TO: Public Records Officer  
FROM: Laura Lee Bertram, Town Treasurer/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:

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: Yes  
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? Yes  
Total # of bills mailed annually:  

Do you use a lockbox? Yes  
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):  

Laura Lee Bertram  
Town Treasurer / Town Collector
Assessor’s Office

# of hours paid per week: 38
# of actual hours worked per week: 38
# of full time staff: 1
# of part time staff:  

Elected or Appointed: Appointed
Annual Salary: $64,300
Hourly rate(s): $19.08

# of years employed with town: 20
Hourly rate(s):  

Are revaluations conducted in-house? Yes
If not, who provides those services? __________________________

Town Clerk’s Office

# of hours paid per week: 38
# of actual hours worked per week: 38
# of full time employed with town: 8
# of part time staff:  1

Elected or Appointed: Elected
Annual Salary: $51,590
Hourly rate(s): $16.86

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: $28,826,493
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, 50 Main St, Hatfield, MA 01038, or faxed 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: PerkinsLA@lvec-dsrcma.org

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

Sincerely,
Laura Lee Bertram