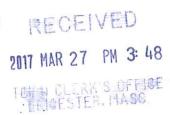


## TOWN OF HATFIELD MASSACHUSETTS

MEMORIAL TOWN HALL 59 Main Street Hatfield, MA 01038



Phone: 413.247.0496 Fax: 413.247.5029

# of part time staff: \_\_\_\_\_

TO:

FROM:

Public Records Officer

Laura Lee Bertram, Town Treasurer/Collector

Laura Lee Bertram Town Treasurer / Town Collector

DATE: March 28, 2017
REGARDING: PUBLIC RECORDS REQUEST
This is a request under the Massachusetts Public Records Law (M. G. L. Chapter 66, Section 10). I am requesting that I be provided a copy of the following records containing the applicable information, or fill in the blanks:
<u>Treasurer's Office</u> Combined position with Collector's Office: Yes or No
# of hours paid per week: 38 Elected or Appointed: Appointed Annual Salary: 65,600
# of actual hours worked per week:
# of years employed with town:
# of full time staff: Hourly rate(s):
# of part time staff: Hourly rate(s):
Collector's Office - Combined Treaxuer Calledor
# of hours paid per week: Elected or Appointed: Annual Salary:
# of actual hours worked per week:
# of years employed with town: Keep fees: Town Collector:
Does the Collector bill and/or collect water/sewer/utility/trash or other bill types:
Do you print, fold, stuff and postage bills in-house? Total # of bills mailed annually:
Do you use a lockbox? No If yes, who provides this service:
If yes, annual cost of lockbox?
# of full time staff:\ Hourly rate(s): 17.84
# of part time staff: Hourly rate(s):
Accountant's Office
# of hours pald per week:
# of actual hours worked per week: <u>38</u>
# of years employed with town:
# of full time staff: \ Hourly rate(s):

Hourly rate(s):

Assessor's Office	, \ \ tb	
# of hours paid per week: $38$ EI	lected or Appointed: Appointed Annual Salary: 64,306	
# of actual hours worked per week:	# of years employed with town:	
	ourly rate(s): # 19.08	
	ourly rate(s):	
Are revaluations conducted in-house?	Yes If not, who provides these services?	
Town Clerk's Office	# =: 500	
# of hours paid per week: 38 . El	lected or Appointed: 8ected Annual Salary: \$51,590	
# of actual hours worked per week:		
# of years employed with town:	**************************************	
# of full time staff:	lourly rate(s): 516.86	
# of part time staff: H	lourly rate(s):	
General Town Information		
	Is payroll In-house? No	
What office processes AP: Account	Hart	
What office works as Parking Clerk:	Police Department	
What office works as Parking Clerk Heari	ng Officer: Police Department	
Do you have a school district:	If not, what grades are not in the district:	
	28,826,433 Town Administrator or Town Manager: Administrator	
Additional notes you may want to add:		
request. If so, please email estimate to		
comply with my request, you are statute	provide me with a written response within 10 business days. If you cannot orlly required to provide an explanation in writing.	
Completed information may be mailed to Town Treasurer/Collector, 59 Main St, Hatfield, Ma 01038, or faxes to 413-247-5029 Attention: Laura Lee Bertram, or emailed to Lbertram@townofhatfield.org.		
If you are interested in receiving a copy of all completed forms complied into an excel file please include		
your email address: PerkinsA@ leicesterma.org		
I thank you in advance for your coopera	ation and time on this matter.	
Sincerely		