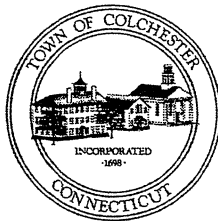


Town Clerk's Office
Gayle Furman, Town Clerk
Kayla Fortier, Asst. Town Clerk



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Town of Colchester
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MEMO

TO: Board of Finance
From: Gayle Furman/Town Clerk
Subject: 2023/2024 Budget
Date: March 15, 2023

In comparing the budget I submitted and the one sent to the Board of Finance, I have found a few line items were reduced by the First Selectman, which I would ask to be put back.

Overtime and Contractual Temporary Occasional: In these two lines, I had asked for a combined amount of \$1,000. I would ask that at least \$500.00 be put back as this covers anytime I am out of the office and my assistant cannot leave for lunch or has to stay late. It is also for Temporary help, which is usually needed around election time as Absentee ballots have increased and due to the probability of early voting.

Legal Notices: I have based my projection on having at least three referenda and possibly one primary. I would ask for the \$300.00 to be put back as I do anticipate one, probably two, budget referenda and another referendum for the Senior Center. This line item has consistently been over budget in the past.

Printing and Publications: I would ask for the \$200.00 to be put back as I will need three vital records filing books and at least three Minutes books for filing minutes. I also projected at least one new ordinance, which comes to an approximate total of \$1,725.

Equipment Repairs: I would ask that \$300.00 be put back in this account for the possibility of needing equipment repaired.

If all this were added back into the Town Clerk's budget then the expenses, minus payroll, would be \$332.00 less than last year. Last year my budget came very close to going over. It actually did go over with the mistake in payroll for my assistant's certification raise.

Thank you for your time and I look forward to meeting with you to discuss these changes.