

Recreation

	FY2015 BUDGETED	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
RECREATION 016300								
<i>Personnel Services</i>								
Department Head Salary	\$20,202	\$27,725	\$31,267	\$31,267	\$31,267	\$31,868	46,039.00	
Total	\$20,202	\$27,725	\$31,267	\$31,267	\$31,267	\$31,868	46,039.00	0.00
<i>Expenses</i>								
Supplies and Expenses	\$0	\$9,369			\$0			
Total	\$0	\$9,369		\$0	\$0	\$0		
TOTAL BUDGET	\$20,202	\$37,094		\$31,267	\$31,267	\$31,868	46,039.00	0.00



Town of Millis

Host Community Agreement

Marijuana Impact Funds Request Form

Request Date	8-Jan	IMPORTANT NOTICE By signing and submitting this form you agree that the requested funds will be used for the purposes stated in this form.
Requestor's Name	Kris Fogarty	
E-mail	kfogarty@millisma.gov	
Phone	508-376-7050	
Department	Recreation	
Category	Demographic Information	Classification
<input type="checkbox"/> Training <input type="checkbox"/> Materials <input type="checkbox"/> Staffing	<input type="checkbox"/> Child <input type="checkbox"/> Middle School <input type="checkbox"/> High School	<input type="checkbox"/> Education <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Security
<input type="checkbox"/> Special Event <input type="checkbox"/> General	<input type="checkbox"/> Adult/Parent <input type="checkbox"/> Senior <input type="checkbox"/> General	<input type="checkbox"/> Public Infrastructure <input type="checkbox"/> Traffic
		<input type="checkbox"/> Inspections <input type="checkbox"/> Municipal Officials Time

Description of Request:

To develop a summer drop in program for ages 12-17 by having organized activities and trips available at no charge. We would involve the Millis Dare/Resource officer to participate weekly and distribute information. Hours of drop in programs would be from 12:00-3:00pm and meet regularly at Town Hall and Town Park. Focus on health and fitness in a supervised environment. Sample of activities would include gaming truck, beach trips, organized sports and team building. In addition, we would like to extend this concept to be available from September - June 2 days a week from the hours of 2:30-4:30.

Funding Start Date	1-Jul-20
Funding End Date	30-Jun-21
Total Funding Requested	\$20,000.00

Detailed Cost Impact:				
Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Salaries	Staff			\$5,000.00
Airfare				\$0.00
Ground Transportation	Transportation (beach and field trips)			\$3,000.00
Conference/Registration Fees			1	\$0.00
Lodging			1	\$0.00
Meals and Tips	Healthy Snack/water		1	\$1,000.00
Capital Project			1	\$0.00
Miscellaneous	Gaming Truck, Supplies and Fees		1	\$11,000.00
Grand Total				\$20,000.00

Justification for Request
Attach copies of reports, master plans, or supporting documentation)

The Recreation programs will stive for teens to build self-esteem and self-confidence, learn healthy lifestyle choices, achieve their personal and educational goals, and create new friendships and lasting relationships in a safe, supportive and engaging environment. It will also give parents a piece of mind that teens will be supervised when they cannot be around. Having guest speakers arrive throughtout the programs to discuss the importance of making good choices, education and staying away from drugs and alcohol.

Requestor Signature		Date Signed	
Approved By			
Approval Signature		Date Approved	

BUDGET NARRATIVE

Description of Department Function

Describe the overall mission or purpose of the Department.

The Recreation Department is dedicated to providing the Millis community with extracurricular, informative, educational, entertaining activities and recreation sports programs. The wide variety of opportunities the Recreation Department works to offer address the needs and preferences of the entire community, offering programs for all citizens from infancy to adulthood. In working to fulfill our mission, the Recreation Department stays in close contact with the community to ensure Department policy and activity reflects the community's interests and needs.

Programs and Sub-Programs

Consider and list the actual Programs and Sub-Programs Executed by the Department

Pre-school: Soccer, T-ball, Toddler Playgroup, Karate, Yoga for Moms & Tots and Songs, Rhymes & Games, Swimming Lessons, Mommy and Me Music, Dance and Tumble, Ballet, Ice Skating Lessons, Messy Mixtures, Mini Sports and Gymnastics

Youth: American Ninja Warrior, Archery, Blast Babysitting, Junior Volleyball, Gymnastics, Performing the Arts, Karate, Basketball, Basic Drawing & Cartooning, Teen RAD class, Tennis Lessons, Home Alone Safety, Hip Hop, Ballet, Guitar Lessons, Horseback Riding, Learn to Skate, Nashoba Valley Ski and Snowboard Lessons, Kids Self Defense, Knitting, Sewing, Yoga, Boxing, Intro to Cheerleading, Robotics, Kung Fu, Floor Hockey, Soccer, Swim Team, STEM Programs.

Adults: Basketball, Cooking Classes, CPR Course, Evening Boot Camp, Hiking Club, Ladies Night Out Specials, Learn to Draw, Nutrition/Wellness Series, Sewing Lessons, Learn to Knit, Painting and Sketching, Preparing for Retirement, Photography, Pickleball, RAD, Self Defense, Stage Home to Sell, Tennis Lessons, Volleyball, Yoga.

Trips and Special Events: Adult Bowling Night, Cemetery Stroll, Newport Mansion Tour, School of Rock performance, MGM Casino, Father's Day Fishing Derby, NYC Trip, Mother of the Year Contest, Annual Easter Egg Hunt, Santa's Holiday House, Splash Day, Summer Concert Series and Halloween Touch a Truck.

Accomplishments

Describe the major describable accomplishments or measurable activities in FY19 or CY20. Use statistics whenever possible.

Secured a grant for \$10K to start up Inclusive Programming

FY21 Departmental Goals

Describe the initiatives and accomplishments planned for FY21

-
- Complete Basketball Court with donated funds
 - Expand Inclusive programming
 - Create a field use policy and develop a plan in conjunction with the school on field bookings.
 - Hire part-time program staff for increase in-house programming
 - Upgrade fields and facilities
 - Hire qualified sport instructors for summer sport clinics and camps.
 - Build or purchase a storage shed for recreation outdoor sports equipment.
-

Spending Highlights for FY21

Explain any significant budget changes from FY20

Revolving Fund change to 53 E1/2

Approximately \$15,000 is now being absorbed by the Recreation Revolving Fund for Health Insurance and Fringe Benefits.

The Recreation Department is currently funded at \$31,868 for 35 hours.

The Department is requesting \$10,000 be added to the Dept Head Salary Line Item.

The salary of the Administrative Assistant of \$11,658.40 and Directors longevity of \$950 will be paid from the Revolving Fund. Any additional expenses will also be paid from the Revolving Fund.

Non-tax Funding

List any expected non-tax revenues that will be use to fund department activities, including an estimate to be received.

[illegible]

TOWN OF MILLIS
FISCAL YEAR 2021 BUDGET

FORM #5

EQUIPMENT DETAIL

DEPARTMENT: Recreation

CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
	N/A				
					0

CAPITAL PROJECT DETAIL SHEET

Project Title:								
Department: Recreation				Category:				
<u>Description and Justification:</u> N/A				<i>Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.</i>				
RECOMMENDED FINANCING								
	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
TOTAL								
<u>Source of Funds Legend</u> (1) Operating Revenues (3) State Aid (5) EMS Revolving Fund Fees (7) Sewer Enterprise Fund Fees (2) Municipal GO Bonds (4) Trust Funds (6) Free Cash / Other (8) Water Enterprise Fund Fees								

DEPARTMENT: Recreation

Budget Request Above Level Service**Title: Line Item Increase
Position Upgrade****Description of Request:**

The Department is requesting \$10,000 as a new line item for Part Time Salary.

Request \$4,171 to upgrade the Director Position to Grade 12, Step 7. Job description attached for all new added responsibilities as well as salary survey of surrounding comparable towns.

Detailed Cost Impact:**\$10,000.00****\$4,171****Justification for Request**

Attach copies of reports, master plans, or supporting documentation)

Director Position is 35 hours and is regularly schedule for Saturday shifts to cover the building during programs. The Administrative position enables the department to be open to the public during Town business hours.

The request for additional funds will allow the proposed plan of gradually getting the Director Salary to be fully funded in the Operating Budget. This will allow funds in the Revolving Fund to be freed up to purchase equipment and implement new programs.

The Revolving Fund would also have to pay less towards the Health/Fringe Benefits.

The Recreation Director Position has dramatically evolved over the past 10 years. Attached please find the updated job description.

RECREATION DIRECTOR
Town of Millis

***Job Description Currently on file**

Definition

Administrative and supervisory work related to the operation of a municipal recreational program; performs all other related work as required.

Supervision

Works under the administrative direction of the Town Administrator, and the policy direction of the Recreation Commission.

Performs responsible functions that require the exercise of judgment in the planning and execution of community recreational programs.

Supervises two part-time employees and 200 seasonal employees.

Job Environment

Some work is performed under typical office conditions; regular outdoor work is conducted with exposure to various and extreme weather conditions.

Operates office machines such as computer, fax, copier, telephone.

Has frequent contact with the general public, the Accounting Department and other Town departments, local businesses, sports companies, vendors and Recreation Directors in other communities.

Frequently required to work outside regular business hours.

Errors could result in adverse public relations, physical injury to participants; mismanagement of funds and personnel, damage to buildings, legal repercussions and reduced level of service.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Designs, implements and oversees all Town recreation programs; assesses community needs for recreation programs.

Recruits and trains staff and volunteers; supervises program coordinators; schedules programs and

staff; establishes registration system; prepares guideline materials for instructors; chaperons field trips.

Handles public relations activities; keeps community advised of program offerings; issues press releases; promotes programs through community organizations; secures and maintains public support of programs; prepares quarterly brochures; writes Recreation Department section for Annual Town Report.

Seeks outside sources of funding, including advertisers and grants.

Develops Departmental budget and revenue projections; administers budgets; calculates program fees; maintains records of expenditures and receipts; purchases materials and supplies; prepares and processes forms and reports as required; meets monthly with the Recreation Commission; makes policy suggestions and recommendations.

Maintains professional standing with state and national recreation associations.

Coordinates Summer Band Concert series.

Maintains inventory of equipment and supplies; provides for the maintenance of equipment and recreational facilities; purchases needed equipment and supplies.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in recreation management or related field; one to three years of experience in recreation management, preferably in a municipal setting, including at least two years in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements

Membership in Massachusetts Recreation and Park Association and the National Recreation and Park Association.

Knowledge, Ability and Skill

Knowledge. Working knowledge of the principles and practices of recreation management. Knowledge of computerized desktop publishing program.

Ability. Ability to communicate effectively, both orally and in writing. Ability to deal effectively and diplomatically with the general public. Ability to supervise subordinate personnel efficiently. Ability to develop innovative cost-effective programs to meet community needs. Ability to maintain accurate records.

Skill. Skill in teaching various recreational sports and games. Budgetary skills; basic bookkeeping and record keeping skills.

Physical Requirements

Minimal physical effort generally required for work performed in the office. Moderate to strenuous effort required periodically in the field; may be required to lift equipment weighing up to 10 pounds. Frequently required to spend several hours standing, walking, reaching with arms. Excellent eye sight (sharp close, distance, color, peripheral, and depth vision) and hearing within normal ranges. Ability to operate a keyboard at efficient speed.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

July 1, 2019

Town of Millis

Job Description: Recreation Director

Position Summary:

The Director serves as the principal administrator responsible for carrying out the strategic plans and policies for the Recreation Department within the Town of Millis. The Director performs his/her duties under the direction of the Millis Recreation Committee. The Director is responsible for creating, maintaining, and improving the efficiency and effectiveness of all areas under his/her direction and control. Varied and responsible duties are performed requiring a thorough knowledge of departmental operations and the exercise of judgement and initiative in completing tasks particularly in situations not clearly defined by precedent or established procedures. The general areas of responsibility include the delivery and evaluation of recreation programs, services, events, planning and preparing for the use of athletic fields in coordination with the DPW, management of revolving funds, and community and public relations. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring a flexible approach to workload.

ESSENTIAL JOB FUNCTIONS:

Programs and Services:

Plans, directs, and coordinates the operations, administration, and activities of the Recreation Department in accordance with best management practices and ensures compliance with local, state, and federal laws, regulations, and reporting requirements. Supervises employees and volunteers involved in the daily operation of recreational programs to ensure all work is performed in a competent and professional manner.

Responsible for the creation, design, marketing, scheduling, delivery, and quality of recreational, athletic and instructional programs and services for all age groups including social and community events. Examines trends and periodically updates, expands, adds, and deletes programming and services to best meet the needs and interests of residents.

Works with the Department of Public Works to coordinate work at fields or facilities and contracts for outside work as needed at recreational facilities. Obtains quotes and prepares cost estimates for improvements in recreational facilities. Works with other town boards such as Conservation, Board of Health, Building, and DPW in a cooperative manner to best complete projects.

Community and Public Relations:

Assures Millis Recreation, its programs and services are presented in a positive image to the residents and other community stakeholders. Establishes and maintains close working relationships and sustains and builds partnerships with other municipal and community organizations including the schools, athletic organizations, community organizations and the Local Arts Council, as well as other area municipalities, organizations, and businesses to broaden the scope and range of recreational activities

available to Millis residents. Communicates with local media and provides information through social media outlets to advertise programs and to create interest in the department.

Budgeting/Finance:

Prepares and recommends the yearly budget for Recreation Committee approval. Manages the Recreation Revolving Fund, Recreation Gift Fund, payroll and expense budgets prudently and within organization's resources according to current laws and regulations and generally accepted accounting practices. Works with the Committee as necessary to prepare a capital budget. Accountable to the Committee for financial results and fiscal health within the department. Prepares grants and researches grant opportunities.

Administration and Support:

Responsible for informing and advising Recreation Committee of key departmental activity. Takes direction and support from the Recreation Committee. Works with the Recreation Committee in the formulation and implementation of departmental policies. Makes recommendations to the Committee as needed to best serve the residents of Millis. May be requested to interface between the Committee and public. Helps prepare Annual Recreation Committee Report.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Extensive working knowledge of the principles and practices of the recreation industry. Understanding the delivery, evaluation and trends of recreational services, programming, and events. Applicable federal, state and local laws, codes and regulations, including safety regulations and procedures; municipal government administrative practices and procedures; municipal budgeting, finance and purchasing laws and buying groups; effective supervisory and management principles and practices; liabilities the Town may occur and avoidance of such liabilities. Acceptable conditions of athletic fields and the steps necessary and the resources available to maintain such conditions; tools and equipment associated with parks and recreation facilities; planning, construction repair and maintenance of athletic facilities; knowledge of schematic and topographical maps.

Skill in:

Excellent customer service and public relations skills. Strong marketing and business management skills used in the identification, implementation and assessment of community recreational programs, their effective presentation and generation of user revenues and operating costs. Training, evaluating, and instructing staff. Evaluation of conditions and executing necessary steps to maintain and care for municipal parks, athletic fields and playgrounds. Communicate effectively and efficiently both verbally and in writing. Understanding of recreational software and their applications.

Ability to:

Strong ability to visualize, develop, prepare, and implement long-range operational plans to ensure smooth transitions from season to season as well as longer range goals. Ability to be flexible and to multi-task. Ability to deal tactfully and appropriately with a variety of people, including children and teenagers, the general public and other municipal departments. Works with town sports organizations

to best serve the needs of all users of athletic resources. Work effectively under time constraints, to delegate responsibilities, and to motivate and work well with a large number and wide variety of employees. Maintain confidentiality. Ability to work independently. Prepare for and work well with an elected Recreation Committee. Work outside a standard 35-hour week including weekends, evenings, and holidays.

SUPERVISORY RESPONSIBILITY:

Responsible for hiring, firing, discipline, evaluation, delegation to, and supervision of all recreation staff including part-time, full-time, seasonal staff as well as contracted workers which fluctuates seasonally and may be up to fifty (50) at one given time. Evaluates CORI reports for each applicable employee to determine suitability. Assures Massachusetts laws are complied with in the hiring process and the employment term of each employee. Additional responsibilities include interviewing and training employees, planning, assigning, and directing work, and resolving issues.

SUPERVISION RECEIVED:

Work is carried out with considerable independence, initiative, and judgment to accomplish department goals and objectives under the broad guidance and direction of a seven person elected Committee. Projects are made known by and to the Recreation Committee. The Director carries out these projects. The Committee is required to sign off on any funds spent from Revolving or Expense Accounts. Work is reviewed through observation, discussion, and results achieved.

EDUCATION AND EXPERIENCE:

Education:

Bachelor's degree from a accredited college in Business Management, Recreation, Public Administration, or other applicable field of study.

Experience:

Five (5) or more years of increasingly responsible experience in parks and recreation including 3 or more years of progressive supervisory and managerial experience.

LICENSES AND CERTIFICATIONS:

Driver's License with good driving record, CPR and First Aid Certified.

Membership and involvement with Massachusetts Park and Recreation Association encouraged.

WORKING CONDITIONS:

Employee is regularly required to walk, stoop, sit, talk, hear and drive. Employee may frequently lift and /or move objects weighing up to 50 pounds such as equipment and supplies.

Greatest portion of work, approximately 70%, is performed in a normal office environment performed in fluctuating noise levels from quiet to noisy with frequent interruptions. Balance of time work is performed outside and may include times of extreme variations of temperature. Operates standard office equipment. Operates 4WD Vehicle.

Director	Community	Population	FY 19 Salary	Hours/week	Hours Open	Funding Source (General/Revolving/Enterprise)	Areas of Responsibility (ie: Parks, Recreation, etc.)	Union	Revolving Fund	Who does this position report to (town manager, commission, etc)
Director of Recreation	Millis	8,000	\$61,140.00	35	M-T : 8:00-2:30 F: 8:00-12:30	General/Revenue	Recreation	Yes	53 E1/2	Town Administrator
Admin Assist	Millis		\$10,582.00	10						
	Bellingham		N/A							
Director of Recreation	Grafton	17,000	\$71,000.00	35		General	Recreation		53D	
Assistant Director	Grafton		\$44,335.00	35						
Recreation	Holliston	14,000	\$61,430.00	35	1st Year	General	Recreation and pond		53D	Commission
Assistant Director	Holliston		\$49,138.00	35						
Director of Recreation	Littleton	10,000	\$72,000.00	40	M-Th: 9:00 - 4:00 Fri: 9:00-2:00	General	Parks, Recreation, Community Ed	no	Enterprise	Park Commission
Assistant Director	Littleton		\$51,699.00	40						
Community Ed Director	Medway	13,000	\$90,000.00	40		School Budget				
Program Coordinator	Medway		\$50,000.00	40		School Budget				
Recreation Director	Medway		\$55,000.00	40	1st Year	General			53D	
Director	Norfolk	12,000	\$100,000.00	40	M-T: 8:30-3:00	General	Recreation Programs and Facilities	no	53D	Town Manager & Commission
Assistant Director	Norfolk		\$42,000.00	32						

Salary Survey - 2019

[illegible]

**RECREATION
BENEFITS
FY 2019 - FY 2020**

MONTH FY 2019	GROSS	MEDICARE	HEALTH INS	LIFE	PENSION	ADDT'L PENSION	W/COMP	TOTAL
Jul-18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Aug-18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sep-18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Oct-18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nov-18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
July 18-Dec 18	5,773.60	83.72	5,747.73	16.75	0.00	0.00	5.44	5,853.64
Jan-19	3,175.57	46.05	957.96	2.79	212.40	46.62	20.32	1,286.14
Feb-19	5,441.80	78.91	957.96	2.79	417.44	46.62	34.83	1,538.55
Mar-19	5,441.80	78.91	957.96	2.79	417.44	46.62	34.83	1,538.55
Apr-19	5,441.80	78.91	957.96	2.79	417.44	46.62	34.83	1,538.55
May-19	8,162.70	118.36	957.96	2.79	626.16	69.93	52.24	1,827.44
Jun-19	5,441.80	78.91	957.96	2.79	417.44	46.62	34.83	1,538.55
Total	38,879.07	563.77	11,495.49	33.49	2,508.32	303.03	217.32	15,121.42

DATE: 4/18/2019

TO: RECREATION DEPARTMENT
C/O KRIS FOGARTY
900 MAIN STREET
MILLIS MA 02054

FROM: TOWN OF MILLIS
ACCOUNTING DEPARTMENT
900 MAIN STREET
MILLIS MA 02054

INVOICE: **APRIL 2019**

EMPLOYEE	GROSS	MEDICARE	HEALTH	LIFE	PENSION	ADD'L PENSION	W/COMP	TOTAL
8313 FOGARTY, KRISTEN	\$ 4,638.20	\$ 67.25	\$ 535.19	\$ 1.68	\$ 417.44	\$ 46.62	\$ 29.68	\$ 1,097.86
8307 VARA, SUE	\$ 803.60	\$ 11.65	\$ 422.77	\$ 1.12	\$ -	\$ -	\$ 5.14	\$ 440.68
TOTAL	\$ 5,441.80	\$ 78.91	\$ 957.96	\$ 2.79	\$ 417.44	\$ 46.62	\$ 34.83	\$ 1,538.54

BASIC LIFE 3.35/M

INS. TOWN SHARE

\$ 1,070.37	50%
\$ 1,268.31	10H/30H
\$ 2,338.68	

REIMBURSEMENT DUE:

MEDICARE	\$ 78.91
HEALTH	\$ 957.96
LIFE	\$ 2.79
PENSION	\$ 464.06
WORKERS COMP	\$ 34.83

TOTAL DUE	\$ 1,538.55	0100042-483010
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DATE: 4/18/2019

TO RECREATION DEPARTMENT
C/O KRIS FOGARTY
900 MAIN STREET
MILLIS MA 02054

FROM: TOWN OF MILLIS
ACCOUNTING DEPARTMENT
900 MAIN STREET
MILLIS MA 02054

INVOICE: **FEBRUARY 2019**

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0100042-483010

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900 MAIN STREET
MILLIS MA 02054

FROM: TOWN OF MILLIS
ACCOUNTING DEPARTMENT
900 MAIN STREET
MILLIS MA 02054

INVOICE: JULY 2018 - DECEMBER 2018

EMPLOYEE	GROSS	MEDICARE	HEALTH	LIFE	PENSION	ADDT'L PENSION	W/COMP	TOTAL
8313 FOGARTY, KRISTEN	\$ 850.00	\$ 12.33	\$ 3,211.11	\$ 10.05	\$ -	\$ -	\$ 5.44	\$ 3,238.93
8307 VARA, SUE	\$ 4,923.60	\$ 71.39	\$ 2,536.62	\$ 6.70	\$ -	\$ -	\$ 31.51	\$ 2,646.22
TOTAL	\$ 5,773.60	\$ 83.72	\$ 5,747.73	\$ 16.75	\$ -	\$ -	\$ 36.95	\$ 5,885.15

INS. TOWN SHARE

\$ 1,070.37	50%
\$ 1,268.31	10H/30H
\$ 2,338.68	

REIMBURSEMENT DUE:

MEDICARE	\$ 83.72
HEALTH	\$ 5,747.73
LIFE	\$ 16.75
PENSION	\$ -
WORKERS COMP	\$ 36.95

TOTAL DUE	\$ 5,885.15	0100042-483010
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DATE 4/18/2019

TO: RECREATION DEPARTMENT
C/O KRIS FOGARTY
900 MAIN STREET
MILLIS MA 02054

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MILLIS MA 02054

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FROM: TOWN OF MILLIS
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DATE: 4/18/2019

TO: RECREATION DEPARTMENT
C/O KRIS FOGARTY
900 MAIN STREET
MILLIS MA 02054

FROM: TOWN OF MILLIS
ACCOUNTING DEPARTMENT
900 MAIN STREET
MILLIS MA 02054

INVOICE: JULY 2018 - DECEMBER 2018

EMPLOYEE	GROSS	MEDICARE	HEALTH	LIFE	PENSION	ADDT'L PENSION	W/COMP	TOTAL
8313 FOGARTY, KRISTEN	\$ 850.00	\$ 12.33	\$ 3,211.11	\$ 10.05	\$ -	\$ -	\$ 5.44	\$ 3,238.93
8307 VARA, SUE	\$ 4,923.60	\$ 71.39	\$ 2,536.62	\$ 6.70	\$ -	\$ -	\$ 31.51	\$ 2,646.22
TOTAL	\$ 5,773.60	\$ 83.72	\$ 5,747.73	\$ 16.75	\$ -	\$ -	\$ 36.95	\$ 5,885.15

INS.	TOWN SHARE
\$ 1,070.37	50%
\$ 1,268.31	10H/30H
\$ 2,338.68	

REIMBURSEMENT DUE:

MEDICARE	\$ 83.72
HEALTH	\$ 5,747.73
LIFE	\$ 16.75
PENSION	\$ -
WORKERS COMP	\$ 36.95

TOTAL DUE	\$ 5,885.15	0100042-483010
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