Town of Plainfield

Department or Office: Planning Board Submitted by: Brian Hawthorne

DETAILED ESTIMATES FOR PLAINFIELD FY 2023 BUDGET

Please complete all four pages of this form so we can best evaluate and respond to your anticipated needs. ***Requests that are not accompanied by an explanatory description will be returned for completion.***

A. Operating Expenses (do not include wages, salaries, or stipends in operating expenses)

	Description	FY2022	FY2023
1.	Public notices in newspaper	$1500	$1500
2.	Postage for certified letters	$500	$500
3.	PVPC Planning Assistance beyond 2 day LTA allotment	$5000	$5000
4.			
5.			
6.			
7.			
8.			
9.			
	TOTAL	$7000	$7000

Total **FY2021** Expenditure $492.20

Please explain significant increases or decreases and any new items. Attach additional pages if necessary.

Public notice and mailing expenses for the planning board are sporadic, and associated with the number of public hearings required for bylaw amendments, special permits, and the like. Please note that public notice and mailing expenses for special permits are matched by special permit fees.

Due the Covid, Planning Board was unable to make use of the PVPC's planning assistance for several projects in FY2022, and anticipates doing so in FY2023, which will exceed the 2-days allotted to our town.

DETAILED ESTIMATES FOR FY 2022

B. Personnel Expenses: (wages, salaries, stipends, honoraria, etc.)

Please note the following *important* points:

1. Please indicate whether a wage or salary is based on an hourly pay rate. If so, please include the hourly rate and the number of hours worked per week.
2. Please do not include a cost of living adjustment (COLA) in your salary request. A single COLA for all employees will be recommended by the Finance Committee.
3. If any proposed salary is different from that of the previous year, please include an explanation (for example, an increase in workload or a change in responsibilities).

	Position	FY2022	FY2023
1.	Planning Assistant wages, 15hrs/month @ $20/hr		$3600
2.			
3.			
4.			
5.			
	TOTAL		$3600

Total FY2021 Expenditure $0

The Planning Assistant position could be combined with other boards/committees into a full-time or part-time staff job.
The board requests Finance Committee guidance on compensation and combining with other boards.