

TOWN OF MILLIS FISCAL YEAR 2015 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: COLLECTION/TREASURY			DIVISION:		
	FY12 ACTUAL	FY13 ACTUAL	FY14 BUDGET	FY15 REQUEST	TA RECMD
SALARIES	145,672	173,099	176,741	182,248	
EXPENSES	22,931	20,435	27,475	27,955	
TOTALS	168,603	193,534	204,216	210,203	-
BUDGET COMMENTS:					

**Town of Millis****Treasurer/Collector**

Office Activity Based On FY2013 Statistics - 07-01-12 Through 06-30-13

**Collection****Number  
of Bills  
Issued****FY2013  
Collection****FY2012  
Collection****Increase  
Decrease****%  
Increase**

Real Estate Tax Bills	12,844	16,179,769	15,345,238	834,531	5.1%
Personal Property Tax Bills	940	369,490	342,808	26,681	7.2%
Motor Vehicle Excise Tax Bills	9,126	964,575	918,369	46,206	4.8%
Water/Sewer Bills	9,433	1,872,966	1,738,429	134,537	7.2%
<b>Bills Processed FY2012 - Excluding Demands/Warrants</b>	<b>32,343</b>	<b>\$19,386,800</b>	<b>\$18,344,844</b>	<b>\$1,041,955</b>	

Municipal Lien Certificates Produced Annually - Fiscal 2013	322
Revenue From Municipal Lien Certificates Fiscal 2013	\$8,050

**Combined Staffing****Weekly Hours****FY2013****FY2014**

Collector/Treasurer	37.50	40.00
Assistant Collector/Treasurer	35.00	35.00
Collection Clerk	28.00	28.00
Water/Sewer Clerk - Funded From Water/Sewer Program	28.00	28.00
<b>Total Weekly Hours Scheduled</b>	<b>128.50</b>	<b>131.00</b>
<b>Weekly Office Payroll</b>	<b>\$3,329</b>	<b>\$3,373</b>

<b>TOWN OF MILLIS</b>	<b>FORM #2</b>
<b>FISCAL YEAR 2015 BUDGET</b>	<b>BUDGET NARRATIVE</b>
<b>DEPARTMENT: COLLECTION/TREASURY</b>	<b>DIVISION:</b>
<b>DESCRIPTION OF FUNCTION OR ACTIVITY</b>	
<p>Please describe the overall mission or purpose of your department.</p> <p>As the Town Treasurer, it is my responsibility to receive and safeguard all funds belonging to the Town of Millis, to issue all town debt authorized at the Town Meeting and to pay the bills and payrolls of the Town in an efficient and timely manner. The office works closely with the various departments in depositing and recording local receipts. It reconciles its account records to that of the various banking institutions where it does business. The office acts as a liaison between the Group Insurance Commission and Town employees.</p> <p>As the Town Collector, it is my mission to ensure efficient and timely collection of all monies due to the Town while providing professional courteous service to all. The department will answer all inquiries in a timely manner and take all necessary steps, allowable by law, to collect on all accounts. The department works closely with tax service bureaus, attorneys, the Deputy Tax Collector and the Assessing Department.</p>	
<b>STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 2015</b>	
<p>Please describe your goals and initiatives for FY2015 and how these translate to expenses.</p> <p>The goal of the Treasurer/Collector's office is to perform the duties required by the town in a courteous and efficient manner and to ensure that Town Funds are properly secured and that the best return is received on these funds. The following are goals/initiatives:</p> <p>1) Research online and/or credit card capability for payment options in FY15 .</p>	
<b>FUNDING PLAN</b>	
<p>Please provide information regarding the user fees your department charges and other revenue, other than the General Fund, through which your department is funded.</p> <p>The Treasurer/Collector's office collects a \$25 administration fee charge on return checks, \$25 Municipal Lien Certificate Fee, \$4.00 Betterment Release Fees, \$20.00 Motor Vehicle Flagging Fees, \$5.00 Demand Fees and \$10.00 Warrant Fees. The Treasurer collects a variety of fees placed on tax title accounts. These fees are all collected when an account pays in full and are posted back to the general fund.</p>	
<b>PERFORMANCE ACCOMPLISHMENTS</b>	
<p>Please provide statistics and/or information regarding the level of services, workload, efficiency, as well as achievement measures.</p> <ol style="list-style-type: none"> <li>1. As of 6-30-13, the last day of 2013 fiscal year, 97% of the FY2013 real estate tax levy had been collected.</li> <li>2. The Treasurer/Collector's Office is committed to maintaining its records in an audit ready condition.</li> <li>3. The Treasurer/Collector's Office is committed to cross training positions to ensure first rate service to all residents and business in Millis.</li> <li>4. Notary Services are available in the office.</li> </ol>	

11/25/2013  
12:31:16

\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2015 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

PAGE 11

GENERAL FUND	FY 2012 ACTUAL EXPENDITURES	FY 2013 ACTUAL EXPENDITURES	FY 2014 REVISED ***BUDGET***	FY 2015 DEPARTMENT REQUEST
-----				
TREASURER/COLLECTOR EXPENSE				
-----				
EXPENSES				
-----				
0114552 520101 SERVICES NOTE CERTIFICATION	250.00	250.00	1,300.00	<u>1,300</u>
0114552 540100 PRINTING	1,702.62	1,709.92	3,200.00	<u>3,200</u>
0114552 540400 SUPPLIES & EXPENSES	2,877.01	3,016.94	3,400.00	<u>3,400</u>
0114552 540450 POSTAGE	10,336.62	8,353.88	11,250.00	<u>11,250</u>
0114552 540500 ADVERTISING	.00	464.75	825.00	<u>825</u>
0114552 540700 DUES & SUBSCRIPTIONS	589.40	628.40	650.00	<u>740</u>
0114552 540710 MEETINGS	509.75	470.12	600.00	<u>990</u>
0114552 540800 EQUIPMENT	5,230.77	4,901.04	5,250.00	<u>5,250</u>
0114552 570050 TAX TITLE	1,434.60	640.17	1,000.00	<u>1,000</u>
TOTAL TREASURER/COLLECTOR EXPENSE	22,930.77	20,435.12	27,475.00	<u>27,955</u>

11/25/2013  
12:31:16

\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2015 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

PAGE 10

GENERAL FUND	FY 2012 ACTUAL EXPENDITURES	FY 2013 ACTUAL EXPENDITURES	FY 2014 REVISED ***BUDGET***	FY 2015 DEPARTMENT REQUEST
-----				
TREASURER/COLLECTOR SALARY				
-----				
SALARIES				
-----				
0114551 510200 SALARY DEPARTMENT HEAD	76,466.16	77,343.20	77,343.00	<u>77,868</u>
0114551 510300 SALARIES CLERICAL	68,212.23	95,056.10	98,648.00	<u>103,929.56</u>
0114551 510350 WAGES CLERICAL OVERTIME	378.69	.00	.00	<u>          </u>
0114551 510600 LONGEVITY	614.57	700.00	750.00	<u>450</u>
TOTAL TREASURER/COLLECTOR SALARY	145,671.65	173,099.30	176,741.00	<u>182,247.56</u>



TOWN OF MILLIS FISCAL YEAR 2015 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: COLLECTION/TREASURY		DIVISION:	
CODE	DESCRIPTION	BUDGET REQUEST	
520100	Bank Service Charge - Contingency	0	
520101	Note Certification - Contingency For Short Term Note Issues	100	
	Financial Advisory Services - Annual Continuing Disclosure	1,200	
540100	Printing - Primarily Tax And Utility Bill Printing	3,200	
540150	Book Binding	0	
540400	Supplies & Expenses - Customary Office Supplies	3,400	
540450	Postage - Approximately 25,000 Pieces. Primarily Tax & Utility Bills	11,250	
540500	Advertising - Delinquent Real Estate Accounts Prior To Tax Taking	825	
540700	Dues & Subscriptions - Professional Org. And Wall Street Journal Subscription	740	
540710	Meetings - Quarterly Association Meetings And Training/Seminars	990	
540800	Equipment - Serv. contracts on postage machine, paper folder/envelope stuffer	5,250	
570050	Tax Title - \$76.00 For Each Parcel Of Land Recorded At Registry (Estimated 15)	1,000	
		FY2015 Budget Request 27,955	
		FY2014 Budget 27,475	
		FY2014 Increase 480	
		Percent Change 1.72%	
	Dues & Subscriptions - Anticipating Modest Increases		
	Meetings - Anticipating Modest Increases such as MCTA School		

TOWN OF MILLIS  
FISCAL YEAR 2015 BUDGET

FORM 6  
PERSONNEL SUMMARY

1	2	3	4	5	6	7	8	9	10	11	12
NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/ WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/YR/HRS @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
Scannell, Jennifer	Treasurer/Collector	\$75,111.92	40	14	4/5	10/4/2014	14@36.83 & 38@37.66	\$77,868.00			\$77,868.00
Walker, Laurie	Ass't Treas./Coll.	\$42,618.00	35	7	9/10	1/14/2003	28@24.93 & 24@25.50	\$45,851.40		\$450.00	\$46,301.40
Burruss, Allison	Dep't Assistant II	\$28,217.28	28	6	2/3	8/6/2012	5@19.77 & 47@20.22	\$29,377.32			\$29,377.32
Smith-Frye, Mary	Dep't Assistant II	\$27,605.76	28	6	1/2	8/19/2013	7@19.34 & 45@19.77	\$28,700.84			\$28,700.84
SUBTOTAL/TOTAL								\$181,797.56	\$0.00	\$450.00	\$182,247.56

\$182,247.56

FORM 8

<b>TOWN OF MILLIS</b> <b>FISCAL YEAR 2015 BUDGET</b>	<b>FORM #8</b> <b>ABOVE LEVEL SERVICE OPERATING BUDGET REQUEST</b>
DEPARTMENT: Treasurer/Collector DIVISION: REQUEST PRIORITY #:	
PROJECT/SERVICE TITLE: Reclassification Grade/ Step Level for Laurie Walker  LOCATION: JUSTIFICATION FOR PROJECT: (please attach copies of reports, master plans, or supporting documentation)  <p>At the end of FY15, Laurie Walker, the Assistant Treasurer will have reached her top pay step in her grade 7 classification. Mrs. Walker has expressed to me her wishes to seek a reclassification now, and thusly a pay raise, for which my office should anticipate and budget accordingly. Mrs. Walker has as many years of service and is seeking this reclassification for the same reasons as the Town Clerk, who was approved this reclassification at the November 2013 Town Meeting.</p> <p>Mrs. Walker has 10 years experience in the Treasurer/Collectors office and part-time experience in various other departments. She has proven to be an invaluable employee to me in my transition and has displayed an in-depth knowledge of the inner workings of this office. She unfailingly displays her dedication to the Town of Millis, staying late and arriving early when crucial deadlines must be met. Her ability to cross-train staff and answer in-depth questions has been immensely valuable to me, allowing me to focus on my new position. It is my belief Mrs. Walker deserves this re-classification and accordingly our payroll should reflect this additional funding.</p>	



February 19, 2014

Charles Aspinwall, Administrator  
Millis Town Hall  
Millis, Ma 02054

Dear Mr. Aspinwall:

Ms. Laurie Walker, Assistant Treasurer/Collector, and I met with you on February 20, 2014 to discuss reclassifying the position of Assistant Treasurer/Collector from the current Grade 7 to Grade 8. Per the Union contract, I am following the procedure outlined for a position reclassification. Ms. Walker provided her written request with supporting documentation which is attached to this email for your review. I have met with Ms. Walker and I support her request to reclassify her position, from Department Assistant III to Department Assistant IV as she took on additional responsibilities when the position was changed from Assistant Treasurer to Assistant Treasurer/Collector.

Ms. Walker assumed the position of Assistant Treasurer on January 8, 2008. Her main responsibility was to maintain the Treasurer's Cash Book which includes the reconciliation of bank statements, the monthly reconciliation with the Town Accountant's cash ledger balances, processing of the payroll and accounts payable warrants, and check reconciliation.

On November 21, 2011 Ms. Walker was given added responsibilities which includes processing the collection of real estate, personal property and motor vehicle excise taxes, maintains contact with Deputy Collector of Taxes to issue motor vehicle excise tax bills, processes demands and warrants, researches, prepares and verifies Municipal Lien Certificates, assists in the preparation of the required forms and documents for Betterment releases and Tax Title redemption certificates. She Communicates directly with taxpayer and representatives of taxpayers at the counter, by mail and by phone, providing information, answers to inquiries and resolving billing, collection and tax-related problems and performs other duties as assigned by the Treasurer. At that time when Ms. Walker was given additional job responsibilities, the job title was changed from Assistant Treasurer to Assistant Treasurer/Collector. Ms. Walker received no additional compensation for her added responsibilities and she never complained about the lack of compensation but rather chose to demonstrate that she is committed to taking on new challenges and always doing her best!

With her additional responsibilities to the town of Millis, I feel that Ms. Walker is an asset to this town and her position should be upgraded.

Sincerely,

Jennifer Scannell  
Treasurer/Collector

February 19, 2014

To: Jennifer Scannell  
Town Of Millis Treasurer/Collector

I am writing a request to advocate on my behalf for a grade change for my position of Assistant Treasurer/Collector, from a Grade 7 to Grade 8.

I feel the position of the Assistant Treasurer/Collector has changed over the past few years and deserves a review of the job description/responsibilities. The current job description has sufficiently changed since I was first appointed Assistant Treasurer in 2008. The job title in 2008 was Assistant Treasurer with the day to day involvement in the collection of all monies due the town; receipt expenditure and custody of municipal funds; overseeing the town's cashbooks, town deposits, balancing monthly statements for over 18 accounts, processing of the bi-weekly payroll warrant, processing of the weekly account payable warrant, tracking outstanding checks, and helping on the Tax Collection side with receiving payments over the counter & helping with customer inquiries.

In 2011 my position was upgraded to Assistant Treasurer/Collector taking on many new responsibilities. I am now responsible for all the Assistant Collector's responsibilities as well as the Assistant Treasurer's as well as assuming all responsibilities for the office in the Treasurer/Collector's absence.

In addition to these added responsibilities that resulted in the expanded job title but no additional compensation, I believe that there is also a fundamental lack of fairness in the current compensation for my position when compared to that of Grade 6, on grade lower.

Grade 6 Step 1	\$19.34
Grade 7 Step 1	\$ 20.87
Wage Differential	\$ 1.53

The two, part time, Grade 6 positions in this office are both task specific, limited in scope, and have no supervisory or fiduciary responsibilities. I believe that any fairness analysis of the differential in workload, job knowledge required and supervisory and fiduciary responsibilities between the positions that I hold and the two Grade 6 clerical positions, will determine that the Assistant Treasurer/Collector position is not adequately paid and needs to be upgraded.

Some examples of my added workload are:

Supervise the collection of real estate, personal property and motor vehicle excise taxes; maintains primary contact with Deputy Collector of Taxes to issue motor vehicle excise tax bills, process demands and warrants; ensure that all billing schedules are met; review daily deposits and reconcile with bank statements; research outstanding checks; and research tailings. Verify the receipt of cash and checks forwarded from various Town departments; verify amounts and make bank deposits. Maintains relations with banks, sets up or closes accounts; completes reconciliation of accounts with the Accountant.

Researches, prepares and verifies Municipal Lien Certificates; assist in the preparation of the

required forms and documents for Betterment releases and Tax Title redemption certificates.

Communicate directly with taxpayer and representatives of taxpayers at the counter, by mail and by phone, providing information, answers to inquiries and resolving billing, collection and tax-related problems; supervises others' work; and performs other duties as assigned by the Treasurer.

Since being named the Assistant Treasurer/Collector I have implemented many policies and procedures. I have created and maintained manuals for the processing of work throughout out the office allowing the staff to be more productive with a high degree of accuracy. I have also organized and maintained the storage of all work associated with the Treasurer/Collector's office.

I have also been called upon to train the staff. In 2013 this office went through a big transition. The water/sewer clerk left in July and the Treasurer/Collector, Jeff Cannon retired in October, leaving me with the responsibilities of managing the daily operations of the Treasurer/Collector's office. Being the senior person in the department I am approached frequently with questions and problem solving tasks on a daily basis. This has also left me to train the new staff, including the new Treasurer/Collector.

It is for the above reasons I am requesting an increase in a grade classification from the current Grade 7, to a Grade 8 along with an increase of additional hours from 35 to 40 hours.

Regards,

Laurie Walker