

Dean Bloch

From: Mary Mead
Sent: Tuesday, September 30, 2014 9:02 AM
To: F Tegatz; M Krasnow; L Morrison; Charles Russell; E Russell
Cc: Dean Bloch
Subject: Sharron
Attachments: Sharron's lodging & airfare.pdf

To: Selectboard

From: Mary

Request for reimbursement of travel expenses for Sharron Balaban for October 1-11, 2014.

Attached is a copy of the expenses Sharron has and will incur as a result of her staying on to work in the Clerk's Office while I am away on vacation. I have started the process of training Christina Booher, our new full-time Asst. Clerk/Treasurer, who came on full-time Sept. 29th. I will be leaving for 10 days on Thursday, Oct 2nd and Sharron has offered and will be returning to our office from California on Oct 1st to keep our office open and running and to continue the process of training Christina. If Sharron had not been willing to stay on during this time, I would have had to close my office for business, just leaving the vault open and available for title searchers. Christina would not have been able to work alone while I was gone. Closing the office would create a tremendous hardship for the public and also for the other town hall employees. With Sharron staying on, there is a smooth transition for Christina to learn the job and the office is able to function as usual with no disruption in services. This is a busy time for all of this to take place with people coming in to pay taxes and to vote on top of the usual business of the day.

Sharron left for California with her husband Sept. 27th, there was absolutely no reason for her to come back here for this 10 days in October other than to keep our office open and continue to train Christina in my absence. That dedication comes with significant expense on her end. I am requesting that the Selectboard authorize reimbursement of those expenses-\$1318.90 for lodging and \$473.20 for her return plane ticket to California in recognition and appreciation of that commitment.

Thank you,

Mary