

MEMO

To: All Non-Union Personnel

From: Mary Frost, Treasurer/Collector

Re: Direct Deposit

Date: October 12, 2011

Effective January 1, 2012 all non-union personnel must receive all payroll and expense reimbursements via direct deposit.

The Board of Selectmen at their regular meeting on September 26, 2011 authorized this policy as a cost savings measure and as a means to provide efficiency in delivering compensation to employees.

Please contact either myself or the Town Administrator if you may have a problem in meeting this deadline. I have attached the appropriate forms so we may be able to start the transition.