

		CLERKS
Total	\$33,950.00	

Professional/Training 001-999-100-161-5400-5300-200-99		
This line item is utilized for educational purposes, Town Clerk classes, a one week clerk course at Plymouth State College in New Hampshire working towards certification and re-certification. An amount of <u>\$1,650</u> is requested for this line item.		
NEACTC Conference	\$650.00	\$1,650.00

Printing	001-999-100-161-5400-5346-200-99		
This line item is utilized for Business Cards, Municipal Listings, keeping the General Code By-Law book current with incoming by-law changes. Annual Street List printing, they are required to be available for purchase by the public by MGL Ch51 s6. An amount of \$8,700 is requested for this line item.			
2024 Census Printing	\$2,400.00		\$8,700.00
General Code bylaw Update	\$4,500.00		
2nd Mailing Postcards	\$1,000.00		
Street Lists - 2024	\$800.00		

Supplies	001-999-100-161-5400-5400-400-99		
This line item is utilized for necessities that are needed to keep a properly functioning office. Some of the needed items would be bond paper for vital certificates, dog licenses, cash register tape, and pens, election markers, etc. An amount of <u>\$1,750</u> is requested for this line item.			
Dog Tags	\$250.00		\$1,750.00
Vitals Paper	\$250.00		
Imagecast ink/paper tape	\$200.00		
Misc. Office Supplies	\$1,050.00		

Postage	001-999-100-161-5400-5405-400-99		
This line item is utilized for any unexpected delivery charges resulting from having to Fed-Ex documents to the Attorney General's Office. Sending Election Soft-pacs to Chicago and AccuVote election software to New Hampshire. Mailing of the Annual Census and 2 nd notices which is required to have return postage by MGL Ch. 51 S. 37. An amount of \$3,400 is requested for this line item.			
Census Postage	4900	\$2,500.00	\$3,375.00
2nd Notice Postage-Postcards		\$750.00	
Memory Cards Mailing		\$125.00	

Meetings		001-999-100-161-5400-5707-700-99	
This line item is utilized for all meetings and conferences whether held in Brewster or in other towns relating to Town Clerk Functions, covering travel expenses, meals, and registration fees. Examples of Town Clerks meeting would be, the quarterly C&I Town Clerks Association Meetings, the New England City and Town Clerks Association meetings, etc. Occasionally special conferences arise due to Law changes whether Federal or State mandated. Therefore a request in the amount of \$1,200 is made for this line item.			
C&I Town Clerks	4 mtgs.	\$400.00	\$1,200.00
MTCA Meetings	3 mtgs	\$400.00	
Mileage to attend mtgs and conferences		\$400.00	

Dues 001-999-100-161-5400-5730-700-99		
This line item is utilized for expenses related to annual memberships in the Cape & Islands Town Clerks Association, Mass Town Clerks Association, International Institute of Municipal Clerks and the New England Association of City and Town Clerks. A request in the amount of \$625 is made for this line item.		
IIMC	\$300.00	\$625.00
MTCA	\$100.00	
NAP	\$100.00	
C&I Town Clerks	\$50.00	
NEACTC	\$75.00	
Purchased Ser 001-999-100-161-5400-5380-200-99		
This line item is utilized for the annual maintenance contract for the AccuVote machines, Automark, Pollpads, programming of the memory cards for all elections, printing of the ballots. There are (3) three elections this year. The HAVA Act requires that there be a handicapped accessible machine, the state has supplied the voting machine, but the towns have to pay for programming. Therefore a request in the amount of \$14,000. is needed for this line item.		
LL Data Maintenance Agreement	\$1,950.00	\$13,650.00
LHS PollPad Maintenance Agreement	\$2,200.00	
LHS Imagecast Maintenance Agreement	\$0.00	
LHS-Primary Imagecast Programming	\$1,800.00	
LHS-State Election Imagecast Programming	\$1,200.00	
LHS-May Election Imagecast Programming/ballots	\$3,000.00	
ES&S AutoMark - Primary	\$1,200.00	
ES&S AutoMark - Presidential	\$1,000.00	
ES&S AutoMark - May Annual	\$600.00	
End of year Bookbinding	\$200.00	
Misc. purchased services	\$500.00	
Food 001-999-100-161-5400-5485-400-99		
1. This line item is utilized for lunches, dinners, and drinks for the poll workers on election days. There are (3) three elections this fiscal year, one being a presidential, a request in the amount of \$2,000 for this line item is needed.		
9/3/2024 meals/snacks/beverage	\$650.00	\$2,000.00
11/5/2024 meals/snacks/beverage	\$800.00	
5/20/2025 meals/snacks/beverage	\$550.00	
Archival 001-999-100-161-5400-5700-700-99		
This line item is utilized for any expenses that the Town Archivist may require throughout the year. A request in the amount of \$1,000 is made for this line item. The Archivist prepares the Old Brewster pages in the Town Meeting Warrants as well as aids in research for many projects and genealogists.		
Misc. Archival Expenses	\$1,000.00	\$1,000.00

ELECTION SALARIES

This line item is utilized for wages for all election workers. There are (3) three elections this fiscal year; one (1) Annual Town election and (1) one Presidential Election and (1) one State Primary. By MGL we are required to have two check-in(MGL 54s17) per precinct and a person observing the ballot box. Many hours will be utilized for Early Voting and filing of those EV ballots. The amount of **\$35,000.** is requested for this line item.

\$31,990.75

State Primary	9/3/2023	#	Hrs	Wage	Total	
Early Voting-7 days prior incld wknd	8/24/2024-8/30/2024	4	45.5	\$15.00	\$2,730.00	\$8,114.00
Election Day 7a-8p	9/3/2023	1	15	\$15.75	\$236.25	Warden
	"	1	15	\$15.50	\$232.50	Deputy Warden
	"	3	15	\$15.25	\$686.25	Precinct Clerks
	"	3	14	\$15.00	\$630.00	Box Clerks
	"	6	14	\$15.00	\$1,260.00	Checkers (2 per precinct)
	"	3	13	\$15.00	\$585.00	Floater
	"	5	4	\$15.00	\$300.00	Lunch coverage
	"	1	7	\$62.00	\$434.00	Assistant Town Clerk (Per Contract/ rate 61.71)
	"	1	14	\$60.00	\$840.00	Police Officer at the Polls
	"	6	2	\$15.00	\$180.00	Counters
State Election	11/5/2024					
Early Voting-14 days prior incld 2 wknds	10/19-11/01/2024	4	70	\$15.00	\$4,200.00	\$18,719.00
Election Day 7a-8p	11/5/2024	1	15	\$15.75	\$236.25	Warden
	"	1	15	\$15.50	\$232.50	Deputy Warden
	"	3	15	\$15.25	\$686.25	Precinct Clerks
	"	3	14	\$15.00	\$630.00	Box Clerks
	"	6	14	\$15.00	\$1,260.00	Checkers (2 per precinct)
	"	4	13	\$15.00	\$780.00	Floater
	"	5	4	\$15.00	\$300.00	Lunch coverage
	"	1	17	\$62.00	\$1,054.00	Assistant Town Clerk (Per Contract/ rate 61.71)
	"	5	14	\$15.00	\$1,050.00	Central Tabulation Checkers
	"	2	14	\$60.00	\$1,680.00	Police Officer at the Polls
	"	8	14	\$55.00	\$6,160.00	DPW in parking lot (average of overtime & regular wages)
	"	10	3	\$15.00	\$450.00	Counters
Annual Town	5/20/2025					
Election Day 7a-8p	5/20/2025	1	14	\$15.75	\$220.50	Warden
	"	1	14	\$15.50	\$217.00	Deputy Warden
	"	3	15	\$15.25	\$686.25	Precinct Clerks
						\$5,157.75

"	3	14	\$15.00	\$630.00	Box Clerks
"	6	14	\$15.00	\$1,260.00	Checkers (2 per precinct)
"	2	13	\$15.00	\$390.00	Floater
"	5	4	\$15.00	\$300.00	Lunch coverage
"	1	7	\$62.00	\$434.00	Assistant Town Clerk (Per Contract/ rate 61.71)
"	1	14	\$60.00	\$840.00	Police Officer at the Polls
"	6	2	\$15.00	\$180.00	Counters

REGISTRAR SALARIES

This line item is utilized for the wages of the Board of Registrars who aide with the Annual Census, Voter Registrations, and Town Meetings. It is also used for the wages of the Town Meeting workers, both at the Annual and the Special Town Meetings. This fiscal year we are anticipating 3 elections and 2 Town Meetings. Therefore a request for \$10,000 is being made for this line item.

\$9,560.00

Special Town Mtg	11/18/2024	#	hrs.
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Checkers	7	4	\$15.00	\$420.00
Counters	5	4	\$15.00	\$300.00
Asst. Town Clerk	1	5	\$62.00	\$310.00

\$1,030.00

Annual/Special Town Mt	5/5/2025	5/1/2023
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Checkers	7	4	\$15.00	\$420.00
Counters	5	4	\$15.00	\$300.00
Asst. Town Clerk	1	5	\$62.00	\$310.00

\$1,030.00

Misc Registrar Expenses

Town Clerk Stipend	\$500.00
Registrars/Asst Town Clerk hours	\$7,000.00

\$7,500.00