



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

FY 19

Please complete this form electronically in its entirety!

Department: Town Clerk Submitted by: Deb Bourbeau

Please describe and provide the rationale for any substantial changes in your FY19 line item budget submission.

The Town Clerk budget increases or decreases depending on the number of elections scheduled during the fiscal year. There are three scheduled elections for FY 2019; the Annual Town Election In May, the State Primary in September and the State Election in November.

Did you receive funding for any special articles in FY18? What is the status of those expenditures/investments?

Yes, I did –

ARTICLE 42. MOVED: That the Town vote to appropriate the sum of \$4,500 for the purpose of purchasing, installing and training on a new Public Records software and database package for the Town Clerk’s office, including the payment of all costs incidental or related thereto, said sum to be raised from Taxation. **PASSED/UNANIMOUS VOTE**

This program is in place and being used. Departments find it user friendly, a time & paper saver, and also serving as a time clock that counts down the days till the project is due. It automatically formulates responses and emails to the requestor and to the assigned department. This program even calculates the cost of a lengthy hardcopy request – all we have to do is plug in the total hours worked and the type of format requested, (paper, disc, or flash stick).

The program is user friendly and does a lot of the busy work for us employees so that we can concentrate on expediting the request.

To-date in FY18, has your department experienced any notable successes, such as improving or providing new programs or services, or implementing new technologies? If so, please describe.

Empty text box for describing successes in FY18.

Are there challenges to your department’s ability to meet its goals and objectives that are due to its FY18 operating budget? If so, offer your recommendation(s) for improving the situation.

Empty text box for describing challenges and recommendations in FY18.

Are there other areas of your budget where you wish advocate for change, such as stipends, materials, etcetera?

Empty text box for describing other budget areas for change.