

## 161 - TOWN CLERK BUDGET QUESTIONS/ANSWERS

Department		FY21 Original	FY21 Revised	Change
161	Town Clerk	454,519	442,519	(12,000)

**Why a 5.84% salary increase for the Town Clerk?**

*Increase reflects the final step increase in January (FY2020 reflected half year step D and half year step E) as well as the FY2021 COL. And, I believe 1-day of the 53-week.*

**If we have consistently spent 1195.00 for bylaw printing for 3 years why is there still 15K in budget?**

*Monies, \$13,000, set aside for planning/ zoning rewrite for codification and printing.*

**I assume the increase for PT employee is due to additional hours needed this year vs. increase in pay or is it a combination of both – please provide clarity.**

*Minimum wage increase of .75 cents per hour plus added hours for 11-days of early voting in November State General Election.*

**Why the significant jump in pay for the principal clerks (over 7%).**

*Step increase for one of the union clerical staff plus CBA cost of living.*

**Is the \$5,000 savings (01-16104-5790) in election expenses as a result of the postponed special election? If not, can we wrap the debt exclusion vote into an already-scheduled Town election so we can save that expense.**

*No. The \$5,000 reduction in Election Expenses is a FY2021 line item expense associated with the September 1, 2020 State Preliminary Election and the November 3, 2020 State General Election.*

**Bylaw printing is budgeted at \$15K but actuals in 2018-2020 are \$1.2K-was the \$20K budgeted in 2020 in anticipation of a zoning rewrite?**

*My FY2020 request included \$18,000 in funding for the codification and printing of the planned zoning rewrite and \$2,000 in funding for modifications for town ordinances. For FY2021, I have reduced funding for the zoning rewrite to \$13,000.*

**Office Supplies are \$3.5K-well above FY2018-2020 actual**

*This increase is partially attributable for the purchase of specialty paper necessitated by the influx of certified copies associated with required documentation of obtaining a person's "real license" and expenses associated with assuming the licensing responsibilities.*

**What is preservation/conservation?**

*This line item is used for the preservation of historical documents.*

**Part-Time employee is up 18.82% - is that due to increased hours or increased pay?**

*The part-time employee line item is for election workers and reflects mandated increases in minimum hourly pay of .75 cents per hour effective January 1, 2020.*

**Elections - Printing/Forms is \$4-5K below its historical run-rate and \$7K below 2020 budget, will that be enough?**

*This line item was to pay for the election ballots associated with the September and November local elections.*

**Election expenses are below 2018 levels by about \$5K is that enough given the upcoming national and state elections and the postponed special election?**

*The upcoming national (Nov 3, 2020) and State (Sept 1, 2020) elections are the only expenses associated with this line item. The postponed special election funding is part of the FY2020 budget. If the election is not held in FY2020, the funds will be held in reserve until the election is called.*

**Also, what would the impact to that number be if a lot of voters decided to use absentee ballots during the pandemic as opposed to going to the polls in person.**

*The cost for going to the polls will remaining unchanged regardless of having 1 voter of 15,000 voters going to the polls. An increase in usage of absentee/early voting ballots will have a significant impact on postage expenses.*