EXECUTIVE ASSISTANT

PROCEDURE MANUAL

Miscellaneous Information

Yard Sale Permits ~ cost $2 per day not exceed three days in a calendar year**.** Record issuance in book and make copy for filing. Prepare a revenue report as needed.

ONE DAY LIQUOR LICENSES

Liquor Licenses – One day. Cost is $15 per day (no limit). You can issue one license with as many dates as needed. Record in License book, make copy for filing. Prepare a revenue report as needed. Note: Anyone requesting a one license must have an up to date certificate of inspection which is issued jointly by the Building Commissioner and Fire Chief.

TURNING IN RECEIPTS

Revenue Reports ~ Money and checks should be submitted weekly to the Treasurer's office. Go to my documents (revenue) for forms. Most of the time you will be doing a revenue report for the BOS. Once a month a Landfill report and occasionally a revenue report for various Boards/Departments. Treasurer's office will give you back two signed copies. For Board of Selectmen revenue reports, ~ one copy goes in the revenue file, one copy goes to Accounting. If the revenue is for the Liquor Commission, one copy goes to Accounting and the other copy (with a copy of the one day Liquor License) goes in the Liquor Commission's mail slot. If the revenue is for the Landfill (Waste Management) use the landfill revenue which shows (at the bottom left corner) every department that gets a complete packet of what WM submits along with the revenue report.,

DAILY:

1. Mail ~ run postage through postage machine (1st floor copy room). Instruction/operation manual for machine is located on the table with machine.
2. Mail ~ when mail arrives from Post Office (usually around 10:30 – 11:30 am) distribute in appropriate mail slots in 1st floor copy room.

3. Review incoming emails and respond accordingly.
4. Check Karen's out box several times during the day and respond accordingly. Anything marked with a P (and a date) in upper left top corner of document needs to have five copies made (double side as much as possible) and put in the folder (in Karen's office) for the Selectmen's packets. Anything marked SC (and a date) needs to be put in the Selectmen's office in their correspondence folder.

WEEKLY:

BILLS PAYABLE

1. Work on getting invoices ready with vendor # and account #s for submission on Tuesday end of work day (Accounting mail slot). When submitting original invoices, signed voucher (Karen's approval) ~ make sure to make a copy of the invoice (run an adding machine tape if there is more than one invoice) for remittance with the check. Also, make a duplicate set (for our office) of the entire voucher packet.
   - •Save Bills Payable Voucher use date being submitted on voucher to appropriate folder (i.e. BOS, Senior Center, etc.)
   - •Get Karen's approval
   - •Photocopy a complete set for the paid bills file (in my office)
   - •Photocopy invoices (or if remittance document is part of the invoice, then retrieve it). A copy or remittance document needs to be made and submitted with voucher/original invoices. This will be sent with the check.
   - •Original voucher and invoices and remittance copies should be submitted to the Accounting Department no later than close of business on Tuesday for processing.
   - •Once you have submitted the entire packet to Accounting, you can take the duplicate set and start posting to the excel spread sheets. You go to the shared file (on desk top) Shortcut to Admin ~ click on this and then go to FY07 through FY15 Expenses. You will see individual account #s that coincides to the account #s on your voucher sheets. Check off each item (account #) on the Bills Payable Voucher as you post to excel.

File the voucher in front of the FY15 paid bills file and then take all the invoices, mark them PAID and DATE on voucher. If there is more than one invoice for the same vendor, then staple the invoices together, with an adding machine tape (which will show the total paid) and mark them PAID, DATE on voucher. Then they can be filed alphabetically in the FY15 paid bills file.

POSTING/DISTRIBUTING AGENDAS

•Agendas must be submitted to Town Clerk's office two working days before the scheduled meeting. Most meetings are held on Mondays so the deadline would be the prior Thursday afternoon.
•Agendas also need to be emailed on the Friday prior to the meeting to all BOS agenda groups on email.
•Post agenda to website on BOS Department page

APPOINTMENTS:

Throughout the year various Board/Committee appointments are made by the Board of Selectmen or Town Moderator. When an appointment is made a letter or email is sent to the individual and copied to the Chair of the Board/Committee the individual is being appointed to. (See sample appointment letter or go to my documents BOS Appointments) A copy of the up to date Board/Committee Handbook is also included with the letter. An appointment card should be printed and given to the Town Clerk's office as soon as a notification is sent to the appointee (My document BOS Appointment, Appointment Card.

There is a shared file (with the Clerk's Office) for all appointments. This file will need to be updated based on this appointment. Also, a term date will need to be assigned accordingly.

OFFICE SUPPLIES

I have two vendors that I usually use ~ New England Office Supply and WB Mason. Each has on line ordering so it is easy to compare prices. If you are purchasing a more expensive item the vendors might be able to give you a better deal if you contact the sales representative. Login to neousa.com and wbmason.com info is in my rolodex.

OFFICE EQUIPMENT MAINTENANCE

Vendor contacts:

List of Contracts with contract terms ~ See attachment

TELEPHONE SYSTEM PROCEDURES

See attachment

AS NEEDED:

1. Post to website as approved/needed
   - •Approved BOS Minutes & BOS Agendas
   - •Updates to BOS meeting schedule
   - •Town News – E-alerts
   - •Updates from other Boards/Committees which can include changes in staffing, etc.

PARKING TICKETS/PAYMENT OF TICKETS

Submit any 21 day old parking tickets to Kelley & Ryan. These should be brought to the Treasurer's office by Tuesday as K & R picks up our tickets and the Treasurer's documents for input as well. Forms are kept in right bottom desk drawer filed under P. Also, if payments are received for a parking ticket, they need to be turned in on a revenue report (find under my documents, revenue folder) to the Treasurer's office.

Also note if the ticket has been submitted to K&R (over 21 days old), then you can log into K&R website and post the payment. If the ticket being paid has not been submitted to K&R then you just need to mark the ticket paid, file it in with the paid tickets (top drawer of four drawer cabinet) and of course prepare a revenue report to submit to the Treasurer's office.

If you ever want to check to see if a parking ticket is still owed you can go on K&R site and input the ticket #.

If you have any questions for K & R call them ~ the number is in the rolodex.

WORKERS COMPENSATION – Turned over to Julie Belliveau

FLEET VEHICLES

Every time a vehicle is purchased, disposed of or traded in, the Department Head is responsible for filling out the MIIA Vehicle Change form (extras in the same drawer). Once they are submitted to my office, I transfer the information on to the Vehicle Change Form and fax this information over to MIIA 781-376-9907. It is important that you have the following information when submitting: new vehicle should have a bill of sale and registration included. If a vehicle is being disposed of then you need a return plate slip from the registry. **Also remind person generating this document that they will have to do asset control reports for the Accounting Department (both for purchases and dispositions/trade in).**

PURCHASE ORDERS

When purchase orders are sent to the office make sure that the Town Accountant has signed as well (if necessary) and then go to the shared file (with Accounting) called Purchase Orders and assign a PO #, then have Karen approve. Once all approvals have been made, make sure COIs (Certificates of Insurance) if required and W9s (if a new vendor) have also been submitted.

Mark the original PO with C: File (our copy for our binder located in Karen's office) and Accounting. Make a copy of everything for our file, a copy of everything for Accounting (if there is a contract with the PO you give Accounting an original of this-not a copy). Send the originals back to the Department who generated the PO.

Payroll Authorizations

The BOS approve most of the Payroll Authorizations ~ Once approved, the original along with the Job Application (if new hire) goes to Julie in Personnel. Copies are given to Accounting, Town Administrator and Department Head generating the PA. **(Note: when making copies, white out SS#s and License #s – Personnel is the only one who gets this info on the original application)**

Road Races

We have a road race application which is located in my documents, Executive Assistant, road race folder. There is a copy of the application and check off list in this manual under 'forms'

The best way to track a road race is through emails. That way all departments can submit their comments and approvals for easier tracking. Customarily, the following departments (heads) are sent the information and the applicant is responsible for following up prior to the final approval; DPW, Board of Health, Police, Fire, Building Department.

I usually keep a folder for easy tracking of each race as well.

January

Seals Weights & Measures

During the month of January, the Commonwealth of MA Division of Standards invoices the town for all testing and sealing of commercial weighing and measuring devices (annual inspections) from the previous year. In addition to paying this invoice, we have to bill out every company that has been inspected. (Prior year's files are located in my right desk drawer filed under S). Please note: there are companies who may/may not be listed on the inspection but we are to bill them every year. The three companies and billing information are as follows:

Powell Stone & Gravel – 1 H.C. Scale - $150

Waste Management – 2 H.C. Scales - $300

Pinetree Power – 1 H.C. Scale - $150

March

MIIA Rewards Submission

Send out memos to all Department Heads reminding them of the deadline for submission of workshops, training, policies, etc. for the MIIA Rewards. The deadline for submission to MIIA is usually the end of May. MIIA will send out the guidelines for this program and you will need to send this info out to Department

Heads and periodically call and email to remind them. Encourage them to scan all documents this way it will be easier to send to MIIA.

April

Around mid-April, you should prepare emails to go out to all appointed individuals whose appointed term expires on the June 30th of the same year. These notices should inquire as to whether individuals wish to be reappointed. These are individuals who are either appointed by the Board of Selectmen or the Town Moderator. Make sure to have a deadline for responding (Early May is good).

A listing of all people wishing to be reappointed is then prepared usually for a BOS meeting in June. Once the BOS has approved the reappointments, then another email is sent to everyone indicating their reappointment and need to be sworn in, etc.

Reappointment cards need to be printed and given to the Town Clerk's office as soon as notifications are sent to the appointees. There is a shared file (with the Clerk's office) for all appointments. This file will need to be updated based on these appointments. Also, terms dates will need to be changed accordingly. (Some terms are one and others are three years.)

May/ June

REAPPOINTMENTS:

Prepare reappointment emails (letters to those without emails) for all individuals who are being reappointed by the Board of Selectmen. (Selectmen usually do reappointments early to mid-June) Also, prepare all reappointment cards for the same individuals and update the Board Appointed shortcut files as well.

June/July ~ This is the time of year when particular attention is paid to incoming invoices. The Town's fiscal year ends of June 30th and there is a small window (set by the Town Accountant) in which to pay invoices incurred through the end of June. Otherwise any unpaid invoices will have to be encumbered (Date for this is also set by the Town Accountant).

Update all excel spreadsheets with new Fiscal year budget amounts. (Karen has this information.) These are found in the shared Administrator shortcut.

UPDATE EXCEL SPREAD SHEETS FOR EXPENSES

During this time frame, you can start to update the excel spreadsheets of expenses with the 'New' fiscal year budget information. Karen will be able to provide you with these figures.

October

Liquor Commission Annual Licenses

Prepare the renewal letters for all liquor licenses. Check to make sure that none of the licensees are on the tax delinquent list. If they are, contact the Treasurer's office before sending out a renewal letter. You can follow the previous year's letters, etc. for sample of what to do. Under documents – go to Liquor Commission and you will find a form letter for renewals (Check with the chairman of the Liquor Commission for the date of their meeting – usually held the first Monday in December). The dates need to change and also and contact information that may have changed since the last issuance of a license. A letter of renewal, license application and license information form from the ABCC (Note: ABCC will be sending these documents to you ~ they usually come around the third week in October ~ you can call them with questions – see rolodex) are included in the renewal packet. These packets are usually sent out in October with a mid-November deadline for payment and applications. The Commissioners meet the first Monday in December to sign the actual licenses which you will need to prepare in November.

Also, I usually help the Liquor Commission with the posting of their meetings and any other types of hearings they may have.

October

BOS ANNUAL LICENSES Every year the Board of Selectmen issues various renewal licenses. Check to make sure that none of the licensees are on the tax delinquent list. If they are, contact the Treasurer's office before sending out a renewal letter. A letter goes out to all licensees (Documents ~ BOS License & Permits) in October with a deadline of mid-November for submission. You can find last year's licensees by going to my documents – BOS Licenses and Permits. Once receipts of payments have been made a revenue report must be prepared to submit to the Treasurer's office for deposit. I usually do not keep money of any kind for more than a day or two. You can find revenue reports under my documents – revenue.

November ~

Annual Licenses & Permits Issued

Prepare all liquor licenses and BOS Licenses and permits for the appropriate Boards to sign.

December

ANNUAL TOWN REPORT ~ Turned over to Julie Belliveau

Prepare a memo regarding the Annual Town Reports send out to all Boards and Committee Chairs, and Department Heads. Make sure a deadline of early January is mentioned (lots of people do not submit on time anyways).

Send request for quotes to vendors for Annual Town Report and Annual Town Meeting Warrant – See my documents, Town Reports for more info.