



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

FY 23

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 FY23 line-item budget submission.

- 3 Elections including a Governor’s election in November
- Mandatory and unfunded early in-person voting including weekends for State Primary and State Election.
- Election workers salary line item will increase
- Postage and office supplies increase due to vote by mail.
- Paying for the coding, and layout of all state election ballots. The state pays for the printing of the ballots which is the cheapest part of ballot preparation.
- Purchasing a fireproof filing cabinet to store vital records.
- Running an election now will average about \$10,000
- Bookbinding – books need to be bound
- Fireproof file cabinet
- Archive Social Software – to backup towns Social Media Accounts

2. To this point in FY22, has your department experienced any notable successes, such as improving or providing new programs or services, or implementing new technologies? If so, please describe.

N/A

3. Are there presently challenges to your department’s ability to meet its goals and objectives that are due to its FY22 operating budget? If so, offer your recommendation(s) for improving the situation.

My office has officially run out of space. I have run out of space for vital records and elections. Vital records must be kept in a fireproof, environmentally controlled vault or space. Neither of my vaults in the basement are environmentally controlled or able to completely close or lock – consequently they are not fireproof and at the mercy of anyone who can access the basement. Beanie and I are constantly fighting mold spores while working with those stored records. The small safe/vault in my office has been at capacity since 2008. This year I will have to purchase another fireproof file cabinet to provide that space, but it will have to be stored outside my office, (most likely in the first floor conference room).

We need to talk about space in town hall before two more possible positions are added. It is a huge issue. My office has surpassed its capacity years ago – I was recently asked to remove items from the nurse’s office that we used to share. I am currently using the conference room across from my office to store my election equipment and will now need to store file cabinets there as I cannot fit one more inside my office. I am the “keeper of the records” for the town which makes it difficult to maintain records in the current space now. I am mandated to keep all election ballots and materials inside my office or a locked vault for the 3 to 4 months it takes to run an election aside from having to keep all election materials after an election for 22 months. Beanie and I have constant bruises due to the small, narrow space we that have to share. Before adding two more positions to the mix, I would like to advocate for ownership of the first floor conference room as we now have the annex conference room available. Most departments in town hall have two offices to my one. The conference room could be my second space. This may not be a budget problem for my departmental budget, but it is a town hall budget problem.

4. Did you receive funding for any special articles in FY22? What is the status of those expenditures/investments? Does your department have any older special article appropriations that remain unspent?

N/A