



FY25 BUDGET INCREASE RATIONALE FORM

Department Town Administration -Full time wages **(001 1221 5100)**

Requested Increase Amount: A stipend in the amount of \$10,000 has been added to full-time wages for procurement responsibilities and certifications for the Assistant Town Manager.

Rationale: The Assistant Town Manager is a certified procurement official (MCPPO) and handles all procurement for every town department and all projects and purchases over \$10,000 ensuring compliance with all State laws and regulations.

Impact on Services: The Town has ongoing procurement needs across all departments as well as many complex projects that require procurement oversight. The Assistant Town Manager works closely with the Town Accountant's office to ensure proper procurement and contracting has occurred for all bills that are paid by the Town.



FY25 BUDGET INCREASE RATIONALE FORM

Department: **Town Manager**

Requested Decrease Amount: (-21.35%) decrease in legal budget; (-\$36,727.00) from \$156,727 in FY24 to \$120,000 in FY25.

Rationale: The average actual legal expenses over the last two fiscal years has been approximately \$100,000 as well the spending to date in this fiscal. We have reduced this line to reflect actual spending.

Impact on Services: This modest decrease will not affect the town's ability to ensure proper legal review and compliance. We will continue to monitor this line item.