

TREASURER/COLLECTOR	FY2012 BUDGETED	FY2012 EXPENDED	FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2016 DEPT REQ	FY2016 TM REC	FY2016 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	292,572	291,462	291,810	291,581	311,722	311,722	336,246	335,877	335,877	
5112 Permanent Part-Time Salaries	-	-	-	-	-	-	-	-	-	-
5120 Temp Part-Time Salaries	-	-	-	-	-	-	-	-	-	-
5130 Overtime	2,500	1,955	1,000	434	2,500	695	2,500	500	500	
5160 Sick Leave Buy-Back	31,955	31,265	-	-	-	113	-	-	-	-
5180 All Other	894	894	325	146	325		325	-	-	-
<b>Total Salaries</b>	<b>327,921</b>	<b>325,577</b>	<b>293,135</b>	<b>292,161</b>	<b>314,547</b>	<b>312,529</b>	<b>339,071</b>	<b>336,377</b>	<b>336,377</b>	
Water Enterprise Fund Allocation	(16,926)	(16,926)	(17,932)	(17,932)	(18,798)	(18,798)	(22,504)	(23,216)	(23,216)	
Sewer Enterprise Fund Allocation	(16,926)	(16,926)	(17,932)	(17,932)	(18,798)	(18,798)	(22,504)	(23,216)	(23,216)	
<b>Total Salaries Net of Allocations</b>	<b>294,069</b>	<b>291,725</b>	<b>257,271</b>	<b>256,297</b>	<b>276,951</b>	<b>274,933</b>	<b>294,063</b>	<b>289,945</b>	<b>289,945</b>	
<i>Operating</i>										
5240 Leases and Contracts	1,296	1,296	1,196	-	2,044	2,044.33	1,790	1,790	1,790	
5310 Professional Services	137,175	136,924	123,803	113,740	102,277	102,266.40	145,048	148,048	148,048	
5420 Office Supplies	31,000	25,891	13,633	12,073	31,998	31,347.88	13,500	13,500	13,500	
5429 Computer Equipment	-	-	-	-	-	-	-	-	-	-
5431 Scanners	-	-	-	-	-	-	-	-	-	-
5701 Travel	155	155	656	653	676	648.29	676	676	676	
5703 Dues and Memberships	25	25	635	230	715	715.00	230	530	530	
5790 Staff Development	15	15	264	84	270	180.00	270	390	390	
<b>Total Operating</b>	<b>169,667</b>	<b>164,307</b>	<b>140,187</b>	<b>126,779</b>	<b>137,981</b>	<b>137,202</b>	<b>161,514</b>	<b>164,934</b>	<b>164,934</b>	
Water Enterprise Fund Allocation	(13,192)	(13,192)	(9,450)	(9,450)	(10,023)	(10,023)	(16,151)	(16,493)	(16,493)	
Sewer Enterprise Fund Allocation	(13,192)	(13,192)	(9,450)	(9,450)	(10,023)	(10,023)	(16,151)	(16,493)	(16,493)	
<b>Total Operating Net of Allocations</b>	<b>143,283</b>	<b>137,923</b>	<b>121,287</b>	<b>107,879</b>	<b>117,935</b>	<b>117,156</b>	<b>129,212</b>	<b>131,948</b>	<b>131,948</b>	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>							
<b>Total Budget</b>	<b>497,588</b>	<b>489,883</b>	<b>433,321</b>	<b>418,939</b>	<b>452,528</b>	<b>449,731</b>	<b>500,585</b>	<b>501,311</b>	<b>501,311</b>	<b>-</b>
<b>Total Budget Net of Allocations</b>	<b>437,352</b>	<b>429,647</b>	<b>378,557</b>	<b>364,175</b>	<b>394,886</b>	<b>392,089</b>	<b>423,275</b>	<b>421,893</b>	<b>421,893</b>	<b>-</b>

Position	FY2012 BUDGETED FTE	FY2013 BUDGETED FTE	FY2014 BUDGETED FTE	FY2015 BUDGETED FTE	FY2016 DEPT REQ FTE	FY2016 TM REC FTE	FY2016 FIN COM REC FTE
Town Treasurer/Collector		1	1	1	1	1	
Asst. Treasurer/Collector		1	1	1	1	1	
Town Collector	1						
Town Treasurer	1						
Operations Assistant	1	1	1	1	1	1	
Payroll Specialist	1	1	1	1	1	1	
Senior Account Clerk	1	1	2	2	2	2	
Collection Specialist	1	1	1	1	1	1	
<b>Total Staffing</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>

**FISCAL YEAR 2014  
TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED**

**Regular Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Lucille Ewing	Payroll Specialist	6/11/2001	B3	7	52,675		1,527	-	54,202
Debra Gath	Collection Specialist	9/23/2000	B3	7	52,675		2,000	-	54,675
Susan Gilbert	Senior Account Clerk	1/29/2007	B1	7	42,780		1,500		44,280
Janice Metivier	Asst Treas/Coll	10/24/2011			67,373		1,000		68,373
Kelly Odams	Treasurer/Collector	9/12/2011			79,591		1,000		80,591
Mary Mazzipica	Senior Account Clerk	1/13/2014	B1	2	17,113				17,113
				3	16,642				16,642
									-
									-
<b>Total Regular Salaries</b>					328,850		7,027	-	335,877

**Permanent Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
					-				-
<b>Total Permanent Part-Time Salaries</b>									-

**Temporary Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
					-				-
<b>Total Temporary Part-Time Salaries</b>									-

**Overtime**

Name	Position				Amount				Total Benefit
Overtime					500				500
<b>Total Overtime</b>					500				500

**Sick-Buy Back**

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
								-
<b>Total Sick-Buy Back</b>								-

**All Other**

Name	Position				Amount			Total Benefit
Out of Grade								-
<b>Total All Other</b>					-			-

<b>Department Total</b>									336,377
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\*\*\*\*LUCY'S LONGEVITY IS SPLIT: 49.6 WEEKS AT \$1,500 AND 2.8 WEEKS AT \$2,000

	29	38	
	49.6	2.8	
	1,420	107	1,527

**FISCAL YEAR 2016  
TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

**Regular Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Lucille Ewing	Payroll Specialist	6/11/2001	B3	7	52,675		1,527	-	54,202
Debra Gath	Collection Specialist	9/23/2000	B3	7	52,675		2,000	-	54,675
Susan Gilbert	Senior Account Clerk	1/29/2007	B1	7	42,780		1,500		44,280
Janice Metivier	Asst Treas/Coll	10/24/2011			67,373		1,000		68,373
Kelly Odams	Treasurer/Collector	9/12/2011			79,591		1,000		80,591
Mary Mazzipica	Senior Account Clerk	1/13/2014	B1	2	17,113				17,113
				3	16,642				16,642
									-
									-
<b>Total Regular Salaries</b>					328,850		7,027	-	335,877

**Permanent Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
					-				-
<b>Total Permanent Part-Time Salaries</b>									-

**Temporary Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
					-				-
<b>Total Temporary Part-Time Salaries</b>									-

**Overtime**

Name	Position				Amount				Total Benefit
Overtime					500				500
<b>Total Overtime</b>					500				500

**Sick-Buy Back**

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
								-
<b>Total Sick-Buy Back</b>								-

**All Other**

Name	Position				Amount			Total Benefit
Out of Grade								-
<b>Total All Other</b>					-			-

<b>Department Total</b>									336,377
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\*\*\*\*LUCY'S LONGEVITY IS SPLIT: 49.6 WEEKS AT \$1,500 AND 2.8 WEEKS AT \$2,000

29	38	
49.6	2.8	
1,420	107	1,527

**FISCAL YEAR 2015  
TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION**

**Regular Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Lucille Ewing	Payroll Specialist	6/11/2001	B3	7	52,675		1,500	1,843.6	56,019
Debra Gath	Collection Specialist	9/23/2000	B3	7	52,675		2,000		54,675
Susan Gilbert	Senior Account Clerk	1/29/2007	B1	7	42,780		1,000		43,780
Janice Metivier	Asst Treas/Coll	10/24/2011			67,373	Certification	1,000		68,373
Kelly Odams	Treasurer/Collector	9/12/2011			79,591	Certification	1,000		80,591
Mary Mazzipica	Senior Account Clerk	1/13/2014	B1	1	595				595
				2	32,213				32,213
									-
									-
<b>Total Regular Salaries</b>					327,902		6,500	1,844	336,246

**Permanent Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
					-				-
<b>Total Permanent Part-Time Salaries</b>									-

**Temporary Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
					-				-
<b>Total Temporary Part-Time Salaries</b>									-

**Overtime**

Name	Position				Amount				Total Benefit
Overtime					2,500				2,500
<b>Total Overtime</b>					2,500				2,500

**Sick-Buy Back**

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
								-
<b>Total Sick-Buy Back</b>								-

**All Other**

Name	Position				Amount			Total Benefit
Out of Grade					325			325
<b>Total All Other</b>					325			325

<b>Department Total</b>								339,071
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**FISCAL YEAR 2014  
TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION BUDGETED**

**Regular Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Lucille Ewing	Payroll Specialist	6/11/2001	B3	7	51,643		1,500	1,807	54,950
Debra Gath	Collection Specialist	9/23/2000	B3	7	51,643		2,000		53,643
Susan Gilbert	Senior Account Clerk	1/29/2007	B1	7	41,941		1,000		42,941
Janice Metivier	Asst Treas/Coll	10/24/2011			66,052				66,052
Kelly Odams	Treasurer/Collector	9/12/2011			78,030		1,000		79,030
Vacant	Senior Account Clerk		B1	1	15,106				15,106
									-
									-
									-
									-
<b>Total Regular Salaries</b>					304,415		5,500	1,807	311,722

**Permanent Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
					-				-
<b>Total Permanent Part-Time Salaries</b>									-

**Temporary Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
					-				-
<b>Total Temporary Part-Time Salaries</b>									-

**Overtime**

Name	Position				Amount				Total Benefit
Overtime					2,500				2,500
<b>Total Overtime</b>					2,500				2,500

**Sick-Buy Back**

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
								-
<b>Total Sick-Buy Back</b>								-

**All Other**

Name	Position				Amount			Total Benefit
Out of Grade	Treas/Coll				325			325
<b>Total All Other</b>					325			325

<b>Department Total</b>								314,547
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**DESCRIPTION/DETAIL**

**TREASURER/COLLECTOR OPERATING**

*5270 Leases and Contracts*

FY2012 BUDGETED	FY2012 EXPENDED	FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	<b>FY2016 DEPT REQ</b>	<b>FY2016 TM REC</b>
1,296	1,296	1,196	-	2,044	2,044	1,790	<b>1,790</b>	<b>1,790</b>

Copy Machine Lease Bank of America 1,790 1,790

*Total 5270 Leases and Contracts:* 1,790 1,790

**DESCRIPTION/DETAIL**

**TREASURER/COLLECTOR OPERATING**

*5310 Professional Services*

FY2012 BUDGETED	FY2012 EXPENDED	FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	<b>FY2016 DEPT REQ</b>	<b>FY2016 TM REC</b>
137,175	136,924	123,803	113,740	102,277	102,266	145,048	<b>148,048</b>	<b>148,048</b>

Tyler forms						3000	3,000	3,000
MWPAT Water and Sewer Debt Administration fees						10,000.00	10,000	10,000
Kelley & Ryan-print and stuff RE,PP Bills including postage						40,000.00	40,000	40,000
Coppola & Coppola Attorney monthly legal fees						63,000.00	66,000	66,000
Lockbox bill payment services						10,000.00	10,000	10,000
ADT						415.00	415	415
Veribanc						125.00	125	125
FH CANN						200.00	200	200
Invoice Cloud						1,500.00	1,500	1,500
University Conference						180.00	180	180
Formax						1,628.00	1,628	1,628
Cabot Risk Insurance for Tax Title Porperties						12,000.00	12,000	12,000
Other						3,000.00	3,000	3,000

*Total 5310 Professional Services:* 148,048.00 148,048.00

**DESCRIPTION/DETAIL**

**TREASURER/COLLECTOR OPERATING**

*5420 Office Supplies*

FY2012 BUDGETED	FY2012 EXPENDED	FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2016 DEPT REQ	FY2016 TM REC
31,000	25,891	13,633	12,073	31,998	31,348	13,500	<b>13,500</b>	<b>13,500</b>

W.B. Mason	Paper, storage boxes, printer cartridges, shelves, misc supplies	3,000	3,000
Ricoh	Toner cartridges mica & standard for check printing	1,000	1,000
Tyler	Stock for payroll, vendor & direct deposit checks, W2's & 1099's	5,000	5,000
R.W. Traynham	Envelopes, treasurer cash receipts	3,000	3,000
Misc		1,500	1,500

*Total 5420 Office Supplies:* 13,500 13,500

**DESCRIPTION/DETAIL**

**TREASURER/COLLECTOR OPERATING**

*5429 Computer Equipment*

FY2012 BUDGETED	FY2012 EXPENDED	FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2016 DEPT REQ	FY2016 TM REC
-		-		-	-	-	-	-

Yearly Computer Replacement

*Total 5429 Computer Equipment:*                    -                    -



**DESCRIPTION/DETAIL**

**TREASURER/COLLECTOR OPERATING**

*5701 Travel*

FY2012 BUDGETED	FY2012 EXPENDED	FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	<b>FY2016 DEPT REQ</b>	<b>FY2016 TM REC</b>
155	155	656	653	676	648	676	<b>676</b>	<b>676</b>

Umass Conference, Mileage and meals  
 These figures are based on 2 people sharing a room.

676 676

*Total 5701 Travel:* 676 676.00

**DESCRIPTION/DETAIL**

**TREASURER/COLLECTOR OPERATING**

*5703 Dues and Memberships*

FY2012 BUDGETED	FY2012 EXPENDED	FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	<b>FY2016 DEPT REQ</b>	<b>FY2016 TM REC</b>
25	25	635	230	715	715	230	<b>530</b>	<b>530</b>

MCTA Dues 2 people \$90.00 per person - \$180.00

180

180

EMCTA dues for Town - \$25.00

25

25

GFOA

250

250

Veribanc

75

75

Possibility of increase in dues.

*Total 5703 Dues and Memberships:*

530

530



**DESCRIPTION/DETAIL**

**TREASURER/COLLECTOR**

*5814 Capital Outlay*

FY2012 BUDGETED	FY2012 EXPENDED	FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	<b>FY2016 DEPT REQ</b>	<b>FY2016 TM REC</b>
-	-	-		-	-	-	-	-

- -

*Total 5833 Capital Outlay:* - -