

# TOWN OF EAST LYME

FY 2008/2009

Dept No. 101

Budget Input

Dept Name First Selectman

1-Feb-08

Acct.	Account Description	08/09 Budget	Supporting Description of Activity
<b>100 Personnel Services</b>			
111	First Selectman	81,536	Salary for First Selectman based upon procedure. <u>Board of Selectmen amended to reflect recent salary adjustment. \$94,289</u>
115	Board of Selectmen	6,882	Yearly stipend. No COLA has been determined for upcoming year.
211	Executive Assistant	56,518	Salaried. Offers office support to the First Selectman and is Recording Secretary for the Board of Selectmen. No COLA has been determined for upcoming year. <u>Board of Selectmen amended to reduce funding for Grant Writer. \$54,018</u>
212	Receptionist/Floater	0	
311	AM Receptionist	28,704	Union personnel. Contract expires June 30, 2008.
412	PT Clerical	4,500	Funds vacation and sick time coverage for Executive Assistant and Front Desk Coordinator. Additional funding available for clerical coverage for other departments and projects as approved by the First Selectman. <b><u>First Selectman cut as a result of Board of Finance reduction.</u></b>
<b>Personnel Services Total</b>		<b>178,140 .</b>	

## 200 Services-Contracted/Operating

Acct.	Account Description	08/09 Budget	Supporting Description of Activity
295	Ad Hoc Committees	3,500	Covers purchases and expenditures related to Board of Selectmen - Inauguration costs, Charter Revision expenditures, cost for seminars for Selectmen, etc. <u>Due to reduction in Executive Assistant budget line item, the Board of Selectmen increased this line item by the same amount. The additional funding will be for Charter Revision expenditures such as recording secretary and for other sub-committee expenditures the First Selectman has been establishing. \$6,000.</u>
<b>Services-Cont/Operate Total</b>		<b>3,500</b>	
<b>300 Operating Expenses</b>			
205	Postage	28,000	Funding for postage for Town Departments. Attachment A identifies use for previous two years. <b><u>Board of Finance amended to reduce by \$5,000 to \$23,000.</u></b>
242	Professional Conventions/Cont	1,250	Funding for any convention or meeting that the First Selectman may attend.
244	Selectman's Expenses	1,500	Expense Account for First Selectman's needs.
246	Transportation Allowance	3,400	Mileage (paid at Town approved rate of .405 per mile) and car allowance for First Selectman. Car allowance is to reimburse First Selectman for wear and tear on his vehicle in lieu of having a Town vehicle.
250	Printing, Binding & Advertising	0	
292	Welfare/General Assistance	1,000	Funds for residents at local level. Used for emergency shelter, bus passes to / from Norwich and emergency food rations. General Assistance has been regionalized and office is in Norwich.
320	Miscellaneous Supplies	6,500	Purchases paper for Town Hall Departments - Please review Attachment B for paper usage by department for previous two years. Also funds office supplies for Front Desk Coordinator, Mail Room and First Selectman's Office.
<b>Professional/Technical Total</b>		<b>41,650</b>	
<b>First Selectman Dept Total</b>		<b>223,290</b>	