

TREASURER/COLLECTOR

	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	388,262.86	388,262.86	361,842.00	361,838.87	381,098.29	381,098	401,410	435,752	435,752	
5112 Permanent Part-Time Salaries	-	-	-	-	-	-	-	-	-	
5120 Temp Part-Time Salaries	-	-	28,920	7,667	5,000	3,777	5,000	5,000	5,000	
5130 Overtime	-	-	-	-	2,000	408	2,000	2,000	2,000	
5160 Sick Leave Buy-Back	-	-	-	-	-	-	-	-	-	
5180 All Other	-	-	-	-	-	-	-	-	-	
Total Salaries	388,263	388,263	390,762	369,506	388,098	385,284	408,410	442,752	442,752	
Water Enterprise Fund Allocation	(27,398)	(27,398)	(25,244)	(25,244)	(24,622)	(24,622)	(26,238)	(29,762)	(29,762)	
Sewer Enterprise Fund Allocation	(27,398)	(27,398)	(25,244)	(25,244)	(24,622)	(24,622)	(26,238)	(29,762)	(29,762)	
Total Salaries Net of Allocations	333,467	333,467	340,274	319,018	338,854	336,040	355,934	383,228	383,228	
<i>Operating</i>										
5270 Leases and Contracts	2,486	1,889	3,474	2,774	3,477	2,777	2,870	4,400	4,400	
5310 Professional Services	79,691	61,341	67,289	57,109	83,774	76,336	71,125	66,200	66,200	
5420 Office Supplies	12,470	8,953	10,420	10,026	10,814	8,473	10,420	10,420	10,420	
5429 Computer Equipment	-	-	-	-	-	-	-	-	-	
5701 Travel	3,030	516	2,176	2,164	3,030	1,358	3,030	3,030	3,030	
5703 Dues and Memberships	605	575	605	605	605	455	630	255	255	
5790 Staff Development	1,040	250	1,040	277	1,040	-	1,040	1,040	1,040	
Total Operating	99,322	73,525	85,004	72,954	102,741	89,400	89,115	85,345	85,345	
Water Enterprise Fund Allocation	(8,212)	(8,212)	(8,224)	(8,224)	(8,224)	(8,224)	(8,912)	(8,535)	(8,535)	
Sewer Enterprise Fund Allocation	(8,212)	(8,212)	(8,224)	(8,224)	(8,224)	(8,224)	(8,912)	(8,535)	(8,535)	
Total Operating Net of Allocations	82,898	57,101	68,556	56,506	86,293	72,952	71,291	68,275	68,275	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	
Total Capital Outlay	-	-								
Total Budget	487,585	461,788	475,766	442,460	490,839	474,684	497,525	528,097	528,097	-
Total Budget Net of Allocations	416,365	390,568	408,830	375,524	425,147	408,992	427,225	451,503	451,503	-

Position	FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	FY2024
	BUDGETED	BUDGETED	BUDGETED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
Town Treasurer/Collector	FTE 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 2024

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	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	57,874				57,874
									-
Melanie De La Cruz(21.4)	Senior Clerk	11/28/2023	B1	6	20,806				20,806
Melanie De La Cruz(30.8)				7	31,141				31,141
									-
									-
Total Regular Salaries					432,052	1,000	2,700	-	435,752

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							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							-

All Other

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

Department Total			432,052	1,000	2,700	-	442,752
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**FISCAL YEAR 2024
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	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	57,874				57,874
									-
Melanie De La Cruz(21.4)	Senior Clerk	11/28/2023	B1	6	20,806				20,806
Melanie De La Cruz(30.8)				7	31,141				31,141
									-
Total Regular Salaries					432,052	1,000	2,700	-	435,752

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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							-

All Other

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

Department Total			432,052	1,000	2,700	-	442,752
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**FISCAL YEAR 2023
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	8	107,236	1,000	1,600		109,836
Denise Salemmme	Asst/Treas Collector	2/1/2020	8	7	80,790				80,790
Diane Catyb (22.0) (30.2)	Payroll Specialist	12/2/2019	B3	6	25,757				25,757
			B3	7	36,770				36,770
Pamela Sarraf (50) (2.2)	Senior Account Clark	6/16/2020	B1	4	42,485				42,485
			B1	5	1,978				1,978
Lydia Florino (7.6) (44.6)	Senior Account Clerk	8/24/2020	B1	3	6,104				6,104
				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 (50.6)	step 7/13	7/13/2020	B2	7	57,059				57,059
									-
Subtotal					397,810	1,000	2,600		401,410
Total Regular Salaries					397,810	1,000	2,600	-	401,410

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	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				404,810	1,000	2,600	-	408,410
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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
Kelly Odams	Vaction Buy Back				3,644				3,644
Denise Salemm (30.8)	Asst/Treas Collector	2/1/2020	8	3	43,301				43,301
(21.4)			8	4	30,836				30,836
Diane Catyb (22.2)	Payroll Specialist	12/2/2019	B3	5	24,027				24,027
(30.0)			B3	6	34,350				34,350
Pamela Sarraf (49)	Senior Account Clark	6/16/2020	B1	3	38,491				38,491
(3.2)			B1	4	2,660				2,660
Lydia Florino (7.8)	Senior Account Clerk	8/24/2020	B1	2	5,791		-		5,791
(44.4)				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					377,831	-	2,267	-	381,098
Total Regular Salaries					377,831	-	2,267	-	381,098

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			379,831	-	2,267	-	388,098
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DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5270 Leases and Contracts

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
2,486	1,889	3,474	2,774	3,477	2,777	2,870	4,400	4,400

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

Total 5270 Leases and Contracts: 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

5310 Professional Services

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
79,691	61,341	67,289	57,109	83,774	76,336	71,125	66,200	66,200

MWPAT Water Debt Administration fees	5,000	5,000
Kelley & Ryan-print and stuff RE,PP Bills including postage	40,000	40,000
Eastern Bank-Lockbox bill payment services	10,000	10,000
ADT	600	600
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	-	-

Total 5310 Professional Services: 66,200 66,200

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5420 Office Supplies

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
12,470	8,953	10,420	10,026	10,814	8,473	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

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
-	-	-	-	-	-	-	-	-

Yearly Computer Replacement

Total 5429 Computer Equipment:

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5701 Travel

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
3,030	516	2,176	2,164	3,030	1,358	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

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5703 Dues and Memberships

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
605	575	605	605	605	455	630	255	255

MCTA Dues 2 people \$100.00 per person and meetings/conferences	225	225
EMCTA Dues	30	30

Total 5703 Dues and Memberships: 255 255

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5790 Staff Development

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
1,040	250	1,040	277	1,040	-	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

DESCRIPTION/DETAIL

TREASURER/COLLECTOR

5814 Capital Outlay

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
-		-	-	-		-	-	-

Total 5833 Capital Outlay: - -