



# Town Administrator's Office

343 Highland Road, Tiverton, Rhode Island 02878 (401) 625-6710

## Memorandum

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Date: June 19, 2015

To: Town Council

From: Matt Wojcik

RE: Renewal of employment contract and fiscal statement– ToniLyn McGowan,  
Tax Collector

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On June 30, 2015 the Town's contract with Tax Collector ToniLyn McGowan is set to expire. I recommend renewal of this contract with only the necessary "housecleaning" edits for another three year term.

Due to a delay in the review and compensation adjustment process this past year, ToniLyn was last reviewed only six months ago at the end of December 2014. A confidential personnel review has been discussed with her and placed in her file. For purposes of public conversation, it should be noted that this year, the tax bills were out ahead of schedule and the collection rate is at an all-time high. The Town continues to benefit from a high level of competence and experience in this Department.

Over the next year, ToniLyn's goals include:

- Smooth transition to new staff, if announced retirement takes place as scheduled
- Careful management of tax collection budget
- Ongoing compliance with deadlines of the Department

Therefore, in light of immediate past performance and the outlook for the next three years, I recommend renewal of Ms. McGowan's contract with a 2% salary increase for the next year, as provided for in the budget for the next fiscal year.

Thus, the primary edit to the existing amended contract will be on page 2, under Section 4 (Salary) as follows:

Strike "\$30,541" and replace with: "\$31,152."

Additional edits: change dates on page 1 to reflect a July 1, 2015 to June 30, 2018 term.

The fiscal impact of the proposed contract renewal, in year one, is as follows:

- Salary: Increase by \$ 611
- FICA increase of \$ 46
- Employer contribution to MERS increase: \$33
- TOTAL: \$690 increase over current expenditure (FY 2015)