

TREASURER/COLLECTOR	FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2017 DEPT REQ	FY2017 TM REC	FY2017 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	291,810	291,581	311,722	311,722	336,246	334,609	343,630	351,723	351,723	
5112 Permanent Part-Time Salaries	-	-	-	-	-	-	-	-	-	-
5120 Temp Part-Time Salaries	-	-	-	-	-	-	-	-	-	-
5130 Overtime	1,000	434	2,500	695	500	466	500	-	-	-
5160 Sick Leave Buy-Back	-	-	-	113	-	-	-	18,166	18,166	-
5180 All Other	325	146	325	-	325	-	-	-	-	-
Total Salaries	293,135	292,161	314,547	312,529	337,071	335,075	344,130	369,889	369,889	
Water Enterprise Fund Allocation	(17,932)	(17,932)	(18,798)	(18,798)	(22,504)	(22,504)	(23,216)	(24,094)	(24,094)	
Sewer Enterprise Fund Allocation	(17,932)	(17,932)	(18,798)	(18,798)	(22,504)	(22,504)	(23,216)	(24,094)	(24,094)	
Total Salaries Net of Allocations	257,271	256,297	276,951	274,933	292,063	290,067	297,698	321,701	321,701	
<i>Operating</i>										
5240 Leases and Contracts	1,196	-	2,044	2,044	2,790	-	1,790	1,795	1,795	
5310 Professional Services	123,803	113,740	102,277	102,266	148,988	142,841	148,048	70,025	70,025	
5420 Office Supplies	13,633	12,073	31,998	31,348	17,388	11,638	13,500	13,500	13,500	
5429 Computer Equipment	-	-	-	-	-	-	-	-	-	-
5431 Scanners	-	-	-	-	-	-	-	-	-	-
5701 Travel	656	653	676	648	676	239	676	676	676	
5703 Dues and Memberships	635	230	715	715	270	55	530	760	760	
5790 Staff Development	264	84	270	180	270	125	390	390	390	
Total Operating	140,187	126,779	137,981	137,202	170,382	154,898	164,934	87,146	87,146	
Water Enterprise Fund Allocation	(9,450)	(9,450)	(10,023)	(10,023)	(16,151)	(16,151)	(16,493)	(8,715)	(8,715)	
Sewer Enterprise Fund Allocation	(9,450)	(9,450)	(10,023)	(10,023)	(16,151)	(16,151)	(16,493)	(8,715)	(8,715)	
Total Operating Net of Allocations	121,287	107,879	117,935	117,156	138,080	122,596	131,948	69,716	69,716	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Capital Outlay	-	-	-							
Total Budget	433,321	418,939	452,528	449,731	507,453	489,973	509,064	457,035	457,035	-
Total Budget Net of Allocations	378,557	364,175	394,886	392,089	430,143	412,663	429,646	391,417	391,417	-

Position	FY2013 BUDGETED FTE	FY2014 BUDGETED FTE	FY2015 BUDGETED FTE	FY2016 BUDGETED FTE	FY2017 DEPT REQ FTE	FY2017 TM REC FTE	FY2017 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	
Total Staffing	6	6	7	7	7	7	0

**FISCAL YEAR 2017
TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	CERT	Longevity \$	Wage Def.
Lucille Ewing	Payroll Specialist	6/11/2001	B3	7	16,054			582	
	15.2 weeks in fy17								
Debra Gath	Collection Specialist	9/23/2000	B3	7	55,343			2,000	
Susan Gilbert	Senior Account Clerk	1/29/2007	B1	7	44,946			559	
	long 1000 to 1500 1/22/17							661	
Janice Metivier	Asst Treas/Coll	10/24/2011	A	8/8	72,107		1,000	690	
	long 1000 10/24	36 wks fy17							
Kelly Odams	Treasurer/Collector	9/12/2011	A	10/8	85,664		1,000	805	
	long 1000 9/12	42 wks fy17							
Mary Mazzipica	Senior Account Clerk	1/13/2014	B1	3	1,393				
	step 7/13			4	35,850				
new employee	est 43 wks	1st step grade B3			33,069				
Total Regular Salaries					344,426		2,000	5,297	-

Permanent Part-Time Salaries

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

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	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.
Lucy 40% Of 1237.5	Payroll/Account	10/15/2016	66			211
Lucy vaca sep fy17 3mo			5			211
Lucy vaca accrued fy16			15			211
Total Sick-Buy Back						

All Other

Name	Position	Amount
Out of Grade		
Total All Other		-

Department Total								
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**FISCAL YEAR 2017
TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	CERT	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			33,069					33,069
Total Regular Salaries					344,426		2,000	5,297	-	351,723

Permanent Part-Time Salaries

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

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	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										369,889
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**FISCAL YEAR 2016
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	53,992		1,527	-	55,519
Debra Gath	Collection Specialist	9/23/2000	B3	7	53,992		2,000	-	55,992
Susan Gilbert	Senior Account Clerk	1/29/2007	B1	7	43,850		1,500		45,350
Janice Metivier	Asst Treas/Coll	10/24/2011			68,633		1,000		69,633
Kelly Odams	Treasurer/Collector	9/12/2011			81,536		1,000		82,536
Mary Mazzipica	Senior Account Clerk	1/13/2014	B1	2	17,541				17,541
				3	17,059				17,059
									-
									-
Total Regular Salaries					336,603		7,027	-	343,630

Permanent Part-Time Salaries

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

Temporary Part-Time Salaries

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

Overtime

Name	Position				Amount				Total Benefit
Overtime					500				500
Total Overtime					500				500

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									344,130
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**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
									-
									-
Total Regular Salaries					327,902		6,500	1,844	336,246.00

Permanent Part-Time Salaries

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

Temporary Part-Time Salaries

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

Overtime

Name	Position				Amount				Total Benefit
Overtime					500				500
Total Overtime					500				500

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					325			325
Total All Other					325			325

Department Total									337,071
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DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5270 Leases and Contracts

FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2017 DEPT REQ	FY2017 TM REC
1,196	-	2,044	2,044	2,790	-	1,790	1,795	1,795

Copy Machine Lease Bank of America 1,795 1,795

Total 5270 Leases and Contracts: 1,795 1,795

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5310 Professional Services

FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2017 DEPT REQ	FY2017 TM REC
123,803	113,740	102,277	102,266	148,988	142,841	148,048	70,025	70,025

Tyler forms	3,000	3,000
MWPAT Water and Sewer Debt Administration fees	10,000	10,000
Kelley & Ryan-print and stuff RE,PP Bills including postage	40,000	40,000
Lockbox bill payment services	10,000	10,000
ADT	415	415
Veribanc	125	125
Invoice Cloud	1,500	1,500
University Conference	190	190
Formax	1,795	1,795
Other	3,000	3,000

Total 5310 Professional Services: 70,025.00 70,025.00

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5420 Office Supplies

FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2017 DEPT REQ	FY2017 TM REC
13,633	12,073	31,998	31,348	17,388	11,638	13,500	13,500	13,500

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

FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2017 DEPT REQ	FY2017 TM REC
-		-	-	-		-	-	-

Yearly Computer Replacement

Total 5429 Computer Equipment: - -

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5701 Travel

FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2017 DEPT REQ	FY2017 TM REC
656	653	676	648	676	239	676	676	676

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

Total 5701 Travel: 676 676.00

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5703 Dues and Memberships

FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2017 DEPT REQ	FY2017 TM REC
635	230	715	715	270	55	530	760	760

MCTA Dues 2 people \$100.00 per person	200	200
EMCTA Dues & Meetings	185	185
GFOA	250	250
Veribanc	125	125

Possibility of increase in dues.

Total 5703 Dues and Memberships: 760 760

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5790 Staff Development

FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2017 DEPT REQ	FY2017 TM REC
264	84	270	180	270	125	390	390	390

MTCA conferences \$95.00 per person per conference
 2 conferences - 2 people
 EMCTA Seasonal Meeting - 2 people

Total 5790 Staff Development: 390 390

DESCRIPTION/DETAIL

TREASURER/COLLECTOR

5814 Capital Outlay

FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2017 DEPT REQ	FY2017 TM REC
-		-	-	-		-	-	-

Total 5833 Capital Outlay: - -