

TREASURER/COLLECTOR	FY2022	FY2022	FY2023	FY2023	FY2024	FY2024	FY2025	FY2026	FY2026	FY2026	Budget Chg	% Chg
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC		
<i>Salaries</i>												
5111Regular Salaries	381,098.29	381,098.29	401,410.00	399,827.76	415,752	370,611	387,447	403,292	403,292		15,845	4.09%
5112Permanent Part-Time Salaries	-	-	-	-	-	-	-	-	-			
5120Temp Part-Time Salaries	5,000	3,777	6,000	5,011	25,000	16,888	5,000	5,000	5,000		-	0.00%
5130Overtime	2,000	408	1,000	-	1,000	-	2,000	-	-		(2,000.0)	-100.00%
5160Sick Leave Buy-Back	-	-	-	-	-	-	-	-	-			
5180All Other	-	-	-	-	1,000	348	-	-	-			
Total Salaries	388,098	385,284	408,410	404,839	442,752	387,847	394,447	408,292	408,292		13,844.8	3.51%
Water Enterprise Fund Allocation	(24,622)	(24,622)	(26,238)	(26,238)	(29,762)	(29,762)	(24,735)	(26,256)	(26,256)		(1,521.0)	6.15%
Sewer Enterprise Fund Allocation	(24,622)	(24,622)	(26,238)	(26,238)	(29,762)	(29,762)	(24,735)	(26,256)	(26,256)		(1,521.0)	6.15%
Total Salaries Net of Allocations	338,854	336,040	355,934	352,363	383,228	328,323	344,977	355,780	355,780		10,802.8	3.13%
<i>Operating</i>												
5270Leases and Contracts	3,477	2,777	3,473	3,278	4,400	2,917	4,400	4,400	4,400		-	0.00%
5310Professional Services	83,774	76,336	76,083	66,520	67,688	62,193	66,200	73,200	73,200		7,000.0	10.57%
5420Office Supplies	10,814	8,473	10,504	8,111	10,420	6,346	10,420	10,420	10,420		-	0.00%
5429Computer Equipment	-	-	-	-	-	-	-	-	-		-	
5701Travel	3,030	1,358	3,030	712	3,030	1,745	3,030	3,030	3,030		-	0.00%
5703Dues and Memberships	605	455	630	200	255	235	255	255	255		-	0.00%
5790Staff Development	1,040	-	1,040	95	1,040	-	1,040	1,040	1,040		-	0.00%
Total Operating	102,741	89,400	94,760	78,916	86,833	73,436	85,345	92,345	92,345		7,000.0	8.20%
Water Enterprise Fund Allocation	(8,224)	(8,224)	(8,912)	(8,912)	(8,535)	(8,535)	(8,535)	(9,235)	(9,235)		(699.5)	8.20%
Sewer Enterprise Fund Allocation	(8,224)	(8,224)	(8,912)	(8,912)	(8,535)	(8,535)	(8,535)	(9,235)	(9,235)		(699.5)	8.20%
Total Operating Net of Allocations	86,293	72,952	76,936	61,092	69,763	56,366	68,275	73,876	73,876		5,601.0	8.20%
<i>Capital Outlay</i>												
5833Capital Outlay	-	-	-	-	-	-	-	-	-			
Total Capital Outlay	-											
Total Budget	490,839	474,684	503,170	483,754	529,585	461,283	479,792	500,637	500,637		20,844.8	4.34%
Total Budget Net of Allocations	425,147	408,992	432,870	413,454	452,991	384,689	413,252	429,656	429,656		16,403.8	3.97%

Position	FY2022	FY2023	FY2024	FY2025	FY2026	FY2026	FY2026
	BUDGETED	BUDGETED	BUDGETED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
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	1	1	1	1
Collection Specialist	1	1	1	1	1	1	1
Total Staffing	6	6	6	5	5	5	0

FISCAL YEAR 2026

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	10	121,035	1,000	2,200		124,235
Lydia Florino	Asst/Treas Collector	2/24/2020 Step 07/01	8	4	80,611	-	1,500		82,111
					-	-	-		-
Karen Doyle	Payroll Specialist	8/16/2022	B3	7	68,277	-	-		68,277
					-	-	-		-
Mary Mazzipica	Head Account Clerk	1/13/2014	B2	7	63,235	-	2,200		65,435
					-	-	-		-
Melanie De La Cruz	Head Account Clerk	11/28/2023	B2	7	63,235	-	-		63,235
					-	-	-		-
Total Regular Salaries					396,392	1,000	5,900	-	403,292

FY25	Budget Chg	% Chg
121,082.94	3,152.07	2.60%
76,738.45	5,372.35	7.00%
66,611.68	1,665.04	2.50%
63,993.64	1,440.98	2.25%
59,020	4,214.33	7.14%
387,447	15,844.76	4.09%

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
Total Temporary Part-Time Salaries					-			5,000

5,000	-	0.00%
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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		396,392	1,000	5,900	-	408,292
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394,447	13,844.76	3.51%
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FISCAL YEAR 2026

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	10	121,035	1,000	2,200		124,235
		Step 7/1							
Lydia Florino	Asst/Treas Collector	2/24/2020	8	4	80,611		1,500		82,111
		Step 07/01							
Karen Doyle	Payroll Specialist	8/16/2022	B3	7	68,277				68,277
									-
Mary Mazzipica	Head Account Clerk	1/13/2014	B2	7	63,235		2,200		65,435
									-
Melanie De La Cruz	Head Account Clerk	11/28/2023	B2	7	63,235				63,235
									-
Total Regular Salaries					396,392	1,000	5,900	-	403,292

FY25	Budget Chg	% Chg
121,082.94	3,152.07	2.60%
76,738.45	5,372.35	7.00%
66,611.68	1,665.04	2.50%
63,993.64	1,440.98	2.25%
59,020.29	4,214.33	7.14%
387,447.00	15,844.76	4.09%

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
Total Temporary Part-Time Salaries					-			5,000

5,000.00	-	0.00%
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Overtime

Name	Position	Amount	Total Benefit
Overtime		-	-
Total Overtime		-	-

2,000.00	(2,000.00)	#DIV/0!
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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		396,392	1,000	5,900	-	408,292
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394,447.00	13,844.76	3.51%
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FISCAL YEAR 2025

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	10	118,083	1,000	2,000		121,083
		Step 7/1							
Lydia Florino	Asst/Treas Collector	2/24/2020	8	3	76,738				76,738
		Step 07/01							
Karen Doyle	Payroll Specialist	8/16/2022	B3	7	66,612				66,612
									-
Mary Mazzipica	Head Account Clerk	1/13/2014	B2	7	61,994		2,000		63,994
									-
Melanie De La Cruz	Head Account Clerk	11/28/2023	B2	6	59,020				59,020
									-
Total Regular Salaries					382,447	1,000	4,000	-	387,447

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
Total Temporary Part-Time Salaries					-			5,000

Overtime

Name	Position	Amount	Total Benefit
Overtime		-	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										-
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All Other

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

Department Total					382,447	1,000	4,000	-	394,447
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**FISCAL YEAR 2024
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	9	112,388	1,000	1,700		115,088
		Step 7/1							
Denise Salemme	Asst/Treas Collector	2/1/2020	8	8	84,668				84,668
		Step 07/01							
Karen Doyle	Payroll Specialist	8/16/2022	B3	7	64,987				64,987
									-
Mary Mazzipica	Head Account Clerk	1/13/2014	B2	7	60,188		1,000		61,188
									-
Lydia Florino	Head Account Clerk	8/24/2020	B2	6	37,874				37,874
									-
Melanie De La Cruz(2)	Senior Clerk	11/28/2023	B1	6	20,806				20,806
Melanie De La Cruz(3)				7	31,141				31,141
									-
Total Regular Salaries					412,052	1,000	2,700	-	415,752

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				25,000				25,000
Total Temporary Part-Time Salaries					25,000				25,000

Overtime

Name	Position				Amount				Total Benefit
Overtime					1,000				1,000
Total Overtime					1,000				1,000

Sick-Buy Back

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

All Other

Name	Position				Amount			Total Benefit
Out of Grade					1,000			1,000
<i>Total All Other</i>					1,000			1,000

Department Total					439,052	1,000	2,700	-	442,752
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DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5270 Leases and Contracts

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC
3,477	2,777	3,473	3,278	4,400	2,917	4,400	4,400	4,400

Copy Machine Lease Ricoh	billed 12X/yr	2,400	2,400	2,400
Pitney Postage Meter Lease	billed 4X/yr	2,000	2,000	2,000

Total 5270 Leases and Contracts: 4,400 4,400 4,400

Reason for increases:

Machines updated in Fall of 2022-overall increases in monthly costs and new feature of a feeder on postage machine

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5420 Office Supplies

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC
10,814	8,473	10,504	8,111	10,420	6,346	10,420	10,420	10,420

W.B. Mason	Paper, storage boxes, printer cartridges, shelves, misc. supplies	5,000	5,000	5,000
Office Depot	same as above for price comparison/product availability	2,000	2,000	2,000
Ricoh	Toner cartridges mica & standard for check printing and image count	970	970	970
Tyler	Stock for payroll, vendor & direct deposit checks, W2's & 1099's	2,000	2,000	2,000
R.W. Traynham	Envelopes, treasurer cash receipts	450	450	450

Total 5420 Office Supplies: 10,420 10,420 10,420

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5429 Computer Equipment

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

Yearly Computer Replacement

- -

Total 5429 Computer Equipment:

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5701 Travel

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC
3,030	1,358	3,030	712	3,030	1,745	3,030	3,030	3,030

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

Total 5701 Travel: 3,030 3,030 3,030

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5790 Staff Development

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC
1,040	-	1,040	95	1,040	-	1,040	1,040	1,040
			Staff Development			1,040	1,040	1,040
			MCTA Meeting/Classes					
			EMCTA Meetings/Classes					
			<i>Total 5790 Staff Development:</i>			1,040	1,040	1,040

DESCRIPTION/DETAIL

TREASURER/COLLECTOR

5814 Capital Outlay

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

Total 5833 Capital Outlay: - -