



**Town of Montague**  
**Department, Board, Committee, Commission**  
**BUDGET NARRATIVE**

**FY 20**

*Complete this form electronically! Be clear and concise!*

Department: Town Clerk Submitted by: Deb Bourbeau

**1. Please describe and provide the rationale for any substantial changes in your FY20 line item budget submission.**

My budget decreased only slightly. There are 2 elections scheduled, one being the Presidential Primary which is big. The State is talking that we may have early voting for the Primary. I have budgeted for the early voting possibility.

**2. Did you receive funding for any special articles in FY19? What is the status of those expenditures/investments?**

I did have a special article for \$30,000 for the Map Management Project for Town Hall, DPW and the WPCF. I did not have a start date, but King Information Systems was able to start the project and get a head start for 2 weeks in August installing shelving, labeling maps, boxing and entering data into the map database. At the moment we have 4 shelving units in the attic installed with building department maps. They are scheduled to come back Jan. 14<sup>th</sup> to continue. There is \$18,631 left.

**3. Did you receive funding for a discretionary account in FY19? What have you purchased to date, at what cost? Looking forward in FY19, what do you expect to purchase at what cost?**

N/A

**4. To-date in FY19, has your department experienced any notable successes, such as improving or providing new programs or services, or implementing new technologies? If so, please describe.**

The Freedom of Information Act (FOIA Software Program) continues to prove worthy. We have received 187 public records requests through the system this year. Of course we still receive them the old fashioned way also. I have to say it proves to be a time saver in correspondence and in the tracking of the ever ticking time clock for all departments.

**5. Are there challenges to your department's ability to meet its goals and objectives that are due to its FY19 operating budget? If so, offer your recommendation(s) for improving the situation.**

N/A