



Town of Pepperell
OFFICE OF THE TOWN CLERK

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Brynn Montesanti, Town Clerk
Joan Ladik, Assistant Town Clerk

DATE: January 19, 2021

MEMORANDUM TO: Select Board, Finance Committee, Town Administrator

FROM: Brynn Montesanti, Town Clerk

SUBJECT: FY22 Budget

Town Clerk - 16100

Other than the usual step increases for the Town Clerk and the Assistant Town Clerk you will find that the only other changes to the budget for FY21 is the increase in the line item for "Book Binding" from \$500 to \$1,000. The office has the need to bind several vital record books that haven't been done in several years, I received several quotes and this was the average of the three. The only other change was the increase in the "Dog License" line item and was based on an increase in product cost for this year.

Elections - 16200

Most of these line items decreased due to the fact that we will have a reduced number of elections for FY22. My only thought regarding this is that I would like to take the difference in what we don't need for FY22 and use it to upgrade our dog license database. My goal, over the course of the next 4 years, is to go to a "DOG TAG FOR LIFE" concept where the dog license will run with the rabies vaccine and its' expiration. In order to do this I would need approximately \$4,000 to upgrade the database. A full presentation can be made in the near future as I am still waiting for some additional information from a couple of different database designers. I do realize that this is a different account than Elections and belongs in the Town Clerk account but I would be requesting the transfer if the amount is feasible.

Registration - 16300

There were two increases in these line items, printing and postage – these increases were based on the costs of the printing of the street listing and censuses for FY21 coming in higher than budgeted as well as postage. I would like to stay on top of this and feel these numbers are a better reflection of the actual expense for FY22.

Respectfully submitted,

Brynn Montesanti, Town Clerk