

Town Clerk FY25 Budget Narrative

The mission of the Town Clerk's Office is to uphold the integrity of the Town's democratic process, to maintain and preserve public records and to act in the best interest of the Town and the Commonwealth by providing efficient, innovative, and quality services in a fair and impartial manner to all. We like to think of the Town Clerk's Office as the virtual front door of the Town of Tewksbury. It is the place where new residents get their first taste of the connections and services that our Town has to offer. We realize the importance of always welcoming newcomers as well as lifelong residents with information, resources and a smile. We strive to perform at a high level and recognize that we must continuously work to earn the respect of our community.

The Town Clerk's Office is responsible for activities associated with, but not limited to accurately record, maintain, and issue certified copies of vital records; to conduct the Annual Town Census; to efficiently issue licenses and permits; to judiciously administer election laws and conduct local, state and federal elections; to record the minutes of Town Meetings and update the Town Charter and General Bylaws accordingly; to manage the storage, retrieval and disposal of Town records; and to provide information to town employees, officials and the general public about the Open Meeting, Public Records and Conflict of Interest Laws.

The Town Clerk's Office makes every effort to continually improve operational processes and enhance our services through efficient and effective methods and solutions to ensure an organization that is customer-focused, proactive, consistent, and responsible.

Town Clerk FY 2025 Budget Unfunded Priorities

Resident Use Computer Station

Estimated cost:

Reason: The Town Clerk's Office currently offers online applications for Dog Licensing, Vital Records and Business Certificates. A resident use computer station at the service counter will allow applicants filing in person to enter the data into the system, eliminating the need for paper applications, thereby creating additional efficiencies.

OFFICE OF THE TOWN CLERK

Denise Graffeo, Town Clerk

Sarah McMullen, Assistant Town Clerk, Tracy D'Ampolo, Kerri DeSisto

| |
|--|
| <p>The Town Clerk holds office hours Monday, Wednesday & Thursday 7:30 AM to 4:30 PM Tuesday, 7:30 AM to 6:00 PM & Friday 7:30 AM to 12:30 PM</p> |
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Mission Statement

The mission of the Town Clerk's Office is to uphold the integrity of the Town's democratic process, to maintain and preserve public records and to act in the best interest of the Town and the State by providing efficient, innovative, and quality services in a fair and impartial manner to all.

TOWN STATISTICS

| | <u>2023</u> | <u>2022</u> | <u>2021</u> | <u>2020</u> <u>Federal</u> | <u>2020</u> | <u>2019</u> | <u>2018</u> | <u>2017</u> |
|--------------|-------------|-------------|-------------|-------------------------------|-------------|-------------|-------------|-------------|
| Population | 30,053 | 30,730 | 30,266 | 31,342 | 31,044 | 30,417 | 30,435 | 30,010 |
| Dog Licenses | 2,596 | 2,669 | 2,618 | --- | 2,498 | 2,626 | 2,597 | 2,405 |

FINANCIAL

| | <u>FY 2023</u> | <u>FY 2022</u> | <u>FY 2021</u> | <u>FY 2020</u> | <u>2019</u> | <u>2018</u> |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Misc. Fees | 54,098.60 | 56,793.65 | 55,024.60 | 54,008.15 | 56,517.90 | 55,438.16 |
| Dog Fees | 49,170.00 | 48,845.00 | 48,365.00 | 45,500.00 | 46,140.00 | 49,110.00 |
| Marijuana Fines | 0.00 | 1,000.00 | 100.00 | 500.00 | 600.00 | 600.00 |
| Records Preservation (Revolving) | 16,387.50 | 17,846.00 | 16,340.00 | 17,770.00 | 17,625.00 | 16,360.00 |
| Parking | 5995.80 | 7,664.00 | 8,924.60 | 14,389.30 | 14,246.80 | 15,828.60 |
| TOTAL | \$125,651.90 | \$132,148.65 | \$128,754.20 | \$132,167.45 | \$135,129.70 | \$137,336.76 |

VITAL STATISTICS

| | <u>2023</u> | <u>2022</u> | <u>2021</u> | <u>2020</u> | <u>2019</u> | <u>2018</u> | <u>2017</u> | <u>2016</u> | <u>2015</u> | <u>2014</u> | <u>2013</u> | <u>2012</u> | <u>2011</u> | <u>2010</u> |
|----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Birth | 261 | 237 | 216 | 243 | 238 | 234 | 228 | 242 | 235 | 240 | 219 | 247 | 237 | 253 |
| Marriage | 119 | 129 | 116 | 97 | 103 | 132 | 137 | 149 | 127 | 124 | 108 | 95 | 96 | 94 |
| Death | 365 | 391 | 354 | 404 | 376 | 355 | 347 | 332 | 336 | 303 | 328 | 277 | 347 | 269 |

In July of 2022, state law was changed to create a permanent system of no-excuse early voting, which guarantees voters the right to vote early or by mail in state elections and state primaries.

Voters in the 2022 September State Primary and the 2022 November State Election were able to choose whether they wanted to vote by mail, vote early in person, or vote in person on Election Day. Below are statistics on how votes were cast in each election.

November 8, 2022 State Election

Mail – 37.3%

Early – 7.5%

Election Day – 55.2%

Total Ballots Cast – 2,511,461

September 6, 2022 State Primary

Mail – 45.6%

Early – 4.6%

Election Day – 49.7%

Total Ballots Cast – 1,052,414

Town of Tewksbury Information

| Election | City/Town | Voters | Overall Turnout | Mail Voter Turnout | Early Voter Turnout | Election Day Turnout | Total Ballots Cast | % Mail | % Early | % Election Day |
|---------------------|------------------|---------------|------------------------|---------------------------|----------------------------|-----------------------------|---------------------------|---------------|----------------|-----------------------|
| 2022 State Primary | TEWKSBURY | 24,163 | 20.7% | 2,369 | 312 | 2,313 | 4,994 | 47.4% | 6.2% | 46.3% |
| 2022 State Election | TEWKSBURY | 24,399 | 55.0% | 4,701 | 1,487 | 7,243 | 13,431 | 35.0% | 11.1% | 53.9% |

Detailed breakdowns by city and town of voter turnout, including turnout by method of voting and statistics on rejected mail ballots can be downloaded below.

[Download a spreadsheet of 2022 State Election Early & by Mail Voting Statistics.](#)

[Download a spreadsheet of 2022 State Primary Early & by Mail Voting Statistics.](#)

| TOWN CLERK | FY2021 BUDGETED | FY2021 EXPENDED | FY2022 BUDGETED | FY2022 EXPENDED | FY2023 BUDGETED | FY2023 EXPENDED | FY2024 BUDGETED | FY2025 DEPT REQ | FY2025 TM REC | FY2025 FIN COM REC |
|------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|-----------------------|
| <i>Salaries</i> | | | | | | | | | | |
| 5111 Regular | 266,845 | 266,598 | 290,846 | 289,931 | 274,591 | 262,125 | 278,837 | 289,047 | 289,047 | |
| 5112 Permanent Part-Time | - | - | - | - | - | - | - | - | - | |
| 5120 Temporary Part-Time | - | - | - | - | - | - | - | - | - | |
| 5130 Overtime | - | - | - | - | - | - | - | - | - | |
| 5130 Sick Leave Buy Back | - | - | 15,400 | 9,341 | 2,116 | 2,116 | 2,220 | 2,278 | 2,278 | |
| Total Salaries | 266,845 | 266,598 | 306,246 | 299,272 | 276,707 | 264,240 | 281,057 | 291,325 | 291,325 | |
| <i>Operating</i> | | | | | | | | | | |
| 5240 Repairs and Maintenance | 800 | 242 | 800 | - | 479 | 190 | 800 | 800 | 800 | |
| 5270 Leases and Contracts | 2,352 | 2,016 | 2,016 | 2,016 | 2,016 | 2,016 | 2,640 | 2,640 | 2,640 | |
| 5310 Professional Services | 13,877 | 12,012 | 15,992 | 12,838 | 17,940 | 14,673 | 17,000 | 20,140 | 20,140 | |
| 5340 Communications | - | - | - | - | - | - | - | - | - | |
| 5420 Office Supplies | 1,600 | 1,114 | 1,600 | 1,547 | 1,133 | 955 | 1,600 | 1,600 | 1,600 | |
| 5431 Other Equipment | - | - | - | - | - | - | - | - | - | |
| 5701 Travel | 400 | 70 | 400 | 59 | 400 | 327 | 400 | 400 | 400 | |
| 5703 Dues and Memberships | 445 | 395 | 445 | 425 | 450 | 450 | 455 | 465 | 465 | |
| 5790 Staff Development | 1,200 | 426 | 1,200 | 190 | 1,501 | 1,501 | 1,200 | 1,200 | 1,200 | |
| Total Operating | 20,674 | 16,275 | 22,453 | 17,075 | 23,919 | 20,112 | 24,095 | 27,245 | 27,245 | |
| <i>Capital Outlay</i> | | | | | | | | | | |
| 5833 Capital Outlay | - | - | - | - | - | - | - | - | - | |
| Total Capital Outlay | - | - | |
| Total Budget | 287,518.70 | 282,872.15 | 328,698.76 | 316,346.76 | 300,626 | 284,352 | 305,152 | 318,570 | 318,570 | |

| Position | FY2021 BUDGETED FTE | FY2022 BUDGETED FTE | FY2023 BUDGETED FTE | FY2024 BUDGETED FTE | FY2025 DEPT REQ FTE | FY2025 TM REC FTE | FY2025 FIN COM REC FTE |
|-------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|-------------------------|------------------------------|
| Town Clerk | 1 | 1 | 1 | 1 | 1 | 1 | |
| Asst. Town Clerk - 40 hrs. | 1 | 1 | 1 | 1 | 1 | 1 | |
| Head Account Clerk | | | | 1 | 1 | 1 | |
| Sr. Account Clerk - 37.5 hrs. | 2 | 2 | 2 | 1 | 1 | 1 | |
| Total Staffing | 4 | 4 | 4 | 4 | 4 | 4 | - |

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 | 115,203 | | 2,700 | | 117,903 |
| Denise Graffeo | Certification | | - | - | 1,000 | | | | 1,000 |
| Sarah McMullen | Asst. Town Clerk | 8/27/2018 | 7 | 3 | 68,684 | | 1,000 | | 69,684 |
| Tracy D'Ampolo | Head Account Clerk | 7/14/2022 | 1 | 5 | 29,343 | | | | 29,343 |
| Tracy D'Ampolo | Head Account Clerk | | 1 | 6 | 26,830 | | | | 26,830 |
| Kerri DeSisto | Sr. Account Clerk | 6/6/2022 | 1 | 3 | 18,396 | | | | 18,396 |
| Kerri DeSisto | Sr. Account Clerk | 6/6/2022 | 1 | 4 | 25,891 | | | | 25,891 |
| Total Regular Salaries | | | | | 285,347 | | 3,700 | - | 289,047 |

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 | | | | | | | | | 291,325 |
|-------------------------|--|--|--|--|--|--|--|--|---------|

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 2025
TOWN CLERK DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST

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 | 115,203 | | 2,700 | | 117,903 |
| Denise Graffeo | Certification | | - | - | 1,000 | | | | 1,000 |
| Sarah McMullen | Asst. Town Clerk | 8/27/2018 | 7 | 3 | 68,684 | | 1,000 | | 69,684 |
| Tracy D'Ampolo | Head Account Clerk | 7/14/2022 | 1 | 5 | 29,343 | | | | 29,343 |
| Tracy D'Ampolo | Head Account Clerk | | 1 | 6 | 26,830 | | | | 26,830 |
| Kerri DeSisto | Sr. Account Clerk | 6/6/2022 | 1 | 3 | 18,396 | | | | 18,396 |
| Kerri DeSisto | Sr. Account Clerk | 6/6/2022 | 1 | 4 | 25,891 | | | | 25,891 |
| Total Regular Salaries | | | | | 285,347 | | 3,700 | - | 289,047 |

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 | | | | | | | | | 291,325 |
|-------------------------|--|--|--|--|--|--|--|--|---------|

DESCRIPTION/DETAIL

TOWN CLERK OPERATING

5240 Repairs and Maintenance

| FY2021 BUDGETED | FY2021 EXPENDED | FY2022 BUDGETED | FY2022 EXPENDED | FY2023 BUDGETED | FY2023 EXPENDED | FY2024 BUDGETED | FY2025 DEPT REQ | FY2025 TM REC |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------------|--------------------------|
| 800 | 242 | 800 | - | 479 | 190 | 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

5270 Leases and Contracts:

| FY2021 BUDGETED | FY2021 EXPENDED | FY2022 BUDGETED | FY2022 EXPENDED | FY2023 BUDGETED | FY2023 EXPENDED | FY2024 BUDGETED | FY2025 DEPT REQ | FY2025 TM REC |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------------|--------------------------|
| 2,352 | 2,016 | 2,016 | 2,016 | 2,016 | 2,016 | 2,640 | 2,640 | 2,640 |

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

5310 Professional Services

| FY2021 BUDGETED | FY2021 EXPENDED | FY2022 BUDGETED | FY2022 EXPENDED | FY2023 BUDGETED | FY2023 EXPENDED | FY2024 BUDGETED | FY2025 DEPT REQ | FY2025 TM REC |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------------|--------------------------|
| 13,877 | 12,012 | 15,992 | 12,838 | 17,940 | 14,673 | 17,000 | 20,140 | 20,140 |

| | | |
|--|--------|--------|
| Voter Confirmation Postcards Census Non-Responders MGL 51:38 | 8,617 | 8,617 |
| Street List Books MGL 51:6 | 920 | 920 |
| Annual Town Census Mailing MGL 51:4,6 | 10,603 | 10,603 |

Total 5310 Professional Services: 20,140 20,140

DESCRIPTION/DETAIL

TOWN CLERK OPERATING

5420 Office Supplies

| FY2021 BUDGETED | FY2021 EXPENDED | FY2022 BUDGETED | FY2022 EXPENDED | FY2023 BUDGETED | FY2023 EXPENDED | FY2024 BUDGETED | FY2025 DEPT REQ | FY2025 TM REC |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------------|--------------------------|
| 1,600 | 1,114 | 1,600 | 1,547 | 1,133 | 955 | 1,600 | 1,600 | 1,600 |

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

| FY2021 BUDGETED | FY2021 EXPENDED | FY2022 BUDGETED | FY2022 EXPENDED | FY2023 BUDGETED | FY2023 EXPENDED | FY2024 BUDGETED | FY2025 DEPT REQ | FY2025 TM REC |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------------|--------------------------|
| 400 | 70 | 400 | 59 | 400 | 327 | 400 | 400 | 400 |

Travel to and from various Town Clerk organization's meetings, conferences, and certification programs 400 400

Total 5701 Travel: 400 400

DESCRIPTION/DETAIL

TOWN CLERK OPERATING

5703 Dues and Memberships

| FY2021 BUDGETED | FY2021 EXPENDED | FY2022 BUDGETED | FY2022 EXPENDED | FY2023 BUDGETED | FY2023 EXPENDED | FY2024 BUDGETED | FY2025 DEPT REQ | FY2025 TM REC |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------------|--------------------------|
| 445 | 395 | 445 | 425 | 450 | 450 | 455 | 465 | 465 |

MTCA increase

| | | |
|---|-----|-----|
| MA Town Clerk Association | 175 | 175 |
| International Institute of City and Town Clerks | 225 | 225 |
| Middlesex City and Town Clerk Association | 30 | 30 |
| New England Town Clerk Assoc. | 35 | 35 |
| <i>Total 5703 Dues and Memberships:</i> | 465 | 465 |

DESCRIPTION/DETAIL

TOWN CLERK OPERATING
5790 Staff Development

| FY2021 BUDGETED | FY2021 EXPENDED | FY2022 BUDGETED | FY2022 EXPENDED | FY2023 BUDGETED | FY2023 EXPENDED | FY2024 BUDGETED | FY2025 DEPT REQ | FY2025 TM REC |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------------|--------------------------|
| 1,200 | 426 | 1,200 | 190 | 1,501 | 1,501 | 1,200 | 1,200 | 1,200 |

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

