



Office of the New York State Comptroller
 New York State and Local Retirement System
 110 State Street, Albany, New York 12244-0001
 Please type or print clearly
 in blue or black ink

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Employer Location Code
 3 0 0 4 5

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev. 12/23)

BE IT RESOLVED, that the Town of Amherst

(Name of Employer) / 30045 (Location Code)

hereby established the following standard work days for these titles and will

report the officials to the New York State and Local Retirement based on their record of activities:

Elected Officials:									
Name	Social Security Number	NYS LRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
			See Attached				<input type="checkbox"/>		<input type="checkbox"/>
			See Attached				<input type="checkbox"/>		<input type="checkbox"/>
			See Attached				<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
Appointed Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, Francina J. Spoth, secretary/clerk of the governing board of the Town of Amherst, of the State of New York, (Name of Secretary or Clerk) (Circle one) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the ___ day of ___, 20___ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Amherst on this ___ day of ___, 20___, (Name of Employer)

Affidavit of Posting: I, Francina J. Spoth, being duly sworn, deposes and says that the posting of the Resolution began on (Signature of Secretary or Clerk) (Name of Secretary or Clerk) (Date) and continued for at least 30 days. That the Resolution was available to the public on the: www.amherst.ny.us

Employer's website at: www.amherst.ny.us
 Official sign board at: _____
 Main entrance Secretariat or Clerk's office at: _____

Name: Shawn Lavin

Title: Town Supervisor

Employer: Town of Amherst

Date 2026	Activity	Start	End	Hours
Jan 2	Peanut Line Meeting	9:00	10:00	7
	Office Hours	10:00	4:00	
Jan 3	Swearing In	12:00	3:00	3
Jan 5	Heather Giambra	9:00	10:00	10
	Eileen Buckley	10:30	11:30	
	Media	11:30	12:30	
	Office Hours	1:30	3:30	
	WS/Town Board	4:00 PM	9:00 PM	
Jan 6	SOT Rehearsal	9:00	11:00	7
	Supervisors Forum	11:30	2:00	
	Office Hours	2:00	4:30	
Jan 7	Dept. Head Meeting	9:00	10:30	7
	Office Hours	10:30	11:30	
	Enterprise Fleet	11:30	12:30	
	Office Hours	12:30	2:00	
	Aquest & Arista	2:00	3:00	
	Office Hours	3:00	4:00	
Jan 8	Office Hours	9:00	2:00	7
	BPN Advocacy Rollout	4:30	6:30	
Jan 12	Budget and Payroll	9:30	10:30	7
	HR Meeting	10:30	11:30	
	Emails	11:30	12:30	
	Costco Visit	1:00	2:00	
	New Road Meeting	2:00	3:00	
	Office Hours	3:00	5:00	
Jan 13	Innovation Strategy	9:00	10:00	7
	Permits & Regs Meeting	11:00	12:00	
	Office Hours	1:00	5:00	
Jan 14	Office Check in	9:00	9:30	7
	Financial Check in	9:30	10:30	
	IT- Good Deeds	11:00	11:30	
	ECIDA Board	12:00	2:00	

	Office Hours	2:00	3:00	
	Comp Plan	3:00	4:00	
	Office Hours	4:00	5:00	
Jan 15	Office Hours	8:00	9:30	8.5
	SOT Rehearsal	9:30	10:30	
	BSJ Meeting	10:30	11:30	
	Kulpit	12:30	2:30	
	Office Hours	2:30	5:00	
Jan 16	SOT Rehearsal	9:00	10:30	7
	Planning Board Brief	10:30	11:30	
	Facilities	1:00	2:00	
	Amherst 26 Leg Agenda	2:00	3:00	
	Office Hours	3:00	6:00	
Jan 18	Storm Plan Call	7:30 PM	8:00 PM	.5
Jan 20	Dr. McGrath Coffee	9:00	10:30	10
	Office Hours	10:30	12:00	
	AIDA/ DC	1:00	2:00	
	WS/ TB Meeting	4:00	9:00	
Jan 21	Office Check- In	9:00	10:00	7
	Office Hours	10:00	11:30	
	WIVB Podcast	12:00	1:00	
	Office Hours	1:00	4:30	
Jan 22	BNHV Meeting	9:00	10:00	7
	SOT Rehearsal	10:00	11:30	
	Office Hours	11:30	12:30	
	National Grid	1:00	2:00	
	Sierra Club	3:00	3:30	
	Office Hours	3:30	5:30	
Jan 23	SOT Rehearsal	9:00	11:00	7
	Office Hours	11:00	2:00	
	Cimato Meeting	2:00	3:00	
	Office Hours	3:00	5:00	
Jan 26	Superintendent Virtual	9:00	10:00	7
	SOT Rehearsal	10:00	12:00	
	Office Hours	12:00	4:00	
Jan 27	SOT Rehearsal	9:00	11:00	7
	Enterprise Fleet	11:00	12:00	
	Sibu meeting	12:30	1:00	
	Office Check-in	1:00	2:00	
	BPN Meeting	2:00	3:00	
	Office Hours	3:00	4:30	

Jan 28	Transition Final APD Tour Town Court ECIDA Office Hours	8:30 10:30 11:30 12:30 2:30	9:30 11:30 12:30 2:30 4:30	7
Jan 29	Finance Catch Up IT Meeting LeChase Meeting Office Hours SOT Walk Through	9:30 10:30 12:00 2:00 3:00	10:30 11:30 2:00 3:00 5:00	7
Jan 30	Chamber of Commerce Annual Meeting Office Hours	7:30 1:00	12:30 3:00	7
Feb 2	Office Hours Comptroller Interview Residency Meeting WS/ TB Meeting	9:00 10:00 11:30 4:00	10:00 11:30 1:00 9:00	10
Feb 3	Office Hours Small Dev Project Sen Schumer Meeting	8:30 1:30 3:00	1:30 3:00 4:00	7
Feb 4	Dept Head Meeting 4110 Bailey Tour Office Check in Laurie Meeting Y&R Meeting Interview	9:00 10:30 11:30 12:00 1:00 2:00	10:30 11:30 12:00 1:00 2:00 4:00	7
Feb 5	Congressman Meeting Buff News Interview Office Hours Meeting with HR Comptroller Interviews	9:30 11:00 11:30 1:00 2:00	11:00 11:30 1:00 2:00 4:30	7
Feb 6	BNHV Coffee Meeting Office Hours Dr. Olsen Meeting 716 Sports Office Hours	9:00 10:30 12:00 2:00 3:00	10:30 12:00 1:30 3:00 4:00	7
Feb 9	Office Hours Facilities Meeting Office Hours Gov Hochuls Office	9:00 10:00 11:00 2:30	10:00 11:00 2:00 4:30	7
Feb 10	Breakfast Meeting Comm Project meeting	9:00 10:30	10:30 11:30	7.5

	Office Hours Interview Comp	11:30 2:30	2:30 4:30	
Feb 11	Office Check In IT Meeting Business Luncheon Office Hours Interview Grants	9:30 11:00 11:30 1:00 3:00	11:00 11:30 1:00 3:00 4:30	7
Feb 12	Coffee Meeting Finance Meeting Modern Meeting NT Center Visit Jeremiah Interview BNBA Inauguration Cub Scouts Meeting	8:30 9:30 11:00 12:00 2:00 5:00 7:00	9:30 10:30 12:00 2:00 3:00 6:00 8:00	8
Feb 13	Office Hours Willowdale Park Internal Meeting Office Hours	8:30 10:30 11:30 12:30	10:30 11:30 12:30 4:30	8
Feb 17	Peanut Line OH	6:00	8:00	2
Feb 23	Office Hours Senior Center Visit HR Meeting WS/ TB Meeting	8:00 1:00 2:00 4:00	1:00 2:00 3:00 9:00	12
Feb 24	Shawn Coffee Office Hours Y&R Catch Up Office Hours	8:30 9:30 11:00 1:00	9:30 11:00 1:00 4:30	7
Feb 25	Office Hours St. Paul's Pantry ECIDA Bloomberg Virtual	9:00 10:00 12:00 2:00	10:00 12:00 2:00 4:00	7
Feb 26	Finance Catch Up Office Hours Solid Waste Highway Study Delegation	9:30 10:30 1:00 2:00 3:00	10:30 1:00 2:00 3:00 4:30	7
Feb 27	WNY Delegation Joe Beamer Interview Lunch Meeting Introductory	9:00 11:00 12:00 2:00	11:00 12:00 2:00 4:00	7
March 2	Breakfast Meeting Gov Meeting Office Hours	9:00 10:00 12:00	10:00 12:00 4:00	7

March 3	Office Hours WS Development Economic Impact Office Hours Meet with HR Superintendent Panela	8:00 10:00 11:30 12:30 1:30 2:30	10:00 11:30 12:30 1:30 2:30 4:00	8
March 4	Dept Head Meeting Office Hours Facilities Office Hours Marty Polowy Office Hours	9:00 10:00 11:00 12:00 2:00 3:00	10:00 11:00 12:00 2:00 3:00 5:00	8
March 5	Office Hours Susan Grelick Tyler Tech Maple Tree Tapping	8:00 10:00 11:00 1:00	10:00 11:00 1:00 3:00	7
March 7	Lions Pancake	8:00	12:00	4
March 9	Office Hours Superintendent SH Office Hours Lunch Meeting WS/ TB Meeting	8:00 10:00 11:00 12:30 4:00	10:00 11:00 12:30 2:00 9:00	12
March 10	Office Hours CIP meeting BNHV Office Hours	9:00 11:00 1:00 2:00	11:00 1:00 2:00 4:00	7
March 11	Office Check in Lennar Home Visit Summit Center WWTP Visit Office Hours	9:00 10:00 11:30 1:00 3:00	10:00 11:30 1:00 3:00 4:00	7
March 12	Office Hours Finance Catch Up Audit Entrance meeting Comptroller Interview Modern	8:30 9:30 11:00 2:00 3:00	9:30 11:00 2:00 3:00 4:00	7
March 13	DICKS House of Sports Office Hours Irish Civic Lunch Office Hours	8:00 9:30 12:30 3:30	9:30 12:30 3:30 5:00	9
March 16	Sludge Meeting Office Hours Catholic Health	9:00 11:00 4:00	11:00 4:00 5:00	7

March 17	Comp Plan Call with Empire HR Meeting Office Check in Move w/ Mayor Office Hours	9:00 10:00 11:00 12:00 1:00 2:00	10:00 11:00 12:00 1:00 2:00 5:00	8
March 18	Albany Meetings	8:00	5:00	9
March 19	Albany Meetings	9:00	5:00	8
March 20	Office Hours Meals on Wheels IT Meeting ECC Meeting	9:00 11:00 1:00 2:00	11:00 1:00 2:00 4:00	7
March 21	Amherst Say Yes Amherst Police Club	10:00 6:00	12:30 6:30	4
March 23	Office Hours NT Presser 43 North Comptroller Meeting WS/ TB Meeting	8:00 10:00 12:00 1:00 4:00	10:00 12:00 1:00 2:00 9:00	12
March 24	Office Hours Senate Finance Meeting Highway Meeting Lunch Meeting 43 North	8:00 11:00 11:30 12:30 2:00	11:00 11:30 12:30 2:00 4:00	8
March 25	Office Check In Gov Rally Office Hours Meet with 716 David Chiazza	9:00 10:00 12:00 2:00 3:00	10:00 12:00 2:00 3:00 4:00	7
March 26	Office Hours Finance Catch Up Coffee Meeting Proc Presentation Meeting Benderson	9:00 10:00 11:00 1:00 2:00	10:00 11:00 1:00 2:00 4:00	7
March 28	Maple Fest Willow Ridge Easter Eagle Scout Honor	8:00 12:00 4:00	12:00 1:00 5:00	6
March 30	Crossing Guards Office Hours Royal Park Tax Meeting	7:00 8:00 12:00 1:00	8:00 12:00 1:00 2:00	7
March 31	Office Hours Tyler Training	8:00 9:00	9:00 11:30	8

	Lunch Meeting	12:00	1:00	
	Drug Court Grad	1:00	2:00	
	Jeff Klein	2:00	3:00	
	David DePaolo	3:00	4:30	

Total Hours: 481.5

With my signature, I attest to the accuracy of the record provided above.


 Shawn A. Lavin

17 April 25
 Date

APR 20 2025 PM 2:18

Record of Activities

Name Jack Kavanaugh
Title Councilmember
Employer Town of Amherst

Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
	See attached			

Add New Row

Update Total

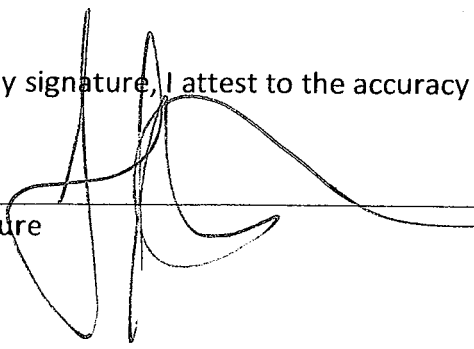
193.5

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.

Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

With my signature, I attest to the accuracy of the record provided above.

Signature

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, written over a horizontal line.

Date

8/1/2026

MAY 4 2026 PM8:01

1/21/2026	Travel to Corning; Association of Towns New Elected Officials Training	8:30 AM	4:15 PM	7.75
1/22/2026	Association of Towns New Elected Officials Training	9:00 AM	4:00 PM	7.00
2/23/2026	Town Board Work session and meeting, including prep and follow up emails	2:45 PM	9:15 PM	6.50
3/9/2026	Town Board Work session and meeting, including prep and follow up emails	3:30 PM	9:15 PM	5.75
1/20/2026	Town Board Meeting, including work session, preparation and follow up notes	3:00 PM	8:00 PM	5.00
1/5/2026	Town Board Meeting, including preparation and follow up notes review	4:00 PM	8:30 PM	4.50
1/29/2026	Town Board Meeting preparations; email review; meeting with Youth and Re	1:00 PM	5:30 PM	4.50
2/2/2026	Work Session and Town Board Meeting, including follow up after meeting	4:00 PM	8:30 PM	4.50
1/6/2026	HR Onboarding and mandatory trainings	9:15 AM	12:45 PM	3.50
3/8/2026	Continued Mar 9 prep: review of resolutions, contracts, and agenda materi	1:00 PM	4:00 PM	3.00
3/7/2026	Weekend review of Town Board work session and meeting packet for Mar 9	10:00 AM	1:00 PM	3.00
3/18/2026	Amherst Meals on Wheels	10:00 AM	1:00 PM	3.00
1/23/2026	Association of Towns New Elected Officials Training	9:00 AM	11:30 AM	2.50
2/22/2026	Continued Feb 23 prep: review of resolutions, contracts, and constituent co	1:00 PM	3:30 PM	2.50
3/24/2026	Review Missed Board Meeting materials and video	4:00 PM	6:30 PM	2.50
1/17/2026	Weekend review of Town Board meeting packet, work session materials, an	10:00 AM	12:30 PM	2.50
1/31/2026	Weekend review of Town Board meeting packet and resolutions in preparati	10:00 AM	12:30 PM	2.50
2/21/2026	Weekend review of Town Board work session and meeting packet for Feb 23	10:00 AM	12:30 PM	2.50
3/21/2026	Weekend review of Mar 23 Town Board meeting packet and agenda material	10:00 AM	12:30 PM	2.50
1/14/2026	E-mail review and response; review of departmental documents	4:00 PM	6:15 PM	2.25
2/6/2026	E-mail review and written constituent response re: snow plowing concerns	9:30 AM	11:30 AM	2.00
2/20/2026	E-mail review; review of capital project documents	9:30 AM	11:30 AM	2.00
2/9/2026	Amherst Disabilities Committee	6:30 PM	8:30 PM	2.00
3/15/2026	Review of committee materials and emerging Town Board agenda items	2:00 PM	4:00 PM	2.00
3/18/2026	Email review and response; document review from Youth & Rec	2:00 PM	4:00 PM	2.00
1/4/2026	Continued review of Town Board materials, prior meeting minutes, and bud	1:30 PM	3:30 PM	2.00
1/18/2026	Continued Jan 20 meeting prep: review of contracts up for approval and cor	1:00 PM	3:00 PM	2.00
2/4/2026	Document review: budget transfers and procurement policy	7:00 PM	9:00 PM	2.00
2/9/2026	Meeting with Town Attorney and Supervisor, email review and response	1:00 PM	3:00 PM	2.00
2/9/2026	Document review	4:30 PM	6:30 PM	2.00
3/22/2026	Continued review of Mar 23 meeting materials and resolutions	1:30 PM	3:30 PM	2.00
3/29/2026	Review of committee work and preparation of follow-up notes	1:00 PM	3:00 PM	2.00
1/3/2026	Weekend review of Town Board meeting packet, agenda, and resolutions in	10:00 AM	12:00 PM	2.00
2/28/2026	Review of upcoming committee materials and constituent correspondence	10:00 AM	12:00 PM	2.00
3/31/2026	IT Meeting for email access; email review and follow up; document review	9:00 AM	11:00 AM	2.00
3/17/2026	E-mail review and response; Town Board meeting Prep	2:15 PM	4:00 PM	1.75
2/27/2026	Jewish Federation Event	7:45 AM	9:30 AM	1.75
1/7/2026	Review of Town Code, organizational chart, and current committee assignm	7:00 PM	8:30 PM	1.50
1/8/2026	IT Onboarding - email access; e-mail review and response	9:00 AM	10:30 AM	1.50
1/9/2026	E-mail review and constituent response; follow-up on Jan 5 meeting action i	9:00 AM	10:30 AM	1.50
1/12/2026	E-mail review and response; review of town documents; meeting scheduling	8:30 AM	10:00 AM	1.50
1/13/2026	Climate Smart Communities Task Force Meeting	1:00 PM	2:30 PM	1.50
1/15/2026	Review of NYS Town Law and Open Meetings Law materials	7:30 PM	9:00 PM	1.50
1/23/2026	Travel return from Corning	12:30 PM	2:00 PM	1.50
1/26/2026	E-mail review and constituent response; follow-up on AOT training action it	9:00 AM	10:30 AM	1.50
1/28/2026	Review of constituent correspondence re: zoning and short-term rental con	7:00 PM	8:30 PM	1.50

1/28/2026	Review of Youth and Rec program materials in preparation for Jan 29 meetir	8:30 PM	10:00 PM	1.50
2/1/2026	Continued Feb 2 meeting prep: work session materials and Building Depart	1:30 PM	3:00 PM	1.50
2/3/2026	E-mail review and constituent response; follow-up on Feb 2 meeting action	9:00 AM	10:30 AM	1.50
2/5/2026	Meeting with Town Justices and Court Administrator	12:30 PM	2:00 PM	1.50
2/5/2026	Constituent Meeting	4:30 PM	6:00 PM	1.50
2/12/2026	E-mail review and document review	8:00 PM	9:30 PM	1.50
2/13/2026	Review of Climate Smart Communities materials and grant application doci	7:00 PM	8:30 PM	1.50
2/16/2026	E-mail review and constituent response (Presidents Day)	10:00 AM	11:30 AM	1.50
2/17/2026	Document review and email response	2:00 PM	3:30 PM	1.50
2/19/2026	Review of Town Board work session pre-read materials	7:00 PM	8:30 PM	1.50
2/24/2026	E-mail review and constituent response; Feb 23 meeting follow-up action it	9:00 AM	10:30 AM	1.50
2/25/2026	Document review and email response; review of upcoming agenda items	10:00 AM	11:30 AM	1.50
2/26/2026	Constituent correspondence review and written responses	7:00 PM	8:30 PM	1.50
3/2/2026	Review of capital project documents and contractor correspondence	7:45 PM	9:15 PM	1.50
3/3/2026	Review of constituent correspondence re: drainage project; research of pro	7:00 PM	8:30 PM	1.50
3/3/2026	Document review; email response	8:30 PM	10:00 PM	1.50
3/4/2026	E-mail review and constituent response	7:30 PM	9:00 PM	1.50
3/5/2026	Town committee work and document review	7:30 PM	9:00 PM	1.50
3/6/2026	E-mail review and written follow-up to constituents	9:30 AM	11:00 AM	1.50
3/10/2026	E-mail review and Mar 9 meeting follow-up	7:30 PM	9:00 PM	1.50
3/11/2026	Document review and email response	2:00 PM	3:30 PM	1.50
3/12/2026	Constituent correspondence review and written responses	7:00 PM	8:30 PM	1.50
3/13/2026	E-mail review and document review	8:00 PM	9:30 PM	1.50
3/19/2026	E-mail review; constituent response	7:30 PM	9:00 PM	1.50
3/20/2026	Document review; review of pending policy matters	10:00 AM	11:30 AM	1.50
3/26/2026	Constituent correspondence review and written responses	8:00 PM	9:30 PM	1.50
3/27/2026	Email review and response; IT follow up	3:30 PM	5:00 PM	1.50
3/28/2026	E-mail review and response	3:00 PM	4:30 PM	1.50
3/30/2026	E-mail review and response; document review	10:00 AM	11:30 AM	1.50
1/14/2026	Financial disclosure form review and completion	2:00 PM	3:15 PM	1.25
3/18/2026	Amherst Youth Board Meeting	6:45 PM	8:00 PM	1.25
2/10/2026	Meeting with Senior Services Department	9:00 AM	10:00 AM	1.00
1/24/2026	E-mail review	12:00 PM	1:00 PM	1.00
2/2/2026	Town Board Meeting preparations; document review	2:00 PM	3:00 PM	1.00
2/9/2026	Meeting with Disabilities Committee Chair	3:00 PM	4:00 PM	1.00
2/10/2026	E-mail review and constituent response	8:00 PM	9:00 PM	1.00
2/18/2026	Constituent correspondence review and written response drafting	7:30 PM	8:30 PM	1.00
3/10/2026	Town Rec Commission Meeting	5:00 PM	6:00 PM	1.00
3/25/2026	Document review and email response	2:00 PM	3:00 PM	1.00
3/31/2026	End of month review and notes follow up	2:00 PM	3:00 PM	1.00
1/6/2026	Constituent e-mails and phone messages	7:00 PM	8:00 PM	1.00
1/7/2026	Review of FOIL procedures, records access policies, and notary requiremer	8:30 PM	9:30 PM	1.00
1/12/2026	Constituent correspondence review and written response drafting	7:00 PM	8:00 PM	1.00
1/13/2026	E-mail review and response; review of Climate Smart documents	4:00 PM	5:00 PM	1.00
1/16/2026	Constituent correspondence review and written response drafting	7:00 PM	8:00 PM	1.00
2/12/2026	Review of constituent correspondence re: traffic safety on residential street	7:00 PM	8:00 PM	1.00

MAY 4 2026 PM3:01

2/27/2026	E-mail review and document review	7:00 PM	8:00 PM	1.00
3/16/2026	Review of draft town newsletter content and communications materials	7:00 PM	8:00 PM	1.00
3/26/2026	E-mail review and response	7:00 PM	8:00 PM	1.00
3/13/2026	Review of Climate Smart Communities Task Force materials and grant docu	10:00 AM	11:00 AM	1.00
1/14/2026	Meeting with IT department as Department Liaison	3:15 PM	4:00 PM	0.75
2/2/2026	Meeting with Building department	3:00 PM	3:45 PM	0.75
3/2/2026	Email review and response	7:00 PM	7:45 PM	0.75
3/16/2026	E-mail review and response; press release review	2:00 PM	2:30 PM	0.50
1/13/2026	Phone call with Village Trustee re: Glen Park Joint Board	6:00 PM	6:30 PM	0.50
1/14/2026	Glen Park Joint Board	6:45 PM	7:15 PM	0.50

193.50

Name John B Davis

Title Councilmember

Employer Town of Amherst, NY

Date (2026)	Activity	Start Time	End Time	Hours
Jan 3	Reorganization Book Reading	1:00 PM	5:00 PM	4
Jan 5	HR Orientation	11:00 AM	2:30 PM	3.5
Jan 5	Reorganization Meeting	2:30 PM	8:00 PM	5.5
Jan 7	IT work, in office (emails, voicemails, schedule time with Dept Heads	8:00 AM	3:00 PM	7
Jan 8	Correspondence	10:00 AM	2:30 PM	4.5
Jan 9	Correspondence	10:00 AM	2:30 PM	4.5
Jan 10	Correspondence	3:00 PM	7:30 PM	4.5
Jan 11	Correspondence	2:00 PM	8:30 PM	6.5
Jan 12	Correspondence	1:00 PM	5:30 PM	4.5
Jan 13	Library Board of Trustees meeting	5:30 PM	6:30 PM	1
Jan 13	Zoning Board of Appeals	6:30 PM	9:00 PM	2.5
Jan 14	Meeting w/Mary-Diana Pouli	12:00 PM	1:30 PM	1.5
Jan 14	Correspondence	3:00 PM	6:00 PM	3
Jan 15	Planning Board Meeting prep and viewing	2:30 PM	8:00 PM	5.5
Jan 15	Correspondence	9:00 PM	10:00 PM	1
Jan 16	MLK Legacy Luncheon	9:00 AM	1:00 PM	4
Jan 16	Correspondence	3:00 PM	7:00 PM	4
Jan 17	Town Board Meeting Prep	5:00 PM	7:00 PM	2
Jan 18	Correspondence	1:30 PM	3:30 PM	2
Jan 19	Correspondence	4:00 PM	7:00 PM	3
Jan 20	Town Board Working Session, Exec Session, Public Meeting	2:00 PM	9:00 PM	7
Jan 21	Correspondence	3:00 PM	7:00 PM	4
Jan 22	Design Advisory Board Meeting Review	2:00 PM	5:00 PM	3
Jan 22	Correspondence	6:00 PM	7:00 PM	1
Jan 23	Correspondence	8:00 AM	11:30 AM	3.5
Jan 23	Meeting w/Steve Floss	12:00 PM	4:00 PM	4

Jan 23	Correspondence	4:30 PM	5:00 PM	0.5
Jan 24	Correspondence	10:00 AM	3:30 PM	5.5
Jan 25	Correspondence	6:00 PM	7:30 PM	1.5
Jan 26	Correspondence	12:00 PM	2:00 PM	2
Jan 27	Correspondence	6:00 PM	7:00 PM	1
Jan 28	Correspondence	12:00 PM	1:30 PM	1.5
Jan 29	Correspondence	5:30 PM	6:30 PM	1
Jan 30	State of Town	8:00 AM	11:00 AM	3
Jan 30	Tour of WWTF w Vishali & Burroughs	1:00 PM	4:00 PM	3
Jan 31	Correspondence	6:00 PM	7:00 PM	1
Jan 31	Town Board Meeting Prep	7:00 PM	8:30 PM	1.5
Feb 1	Town Board Meeting Prep	4:00 PM	5:00 PM	1
Feb 2	Town Board Working Session, Exec Session, Public Meeting	4:00 PM	8:30 PM	4.5
Feb 3	Correspondence	4:00 PM	6:00 PM	2
Feb 4	WGRZ Black History Month Council Chamber Interview	1:00 PM	5:00 PM	4
Feb 5	Correspondence	6:00 PM	9:00 PM	3
Feb 6	Meeting with Dave Mingoia	10:00 PM	1:30 PM	3.5
Feb 7	Correspondence	1:30 PM	4:30 PM	3
Feb 8	Correspondence	12:00 PM	3:00 PM	3
Feb 9	Correspondence	5:00 PM	8:00 PM	2
Feb 10	Community Diversity Commission	5:30 PM	8:30 PM	3
Feb 11	Correspondence	5:45 PM	7:45 PM	2
Feb 12	Correspondence	5:30 PM	9:00 PM	3.5
Feb 13	Correspondence	6:00 PM	9:00 PM	3
Feb 17	ZBA Meeting Materials Read	4:30 PM	8:30 PM	4
Feb 18	Correspondence	6:00 PM	9:00 PM	3
Feb 19	Planning Board Plan Read	5:00 PM	8:00 PM	3
Feb 20	APD discussions re: employee	1:30 PM	4:30 PM	3
Feb 21	Correspondence	3:00 PM	7:30 PM	4.5
Feb 23	Town Board Working Session, Exec Session, Public Meeting	2:00 PM	8:30 PM	6.5
Feb 26	DAB bylaws and Meeting Packet Read	2:00 PM	6:00 PM	4
Feb 27	2026 Leadership Briefing	7:45 AM	10:00 AM	2.25

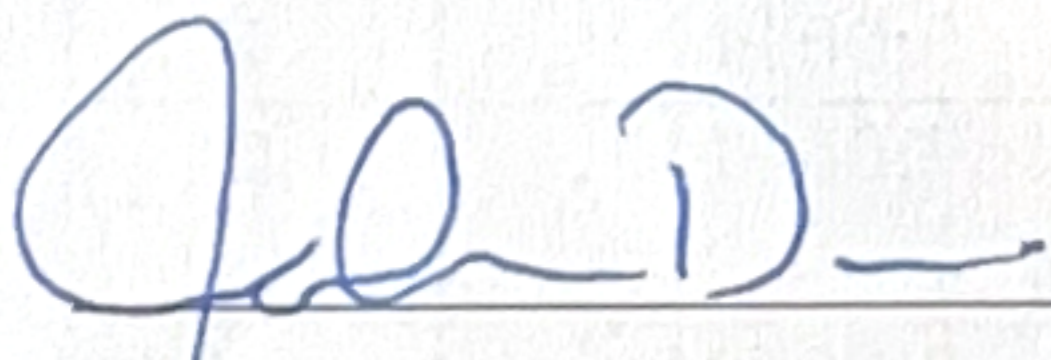
Feb 27	Correspondence	4:00 PM	7:00 PM	3
Feb 28	ACDC – Lets travel the World Children's event	10:00 AM	1:00 PM	3
Mar 1	Correspondence	5:00 PM	8:00 PM	3
Mar 2	Correspondence	1:00 PM	3:00 PM	2
Mar 3	Correspondence	4:30 PM	8:30 PM	4
Mar 4	Library Board of Trustees meeting agenda	3:30 PM	7:30 PM	4
Mar 5	Correspondence	6:30 PM	9:30 PM	3
Mar 6	Correspondence	7:00 PM	10:00 PM	3
Mar 7	Amherst Lions Club Pancake Breakfast	9:00 AM	11:30 AM	2.5
Mar 7	Correspondence	4:45 PM	6:45 PM	2
Mar 8	Town Board meeting prep	1:00 PM	5:30 PM	4.5
Mar 8	Correspondence	6:00 PM	9:00 PM	3
Mar 9	Town Board Working Session, Exec Session, Public Meeting	2:00 PM	9:00 PM	7
Mar 10	Correspondence	3:00 PM	5:00 PM	2
Mar 10	Amherst Diversity Commission Meeting	5:00 PM	7:00 PM	2
Mar 11	Correspondence	5:00 PM	8:30 PM	3.5
Mar 12	Correspondence	1:00 PM	4:00 PM	3
Mar 13	Correspondence	2:00 PM	5:00 PM	3
Mar 16	Correspondence	3:30 PM	7:30 PM	4
Mar 17	Correspondence	12:00 PM	4:00 PM	4
Mar 18	Correspondence	5:00 PM	8:00 PM	3
Mar 19	Planning Board Packet	1:00 PM	4:00 PM	3
Mar 20	Amherst Meals on Wheels	10:00 AM	2:00 PM	4
Mar 21	Town Board meeting prep	1:30 PM	5:00 PM	3.5
Mar 22	Correspondence	5:30 PM	8:30 PM	3
Mar 23	Town Board Working Session, Exec Session, Public Meeting	1:00 PM	9:00 PM	8
Mar 24	Correspondence	4:30 PM	8:30 PM	4
Mar 25	Correspondence – DAB Review	12:00 PM	4:00 PM	4
Mar 27	ZBA Packet review	2:00 PM	5:30 PM	3.5
Mar 28	Correspondence	1:00 PM	5:00 PM	4
Mar 29	Correspondence	4:30 PM	5:30 PM	1
Mar 30	Correspondence	5:30 PM	6:30 PM	1
Mar 31	Correspondence	6:30 PM	7:00 PM	1

			Total	294.25

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.

Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

With my signature, I attest to the accuracy of the record provided above.



Signature

5/11/26

Date