

Employee not on W&S payroll	hours/units	frequency/cost ea	Total hours	FY21 Cost
Town Manager 44.7				
Prep for Bi-weekly Commission meetings	1.5	24	36	1,609.20
Bi-weekly Commission meetings	1	24	24	1,072.80
Prep for annual meeting	2	1	2	89.40
Annual meetings	1	1	1	44.70
Projects	100	1	100	4,470.00
Engineers				
State Departments				
On-site visits				
Reviewing policies/rate review	15	1	15	670.50
Total hours per year			178	
Finance Director 33.84				
Accounts payable				
Review & Input Invoices	2	24	48	1,624.32
Print Checks & Stuff envelopes	0.5	24	12	406.08
File Invoices & warrants	0.5	24	12	406.08
Process Payroll	1.5	26	39	1,319.76
Enter meter reads & print bills	4	4	16	541.44
Stuff bills	1.5	4	6	203.04
postage	320	0.5	0	160.00
Shut off notices	3	4	12	406.08
postage	4	20	0	80.00
Post Payments 350 minutes per quarter	350	4	23	789.48
Payment agreements	2	4	8	270.72
Phone calls/emails	2	52	104	3,519.36
Reconcile bank statements	1	12	12	406.08
Process due from/due to	1	12	12	406.08
End of year adjustments and Audit work	40	1	40	1,353.60
Budget work	30	1	30	1,015.20
Loans & Reimbursement requests	4	12	48	1,624.32
Review or create policies/procedures/controls	10	1	10	338.40
Total hours per year			432	
Clerk & Assistant Clerk 45.23				
Receive payments	450	4	30	1,356.90
Receive emails/phone calls	3	52	156	7,055.88
Time to put postage on all mailings	1	12	12	542.76
Receiving and sorting daily mail	1	12	12	542.76
Total hours per year			210	
Total				32,324.94
Election	20			904.6