

TREASURER/COLLECTOR

	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	383,619	380,635	388,263	388,263	361,842	361,839	377,454	396,432	396,432	
5112 Permanent Part-Time Salaries	-	-	-	-	-	-	-	-	-	
5120 Temp Part-Time Salaries	-	-	-	-	28,920	7,667	5,000	5,000	5,000	
5130 Overtime	-	-	-	-	-	-	2,000	2,000	2,000	
5160 Sick Leave Buy-Back	-	-	-	-	-	-	-	-	-	
5180 All Other	-	-	-	-	-	-	-	-	-	
Total Salaries	365,027	365,026	383,619	380,635	390,762	369,506	384,454	403,432	403,432	
Water Enterprise Fund Allocation	(25,869)	(25,869)	(27,398)	(27,398)	(25,244)	(25,244)	(24,622)	(26,238)	(26,238)	
Sewer Enterprise Fund Allocation	(25,869)	(25,869)	(27,398)	(27,398)	(25,244)	(25,244)	(24,622)	(26,238)	(26,238)	
Total Salaries Net of Allocations	313,289	313,288	328,823	325,839	340,274	319,018	335,210	350,956	350,956	
<i>Operating</i>										
5270 Leases and Contracts	2,000	2,000	2,486	1,889	3,474	3,474	2,620	2,870	2,870	
5310 Professional Services	68,865	63,687	79,691	64,106	67,289	66,516	74,525	71,125	71,125	
5420 Office Supplies	12,950	11,063	12,470	8,953	10,420	10,420	10,420	10,420	10,420	
5429 Computer Equipment	-	-	-	-	-	-	-	-	-	
5701 Travel	1,390	1,390	3,030	516	2,176	2,164	3,030	3,030	3,030	
5703 Dues and Memberships	765	575	605	575	605	605	605	630	630	
5790 Staff Development	390	90	1,040	250	1,040	277	1,040	1,040	1,040	
Total Operating	86,360	78,805	99,322	76,289	85,004	83,455	92,240	89,115	89,115	
Water Enterprise Fund Allocation	(7,950)	(7,950)	(8,212)	(8,212)	(8,224)	(8,224)	(8,224)	(8,912)	(8,912)	
Sewer Enterprise Fund Allocation	(7,950)	(7,950)	(8,212)	(8,212)	(8,224)	(8,224)	(8,224)	(8,912)	(8,912)	
Total Operating Net of Allocations	70,460	62,905	82,898	59,865	68,556	67,007	75,792	71,291	71,291	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	
Total Capital Outlay	-	-								
Total Budget	451,387	443,831	482,941	456,924	475,766	452,961	476,694	492,547	492,547	-
Total Budget Net of Allocations	383,749	376,193	411,721	385,704	408,830	386,025	411,002	422,247	422,247	-

Position	FY2019	FY2020	FY2021	FY2022	FY2023	FY2023	FY2023
	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	1
Asst.Treasurer/Collector	1	1	1	1	1	1	1
Payroll Specialist	1	1	1	1	1	1	1
Senior Account Clerk	2	2	2	2	2	2	2
Collection Specialist	1	1	1	1	1	1	1
Total Staffing	6	6	6	6	6	6	0

FISCAL YEAR 2023
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	8	107,236	1,000	1,600		109,836
Denise Salemm (30.6)	Asst/Treas Collector	2/1/2020	9	4	43,988				43,988
(21.6)			9	5	31,823				31,823
Diane Catyb (22.0)	Payroll Specialist	12/2/2019	B3	6	25,757				25,757
(30.2)			B3	7	36,770				36,770
Pamela Sarraf (50)	Senior Account Clark	6/16/2020	B1	4	42,485				42,485
(2.2)			B1	5	1,978				1,978
Lydia Florino (7.6)	Senior Account Clerk	8/24/2020	B1	3	6,104				6,104
(44.6)				4	37,897				37,897
Mary Mazzipica (1.6)	Head Account Clerk	1/13/2014	B2	6	1,735		1,000		2,735
Mary Mazzipica (50.60)	step 7/13	7/13/2020	B2	7	57,059				57,059
									-
Subtotal					392,832	1,000	2,600		396,432
					392,832	1,000	2,600	-	396,432

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			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				399,832	1,000	2,600	-	403,432
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FISCAL YEAR 2023
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	8	107,236	1,000	1,600		109,836
Denise Salemme (30.6)	Asst/Treas Collector	2/1/2020	9	4	43,988				43,988
(21.6)			9	5	31,823				31,823
Diane Catyb (22.0)	Payroll Specialist	12/2/2019	B3	6	25,757				25,757
(30.2)			B3	7	36,770				36,770
Pamela Sarraf (50)	Senior Account Clerk	6/16/2020	B1	4	42,485				42,485
(2.2)			B1	5	1,978				1,978
Lydia Florino (7.6)	Senior Account Clerk	8/24/2020	B1	3	6,104				6,104
(44.6)				4	37,897				37,897
Mary Mazzipica (1.6)	Head Account Clerk	1/13/2014	B2	6	1,735		1,000		2,735
Mary Mazzipica (50.60)	step 7/13	7/13/2020	B2	7	57,059				57,059
									-
Subtotal					392,832	1,000	2,600		396,432
					392,832	1,000	2,600	-	396,432

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		399,832	1,000	2,600	-	403,432
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**FISCAL YEAR 2022
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	11	7	102,329	1,000	1,267		104,596
Denise Salemm (30.8 (21.4)	Asst/Treas Collector	2/1/2020	8	3	43,301				43,301
			8	4	30,836				30,836
Diane Catyb (22.2) (30.0)	Payroll Specialist	12/2/2019	B3	5	24,027				24,027
			B3	6	34,350				34,350
Pamela Sarraf (49) (3.2)	Senior Account Clark	6/16/2020	B1	3	38,491				38,491
			B1	4	2,660				2,660
Lydia Florino (7.8) (44.4)	Senior Account Clerk	8/24/2020	B1	2	5,791		-		5,791
				3	34,877				34,877
Mary Mazzipica (1.0)	Head Account Clerk	1/13/2014	B2	5	1,060		1,000		2,060
Mary Mazzipica (51.2)	step 7/13	7/13/2020	B2	6	56,466				56,466
									-
Subtotal					374,187	-	2,267	-	377,454
					374,187	-	2,267	-	377,454

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	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					376,187	-	2,267	-	384,454
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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	\$ 103,633	\$ 1,000	\$ 1,000		\$ 105,633
Denise Salemme (35.2)	Asst/Treas Collector		8	3	\$ 47,225				\$ 47,225
Denise Salemme (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					\$ 358,842	\$ 1,000	\$ 2,000	\$ -	\$ 361,842
					\$ 358,842	\$ 1,000	\$ 2,000	\$ -	\$ 361,842

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				\$ 28,920			\$ 28,920
Total Temporary Part-Time Salaries								\$ 28,920

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				\$ 358,842	\$ 1,000	\$ 2,000	\$ -	\$ 390,762
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DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5270 Leases and Contracts

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
2,000	2,000	2,486	1,889	3,474	3,474	2,620	2,870	2,870

Copy Machine Lease Ricoh	billed 12X/yr	1,920	1,920
Pitney Postage Meter Lease	billed 4X/yr	950	950

Total 5270 Leases and Contracts: 2,870 2,870

*Pitney Bowes increase-last year was calculated in error for 3X/year. It is actually 4X/year

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5310 Professional Services

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
68,865	63,687	79,691	64,106	67,289	66,516	74,525	71,125	71,125

MWPAT Water 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	5,100	5,100
Formax	2,000	2,000
Cabot-Insurance on foreclosed properties	3,000	3,000
Other-Bank Fees	500	500
Payroll Support and Training	5,000	5,000

Total 5310 Professional Services: 71,125 71,125

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5420 Office Supplies

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
12,950	11,063	12,470	8,953	10,420	10,420	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

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
-	-	-	-	-	-	-	-	-

Yearly Computer Replacement

Total 5429 Computer Equipment:

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5701 Travel

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
1,390	1,390	3,030	516	2,176	2,164	3,030	3,030	3,030

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

3,030 3,030

Total 5701 Travel: 3,030 3,030.00

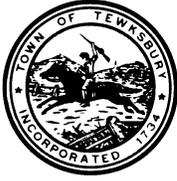
DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5790 Staff Development

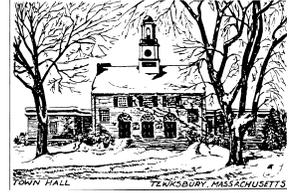
FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
390	90	1,040	250	1,040	277	1,040	1,040	1,040

Staff Development	390	390
MCTA Meeting/Classes	450	450
EMCTA Meetings/Classes	200	200
<i>Total 5790 Staff Development:</i>	1,040	1,040



TOWN OF TEWKSBURY

TOWN HALL
11 TOWN HALL AVE
TEWKSBURY, MASSACHUSETTS 01876



OFFICE OF TREASURER

KELLY L. ODAMS
TREASURER/COLLECTOR

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TREASURER/COLLECTOR DEPARTMENT

To: Richard Montuori, Town Manager
From: Kelly Odams, Treasurer/Collector
Re: FY2023 Treasurer/Collector Budgets & Priorities
Date: November 19, 2021

Please find the attached FY2023 Budget Requests and Personnel Sheets for the Treasurer/Collector Department.

The Treasurer/Collector's FY2023 Budget Request is increasing by 7.48%. Total salaries are increasing by 8.41% and total operating is only increasing by 2.85%. Salary increase were adjusted for Cost of Living and Step increases for all positions. The slight increase in total operating cost is for leased equipment contracts for our copy machine and postage meter as well as in the Dues & Memberships for an additional person.

At this time, the Treasurer/Collector has no unfunded priorities for FY2023.