am asking the Board to agree that the Treasurer Position become a 27hr a week position. I have added tasks to my position that all along should be the responsibility of the Treasurer. Example: Coding and entering the revenue to the accounting system (Vadar) Also, I would like to be able to attend the education webinars to Vadar and to become a certified Treasurer. This would make me more valuable and more knowledgeable if I received this proper training. At this time, I don't feel comfortable attending many of these webinar classes because it would take away from the working hours. Our next fiscal year is almost upon us and I still have a lot of work to do. Even after the CPA Tom Scanlon brings the cash book up to the end of last fiscal year, I will still need to bring those books up to date for the current fiscal year from June 2020 to present. That is a lot of work and data entry. Thank you for taking the time to consider my request.

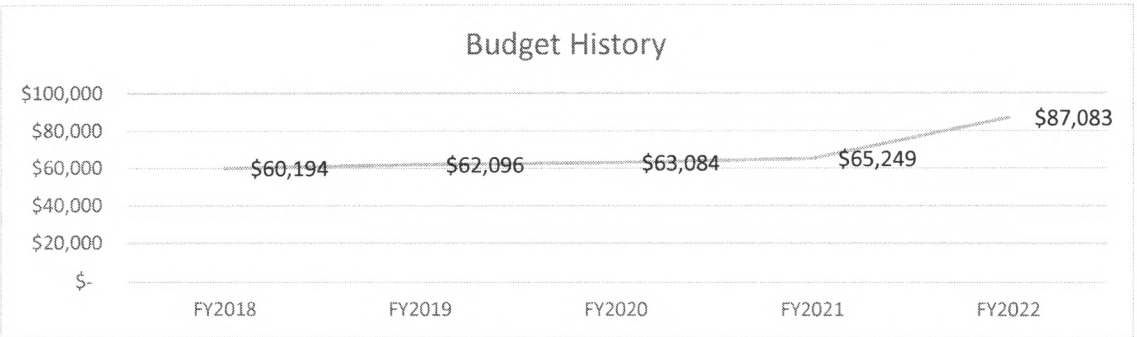
COLLECTOR/TREASURER BUDGET



Account #	Description	VOTED FY2018	VOTED FY2019	VOTED FY2020	VOTED FY2021	REQ. FY2022
01-146-5100	Tax Collector Stipend	$ 7,782	$ 7,938	$ 8,320	$ 8,528	$ 8,528
01-146-5701	Tax Collector Operations	$ 7,290	$ 8,409	$ 9,186	$ 7,997	$ 7,997
		$ 15,072	**$ 16,347**	**$ 17,506**	**$ 16,525**	**$ 16,525**
01-145-5100	Treasurer Stipend	$ 13,669	$ 20,722	$ 21,240	$ 21,240	$ 28,319
01-145-5701	Treasurer Operations	$ -	$ 7,355	$ 10,590	$ 10,000	$ 10,000
		$ 13,669	**$ 28,077**	**$ 31,830**	**$ 31,240**	**$ 38,319**
New Line	*Collector-Treasurer Salary*	*$ -*	*$ -*	*$ -*	*$ -*	
New Line	*Collector-Treasurer Operations*	*$ -*	*$ -*	*$ -*	*$ -*	
	Totals:	**$ 28,741**	**$ 44,424**	**$ 49,336**	**$ 47,765**	**$ 54,844**
	Actual Increase (decrease):		**$ 15,683**	**$ 4,912**	**$ (1,571)**	**$ 7,079**
	Percentage Change:		**54.57%**	**11.06%**	**-3.18%**	**14.82%**

Explanation: The Treasurer position has not been properly maintained in over a year. Upon my arrival, I knew the position was going to be challenging but with the disorganization and many tasks not complete, my daily work has consisted of trying to maintain a position and catch up over a year's worth of work. This is with no formal training, except for the guidance I've received from the Town's Accountant. Here are some examples of things that have been left undone: reconciliation to the general ledger, receipts (deposits), reports, payments, file maintenance, bank reconciliations, data entry, government reporting (BLS, Meals Tax, Unemployment Reporting, Workman Comps. Audits). Many things are found incomplete often or done incorrectly. In order to bring the Treasurer position to a place where I would feel comfortable, I am asking the Board to agree that the Treasurer Position become a 27hr a week position. I have added tasks to my position that all along should be the responsibility of the Treasurer. Example: Coding and entering the revenue to the accounting system (Vadar) Also, I would like to be able to attend the education webinars to Vadar and to become a certified Treasurer. This would make me more valuable and more knowledgeable if I received this proper training. At this time, I don't feel comfortable attending many of these webinar classes because it would take away from the working hours. Our next fiscal year is almost upon us and I still have a lot of work to do. Even after the CPA Tom Scanlon brings the cash book up to the end of last fiscal year, I will still need to bring those books up to date for the current fiscal year from June 2020 to present. That is a lot of work and data entry. Thank you for taking the time to consider my request.

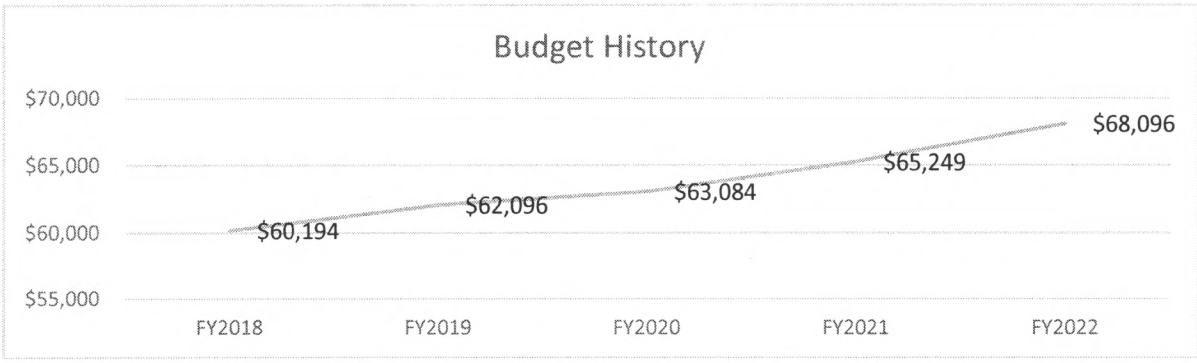
POLICE DEPARTMENT BUDGET



Account #	Description	VOTED FY2018	VOTED FY2019	VOTED FY2020	VOTED FY2021	REQ. FY2022
01-210-5122	Police Chief Stipend	$ 23,819	$ 24,295	$ 24,903	$ 25,526	$ 26,164
01-210-5123	Police Officer Compensation	$ 26,477	$ 27,007	$ 27,682	$ 28,374	$ 29,083
01-210-5124	Constable Stipend	$ 549	$ 549	$ 549	$ 549	$ 549
01-210-5125	Police OHD Presence	$ 499	$ 500	$ 500	$ 500	$ 500
01-210-5701	Police Operations	$ 8,850	$ 9,745	$ 9,450	$ 10,300	$ 10,700
	Police Officer Training (3 officers, 40 hours each)					$ 2,400
	1-year training (500 hours)					$ 10,000
	Police Chief Training (60 hours)					$ 1,007
	3-year officer trianing (1 officers, 167 hours)					$ 3,340
	3-year officer trianing (1 officers, 167 hours)					$ 3,340
	Totals:	**$ 60,194**	**$ 62,096**	**$ 63,084**	**$ 65,249**	**$ 87,083**
	Actual Increase (decrease):		**$ 1,902**	**$ 988**	**$ 2,165**	**$ 21,834**
	Percentage Change:		**3.16%**	**1.59%**	**3.43%**	**33.46%**

Explanation: things went up, chiefs dues, Frcog, and IMC program. Also asking for 3 officers to be payed for training. 20 dollars an hour times 40 hours for 3 officers = 2400.00 mandatory training for Mass officers.

POLICE DEPARTMENT BUDGET



Account #	Description	VOTED FY2018	VOTED FY2019	VOTED FY2020	VOTED FY2021	REQ. FY2022
01-210-5122	Police Chief Stipend	$ 23,819	$ 24,295	$ 24,903	$ 25,526	$ 26,164
01-210-5123	Police Officer Compensation	$ 26,477	$ 27,007	$ 27,682	$ 28,374	$ 29,083
01-210-5124	Constable Stipend	$ 549	$ 549	$ 549	$ 549	$ 549
01-210-5125	Police OHD Presence	$ 499	$ 500	$ 500	$ 500	$ 500
01-210-5701	Police Operations	$ 8,850	$ 9,745	$ 9,450	$ 10,300	$ 10,200
	Police Officer Training (2 officers, 40 hours each)					$ 1,600
	Totals:	**$ 60,194**	**$ 62,096**	**$ 63,084**	**$ 65,249**	**$ 68,096**
	Actual Increase (decrease):		**$ 1,902**	**$ 988**	**$ 2,165**	**$ 2,847**
	Percentage Change:		**3.16%**	**1.59%**	**3.43%**	**4.36%**

Explanation: things went up, chiefs dues, Frcog, and IMC program. Also asking for 3 officers to be payed for training. 20 dollars an hour times 40 hours for 3 officers = 2400.00 mandatory training for Mass officers.