

TREASURER/COLLECTOR

	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC	FY2019 FIN COM REC
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Salaries

5111 Regular Salaries	336,246	334,609	344,089	344,089	363,423	363,406	365,018	374,468	374,468	
5112 Permanent Part-Time Salaries	-	-	-	-	-	-	-	-	-	
5120 Temp Part-Time Salaries	-	-	-	-	-	-	-	-	-	
5130 Overtime	500	466	41	-	-	-	-	-	-	
5160 Sick Leave Buy-Back	-	-	-	-	18,166	18,165	-	-	-	
5180 All Other	325	-	-	-	-	-	-	-	-	
Total Salaries	337,071	335,075	344,130	344,089	381,589	381,572	365,018	374,468	374,468	
Water Enterprise Fund Allocation	(22,504)	(22,504)	(23,216)	(23,216)	(24,094)	(24,094)	(25,314)	(25,869)	(25,869)	
Sewer Enterprise Fund Allocation	(22,504)	(22,504)	(23,216)	(23,216)	(24,094)	(24,094)	(25,314)	(25,869)	(25,869)	
Total Salaries Net of Allocations	292,063	290,067	297,698	297,657	333,401	333,384	314,390	322,730	322,730	

Operating

5240 Leases and Contracts	2,790	1,790	1,790	1,790	1,795	1,790	1,795	2,000	2,000	
5310 Professional Services	148,988	141,050	148,048	108,532	76,701	72,668	70,025	65,500	65,500	
5420 Office Supplies	17,388	11,638	13,476	8,705	13,522	7,976	13,500	9,450	9,450	
5429 Computer Equipment	-	-	-	-	-	-	-	-	-	
5701 Travel	676	239	700	925	676	784	1,000	1,390	1,390	
5703 Dues and Memberships	270	55	530	620	760	795	760	765	765	
5790 Staff Development	270	125	390	325	390	459	450	390	390	
Total Operating	170,382	154,898	164,934	120,898	93,844	84,472	87,530	79,495	79,495	
Water Enterprise Fund Allocation	(16,151)	(16,151)	(16,493)	(16,493)	(8,715)	(8,715)	(8,753)	(7,950)	(7,950)	
Sewer Enterprise Fund Allocation	(16,151)	(16,151)	(16,493)	(16,493)	(8,715)	(8,715)	(8,753)	(7,950)	(7,950)	
Total Operating Net of Allocations	138,080	122,596	131,948	87,912	76,414	67,042	70,024	63,595	63,595	

Capital Outlay

5833 Capital Outlay	-	-	-	-	-	-	12,145	-	-	
Total Capital Outlay	-	-	-	-	-	-	12,145	-	-	

Total Budget	507,453	489,973	509,064	464,988	475,433	466,044	464,693	453,963	453,963	-
Total Budget Net of Allocations	430,143	412,663	429,646	385,570	409,815	400,426	396,559	386,325	386,325	-

Position	FY2015 BUDGETED	FY2016 BUDGETED	FY2017 BUDGETED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC	FY2019 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	
Operations Assistant							
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 2019

TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Certification	Longevity \$	Wage Def.
Jennifer Walsh (38.8)	Payroll Specialist	9/29/2014	B3	4	36,225			
Jennifer Walsh (13.2)		3/29/2019		5	13,037			
Debra Gath	Collection Specialist	9/23/2000	B3	7	56,726		2,500	
	long 2000 to 2500 9/8							
Susan Gilbert	Senior Account Clerk	1/29/2007	B1	7	46,069		1,500	
	long 1000 to 1500 1/22/17							
Janice Metivier	Asst Treas/Coll	10/24/2011	A	8/10	77,635	1,000	1,000	
	long 1000 10/24							
Kelly Odams	Treasurer/Collector	9/12/2011	A	10/10	92,267	1,000	1,000	
	long 1000 9/12							
Mary Mazzipica (1.8)	Senior Account Clerk	1/13/2014	B1	5	1,444			
Mary Mazzipica (50.2)	step 7/13	7/13/2018		6	42,602			
Mary Mazzipica	Longevity	1/13/2019					462	
Total Regular Salaries					366,006	2,000	6,000	-

Permanent Part-Time Salaries

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

Temporary Part-Time Salaries

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

Overtime

Name	Position	Amount
Overtime		
Total Overtime		-

Sick-Buy Back

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

All Other

Name	Position	Amount
Out of Grade		
Total All Other		-

Department Total							
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**FISCAL YEAR 2019
TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

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	36,225				36,225
Jennifer Walsh (13.2)		3/29/2019		5	13,037				13,037
Debra Gath	Collection Specialist	9/23/2000	B3	7	56,726		2,500		59,226
	long 2000 to 2500 9/8								-
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	8/10	77,635	1,000	1,000		79,635
	long 1000 10/24								-
Kelly Odams	Treasurer/Collector	9/12/2011	A	10/10	92,267	1,000	1,000		94,267
	long 1000 9/12								-
Mary Mazzipica (1.8)	Senior Account Clerk	1/13/2014	B1	5	1,444				1,444
Mary Mazzipica (50.2)	step 7/13	7/13/2018		6	42,602				42,602
Mary Mazzipica	Longevity	1/13/2019					462		462
									-
Total Regular Salaries					366,006	2,000	6,000	-	374,468

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								374,468
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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	1,218				1,218
	step 7/13	7/13/2017		5	40,600				40,600
									-
									-
Total Regular Salaries					357,112	2,000	5,906	-	365,018

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								365,018
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**FISCAL YEAR 2017
TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Certification	Longevity \$	Wage Def.	Total Salary
Lucille Ewing	Payroll Specialist	6/11/2001	B3	7	16,054		582		16,636
	15.2 weeks in fy17								-
Debra Gath	Collection Specialist	9/23/2000	B3	7	55,343		2,000		57,343
Susan Gilbert	Senior Account Clerk	1/29/2007	B1	7	44,946		559		45,506
	long 1000 to 1500 1/22/17						661		661
Janice Metivier	Asst Treas/Coll	10/24/2011	A	8/8	72,107	1,000	690		73,797
	long 1000 10/24	36 wks. fy17							-
Kelly Odams	Treasurer/Collector	9/12/2011	A	10/8	85,664	1,000	805		87,469
	long 1000 9/12	42 wks. fy17							-
Mary Mazzipica	Senior Account Clerk	1/13/2014	B1	3	1,393				1,393
	step 7/13			4	35,850				35,850
									-
new employee	Est 43 wks.	1st step grade B3			44,769				44,769
Total Regular Salaries					356,126	2,000	5,297	-	363,423

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
Lucy 40% Of 1237.5	Payroll/Account	10/15/2016	66			211	13,941
Lucy vaca sep fy17 3mo			5			211	1,056
Lucy vaca accrued fy16			15			211	3,168
Total Sick-Buy Back							18,166

All Other

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

Department Total								381,589
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DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5270 Leases and Contracts

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
2,790	1,790	1,790	1,790	1,795	1,790	1,795	2,000	2,000

Copy Machine Lease Ricoh
New Machine in November 2017

2,000 2,000

Total 5270 Leases and Contracts: 2,000 2,000

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5310 Professional Services

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
148,988	141,050	148,048	108,532	76,701	72,668	70,025	65,500	65,500

MWPAT Water and Sewer Debt Administration fees	7,000	7,000
Kelley & Ryan-print and stuff RE,PP Bills including postage	41,000	41,000
Century Bank-Lockbox bill payment services	10,000	10,000
ADT	500	500
Invoice Cloud	3,000	3,000
Formax	2,000	2,000
Other	2,000	2,000

Total 5310 Professional Services: 65,500 65,500

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5420 Office Supplies

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
17,388	11,638	13,476	8,705	13,522	7,976	13,500	9,450	9,450

W.B. Mason	Paper, storage boxes, printer cartridges, shelves, misc. supplies	5,000	5,000
Ricoh	Toner cartridges mica & standard for check printing	2,000	2,000
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: 9,450 9,450

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5429 Computer Equipment

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
-		-	-	-		-	-	-

Yearly Computer Replacement

Total 5429 Computer Equipment:

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5701 Travel

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
676	239	700	925	676	784	1,000	1,390	1,390

Umass Conference, Mileage and meals
 These figures are based on 2 people for two rooms

Total 5701 Travel: 1,390 1,390.00

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5703 Dues and Memberships

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
270	55	530	620	760	795	760	765	765

MCTA Dues 2 people \$100.00 per person	200	200
EMCTA Dues	190	190
GFOA	250	250
Veribanc	125	125

Total 5703 Dues and Memberships: 765 765

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5790 Staff Development

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
270	125	390	325	390	459	450	390	390

Staff Development

390

390

Total 5790 Staff Development:

390

390

