

TREASURER/COLLECTOR	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	365,027	365,026	383,619	380,635	388,263	388,263	357,087	368,953	368,953	
5112 Permanent Part-Time Salaries	-	-	-	-	-	-	-	-	-	-
5120 Temp Part-Time Salaries	-	-	-	-	-	-	33,675	5,000	5,000	
5130 Overtime	-	-	-	-	-	-	-	2,000	2,000	
5160 Sick Leave Buy-Back	-	-	-	-	-	-	-	-	-	-
5180 All Other	-	-	-	-	-	-	-	-	-	-
Total Salaries	365,027	365,026	383,619	380,635	388,263	388,263	390,763	375,953	375,953	
Water Enterprise Fund Allocation	(25,314)	(25,314)	(25,869)	(25,869)	(27,398)	(27,398)	(25,244)	(24,622)	(24,622)	
Sewer Enterprise Fund Allocation	(25,314)	(25,314)	(25,869)	(25,869)	(27,398)	(27,398)	(25,244)	(24,622)	(24,622)	
Total Salaries Net of Allocations	314,399	314,398	331,881	328,897	333,467	333,467	340,275	326,709	326,709	
<i>Operating</i>										
5270 Leases and Contracts	1,786	2,181	2,000	2,000	2,486	1,889	2,620	2,620	2,620	
5310 Professional Services	84,788	77,060	68,865	63,687	79,691	64,106	64,525	64,525	64,525	
5420 Office Supplies	11,048	5,902	12,950	11,063	12,470	8,953	10,420	10,420	10,420	
5429 Computer Equipment	-	-	-	-	-	-	-	-	-	-
5701 Travel	1,000	2,920	1,390	1,390	3,030	516	3,030	3,030	3,030	
5703 Dues and Memberships	760	795	765	575	605	575	605	605	605	
5790 Staff Development	450	1,377	390	90	1,040	250	1,040	1,040	1,040	
Total Operating	99,832	90,235	86,360	78,805	99,322	76,289	82,240	82,240	82,240	
Water Enterprise Fund Allocation	(8,753)	(8,753)	(7,950)	(7,950)	(8,212)	(8,212)	(8,224)	(8,224)	(8,224)	
Sewer Enterprise Fund Allocation	(8,753)	(8,753)	(7,950)	(7,950)	(8,212)	(8,212)	(8,224)	(8,224)	(8,224)	
Total Operating Net of Allocations	82,326	72,729	70,460	62,905	82,898	59,865	65,792	65,792	65,792	
<i>Capital Outlay</i>										
5833 Capital Outlay	10,195	10,195	-	-	-	-	-	-	-	-
Total Capital Outlay	10,195	10,195	-	-	-	-	-	-	-	-
Total Budget	475,054	465,456	469,979	459,440	487,585	464,552	473,003	458,193	458,193	-
Total Budget Net of Allocations	406,920	397,322	402,341	391,802	416,365	393,332	406,067	392,501	392,501	-

Position	FY2018	FY2019	FY2020	FY2021	FY2022	FY2022	FY2022
	BUDGETED FTE	BUDGETED FTE	BUDGETED FTE	BUDGETED FTE	DEPT REQ FTE	TM REC FTE	FIN COM REC FTE
Town Treasurer/Collector	1	1	1	1	1	1	
Asst. Treasurer/Collector	1	1	1	1	1	1	
Payroll Specialist	1	1	1	1	1	1	
Senior Account Clerk	2	2	2	2	2	2	
Collection Specialist	1	1	1	1	1	1	
Total Staffing	6	6	6	6	6	6	0

FISCAL YEAR 2022

TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Certification	Longevity \$	Wage Def.	Total Salary
Kelly Odams	Treasurer/Collector	9/12/2011	11	7	100,077	1,000	1,000		102,077
Denise Salemm (30.8)	Asst/Treas Collector	2/1/2020	8	3	42,348				42,348
(21.4)			8	4	30,157				30,157
Diane Catyb (22.2)	Payroll Specialist	12/2/2019	B3	5	23,498				23,498
(30.0)			B3	6	33,594				33,594
Pamela Sarraf (49)	Senior Account Clark	6/16/2020	B1	3	37,644				37,644
(3.2)			B1	4	2,601				2,601
Lydia Florino (7.8)	Senior Account Clerk	8/24/2020	B1	2	5,664		-		5,664
(44.4)				3	34,110				34,110
Mary Mazzipica (1.0)	Head Account Clerk	1/13/2014	B2	5	1,037		1,000		2,037
Mary Mazzipica (51.2)	step 7/13	7/13/2020	B2	6	55,223				55,223
									-
Subtotal					365,953	-	2,000	-	368,953
					365,953	-	2,000	-	368,953

Permanent Part-Time Salaries

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

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity \$	Wage Def.	Total Salary
Janice Metivier	Former Asst T/C				5,000			\$ 5,000
Total Temporary Part-Time Salaries								
								\$ 5,000

Overtime

Name	Position	Amount	Total Benefit
Overtime		2,000	2,000
Total Overtime			2,000

Sick-Buy Back

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

All Other

Name	Position	Amount	Total Benefit
Out of Grade			\$ -
Total All Other			-

Department Total				367,953	-	2,000	-	375,953
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**FISCAL YEAR 2022
TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Certification	Longevity \$	Wage Def.	Total Salary
Kelly Odams	Treasurer/Collector	9/12/2011	11	7	100,077	1,000	1,000		102,077
Denise Salemme (30.8)	Asst/Treas Collector	2/1/2020	8	3	42,348				42,348
(21.4)			8	4	30,157				30,157
Diane Catyb (22.2)	Payroll Specialist	12/2/2019	B3	5	23,498				23,498
(30.0)			B3	6	33,594				33,594
Pamela Sarraf (49)	Senior Account Clark	6/16/2020	B1	3	37,644				37,644
(3.2)			B1	4	2,601				2,601
Lydia Florino (7.8)	Senior Account Clerk	8/24/2020	B1	2	5,664		-		5,664
(44.4)				3	34,110				34,110
Mary Mazzipica (1.0)	Head Account Clerk	1/13/2014	B2	5	1,037		1,000		2,037
Mary Mazzipica (51.2)	step 7/13	7/13/2020	B2	6	55,223				55,223
									-
Subtotal					365,953	-	2,000	-	368,953
					365,953	-	2,000	-	368,953

Permanent Part-Time Salaries

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

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity \$	Wage Def.	Total Salary
Janice Metivier	Former Asst T/C				5,000			5,000
Total Temporary Part-Time Salaries								
								5,000

Overtime

Name	Position	Amount	Total Benefit
Overtime		2,000	2,000
Total Overtime			2,000

Sick-Buy Back

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

All Other

Name	Position	Amount	Total Benefit
Out of Grade			-
Total All Other			-

Department Total				367,953	-	2,000	-	375,953
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**FISCAL YEAR 2021
TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Certification	Longevity \$	Wage Def.	Total Salary
Kelly Odams	Treasurer/Collector	9/12/2011	10	10	\$ 98,878	\$ 1,000	\$ 1,000		\$ 100,878
Denise Salemm (35.2)	Asst/Treas Collector		8	3	\$ 47,225				\$ 47,225
Denise Salemm (17)		est02/01/2020	8	4	\$ 23,374				\$ 23,374
Diane Catyb (22)	Payroll Specialist	12/2/2019	B3	3	\$ 20,799				\$ 20,799
Diane Catyb (30.2)			B3	4	\$ 30,216				\$ 30,216
Pamela Sarraf (50)	Senior Clerk	12/16/2019	B1	2	\$ 36,304				\$ 36,304
Pamela Sarraf (2)			B1	3	\$ 1,536				\$ 1,536
Lydia Florino (8)	Sr. Account Clerk	2/24/2020	B1	1	\$ 5,489				\$ 5,489
Lydia Florino (44.2)				2	\$ 32,092				\$ 32,092
Mary Mazzipica (2.0)	Head Account Clerk	1/13/2014	B2	5	\$ 1,961		\$ 1,000		\$ 2,961
Mary Mazzipica (50.2)	step 7/13	7/13/2020	B2	6	\$ 56,214				\$ 56,214
Subtotal					\$ 354,087	\$ 1,000	\$ 2,000	\$ -	\$ 357,087
					\$ 354,087.38	\$ 1,000.00	\$ 2,000.00	\$ -	\$ 357,087

Permanent Part-Time Salaries

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

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity \$	Wage Def.	Total Salary
Janice Metivier	Former Asst T/C				\$ 33,675			\$ 33,675
Total Temporary Part-Time Salaries								\$ 33,675

Overtime

Name	Position	Amount	Total Benefit
Overtime			\$ -
Total Overtime			\$ -

Sick-Buy Back

Name	Position	Retirement Date	# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Total Sick-Buy Back							\$ -

All Other

Name	Position	Amount	Total Benefit
Out of Grade			\$ -
Total All Other			\$ -

Department Total		\$ 354,087	\$ 1,000	\$ 2,000	\$ -	\$ 390,763
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**FISCAL YEAR 2020
TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Certification	Longevity \$	Wage Def.	Total Salary
Jennifer Walsh (39.0)	Payroll Specialist	9/29/2014	B3	5	40,371				40,371
Jennifer Walsh (13.2)		3/29/2020		6	14,456				14,456
Jennifer Walsh	Longevity	9/29/2019					755		755
Debra Gath	Collection Specialist	9/23/2000	B3	7	47,578		2,500		50,078
Susan Gilbert	Senior Account Clerk	1/29/2007	B1	7	48,284		1,500		49,784
Janice Metivier	Asst Treas/Coll	10/24/2011	8	10	81,367	1,000	1,000		83,367
Kelly Odams	Treasurer/Collector	9/12/2011	10	10	96,702	1,000	1,000		98,702
Mary Mazzipica (2.0)	Senior Account Clerk	1/13/2014	B1	6	1,779				1,779
Mary Mazzipica (50.2)	step 7/13	7/13/2019		7	46,434				46,434
Mary Mazzipica	Longevity	1/13/2019					1,000		1,000
Subtotal					376,971	2,000	7,755	-	386,726
Extra Day (0.2)									1,537
376,971					376,971	2,000	7,755	-	388,263

Permanent Part-Time Salaries

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

Temporary Part-Time Salaries

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

Overtime

Name	Position	Amount	Total Benefit
Overtime			-
Total Overtime			-

Sick-Buy Back

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

All Other

Name	Position	Amount	Total Benefit
Out of Grade			-
Total All Other			-

Department Total					376,971	2,000	7,755	-	388,263
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DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5270 Leases and Contracts

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC
1,786	2,181	2,000	2,000	2,486	1,889	2,620	2,620	2,620

Copy Machine Lease Ricoh	billed 12X/yr	1,927	1,927
Pitney Postage Meter Lease	billed 3X/yr	693	693

Total 5270 Leases and Contracts: 2,620 2,620

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5310 Professional Services

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC
84,788	77,060	68,865	63,687	79,691	64,106	64,525	64,525	64,525

MWPAT Water and Sewer Debt Administration fees	5,000	5,000
Kelley & Ryan-print and stuff RE,PP Bills including postage	40,000	40,000
Century Bank-Lockbox bill payment services	10,000	10,000
ADT	525	525
City Hall Systems Online Payment System	3,500	3,500
Formax	2,000	2,000
Cabot-Insurance on foreclosed properties	3,000	3,000
Other-Bank Fees	500	500

Total 5310 Professional Services: 64,525 64,525

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5420 Office Supplies

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC
11,048	5,902	12,950	11,063	12,470	8,953	10,420	10,420	10,420

W.B. Mason	Paper, storage boxes, printer cartridges, shelves, misc. supplies	5,000	5,000
Office Depot	same as above for price comparison/product availability	2,000	2,000
Ricoh	Toner cartridges mica & standard for check printing and image count	970	970
Tyler	Stock for payroll, vendor & direct deposit checks, W2's & 1099's	2,000	2,000
R.W. Traynham	Envelopes, treasurer cash receipts	450	450

Total 5420 Office Supplies: 10,420 10,420

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5429 Computer Equipment

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC
-	-	-	-	-	-	-	-	-

Yearly Computer Replacement

Total 5429 Computer Equipment:

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5701 Travel

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC
1,000	2,920	1,390	1,390	3,030	516	3,030	3,030	3,030

Umass/Cape Conferences, Mileage and meals
 These figures are based on 2 people for two rooms

Total 5701 Travel: 3,030 3,030.00

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5703 Dues and Memberships

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC
760	795	765	575	605	575	605	605	605
			MCTA Dues 2 people \$100.00 per person and meetings/conferences				200	200
			EMCTA Dues				30	30
			GFOA				250	250
			Veribanc				125	125
							<i>Total 5703 Dues and Memberships:</i>	605
								605

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5790 Staff Development

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC
450	1,377	390	90	1,040	250	1,040	1,040	1,040
			Staff Development				390	390
			MCTA Meeting/Classes				450	450
			EMCTA Meetings/Classes				200	200
						<i>Total 5790 Staff Development:</i>	1,040	1,040

