



**TOWN OF HATFIELD**  
**MASSACHUSETTS**  
 MEMORIAL TOWN HALL  
 59 Main Street  
 Hatfield, MA 01038

RECEIVED  
 2017 MAR 27 PM 3:48  
 TOWN CLERK'S OFFICE  
 HATFIELD, MASS.

Phone: 413.247.0496  
 Fax: 413.247.5029

Laura Lee Bertram  
 Town Treasurer / Town Collector

TO: Public Records Officer  
 FROM: Laura Lee Bertram, Town Treasurer/Collector  
 DATE: March 28, 2017

REGARDING: PUBLIC RECORDS REQUEST

Town Name: Leicester

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:

**Treasurer's Office**

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: 38

# of years employed with town: 7 Office Hours: M-W-Th 8-5, Tues 8-7, Closed Fri

# of full time staff: 1 Hourly rate(s): \$17.84

# of part time staff: \_\_\_\_\_ Hourly rate(s): \_\_\_\_\_

**Collector's Office** - Combined Treasurer/Collector

# 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: No

Do you print, fold, stuff and postage bills in-house? No 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: 1 Hourly rate(s): \$17.84

# of part time staff: \_\_\_\_\_ Hourly rate(s): \_\_\_\_\_

**Accountant's Office**

# of hours paid per week: 38 Elected or Appointed: Appointed Annual Salary: \$64,000

# of actual hours worked per week: 38

# of years employed with town: 4

# of full time staff: 1 Hourly rate(s): \$17.28

# of part time staff: \_\_\_\_\_ Hourly rate(s): \_\_\_\_\_

**Assessor's Office**

# of hours paid per week: 38 Elected or Appointed: Appointed Annual Salary: \$ 64,306  
# of actual hours worked per week: 38 # of years employed with town: 20  
# of full time staff: 1 Hourly rate(s): \$ 19.08  
# of part time staff: \_\_\_\_\_ Hourly rate(s): \_\_\_\_\_  
Are revaluations conducted in-house? Yes If not, who provides these services? \_\_\_\_\_

**Town Clerk's Office**

# of hours paid per week: 38 Elected or Appointed: Elected Annual Salary: \$ 51,590  
# of actual hours worked per week: 38  
# of years employed with town: 8  
# of full time staff: 1 Hourly rate(s): \$ 16.86  
# of part time staff: \_\_\_\_\_ Hourly rate(s): \_\_\_\_\_

**General Town Information**

What office processes payroll: Treasurer Is payroll in-house? No  
What office processes AP: Accountant  
What office works as Parking Clerk: Police Department  
What office works as Parking Clerk Hearing Officer: Police Department  
Do you have a school district: Yes If not, what grades are not in the district: \_\_\_\_\_  
Population: 10,741 Budget: \$ 28,826,423 Town Administrator or Town Manager: Administrator  
Additional notes you may want to add: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I recognize that you may charge reasonable costs for copies, as well as for personnel time needed to comply with this request. If so, please email estimate to lbertram@townofhatfield.org.

The Public Records Law requires you to provide me with a written response within 10 business days. If you cannot comply with my request, you are statutorily 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 compiled into an excel file please include your email address:** PerkinsA@leicesterma.org

I thank you in advance for your cooperation and time on this matter.

Sincerely,

  
Laura Lee Bertram