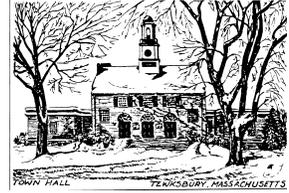


# TOWN OF TEWKSBURY

TOWN HALL  
11 TOWN HALL AVE  
TEWKSBURY, MASSACHUSETTS 01876



## OFFICE OF TREASURER

KELLY L. ODAMS  
TREASURER/COLLECTOR

(978) 640-4340  
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## TREASURER/COLLECTOR DEPARTMENT

To: Richard Montuori, Town Manager  
From: Kelly Odams, Treasurer/Collector  
Re: FY2024 Treasurer/Collector Budgets & Priorities  
Date: November 22, 2024

Please find the attached FY2024 Budget Requests and Personnel Sheets for the Treasurer/Collector Department.

The Treasurer/Collector's FY2024 Budget Request is decreasing by 13% due to total salaries decreasing by the same. This is due to a Senior Clerk position that will remain unfilled until further notice. Salaries were adjusted for Step increases only. The Operating Budget has been level funded.

Currently, the Treasurer/Collector has no unfunded priorities for FY2024.

**TREASURER/COLLECTOR**

	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 Salaries	361,842.00	361,838.87	381,098.29	381,098.29	401,410	399,828	435,752	377,519	377,519	
5112 Permanent Part-Time Salaries	-	-	-	-	-	-	-	-	-	-
5120 Temp Part-Time Salaries	28,920	7,667	5,000	3,777	6,000.0	5,011	5,000	5,000	5,000	
5130 Overtime	-	-	2,000	408	1,000.0	-	2,000	2,000	2,000	
5160 Sick Leave Buy-Back	-	-	-	-	-	-	-	-	-	-
5180 All Other	-	-	-	-	-	-	-	-	-	-
<b>Total Salaries</b>	<b>390,762</b>	<b>369,506</b>	<b>388,098</b>	<b>385,284</b>	<b>408,410</b>	<b>404,839</b>	<b>442,752</b>	<b>384,519</b>	<b>384,519</b>	
Water Enterprise Fund Allocation	(25,244)	(25,244)	(24,622)	(24,622)	(26,238)	(26,238)	(29,762)	(24,735)	(24,735)	
Sewer Enterprise Fund Allocation	(25,244)	(25,244)	(24,622)	(24,622)	(26,238)	(26,238)	(29,762)	(24,735)	(24,735)	
<b>Total Salaries Net of Allocations</b>	<b>340,274</b>	<b>319,018</b>	<b>338,854</b>	<b>336,040</b>	<b>355,934</b>	<b>352,363</b>	<b>383,228</b>	<b>335,049</b>	<b>335,049</b>	
<i>Operating</i>										
5270 Leases and Contracts	3,474	2,774	3,477	2,777	3,473	3,278	4,400	4,400	4,400	
5310 Professional Services	67,289	57,109	83,774	76,336	76,083	66,520	66,200	66,200	66,200	
5420 Office Supplies	10,420	10,026	10,814	8,473	10,504	8,111	10,420	10,420	10,420	
5429 Computer Equipment	-	-	-	-	-	-	-	-	-	-
5701 Travel	2,176	2,164	3,030	1,358	3,030	712	3,030	3,030	3,030	
5703 Dues and Memberships	605	605	605	455	630	200	255	255	255	
5790 Staff Development	1,040	277	1,040	-	1,040	95	1,040	1,040	1,040	
<b>Total Operating</b>	<b>85,004</b>	<b>72,954</b>	<b>102,741</b>	<b>89,400</b>	<b>94,760</b>	<b>78,916</b>	<b>85,345</b>	<b>85,345</b>	<b>85,345</b>	
Water Enterprise Fund Allocation	(8,224)	(8,224)	(8,224)	(8,224)	(8,912)	(8,912)	(8,535)	(8,535)	(8,535)	
Sewer Enterprise Fund Allocation	(8,224)	(8,224)	(8,224)	(8,224)	(8,912)	(8,912)	(8,535)	(8,535)	(8,535)	
<b>Total Operating Net of Allocations</b>	<b>68,556</b>	<b>56,506</b>	<b>86,293</b>	<b>72,952</b>	<b>76,936</b>	<b>61,092</b>	<b>68,275</b>	<b>68,275</b>	<b>68,275</b>	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>							
<b>Total Budget</b>	<b>475,766</b>	<b>442,460</b>	<b>490,839</b>	<b>474,684</b>	<b>503,170</b>	<b>483,754</b>	<b>528,097</b>	<b>469,864</b>	<b>469,864</b>	<b>-</b>
<b>Total Budget Net of Allocations</b>	<b>408,830</b>	<b>375,524</b>	<b>425,147</b>	<b>408,992</b>	<b>432,870</b>	<b>413,454</b>	<b>451,503</b>	<b>403,324</b>	<b>403,324</b>	<b>-</b>

Position	FY2021	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
	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
<b>Total Staffing</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>

**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	115,203	1,000	1,700		117,903
		Step 7/1							
Lydia Florino	Asst/Treas Collector	2/24/2020	8	3	74,867				74,867
		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		1,700		61,888
									-
Melanie De La Cruz	Head Account Clerk	11/28/2023	B2	6	57,874				57,874
									-
<b>Total Regular Salaries</b>					<b>373,119</b>	<b>1,000</b>	<b>3,400</b>	<b>-</b>	<b>377,519</b>

**Permanent Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity \$	Wage Def.	Total Salary
					-			-
<b>Total Permanent Part-Time Salaries</b>								-

**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
<b>Total Temporary Part-Time Salaries</b>					-			5,000

**Overtime**

Name	Position	Amount	Total Benefit
Overtime		-	2,000
<b>Total Overtime</b>		-	2,000

**Sick-Buy Back**

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

**All Other**

Name	Position	Amount	Total Benefit
Out of Grade		-	-
<b>Total All Other</b>		-	-

<b>Department Total</b>				<b>373,119</b>	<b>1,000</b>	<b>3,400</b>	<b>-</b>	<b>384,519</b>
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**FISCAL YEAR 2025  
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	115,203	1,000	1,700		117,903
		Step 7/1							
Lydia Florino	Asst/Treas Collector	2/24/2020	8	3	74,867				74,867
		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		1,700		61,888
									-
Melanie De La Cruz	Head Account Clerk	11/28/2023	B2	6	57,874				57,874
									-
<b>Total Regular Salaries</b>					<b>373,119</b>	<b>1,000</b>	<b>3,400</b>	<b>-</b>	<b>377,519</b>

**Permanent Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity \$	Wage Def.	Total Salary
					-			-
<b>Total Permanent Part-Time Salaries</b>								-

**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
<b>Total Temporary Part-Time Salaries</b>					-			5,000

**Overtime**

Name	Position	Amount	Total Benefit
Overtime		-	2,000
<b>Total Overtime</b>		-	2,000

**Sick-Buy Back**

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

**All Other**

Name	Position	Amount	Total Benefit
Out of Grade		-	-
<b>Total All Other</b>		-	-

<b>Department Total</b>			<b>373,119</b>	<b>1,000</b>	<b>3,400</b>	<b>-</b>	<b>384,519</b>
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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 Salemmme	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(2)	Senior Clerk	11/28/2023	B1	6	20,806				20,806
Melanie De La Cruz(3)				7	31,141				31,141
									-
<b>Total Regular Salaries</b>					<b>432,052</b>	<b>1,000</b>	<b>2,700</b>	<b>-</b>	<b>435,752</b>

**Permanent Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity \$	Wage Def.	Total Salary
					-			-
<b>Total Permanent Part-Time Salaries</b>								-

**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
<b>Total Temporary Part-Time Salaries</b>					-			5,000

**Overtime**

Name	Position	Amount	Total Benefit
Overtime			2,000
<b>Total Overtime</b>			2,000

**Sick-Buy Back**

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

**All Other**

Name	Position	Amount	Total Benefit
Out of Grade			-
<b>Total All Other</b>			-

<b>Department Total</b>			<b>432,052</b>	<b>1,000</b>	<b>2,700</b>	<b>-</b>	<b>442,752</b>
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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 Salemme	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
									-
<b>Subtotal</b>					<b>397,810</b>	<b>1,000</b>	<b>2,600</b>		<b>401,410</b>
<b>Total Regular Salaries</b>					<b>397,810</b>	<b>1,000</b>	<b>2,600</b>	<b>-</b>	<b>401,410</b>

**Permanent Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity \$	Wage Def.	Total Salary
					-			-
<b>Total Permanent Part-Time Salaries</b>								-

**Temporary Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity \$	Wage Def.	Total Salary
Janice Metivier	Former Asst T/C				6,000			6,000
<b>Total Temporary Part-Time Salaries</b>					6,000			6,000

**Overtime**

Name	Position	Amount	Total Benefit
Overtime		1,000	1,000
<b>Total Overtime</b>		1,000	1,000

**Sick-Buy Back**

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

**All Other**

Name	Position	Amount	Total Benefit
Out of Grade			-
<b>Total All Other</b>		-	-

<b>Department Total</b>				<b>404,810</b>	<b>1,000</b>	<b>2,600</b>	<b>-</b>	<b>408,410</b>
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**DESCRIPTION/DETAIL**

**TREASURER/COLLECTOR OPERATING**

*5270 Leases and Contracts*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	<b>FY2025 DEPT REQ</b>	<b>FY2025 TM REC</b>
3,474	2,774	3,477	2,777	3,473	3,278	4,400	<b>4,400</b>	<b>4,400</b>

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*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	<b>FY2025 DEPT REQ</b>	<b>FY2025 TM REC</b>
67,289	57,109	83,774	76,336	76,083	66,520	66,200	<b>66,200</b>	<b>66,200</b>

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*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
10,420	10,026	10,814	8,473	10,504	8,111	10,420	<b>10,420</b>	<b>10,420</b>

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*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
-	-	-	-	-	-	-	-	-

Yearly Computer Replacement

-

-

*Total 5429 Computer Equipment:*

**DESCRIPTION/DETAIL**

**TREASURER/COLLECTOR OPERATING**

*5701 Travel*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	<b>FY2025 DEPT REQ</b>	<b>FY2025 TM REC</b>
2,176	2,164	3,030	1,358	3,030	712	3,030	<b>3,030</b>	<b>3,030</b>

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*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	<b>FY2025 DEPT REQ</b>	<b>FY2025 TM REC</b>
605	605	605	455	630	200	255	<b>255</b>	<b>255</b>

MCTA Dues 2 people \$100.00 per person and meetings/conferences 255 255  
 EMCTA Dues

*Total 5703 Dues and Memberships:* 255 255

**DESCRIPTION/DETAIL**

**TREASURER/COLLECTOR OPERATING**

*5790 Staff Development*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	<b>FY2025 DEPT REQ</b>	<b>FY2025 TM REC</b>
1,040	277	1,040	-	1,040	95	1,040	<b>1,040</b>	<b>1,040</b>
			Staff Development				1,040	1,040
			MCTA Meeting/Classes					
			EMCTA Meetings/Classes					
						<i>Total 5790 Staff Development:</i>	1,040	1,040

**DESCRIPTION/DETAIL**

**TREASURER/COLLECTOR**

*5814 Capital Outlay*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	<b>FY2025 DEPT REQ</b>	<b>FY2025 TM REC</b>
-		-	-	-		-	-	-

*Total 5833 Capital Outlay:* - -