

Montague Selectboard  
Executive Session Minutes  
Monday November 3, 2025  
Montague Town Hall One Avenue A

Anticipated executive session in accordance with G.L. c.30A, §21(a)(3) to discuss strategy with respect to collective bargaining relating to National Association of Government Employees (NAGE) locals if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares

***Purpose: Discuss strategy relating to NAGE request to regrade and or reclassify certain positions under Section 33(i) of the Bargaining Agreement***

Present for Selectboard: Matt Lord, Richard Kuklewicz.

Also Present: Walter Ramsey- Town Administrator

Chair Matt Lord's opened the executive session at 7:10PM

***NAGE request:***

Union would like Town to consider matters under Section 33, subsection (i) of the Union contract:

- I. The Town shall permit the Union to review the current job description grades and salaries of employees. The Union shall have the right to present the Selectboard with comparative or other data in support of reasonable classification upgrade requests.

The matters we would like to discuss are the following:

1. Dispatch Manager/Office Manager MB- seeking Grade Classification from E to D.
2. Dispatcher AM- seeking 1 step increase.
3. Assistant Planner/ RiverCulture Director SL- seeking Grade classification from E to F and change in job title
4. Assistant Treasurer CL – seeking 2 step increase
5. CWF Admin MSC- seeking 1 step increase
6. Inspector of Buildings WK- seeking 2 step increase

The Board reviewed the written requests from the union and compared to the recommendation in the Wage and Classification report. The board reached consensus that the only potentially actionable request is for the Building Inspector's step increase to be consistent with recent step increase granted to Health Director. WR directed to meet with Union Steward to discuss next steps. No votes were taken. Session adjourned 7:40PM

Exhibits: Written requests from NAGE union

Approved By Selectboard:

✓ YES        NO

DATE OF VOTE 12/1/25

Release to Public:

✓ YES        NOT YET

DATE RELEASED 12/2/25



# Montague Police Department

180 Turnpike Road  
Turners Falls, MA 01376

(413) 863-8911  
(413) 863-3210 (fax)

Chief Christopher P. Williams



September 25, 2025

I am formally requesting that Dispatcher [REDACTED] be moved from a F1 to a F2 on the wage scale, as she has been with our Department for 3 years. [REDACTED] trained our newest Dispatcher [REDACTED], who is currently being paid at the same rate as her, and that is not fair, there should be a separation between the two of them.

If we were to hire a new dispatcher right now, [REDACTED] would be a trainer once again, and [REDACTED] would not be due to him only being here for 9 months. Training a new Dispatcher is a great responsibility, which takes a lot of time and patience, not all Dispatchers can be a trainer.

Sincerely,

*Marsha Beckwith*

Marsha Beckwith

Office Admin/Dispatch Manager



# Montague Police Department

180 Turnpike Road  
Turners Falls, MA 01376

(413) 863-8911  
(413) 863-3210 (fax)

*Chief Christopher P. Williams*



September 25, 2025

I am formally requesting to have my position moved from a Grade E to a Grade D, to be equal with the other Supervisors listed within our Union. (Ex. CWF Supervisor, & DPW Supervisor) I am requesting to be placed on the pay scale where the position would be paid to be closer in line with the Greenfield Dispatch Supervisor. That position is currently paid \$43.98/hr. as a salaried position. (see enclosed paperwork)

I am however, requesting that my current position be placed fairly on the scale, suggesting grade D, step 7. \$37.52/hr.

I feel that my 20 years with the Montague Police Department, should be reflected in my pay. Clearly through the study that was completed by the Collins Center, it showed that I am under paid by \$6.86 in the median maximum, and \$8.78 under the average maximum. My responsibilities within Montague Police Department certainly exceed the responsibilities of just a Dispatcher Manager, and I am clearly doing 2 fulltime jobs.

Sincerely,

*Marsha Beckwith*

Marsha Beckwith  
Montague Police Department  
Office/Dispatch Mgr./ RAO



## Summary of Labor Market Maximum Salary

DEPARTMENT	EXISTING TITLE	MONTAGUE MINIMUM HOURLY RATE	MONTAGUE MAXIMUM HOURLY RATE	SURVEY AVERAGE MAXIMUM	SURVEY MEDIAN MAXIMUM	MONTAGUE MINUS AVERAGE MAXIMUM	MONTAGUE MINUS MEDIAN MAXIMUM
Selectboard	Town Administrator	\$51.77	\$63.71	\$52.82	\$48.08	\$10.89	\$15.63
Police	Chief of Police	\$50.42	\$54.09	\$54.50	\$52.72	(\$0.41)	\$1.38
DPW	Superintendent	\$39.96	\$49.17	\$50.37	\$50.82	(\$1.20)	(\$1.65)
Clean Water Facility	Superintendent	\$39.96	\$49.17	\$43.28	\$42.41	\$5.90	\$6.77
Airport	Airport Manager	\$24.40	\$30.02	\$47.61	\$46.66	(\$17.59)	(\$16.64)
Building Inspector	Building Inspector	\$36.06	\$44.17	\$44.25	\$45.67	(\$0.08)	(\$1.50)
Council on Aging	Council on Aging Director	\$33.94	\$41.56	\$40.15	\$39.68	\$1.41	\$1.89
Board of Assessors	Director of Assessing	\$36.06	\$44.17	\$40.79	\$44.37	\$3.38	(\$0.20)
Board of Health	Director of Health	\$36.06	\$44.17	\$48.12	\$46.36	(\$3.96)	(\$2.19)
Libraries	Director of Libraries	\$36.06	\$44.17	\$37.72	\$36.45	\$6.45	\$7.72
Parks and Recreation	Director of Parks & Recreation	\$33.66	\$41.22	\$44.99	\$46.69	(\$3.76)	(\$5.47)
Planning	Director of Planning & Comm Dev	\$36.06	\$44.17	\$48.13	\$49.68	(\$3.96)	(\$5.51)
Town Accountant	Town Accountant	\$36.06	\$44.17	\$42.67	\$44.01	\$1.50	\$0.16
Town Clerk	Town Clerk	\$36.06	\$44.17	\$37.26	\$37.69	\$6.91	\$6.48
Treasurer/Tax Collector	Treasurer/Tax Collector	\$36.06	\$44.17	\$38.93	\$38.83	\$5.23	\$5.34
Clean Water Facility	Foreman	\$29.58	\$36.23	\$35.70	\$35.90	\$0.53	\$0.33
DPW	Working Foreman	\$29.58	\$36.23	\$32.71	\$32.45	\$3.52	\$3.78
Libraries	Children's Librarian	\$24.40	\$30.02	\$30.61	\$29.33	(\$0.59)	\$0.69
Dispatch	Dispatch/Office Manager	\$24.40	\$30.02	\$38.80	\$36.88	(\$8.78)	(\$6.86)
Selectboard	Executive Assistant	\$24.40	\$30.02	\$34.07	\$32.34	(\$4.05)	(\$2.32)
Clean Water Facility	Lead Operator	\$24.52	\$30.04	\$34.54	\$33.07	(\$4.50)	(\$3.03)
DPW	Office Manager	\$24.40	\$30.02	\$32.56	\$30.56	(\$2.54)	(\$0.54)
DPW	Shop Foreman	\$24.40	\$30.02	\$33.20	\$32.45	(\$3.18)	(\$2.43)
Planning	Assistant Planner	\$22.60	\$27.81	\$38.81	\$36.88	(\$11.00)	(\$9.07)
Town Clerk	Assistant Town Clerk	\$22.60	\$27.81	\$29.07	\$30.43	(\$1.26)	(\$2.62)
Treasurer/Tax Collector	Assistant Treasurer/Tax Collector	\$22.60	\$27.81	\$30.16	\$29.83	(\$2.35)	(\$2.02)



**APPENDIX C**  
**S SALARY SCHEDULE**  
**FISCAL YEAR 2026 3% COLA**  
**July 1, 2025 to June 30, 2026**

	A	B	C	D	E	F	G	H	I	J	K
	\$20.53	\$21.04	\$21.57	\$22.11	\$22.66	\$23.23	\$23.81	\$24.40	\$25.01	\$25.64	\$26.28
	\$1,539.61	\$1,578.06	\$1,617.52	\$1,657.97	\$1,699.44	\$1,741.92	\$1,785.49	\$1,830.09	\$1,875.89	\$1,922.76	\$1,970.84
<b>S1</b>	\$40,029.86	\$41,029.56	\$42,055.52	\$43,107.22	\$44,185.44	\$45,289.92	\$46,422.74	\$47,582.34	\$48,773.14	\$49,991.76	\$51,241.84
	\$23.36	\$23.94	\$24.54	\$25.16	\$25.78	\$26.43	\$27.09	\$27.77	\$28.46	\$29.17	\$29.90
	\$1,751.95	\$1,795.76	\$1,840.65	\$1,886.68	\$1,933.81	\$1,982.20	\$2,031.73	\$2,082.52	\$2,134.57	\$2,187.95	\$2,242.65
<b>S2</b>	\$45,550.70	\$46,689.76	\$47,856.90	\$49,053.68	\$50,279.06	\$51,537.20	\$52,824.98	\$54,145.52	\$55,498.82	\$56,886.70	\$58,308.90
	\$25.13	\$25.76	\$26.40	\$27.06	\$27.74	\$28.43	\$29.14	\$29.87	\$30.62	\$31.38	\$32.17
	\$1,884.69	\$1,931.82	\$1,980.12	\$2,029.60	\$2,080.38	\$2,132.35	\$2,185.66	\$2,240.31	\$2,296.34	\$2,353.76	\$2,412.59
<b>S3</b>	\$49,001.94	\$50,227.32	\$51,483.12	\$52,769.60	\$54,089.88	\$55,441.10	\$56,827.16	\$58,248.06	\$59,704.84	\$61,197.76	\$62,727.34
	\$26.62	\$27.28	\$27.96	\$28.66	\$29.38	\$30.11	\$30.87	\$31.64	\$32.43	\$33.24	\$34.07
	\$1,996.19	\$2,046.04	\$2,097.20	\$2,149.70	\$2,203.42	\$2,258.50	\$2,314.97	\$2,372.83	\$2,432.13	\$2,492.95	\$2,555.25
<b>S4</b>	\$51,900.94	\$53,197.04	\$54,527.20	\$55,892.20	\$57,288.92	\$58,721.00	\$60,189.22	\$61,693.58	\$63,235.38	\$64,816.70	\$66,436.50
	\$27.96	\$28.66	\$29.38	\$30.11	\$30.86	\$31.63	\$32.43	\$33.24	\$34.07	\$34.92	\$35.79
	\$2,097.04	\$2,149.48	\$2,203.20	\$2,258.32	\$2,314.73	\$2,372.62	\$2,432.61	\$2,492.73	\$2,555.06	\$2,618.92	\$2,684.40
<b>S5</b>	\$54,523.04	\$55,886.48	\$57,283.20	\$58,716.32	\$60,182.98	\$61,688.12	\$63,247.86	\$64,810.98	\$66,431.56	\$68,091.92	\$69,794.40
	\$29.73	\$30.47	\$31.24	\$32.02	\$32.82	\$33.64	\$34.48	\$35.34	\$36.22	\$37.13	\$38.06
	\$2,229.80	\$2,285.51	\$2,342.66	\$2,401.20	\$2,461.28	\$2,522.80	\$2,585.90	\$2,650.50	\$2,716.74	\$2,784.66	\$2,854.26
<b>S6</b>	\$57,974.80	\$59,423.26	\$60,909.16	\$62,431.20	\$63,993.28	\$65,592.80	\$67,233.40	\$68,913.00	\$70,635.24	\$72,401.16	\$74,210.76
	\$32.92	\$33.74	\$34.58	\$35.45	\$36.33	\$37.24	\$38.17	\$39.13	\$40.10	\$41.11	\$42.13
	\$2,468.67	\$2,530.40	\$2,593.65	\$2,658.51	\$2,724.94	\$2,793.05	\$2,862.93	\$2,934.49	\$3,007.87	\$3,083.06	\$3,160.12
<b>S7</b>	\$64,185.42	\$65,790.40	\$67,434.90	\$69,121.26	\$70,848.44	\$72,619.30	\$74,436.18	\$76,296.74	\$78,204.62	\$80,159.56	\$82,163.12
	\$35.22	\$36.10	\$37.00	\$37.92	\$38.87	\$39.84	\$40.84	\$41.86	\$42.91	\$43.98	\$45.08
	\$2,641.23	\$2,707.26	\$2,774.91	\$2,844.30	\$2,915.39	\$2,988.30	\$3,062.97	\$3,139.60	\$3,218.04	\$3,298.50	\$3,380.96
<b>S8</b>	\$68,671.98	\$70,388.76	\$72,147.66	\$73,951.80	\$75,800.14	\$77,695.80	\$79,637.22	\$81,629.60	\$83,669.04	\$85,761.00	\$87,904.96
	\$36.81	\$37.73	\$38.67	\$39.64	\$40.63	\$41.65	\$42.69	\$43.75	\$44.85	\$45.97	\$47.12
	\$2,760.69	\$2,829.67	\$2,900.43	\$2,972.94	\$3,047.24	\$3,123.42	\$3,201.52	\$3,281.55	\$3,363.56	\$3,447.64	\$3,533.84
<b>S9</b>	\$71,777.94	\$73,571.42	\$75,411.18	\$77,296.44	\$79,228.24	\$81,208.92	\$83,239.52	\$85,320.30	\$87,452.56	\$89,638.64	\$91,879.84
	\$38.22	\$39.18	\$40.16	\$41.16	\$42.19	\$43.25	\$44.33	\$45.44	\$46.57	\$47.74	\$48.93
	\$2,866.79	\$2,938.47	\$3,011.95	\$3,087.26	\$3,164.45	\$3,243.56	\$3,324.64	\$3,407.76	\$3,492.97	\$3,580.29	\$3,669.81
<b>S10</b>	\$74,536.54	\$76,400.22	\$78,310.70	\$80,268.76	\$82,275.70	\$84,332.56	\$86,440.64	\$88,601.76	\$90,817.22	\$93,087.54	\$95,415.06

Note: Employees receive a weekly salary paid on a biweekly basis. Hourly and Annual wages may be approximate and are only for informational purposes.

Highest paid  
dispatcher in Gfld.  
is @ \$30.21/hr.

Current rate for the  
Dispatch Supervisor in  
Gfld. Contract is w/ Salary  
Schedule employees Assoc.  
(SSEA)

**APPENDIX B  
DISPATCHER WAGE SCALE**

<b>FY25</b>			
<b>July 1, 2024 to June 30, 2025</b>			
0% COLA; 1x stipend-see Article 8, Section 1 for details			
<b>Grade D Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Annual</b>
1	\$26.30	\$2,104.00	\$54,704.00
2	\$27.30	\$2,184.00	\$56,784.00
3	\$28.31	\$2,264.80	\$58,884.80
4	\$29.33	\$2,346.40	\$61,006.40

Note: All wages are calculated and paid hourly. Biweekly and Annual wages may be approximate and are only for informational purposes.

**APPENDIX B  
DISPATCHER WAGE SCALE**

<b>FY26</b>			
<b>July 1, 2025 to June 30, 2026</b>			
3% COLA			
<b>Grade D Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Annual</b>
1	\$27.09	\$2,167.20	\$56,347.20
2	\$28.12	\$2,249.60	\$58,489.60
3	\$29.16	\$2,332.80	\$60,652.80
4	\$30.21	\$2,416.80	\$62,836.80

Note: All wages are calculated and paid hourly. Biweekly and Annual wages may be approximate and are only for informational purposes.

**APPENDIX B  
DISPATCHER WAGE SCALE**

<b>FY27</b>			
<b>July 1, 2026 to June 30, 2027</b>			
3% COLA			
<b>Grade D Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Annual</b>
1	\$27.90	\$2,232.00	\$58,032.00
2	\$28.96	\$2,316.80	\$60,236.80
3	\$30.03	\$2,402.40	\$62,462.40
4	\$31.12	\$2,489.60	\$64,729.60

Note: All wages are calculated and paid hourly. Biweekly and Annual wages may be approximate and are only for informational purposes.





TOWN OF  
**MONTAGUE**  
MASSACHUSETTS

TOWN HALL  
One Avenue A  
Turners Falls, MA 01376

DEPARTMENT OF PLANNING &  
CONSERVATION  
(413) 863-3200 ext. 112  
[Planner@montague-ma.gov](mailto:Planner@montague-ma.gov)

**MEMORANDUM**

TO: William Ketchen, NAGE Union President  
FROM: Maureen Pollock, Director of Planning & Conservation  
RE: Request Title Change from “Assistant Planner” to “Arts & Culture Program Director”; and  
Request Grade Reclassification from current Grade F to Recommended Grade E  
DATE: September 11, 2025

---

The Montague Department of Planning and Conservation respectfully requests that the Town of Montague consider the following:

1. **Officially change the job title from “Assistant Planner” to “Arts & Culture Program Director,”** a designation that more accurately reflects the focus and responsibilities of the position, as established by a unanimous vote of Town Meeting on Saturday, May 5, 2018.
2. **Reclassify the position from Grade F to Grade E.**

**The rationale for these requests is compelling and justified, based on the following points:**

- a. The 2024 Classification & Compensation Study conducted by the Edward J. Collins, Jr. Center for Public Management did not adequately compare the majority of responsibilities associated with the “Assistant Planner” role—particularly those related to arts and cultural programming—with similar positions in other municipalities in western Massachusetts. The Assistant Planner dedicates over 30 hours per week to RiverCulture programming, a 19-year-old creative economy initiative for Montague, while only spending 2-5 hours per week on departmental administrative support.
- b. The study significantly underestimates the importance of the creative economy in municipal redevelopment efforts, especially critical within the Turners Falls Business District. Leveraging art and culture to enhance livability, attract new residents, tourists, and business investment is a key element in several plans, including:
  - i. [2025 Regional Downtown District Coordinator Pilot Project](#)
  - ii. [2024 Five Villages Master Plan](#)
  - iii. [2023 Canal District Master Plan](#)
  - iv. [2021 Rapid Recovery Plan](#)
  - v. [2020 Livability Plan Community Review](#)
  - vi. [2018 Millers on the Move Plan](#)
  - vii. [2018 Community Development Strategy](#)
  - viii. [2013 Downtown Livability Plan](#)
- c. The study does not factor in the majority of Assistant Planner’s roles and responsibilities related to administering the RiverCulture Program. Additionally, the study underestimates the key characteristics of the Assistant Planner position. A more accurate description includes, but is not limited to the following:
  - i. **Supervision Received & Exercised:** The Assistant Planner works under the broad supervision of the Director of Planning and Conservation. Performs regular duties independently, within applicable laws, policies, and procedures.



- ii. **Education & Experience:** The Assistant Planner possesses a minimum of three years of relevant experience in event planning, arts administration, or related fields, in addition to a bachelor's degree or higher in art history, studio art, theater, music, creative writing, arts management, or a related discipline.
  - iii. **Judgement & Complexity:** The role requires sound judgment in planning and executing arts initiatives, managing multiple projects simultaneously, and coordinating with various stakeholders. The incumbent must analyze situations, prioritize tasks, and make informed decisions to ensure successful outcomes, often under tight deadlines and within budget constraints.
  - iv. **Nature of Personal Contacts & Confidentiality:** The Assistant Planner performs tasks as a visible, community minded individual. The Assistant Planner maintains regular contact with artists, community leaders, funding agencies, Montague officials, and the public. Confidentiality is essential when handling sensitive information related to contracts, funding, and personal data.
  - v. **Work Environment & Physical Skills:** The Assistant Planner contributes to the short- and long-term plans and objectives of the Town as they relate to arts, public art installation and placemaking initiatives. The position is primarily office-based but regularly requires production work off site during evening or weekend hours. The role demands excellent organizational skills and the ability to work independently and under stress. The position requires physical stamina for transporting and setting up equipment weighing up to 50 pounds such as tents, sound, lighting and video equipment.
- d. The labor market salary survey conducted as part of the study indicates that Montague's current compensation for the Assistant Planner is below regional standards:
- i. Montague's Assistant Planner hourly rate ranges from \$22.60 (minimum) to \$27.81 (maximum), equating to annual salaries of \$41,132 to \$50,614.
  - ii. The survey's maximum average hourly rate is \$38.81, with a median of \$36.88, translating roughly to \$67,122 to \$70,634 annually.

This indicates that Montague's Assistant Planner earns about \$11 per hour less than comparable positions in western Massachusetts. Additionally, the survey's comparison did not account for roles explicitly focused on arts and cultural coordination.

- e. Since the report's release, the Department of Planning & Conservation has engaged with municipalities employing arts and cultural coordinators, revealing that:
- i. Northampton's Arts Director works full-term, earning between \$34.90 and \$45.82 per hour (approximately \$78,334.95 annually).
  - ii. Easthampton's Arts Director works full-term, earning \$33.09 per hour, pay range is between \$26.91 and \$37.25 per hour, (approximately \$58,503.12 annually).

These examples demonstrate that Montague's current grade and salary level are not competitive with similar positions in the region's arts and cultural sector.

- f. Finally, hiring and retaining a qualified individual at a competitive salary is vital to the strategic efforts aimed at revitalizing Montague's village centers, attracting development and job growth, and activating public spaces for residents and visitors alike.

We respectfully request your consideration of these points to ensure the position reflects its true scope, importance, and market value.

Respectfully,

*Maureen Pollock*

Maureen Pollock  
Town of Montague  
Director of Planning & Conservation

---

**From** EileenS-Montague Tax Collector <treasurer@montague-ma.gov>

**Date** Mon 8/18/2025 5:11 PM

**To** Bill Ketchen - Building Inspector <BuildingInspector@montague-ma.gov>

**Cc** EileenS-Montague Tax Collector <treasurer@montague-ma.gov>

Hi Bill, here is what I am requesting for [REDACTED]:

A two-step increase from a Step 4 to a Step 6. That would result in a \$1.72 an hour increase and the total cost to the town would be \$3,130.40. I did offer to Walter that I would cover one of the steps this year out of my budget to have it be less of a hit to the town. From Step 4 to 5 is an increase of \$1,547.00 and from Step 5 to 6 is \$1,583.40 so I would be willing to cover one of those out of my existing budget as I know this is a difficult budget year with the health insurance changes.

As I stated in our meeting, the Wage & Comp study specifically states the following:

"While it is up to the Town to determine how to implement, some municipalities place employees on the scale that provides for an increase. Others provide longevity pay based on years of service and/or place employees on the scale based on years of service. For example, if an employee has 20 years of experience, they could be placed one or two steps higher than they would be placed."

[REDACTED] has 21 years with the Town and has been an outstanding employee always providing exceptional service to whoever walks in the door. People know her and respect her. Also, as an aside, in my absence she is responsible as the Assistant Treasurer for all of the funds that belong to the Town.

I appreciate all of your help with this matter!

Thanks, Eileen

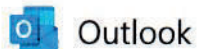
Eileen M. Seymour

Treasurer/Tax Collector

Town of Montague

[treasurer@montague-ma.gov](mailto:treasurer@montague-ma.gov)

413-863-3200 x202



---

**RE: A grievance**

---

**From** Mary Sue Campbell <MarySueC@montague-ma.gov>

**Date** Fri 9/26/2025 11:27 AM

**To** Bill Ketchen - Building Inspector <BuildingInspector@montague-ma.gov>; Noah Diamond <NoahD@montague-ma.gov>

Hi Bill,

Please see request below:

Due to the recent hiring of the Admin Asst in the Clerk's office at the pay of \$22.66/hr, I am requesting my pay be increased to the same amount. I only make \$22.01/hr, and I think my pay should be at least equal to that of a new hire.

If you need any other info, please let me know.

Thanks,

*MarySue Campbell*

*Administrative Assistant*

Town of Montague CWF

34 Greenfield Rd

Montague, MA 01351

[MarySueC@montague-ma.gov](mailto:MarySueC@montague-ma.gov)

413-773-8865, ext 422

"It is our collective and individual responsibility to preserve and tend to the environment in which we all live." -Dalai Lama



---

**From:** Bill Ketchen - Building Inspector <BuildingInspector@montague-ma.gov>

**Sent:** Wednesday, September 24, 2025 10:15 AM

**To:** Mary Sue Campbell <MarySueC@montague-ma.gov>; Shawn Kearney [REDACTED]; Noah Diamond <NoahD@montague-ma.gov>

**Subject:** Re: A grievance

Hi Mary Sue,



Walter Ramsey  
Town Administrator  
RE: Request for Step Increase

September 25, 2025

Walter,

I would like to formally request a step increase from a C4 to a C6. The request is based on the reasons listed below.

**Procedural Inconsistencies:**

When I was hired in 2021, the former Town Administrator, [REDACTED] told me that although I had the qualifications to perform the job, I could not negotiate the Town's offer because I hadn't previously held the position of Inspector of Buildings.

Since that time, the Town has hired two department heads in the same grade classification (C) who, like me, had not previously held positions for which they were being hired. The Director of Planning, and the Director of Public Health were able to negotiate their salaries.

**Educational Qualifications:**

I feel that my experience in the construction industry has been overlooked as an essential part of performing the role of Inspector of Buildings. At the time of my hire, I had 19 years of construction experience with 9 years as a construction site supervisor.

I am required by the State to earn 45 continuing education credits every 3 years. To better serve the community, I always exceed that requirement. From 2021-2023 I obtained 149.75 credit hours. From 2018 to 2021 I obtained 126 credit hours.

I currently hold the certification of Certified Building Official (CBO) through the International Code Council (ICC), which is an additional certification beyond the Massachusetts requirement. \*I am the first Inspector of Buildings for the Town of Montague to have this certification.

My credit hours, certificates and licenses have been submitted.

**Fairness and Equity:**

The Director of Public Health was placed at my level when he was hired in 2023. On September 22, 2025, the Select Board granted the Director of Public Health a step increase to a C6. My request is to be treated fairly and placed at the same step level as my fellow department head, as we have been for the last 2 years.

I have provided documentation to support my request. I take great pride in serving the community and look forward to continuing to do so for years to come. Thank you for your time and consideration.

Sincerely,

William Ketchen  
Inspector of Buildings

appointee shall be afforded more than three extensions of time beyond the prescribed period for the level of certification sought.

**110.R7.1.7.4.2 Notification.** The BOCC shall, within ten days of any action taken by the committee pursuant to 780 CMR 110.R7, notify the appointing authority in writing of such action.

**110.R7.1.7.4.3 Notice of Noncompliance.** Any conditional appointee who has not attained passing scores in all examinations required for certification as an inspector of buildings/building commissioner and/or local inspector and who exhausted extension time as afforded by 780 CMR 110.R7.1.7.4.1 shall be deemed to be in non-compliance with M.G.L. c. 143, § 3 and unauthorized to serve as a conditional appointee in the position for which they are not yet certified.

## **110.R7.2 REQUIREMENTS FOR INITIAL CERTIFICATION**

**110.R7.2.1 Application.** Any candidate for certification in any category of building official issued pursuant to 780 CMR 110.R7 shall submit an application to the BBRS, accompanied by the required application fee (if any), on forms provided for this purpose by the BBRS. The application shall include such information and documentation as the BBRS may require pursuant to 780 CMR 110.R7.

### **110.R7.2.2 Requirements for Certification as a Local Inspector:**

**110.R7.2.2.1 Pre-exam Approval.** All candidates shall meet or exceed the qualifications for the position of local inspector pursuant to M.G.L. c. 143, § 3 and 780 CMR prior to taking any examinations. The BOCC shall approve all candidates prior to taking any examinations and shall maintain a list of all qualified candidates for any and all city and towns appointing building officials.

**110.R7.2.2.2 Successful Examination.** All candidates shall attain a passing score in all examinations required for certification as either a Building Plans Examiner (identified as Exams 1B, 1C, 3B and 3C) or Building Inspector (identified as Exams 1A, 1B and 3B) as defined by the National Certification Program for Construction Code Inspectors (“NCPCCI”) or equivalent exam categories as approved by the BBRS for such purpose and as offered by the International Code Council (“ICC”).

**110.R7.2.2.3 Prior Approval for Examination as a Local Inspector.** No candidates shall be allowed to take said examinations without prior approval of the BBRS or the BOCC at the discretion of the BBRS.

### **110.R7.2.3 Requirements for Certification as an Inspector of Buildings/Building Commissioner.**

**110.R7.2.3.1 Pre-exam Approval.** All candidates shall meet or exceed the qualifications for the position of inspector of buildings/building commissioner pursuant to M.G.L. c. 143, § 3 and 780 CMR prior to taking any examinations. All candidates shall meet the examination requirements for certification as a local inspector pursuant to 780 CMR 110.R7.2.2.2, or hold a certification as a local inspector pursuant to 780 CMR 110.R7.2.2. The BOCC shall approve all candidates prior to taking any examinations and shall maintain a list of all qualified candidates for any and all city and towns appointing building officials.

**110.R7.2.3.2 Successful Examination.** All candidates shall attain a passing score in all examinations required for certification as a Certified Building Official as defined by the International Code Council (“ICC”) or equivalent exam categories as approved by the BBRS for such purpose and as offered by the ICC.

**EXCEPTION:** Candidates may choose to attend on-boarding training as approved by the BBRS and as periodically offered. Successful completion of all on-boarding training requirements, including attaining a passing score on any and all requisite



examinations, may be substituted for completion of the Codes and Standards Module of the ICC certification examinations as identified above. Candidates who utilize this exception shall also attain passing scores on the ICC Legal and Management Module examinations as identified above and shall satisfy all Local Inspector certification requirements as established by 780 CMR. Candidates who utilize this exception will be issued a Massachusetts Inspector of Buildings/Building Commissioner certification ("MCBO").

**110.R7.2.3.3 Prior Approval for Examination as an Inspector of Buildings/Building Commissioner.** No candidates shall be allowed to take said examinations without prior approval of the BBRS, or the BOCC at the discretion of the BBRS.

**110.R7.2.4 Retired Persons.** Any person who has been duly certified in accordance with 780 CMR 110.R7 and who retires from service in good standing, may petition the committee to receive "retired status" certification. Upon approval said certification shall be denoted "retired" and shall not be deemed revoked. Revocation shall only be invoked for cause. Any person who has been approved for retired status certification and who wishes to reactivate said certification shall comply with the examination schedule as defined in 780 CMR 110.R7 for the level of certification sought.

**110.R.7.2.5 Notification Change of Employment Location.** Conditional and certified individuals shall notify the BBRS of any change in the status or location of their employment. Notification shall be made to the BOCC Program Coordinator, current State Building Inspector for Municipality leaving and the State Building Inspector for new Municipality, within one month of such change.

### **110.R7.3 REQUIREMENTS FOR MAINTENANCE OF CERTIFICATION STATUS**

**110.R7.3.1 Continuing Education Requirements.** Within each three-year period following initial certification, the registrant to maintain certification shall complete 45 hours of continuing education credit acceptable to the BOCC. Conditional appointees as defined by 780 CMR 110.R7 shall attain at least one contact hour of education credit for each month of employment until such time as the conditional appointee has successfully completed the required examination schedule and is certified as prescribed.

**110.R7.3.1.1 Requirements for Energy Code Training.** Building officials shall be trained in the energy provisions of the 780 CMR every three years, corresponding with the adoption of the latest edition of the International Energy Conservation Code pursuant to M.G.L. c. 143, § 94 and policy of the BBRS.

**110.R7.3.2 Course Curriculum.** The BOCC may publish a list of acceptable educational programs, courses, seminars, and the like and may also accept educational activities in which registrants have participated after the fact, upon application and review of the course information. The BOCC shall assign credits to each educational/training event and shall issue policies and procedures, separate from 780 CMR 110.R7, relative to continuing education requirements.

**110.R7.3.3 Course Log.** Each certified individual shall maintain a record of his or her continuing education. Credit hours shall be reported to the BBRS or other approved agencies as prescribed by the policies and procedures of the BOCC, relative to continuing education. The BBRS shall maintain a record of each inspector's progress towards completion of the 45-hour requirement. At the end of each three-year period, each inspector who has successfully attained his or her continuing education requirement shall be duly notified by the BBRS.

**110.R7.3.4 Rights and Privileges.** In accordance with M.G.L. c. 143, § 99, no building official attending BBRS required educational programs shall lose any rights relative to compensation or vacation.

### **110.R7.4 PROCEDURES FOR COMPLAINTS**





# INTERNATIONAL CODE COUNCIL

## WILLIAM KETCHEN

*The International Code Council attests that the individual named on this certificate has satisfactorily demonstrated knowledge as required by the International Code Council by successfully completing the prescribed written examination based on codes and standards then in effect, and is hereby issued this certification as:*

### Certified Building Official

*Given this day April 9, 2022*

Certificate No. 10077013

*David Spencer*

David Spencer, CBO  
President, Board of Directors

*John Belcik*

John Belcik  
Chief Executive Officer



*This certificate is the property of ICC and must be returned to ICC in the event of suspension or revocation of the certificate.*



**Commonwealth of Massachusetts**  
**Division of Professional Licensure**  
**Office of Public Safety and Inspections**  
**Board of Building Regulations and Standards**

*Recognizes*

*William Ketchen*

*for completing*

*On-Boarding Training for Municipal & State Building Inspectors*

Introduction to Massachusetts Building Code Enforcement CSL Course Number CS-0200-06 Building Code 3.5 hours BBRS No. C-078  
HVAC - Residential and Commercial CSL Course Number CS-0200-11 Building Code 3.5 hours BBRS No. C-079  
Building Inspection Techniques CSL Course Number CS-0200-10 Building Code 3.5 hours BBRS No. C-080  
Ministerial Duties CSL Course Number CS-0200-07 Business 3.5 hours BBRS No. C-087  
Chapter 10 - Means of Egress CSL Course Number 0200-19 Building Code 3.5 hours BBRS No. C-088  
How Zoning Affects the Process CSL Course Number CS-0200-09 Elective 3.5 hours BBRS No. C-082  
Architectural Access Board Requirements CSL Course Number CS-0200-08 Building Code 3.5 hours BBRS No. C-089

CSL Number: \_\_\_\_\_ CS-0200-99 On Board Nov-Dec 2019

Date Course Completed: **December 17, 2019**

David Sullivan, Chief of Inspections - Building

## Licensee Details

### Demographic Information

Full Name: WILLIAM KETCHEN  
Owner Name:

### License Address Information

City:   
State: MA  
Zipcode:   
Country: United States

### License Information

License No:	BO-2195	License Type:	Building Official Certification
Profession:	Building Licenses	Date of Last Renewal:	12/31/2024
Issue Date:	10/1/2019	Expiration Date:	12/31/2027
License Status:	Active	Today's Date:	9/23/2025
Secondary License Type:	CBO Building Commissioner		
Doing Business As:			
Status Change Reason:	License Issuance		

### Prerequisite Information

No Prerequisite Information

No Available Documents



## Licensee Details

### Demographic Information

Full Name: [REDACTED]  
Owner Name:

### License Address Information

City: [REDACTED]  
State: MA  
Zipcode: [REDACTED]  
Country: United States

### License Information

License No:	BO-1991	License Type:	Building Official Certification
Profession:	Building Licenses	Date of Last Renewal:	1/9/2025
Issue Date:	9/4/2015	Expiration Date:	12/31/2027
License Status:	Active	Today's Date:	9/23/2025
Secondary License Type:	MA Building Commissioner		
Doing Business As:			
Status Change Reason:	License Renewal		

### Prerequisite Information

No Prerequisite Information  
No Available Documents



OFFERED BY [Division of Occupational Licensure](#) [Office of Public Safety and Inspections](#)  
[Building Official Certification Committee](#)

# Board of Building Regulations and Standards: Certified Building Officials and credit hours for years 2022 - 2024

List of Certified Building Officials and total number of credit hours for 2022 - 2024.

Last updated: 4/10/25

## Building officials and total number of credit hours

\*Only the names of those Building Officials who have submitted training hours to the BOCC for review and approval are listed.

\*\*There could be upwards of a 45-day lag time from submission to approval depending on review times and system updates.

50  entries per page

Search:

Sum of CEU's		
Hyde, Doug	BO-1984	116.5
Iafrate, Nicholas	BO-2194	53
Iafrate, Robert	BO-1606	59
Inkley, Bradford	BO-2050	73.25
Iozzo, Paul	BO-2291	56
Ives, Robert	BO-1415	48
Jackson, Pernell	BO-2240	96

Kelly, John	BO-1657	17
Kelly, Joseph	BO-1500	48.5
Kelly, William	BO-2016	54.5
Kench, Thomas	BO-1416	3
Kennedy, James	BO-0963	59.25
Kennedy, Thomas	BO-2327	69.5
Kennedy, Thomas G	BO-2112	83.5
Kenney, Michael	BO-2168	100
Kenny, Peter	BO-2118	90
Keough, Jack	BO-0100	0
Ketchen, William	BO-2195	149.75
Killelea, Peter	BO-2110	114.5
Kimberley, Shawn	BO-1325	54
Klansek, William	BO-1658	0
Klaus, William	BO-1381	0
Knapp, Bruce	BO-1168	60
Kollmer, Matthew	BO-2075	109.5

Showing 401 to 450 of 904 entries



1



9



19



### [Past Cycle Building Official Credit](#)

[Hours.csv](https://www.mass.gov/files/csv/2025-04/Past%20Cycle%20Building%20Official%20Credit%20Hours.csv) (<https://www.mass.gov/files/csv/2025-04/Past%20Cycle%20Building%20Official%20Credit%20Hours.csv>)

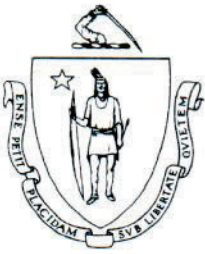
## Contact

### Building Official Certification Committee

#### Online

[BOCC-MA@mass.gov](mailto:BOCC-MA@mass.gov)





# State Board of Building Regulations & Standards

Training Report: **1/1/2018 - 12/31/2020-2021**

**William K. Ketchen**

**Local Inspector**

City/Town: **Montague**

Certificate Number: **20-11-2195 /**

Title Held: **Building Commissioner**

Certificate Date: **November 12, 2020**

Total Contact Hours - '00 - '02: '03 - '05: '06 - '08: '09 - '11: '12 - '14: '15 - '17:

Credit Hours Required: **22** as of October 21, 2021: Category 1: **126** Category 2: Total Contact Hours For This Report **126**

Course#	Course Name	Date	Cat 1	Cat 2
C-3309C	NEBOEA 2019 - Legal Aspects of Code Enforcement & Administration	10/7/19	3.0	
C-3309I	NEBOEA 2019 - Understanding Braced Wall Lines per 2015 & 2018 IRC	10/7/19	1.5	
C-3309L	NEBOEA 2019 - Deck construction (DCA-2015)	10/7/19	1.5	
C-3310C	NEBOEA 2019 - Building Codes for Basement Finish	10/8/19	3.0	
C-3310K	NEBOEA 2019 - Strategies & Techniques for Building Code Enforcement	10/8/19	3.0	
C-3311F	NEBOEA 2019 - Inspecting Hearth Appliances	10/9/19	3.0	
C-078	Intro to Mass Building Code Enforcement ~ On Boarding	11/18/19	4.0	
C-079	HVAC Residential and Commercial ~ On Boarding	11/19/19	3.5	
C-080	Building Inspection Techniques ~ On Boarding	11/20/19	3.5	
C-087	Ministerial Duties - On Boarding	11/25/19	3.5	
C-088	Chapter 10 - Means of Egress ~ On Boarding	11/26/19	3.5	
C-082	How Zoning Effects the Process ~ On Boarding	12/16/19	3.5	
C-089	Architectural Access Board Requirements ~ On Boarding	12/17/19	3.5	
WM-0819	BOWM 2015 International Swimming Pool & Spa Code	8/21/19	3.0	
WM-0919	BOWM Resd Energy Code & Additions, Alterations & Repairs and 2018 IECC sneak peak	9/18/19	3.0	
WM-1219	BOWM Crumbling Concrete Foundation Crisis	12/18/19	3.0	
D1-0120	District 1, 2, 3 - Greenfield - MGL 148 / Requirements for Foam Plastics	1/23/20	3.0	
WM-0120	BOWM Update from OPSI and CPR Certification	1/15/20	3.0	
WM-0220	BOWM Fire & Building Code review for Marijuana Growing Facilities	2/19/20	3.0	
D1-0520	Virtual - COVID-19, BOA, Misc 780 CMR issues	5/28/20	2.5	
C-016	Local Insp Cert Review	2-8/2020	6.0	
C-3505	FEMA P-154 Rapid Visual Screening of Bldgs for Potential Seismic Hazards (third edition) Virtual	9/16/20	4.0	
C-3506	FEMA ATC-20 Postearthquake Safety Evaluation of Buildings - Virtual	9/17/20	4.0	
D1-0920	Round Table 780 CMR Issues	9/23/20	2.5	
WM-1220	CRC Mass Timber Presentation	12/16/20	1.5	
D1-1120	Misc 780 CMR Issues - Round Table	11/30/20	3.0	
C-3602	Energy - Stretch Code Documentation (Resd 4.2 2018)	11/18/20	1.0	
C-3079	Energy - COMcheck for Existing Buildings	11/18/20	1.0	
WM-0121	BOWM IBC Chapter 7 and related topics from IRC Chapter 3	1/20/21	1.5	
WM-0221	BOWM Energy Storage Systems	2/17/21	1.5	
D2-0221	Virtual - Fire Alarm (IRC)	2/23/21	2.0	
D1-0221	Virtual - Round Table	2/25/21	2.5	
C-3623	Third Party Firestopping Special Inspections - What Building Officials Need to Know Code Red	3/17/21	1.5	
C-3624	Fire Protection Documentation and Permitting Code Red	4/21/21	1.5	
WM-0820	BOWM Fire Protection Documentation and Permitting by Code Red	8/19/20	1.5	
C-3646	How to Successfully Navigate Code Reqs & Triggers in Existing Bldg - offered by Code Red	5/19/21	1.5	
C-3652	Back to Basics: Means of Egress Fundamentals - Everything You Need to Know by Code Red	5/16/21	1.5	
C-3593	Energy - 3rd Party Residential Energy Code Verification (Resd 1.2 2018)	7/28/21	1.0	
C-3609	Energy - What Makes a Commercial Air Barrier - It's the Details! (Comm 3.2 2018)	7/28/21	1.0	
D1-0621	Short Term Rental/Accessibility/10th Edition Chapter 1/Round Table	6/24/21	3.0	
MW-0721	Fire Protection Documentation & Permitting in Mass offered by Code Red	7/20/21	2.5	
C-3594	Energy - The Energy Code and Additions, Alteration, and Repairs (Resd 1.3 2018)	8/18/21	1.0	
C-3593	Energy - 3rd Party Residential Energy Code Verification (Resd 1.2 2018)	8/18/21	1.0	
WM-0921	BOWM Round Table Discussion	9/15/21	3.0	
C-3610	Energy - Documentation for Energy Code Permit Applications (Comm 4.1 2018)	9/30/21	1.0	
C-3611	Energy - Third-Party Documentation & Does LEED = Code? (Comm 4.2 2018)	9/30/21	1.0	