

TOWN CLERK	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC	FY2026 FIN COM REC
<i>Salaries</i>										
5111Regular	290,846	289,931	274,591	262,125	287,337	285,840	299,384	314,740	314,740	
5112Permanent Part-Time	-	-	-	-	-	-	-	-	-	-
5120Temporary Part-Time	-	-	-	-	-	-	-	-	-	-
5130Overtime	-	-	-	-	-	-	-	-	-	-
5130Sick Leave Buy Back	15,400	9,341	2,116	2,116	2,220	2,220	2,278	2,399	2,399	
Total Salaries	306,246	299,272	276,707	264,240	289,557	288,060	301,662	317,139	317,139	
<i>Operating</i>										
5240Repairs and Maintenance	800	-	479	190	800	-	800	800	800	
5270Leases and Contracts	2,016	2,016	2,016	2,016	3,591	3,420	2,640	2,640	2,640	
5310Professional Services	15,992	12,838	17,940	14,673	17,114	13,038	20,140	21,200	21,200	
5340Communications	-	-	-	-	-	-	-	-	-	-
5420Office Supplies	1,600	1,547	1,133	955	1,600	520	1,600	1,600	1,600	
5431Other Equipment	-	-	-	-	-	-	-	-	-	-
5701Travel	400	59	400	327	400	200	400	400	400	
5703Dues and Memberships	445	425	450	450	475	475	465	475	475	
5790Staff Development	1,200	190	1,501	1,501	1,180	325	1,200	1,200	1,200	
Total Operating	22,453	17,075	23,919	20,112	25,160	17,978	27,245	28,315	28,315	
<i>Capital Outlay</i>										
5833Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Capital Outlay	-	-	-							
Total Budget	328,699	316,347	300,626	284,352	314,717	306,038	328,907	345,454	345,454	

Position	FY2022 BUDGETED FTE	FY2023 BUDGETED FTE	FY2024 BUDGETED FTE	FY2025 BUDGETED FTE	FY2026 DEPT REQ FTE	FY2026 TM REC FTE	FY2026 FIN COM REC FTE
Town Clerk - 40 hrs.	1	1	1	1	1	1	
Asst. Town Clerk - 40 hrs.	1	1	1	1	1	1	
Head Account Clerk - 37.5 hrs.			1	1	1	1	
Sr. Account Clerk - 37.5 hrs.	2	2	1	1	1	1	
Total Staffing	4	4	4	4	4	4	-

FISCAL YEAR 2026
TOWN CLERK DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Denise Graffeo	Town Clerk	2/22/2004	11	10	\$ 121,035		\$ 3,200		\$ 124,235
Denise Graffeo	Certification	12/31/1899	-	-	1,000				1,000
Sarah McMullen	Asst. Town Clerk	8/27/2018	8	2	76,729		1,500		78,229
Tracy D'Ampolo	Head Account Clerk	7/14/2022	1	5	32,615				32,615
Tracy D'Ampolo	Head Account Clerk	12/31/1899	1	6	29,316				29,316
Kerri DeSisto	Sr. Account Clerk	6/6/2022	1	3	20,447				20,447
Kerri DeSisto	Sr. Account Clerk	6/6/2022	1	4	28,783		115		28,898
Total Regular Salaries					\$ 309,925		\$ 4,700	\$ -	\$ 314,740

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
									-
Total Overtime					-				-

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Denise Graffeo	Town Clerk			5	\$ 125,235	\$ 2,399	\$ 480	\$ 2,399
Total Sick Leave Buy-Back								\$ 2,399

Department Total									\$ 317,139
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Kerri step increase due 12/6/23				
22.4 weeks at step 2	\$	40,517.00	\$ 17,386.61	22.4
29.8 weeks at step 3	\$	42,870.00	<u>\$ 24,473.68</u>	29.8
			\$ 41,860.28	
Tracy step increase - 1/14/24				
28 weeks at step 4	\$	51,692.00	\$ 27,727.51	28
24.2 weeks at step 5	\$	54,703.00	<u>\$ 25,360.39</u>	24.2
			\$ 53,087.90	

**FISCAL YEAR 2026
TOWN CLERK DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary	FY25 Budget	Budget Chg	% Chg
Denise Graffeo	Town Clerk	2/22/2004	11	10	\$ 121,035		\$ 3,200		\$ 124,235	121,083.00	\$ 3,152.01	2.60%
Denise Graffeo	Certification		-	-	1,000				1,000	1,000.00	\$ -	0.00%
Sarah McMullen	Asst. Town Clerk	8/27/2018	8	2	76,729		1,500		78,229	74,329.00	\$ 3,900.44	5.25%
Tracy D'Ampolo	Head Account Clerk	7/14/2022	1	5	32,615				32,615	30,077.00	\$ 2,538.35	8.44%
Tracy D'Ampolo	Head Account Clerk		1	6	29,316				29,316	27,501.00	\$ 1,814.67	6.60%
Kerri DeSisto	Sr. Account Clerk	6/6/2022	1	3	20,447				20,447	18,856.00	\$ 1,590.77	8.44%
Kerri DeSisto	Sr. Account Clerk	6/6/2022	1	4	28,783		115		28,898	26,538.00	\$ 2,359.68	8.89%
									-			
Total Regular Salaries					\$ 309,925		\$ 4,700	\$ -	\$ 314,740	299,384.00	\$ 15,355.92	5.13%

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
			-
Total Overtime			-

Sick Leave Buy Back

Name	Position	Retirement Date	# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Denise Graffeo	Town Clerk		5	\$ 125,235	\$ 2,399	\$ 480	\$ 2,399
Total Sick Leave Buy-Back							\$ 2,399

Department Total					\$ 317,139	\$ 301,662.00	\$ 15,477.06	5.13%
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FISCAL YEAR 2025
TOWN CLERK DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Denise Graffeo	Town Clerk	2/22/2004	11	10	118,083		3,000		121,083
Denise Graffeo	Certification		-	-	1,000				1,000
Sarah McMullen	Asst. Town Clerk	8/27/2018	8	1	73,029		1,300		74,329
Tracy D'Ampolo	Head Account Clerk	7/14/2022	1	5	30,077				30,077
Tracy D'Ampolo	Head Account Clerk		1	6	27,501				27,501
Kerri DeSisto	Sr. Account Clerk	6/6/2022	1	3	18,856				18,856
Kerri DeSisto	Sr. Account Clerk	6/6/2022	1	4	26,538				26,538
Total Regular Salaries					295,084		4,300	-	299,384

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
									-
Total Overtime					-				-

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Denise Graffeo	Town Clerk							2,278
Total Sick Leave Buy-Back								2,278

Department Total									301,662
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Kerri step increase due 12/6/23				
22.4 weeks at step 2	\$	40,517.00	\$ 17,386.61	22.4
29.8 weeks at step 3	\$	42,870.00	<u>\$ 24,473.68</u>	29.8
			\$ 41,860.28	
Tracy step increase - 1/14/24				
28 weeks at step 4	\$	51,692.00	\$ 27,727.51	28
24.2 weeks at step 5	\$	54,703.00	<u>\$ 25,360.39</u>	24.2
			\$ 53,087.90	

**FISCAL YEAR 2024
TOWN CLERK DEPARTMENT SALARY INFORMATION**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Denise Graffeo	Town Clerk	2/22/2004	11	9	112,388		2,500		114,888
Denise Graffeo	Certification		-	-	1,000				1,000
Sarah McMullen	Asst. Town Clerk	8/27/2018	7	6	75,501		1,000		76,501
Tracy D'Ampolo	Head Account Clerk	7/14/2022	1	4	27,728				27,728
Tracy D'Ampolo	Head Account Clerk		1	5	25,360				25,360
Kerri DeSisto	Sr. Account Clerk	6/6/2022	1	2	17,387				17,387
Kerri DeSisto	Sr. Account Clerk	6/6/2022	1	3	24,474				24,474
Total Regular Salaries					283,837		3,500	-	287,337

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
									-
Total Overtime					-				-

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Denise Graffeo	Town Clerk			5	\$ 115,888	2,220	444.02	2,220
Total Sick Leave Buy-Back								2,220

Department Total									289,557
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8 weeks at step 5	\$	46,933.00	\$	7,192.80
44.2 weeks at step 6	\$	49,633.00	\$	<u>42,026.41</u>
			\$	49,219.21

S McMullen step increase due 8/27/21

8.2 weeks at step 4	\$	42,424.00	\$	6,664.31
44 weeks at step 5	\$	44,890.00	\$	<u>37,838.31</u>
			\$	44,502.62
			\$	82,340.93

DESCRIPTION/DETAIL

TOWN CLERK OPERATING

5240 Repairs and Maintenance

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC
800	-	479	190	800	-	800	800	800

Town Seal repair, Time Stamp, Typewriter, Shredder, Desktop Printers

800

800

Total 5240 Repairs and Maintenance:

800

800

DESCRIPTION/DETAIL

TOWN CLERK OPERATING

5270Leases and Contracts:

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC	Budget Chg	% Chg
2,016	2,016	2,016	2,016	3,591	3,420	2,640	2,640	2,640	\$ -	0.00%

Toshiba Copier Lease Agreement - Color - Per Usage Estimate \$220/month 2,640 2,640

Total 5270 Leases and Contracts: 2,640 2,640

DESCRIPTION/DETAIL

TOWN CLERK OPERATING

5340 Communications

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC
-		-	-	-	-	-	-	-

Total 5340 Communications: - -

DESCRIPTION/DETAIL

TOWN CLERK OPERATING
5420 Office Supplies

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC	Budget Chg	% Chg
1,600	1,547	1,133	955	1,600	520	1,600	1,600	1,600	\$ -	0.00%

Copy Paper, Bond Paper for Vital Records, Toner, Binders, Filing Materials, Envelopes, writing materials 1,600 1,600

Total 5420 Office Supplies: 1,600 1,600

DESCRIPTION/DETAIL

TOWN CLERK OPERATING

5701 Travel

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC	Budget Chg	% Chg
400	59	400	327	400	200	400	400	400	-	0.00%
Travel to and from various Town Clerk organization's meetings, conferences, and certification programs							400	400		
<i>Total 5701 Travel:</i>							400	400		

DESCRIPTION/DETAIL

TOWN CLERK OPERATING

5703 Dues and Memberships

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC
445	425	450	450	475	475	465	475	475

MA Town Clerk Association	475	475
International Institute of City and Town Clerks		
Middlesex City and Town Clerk Association		
New England Town Clerk Assoc.		

Total 5703 Dues and Memberships: 475 475

DESCRIPTION/DETAIL

TOWN CLERK OPERATING

5790 Staff Development

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC
1,200	190	1,501	1,501	1,180	325	1,200	1,200	1,200

MA Town Clerk Assoc conferences	200	200
Middlesex City & Town Clerk Assoc. meetings		
New England Assoc. City & Town Clerk conferences		
NEMCI MMC Certification Program	1,000	1,000
MCPPO Training and Certification Programs		
<i>Total 5790 Staff Development:</i>	1,200	1,200

