

<b>TREASURER/COLLECTOR</b>	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	344,089	344,089	363,423	363,406	365,027	365,026	383,619	400,138	400,138	
5112 Permanent Part-Time Salaries	-	-	-	-	-	-	-	-	-	-
5120 Temp Part-Time Salaries	-	-	-	-	-	-	-	-	-	-
5130 Overtime	41	-	-	-	-	-	-	-	-	-
5160 Sick Leave Buy-Back	-	-	18,166	18,165	-	-	-	-	-	-
5180 All Other	-	-	-	-	-	-	-	-	-	-
<b>Total Salaries</b>	<b>344,130</b>	<b>344,089</b>	<b>381,589</b>	<b>381,572</b>	<b>365,027</b>	<b>365,026</b>	<b>383,619</b>	<b>400,138</b>	<b>400,138</b>	
Water Enterprise Fund Allocation	(23,216)	(23,216)	(24,094)	(24,094)	(25,314)	(25,314)	(25,869)	(27,398)	(27,398)	
Sewer Enterprise Fund Allocation	(23,216)	(23,216)	(24,094)	(24,094)	(25,314)	(25,314)	(25,869)	(27,398)	(27,398)	
<b>Total Salaries Net of Allocations</b>	<b>297,698</b>	<b>297,657</b>	<b>333,401</b>	<b>333,384</b>	<b>314,399</b>	<b>314,398</b>	<b>331,881</b>	<b>345,342</b>	<b>345,342</b>	
<i>Operating</i>										
5270 Leases and Contracts	1,790	1,790	1,795	1,790	1,786	2,181	2,000	2,500	2,500	
5310 Professional Services	148,048	108,532	76,701	72,668	84,788	77,060	65,500	64,525	64,525	
5420 Office Supplies	13,476	8,705	13,522	7,976	11,048	5,902	9,450	10,420	10,420	
5429 Computer Equipment	-	-	-	-	-	-	-	-	-	-
5701 Travel	700	925	676	784	1,000	2,920	1,390	3,030	3,030	
5703 Dues and Memberships	530	620	760	795	760	795	765	605	605	
5790 Staff Development	390	325	390	459	450	1,377	390	1,040	1,040	
<b>Total Operating</b>	<b>164,934</b>	<b>120,898</b>	<b>93,844</b>	<b>84,472</b>	<b>99,832</b>	<b>90,235</b>	<b>79,495</b>	<b>82,120</b>	<b>82,120</b>	
Water Enterprise Fund Allocation	(16,493)	(16,493)	(8,715)	(8,715)	(8,753)	(8,753)	(7,950)	(8,212)	(8,212)	
Sewer Enterprise Fund Allocation	(16,493)	(16,493)	(8,715)	(8,715)	(8,753)	(8,753)	(7,950)	(8,212)	(8,212)	
<b>Total Operating Net of Allocations</b>	<b>131,948</b>	<b>87,912</b>	<b>76,414</b>	<b>67,042</b>	<b>82,326</b>	<b>72,729</b>	<b>63,595</b>	<b>65,696</b>	<b>65,696</b>	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	10,195	10,195	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,195</b>	<b>10,195</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Budget</b>	<b>509,064</b>	<b>464,988</b>	<b>475,433</b>	<b>466,044</b>	<b>475,054</b>	<b>465,456</b>	<b>463,114</b>	<b>482,258</b>	<b>482,258</b>	<b>-</b>
<b>Total Budget Net of Allocations</b>	<b>429,646</b>	<b>385,570</b>	<b>409,815</b>	<b>400,426</b>	<b>406,920</b>	<b>397,322</b>	<b>395,476</b>	<b>411,038</b>	<b>411,038</b>	<b>-</b>

Position	FY2016 BUDGETED	FY2017 BUDGETED	FY2018 BUDGETED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
	FTE	FTE	FTE	FTE	FTE	FTE	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	
<b>Total Staffing</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>

**FISCAL YEAR 2020  
TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED**

*Regular Salaries*

Name	Position	Ann. Date	Grade	Step	Base Salary	Certification	Longevity \$	Wage Def.
Jennifer Walsh (39.0)	Payroll Specialist	9/29/2014	B3	5	40,371			
Jennifer Walsh (13.2)		3/29/2020		6	14,456			
Jennifer Walsh	Longevity	9/29/2019					755	
Debra Gath	Collection Specialist	9/23/2000	B3	7	59,453		2,500	
Susan Gilbert	Senior Account Clerk	1/29/2007	B1	7	48,284		1,500	
Janice Metivier	Asst Treas/Coll	10/24/2011	8	10	81,367	1,000	1,000	
Kelly Odams	Treasurer/Collector	9/12/2011	10	10	96,702	1,000	1,000	
Mary Mazzipica (2.0)	Senior Account Clerk	1/13/2014	B1	6	1,779			
Mary Mazzipica (50.2)	step 7/13	7/13/2019		7	46,434			
Mary Mazzipica	Longevity	1/13/2019					1,000	
<b>Subtotal</b>					<b>388,846</b>	<b>2,000</b>	<b>7,755</b>	<b>-</b>
Extra Day (0.2)								
<b>388,846</b>					<b>388,846</b>	<b>2,000</b>	<b>7,755</b>	<b>-</b>

*Permanent Part-Time Salaries*

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

*Temporary Part-Time Salaries*

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

*Overtime*

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

*Sick-Buy Back*

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

*All Other*

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

<b>Department Total</b>					<b>388,846</b>	<b>2,000</b>	<b>7,755</b>	<b>-</b>
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FISCAL YEAR 2020

TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED

*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	59,453		2,500		61,953
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
<b>Subtotal</b>					<b>388,846</b>	<b>2,000</b>	<b>7,755</b>	<b>-</b>	<b>398,601</b>
Extra Day (0.2)									1,537
<b>388,846</b>					<b>388,846</b>	<b>2,000</b>	<b>7,755</b>	<b>-</b>	<b>400,138</b>

*Permanent Part-Time Salaries*

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

*Overtime*

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

*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>			388,846	2,000	7,755	-	400,138
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**FISCAL YEAR 2019  
TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION**

**Regular Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Certification	Longevity \$	Wage Def.	Total Salary
Jennifer Walsh (38.8)	Payroll Specialist	9/29/2014	B3	4	37,131				37,131
Jennifer Walsh (13.2)		3/29/2019		5	13,363				13,363
Debra Gath	Collection Specialist	9/23/2000	B3	7	58,144		2,500		60,644
	long 2000 to 2500 9/8				-				-
Susan Gilbert	Senior Account Clerk	1/29/2007	B1	7	47,221		1,500		48,721
	long 1000 to 1500 1/22/17				-				-
Janice Metivier	Asst Treas/Coll	10/24/2011	A	8/10	79,576	1,000	1,000		81,576
	long 1000 10/24				-				-
Kelly Odams	Treasurer/Collector	9/12/2011	A	10/10	95,574	1,000	1,000		97,574
	long 1000 9/12				-				-
Mary Mazzipica (1.8)	Senior Account Clerk	1/13/2014	B1	5	1,481				1,481
Mary Mazzipica (50.2)	step 7/13	7/13/2018		6	42,667				42,667
Mary Mazzipica	Longevity	1/13/2019			-		462		462
					-				-
<b>Total Regular Salaries</b>					375,157	2,000	6,000	-	383,619

**Permanent Part-Time Salaries**

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

**Overtime**

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

**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>								383,619
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**FISCAL YEAR 2018  
TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION**

**Regular Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Certification	Longevity \$	Wage Def.	Total Salary
Jennifer Walsh	Payroll Specialist	9/29/2014	B3	3	34,183				34,183
		3/29/2018		4	12,559				12,559
Debra Gath	Collection Specialist	9/23/2000	B3	7	56,726		377		57,103
	long 2000 to 2500 9/8						2,029		2,029
Susan Gilbert	Senior Account Clerk	1/29/2007	B1	7	46,069		1,500		47,569
	long 1000 to 1500 1/22/17								-
Janice Metivier	Asst Treas/Coll	10/24/2011	A	8/9	75,749	1,000	1,000		77,749
	long 1000 10/24								-
Kelly Odams	Treasurer/Collector	9/12/2011	A	10/9	90,008	1,000	1,000		92,008
	long 1000 9/12								-
Mary Mazzipica	Senior Account Clerk	1/13/2014	B1	4	1,227				1,227
	step 7/13	7/13/2017		5	40,600				40,600
									-
									-
<b>Total Regular Salaries</b>					357,121	2,000	5,906	-	365,027

**Permanent Part-Time Salaries**

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

**Overtime**

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

**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>								365,027
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**DESCRIPTION/DETAIL**

**TREASURER/COLLECTOR OPERATING**

*5310 Professional Services*

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
148,048	108,532	76,701	72,668	84,788	77,060	65,500	<b>64,525</b>	<b>64,525</b>

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*

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
13,476	8,705	13,522	7,976	11,048	5,902	9,450	<b>10,420</b>	<b>10,420</b>

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*

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	<b>FY2020 DEPT REQ</b>	<b>FY2020 TM REC</b>
-	-	-		-	-	-	-	-

Yearly Computer Replacement

*Total 5429 Computer Equipment:*

**DESCRIPTION/DETAIL**

**TREASURER/COLLECTOR OPERATING**

*5701 Travel*

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	<b>FY2020 DEPT REQ</b>	<b>FY2020 TM REC</b>
700	925	676	784	1,000	2,920	1,390	<b>3,030</b>	<b>3,030</b>

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*

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
530	620	760	795	760	795	765	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*

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	<b>FY2020 DEPT REQ</b>	<b>FY2020 TM REC</b>
390	325	390	459	450	1,377	390	<b>1,040</b>	<b>1,040</b>
			Staff Development				390	390
			MCTA Meeting/Classes				450	450
			EMCTA Meetings/Classes				200	200
						<i>Total 5790 Staff Development:</i>	1,040	1,040

