

**MAYOR'S OFFICE**  
**(121-Administration)**

The Mayor's Office works under the direction of the Mayor, who is the Chief Executive Officer pursuant to the Town Charter. In this capacity, the Mayor is responsible for the daily management of our government, including oversight of financial matters and the Town's planning and development. The Mayor's Office is currently staffed by the Services Coordinator, Personal Assistant to the Mayor and Chief of Staff.

The Fiscal Year 2021 budget proposal includes reductions in several accounts and incorporates a reorganization from the current structure of the office.

The following is a summary of reductions to the existing accounts:

- 01-12101-5205 (Awards & Ceremonies)
  - Reduction of 31.97%
  - Based on prior years' use
- 01-12101-5306 (Advertising)
  - Reduction of 18.36%
  - Based on prior years' spending
- 01-12101-5345 (Postage)
  - Reduction of 59.18%
  - Based on prior years' spending
- 01-12101-5421 (Printing/Forms)
  - Reduction of 26.53%
  - Based on prior year's spending
- 01-12101-5422 (Office Supplies)
  - Reduction of 10.2%
  - Based on prior years' spending
- 01-12101-5710 (Meetings/Seminars)
  - Reduction of 31.97%
  - Based on prior years' spending
- 01-12101-5711 (Mileage)
  - Reduction of 48.97%
  - Based on prior years' spending and increased use of the Town vehicle

In addition, there will be a reorganization of the office to allow the Chief of Staff to serve in a dual capacity as the Chief of Staff and Town Solicitor. Funding has been added to the "Administrative/Clerical" line (01-12101-5103) to support this change while the "Town Solicitor" line in the Legal Services program has been reduced to \$0. In total, this has resulted in a savings of approximately \$96,000.00. Additionally, the Project Manager, IT position has been vacant since December 2019. In order to ensure the continuation of important technology related projects, including MUNIS implementation, Andrew Marron has continued to provide support to the Town. This funding will provide continued compensation for these services and allow for the position to be filled as needed in the future.

### Questions from Ways & Means

1. It looks like the Town Solicitor and Chief of Staff will merge into one position. Is this permanent change to the department and if so can the two jobs be merged with no detriment to either position?

**Yes, the two positions are being merged and one person will fulfill the responsibilities of both positions. Additionally, the Law budget has been adjusted to allow for the hiring of a full time assistant town solicitor, which is currently a part time position. That position will provide day to day legal support in addition to the duties performed by the Chief of Staff/Town Solicitor.**

2. Why is the project manager IT salary cut in half?

**This position was vacated in December 2019. In order to ensure the continuation of important technology related projects, including MUNIS implementation, Andrew Marron has continued to provide support to the Town. This funding will provide continued compensation for these services and allow for the position to be filled as needed in the future.**