

Recap of FY21 Montague Budget Development Process, with Links

This document presents key events in the FY21 budget development process in chronological order, with links to supporting documents. If you have questions or would like additional information, please contact the Town Accountant:

accountant@montague-ma.gov / (413) 863-3200 ext 121.

October 2019

10/31– Town departments submitted their capital requests (>25K, used for >5 years) for FY21 to the Capital Improvements Committee (CIC).

November 2019

11/4 – FY20 tax classification hearing held at the Selectboard meeting. This set the tax rate for bills in the current year and was a factor in revenue estimates for FY21.

11/6 - Finance Committee met ([meeting minutes](#))

11/16 (Tues) - GMRSD preliminary FY21 budget discussion began during School Committee meetings. [GMRSD school committee meetings are typically held on the 2nd and 4th Tues of each month. Agendas, minutes, and meeting packets are posted at gmrtd.org.]

11/30 - Finance Committee met in joint session with the Selectboard and Board of Health ([meeting minutes](#)).

Also this month: GMRSD submitted capital requests (>25K, used for >5 years) for FY21 to the CIC.

December 2019

Town Accountant and Town Administrator developed and presented a [review of the current year budget](#) and [revenue estimates for FY21](#).

12/4 - Finance Committee met ([meeting minutes](#))

12/11 - Finance Committee met in joint session with the Capital Improvement Committee Dec 11 ([meeting minutes](#))

12/16 - Deadline for Town Department heads to submit operating budget requests and non-capital special article requests for FY21. (Non-capital = <25K and/or useful life of less than 5 years]

January 2020

1/8 - Finance Committee meeting w/ Selectboard – *overview of Town department requests* ([meeting minutes](#))

1/15 - Finance Committee meeting – *planning FY21 budget review process* ([meeting minutes](#))

1/22 - Finance Committee meeting w/ Selectboard ([meeting minutes](#))
Reviewed requests in the General Government category:

113 (Town Meeting); 122 (Selectboard); 131 (Finance Committee); 132 (Reserve Fund); 135 (Accountant); 141 (Assessor); 145 (Treasurer); 151 (Legal Counsel); 155 (IT); 159 (Shared Costs)

To view budget worksheets for these departments, [choose “FY21 Budget File” on this page](#) to download the Excel file or a PDF. The narratives reviewed are available [on this page](#) as well. Additional materials provided on request.

1/28 - GMRSD School Committee voted on its preliminary FY21 budget.

1/29 - Finance Committee meeting w/ Selectboard ([meeting minutes](#))
Reviewed requests from Planning Department, Department of Public Works, and Airport: 176 Zoning Board of Appeals (ZBA); 175 (Planning); 182 Montague Economic Development and Industrial Corporation (MEDIC); 480 (Charging Stations); 420 (DPW); 482 (Airport); 491 (Cemeteries)

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February 2020

2/5 – Finance Committee meeting w/ Selectboard ([meeting minutes](#))
Reviewed requests in the Public Safety category (except for Health Dept):

211 (Police); 212 (Dispatch); 241 (Building); 244 (Sealer of Weights); 291 (Emergency Management); 292 (Animal Control); 294 (Forest Warden); 299 (Tree Warden)

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2/11– GMRSD School Committee held a public hearing on its preliminary FY21 budget

2/12 – FCTS School Committee held a public hearing on its FY21 budget.

2/12 – Finance Committee meeting w/ Selectboard and Board of Health ([meeting minutes](#))

Reviewed requests from Health Department and WPCF: 511 (Board of Health);

661-440 Water Pollution Control Facility (WPCF)

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2/26 - Finance Committee meeting w/ Selectboard and municipal leaders from Town of Gill ([meeting minutes](#))

Finalized Revenue Estimates for FY21/ Finalized GMRSD Affordable Assessment calculation, followed by GMRSD and FCTS FY21 budget presentations

[GMRSD presentation](#)

[FCTS presentation](#)

March 2020

3/4 – Finance Committee meeting w/ Selectboard ([meeting minutes](#))

Review of requests in the Human Services & Recreation category: 541 (Council on Aging); 543 (Veterans); 610 (Libraries); 630 (Parks & Recreation); 691 (Historical Commission); 693 (Memorials)

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3/18 - Finance Committee met w/ Selectboard, and Capital Improvements Committee

Reviewed recommendations of the CIC regarding FY21 capital requests, discussed options for balancing the budget ([meeting minutes](#))

[Capital Improvements Committee FY21 Report](#)

3/25 – Finance Committee and Selectboard *finalized the FY21 budget and made recommendations on articles proposed for the warrant for the Annual Town Meeting.* ([meeting minutes](#))

April 2020

The Annual Town Meeting was scheduled for June 13.

May 2020

5/6 - Finance Committee and Selectboard *reviewed available information about the potential impact of the COVID-19 pandemic on the FY20 and FY21 budgets, and decided which articles to place on the June 13 ATM warrant* ([meeting minutes](#))

[Materials reviewed during this meeting can be found here.](#)

5/20 - The Finance Committee approved its Report to Town Meeting, which was then printed and mailed to Town Meeting Members and posted on the Town’s website.

[Materials sent to Town Meeting Members](#)

June 2020

6/8 - Selectboard and Finance Committee meet to discuss “Submission of 1/12th Budget to DLS as a Contingency Measure”

6/10 - Finance Committee and Selectboard hold an information session in advance of Annual Town Meeting

6/13 - Annual Town Meeting

6/22 - Town Election Day

July 2020

7/1 – First day of FY21. If the proposed operating budget for FY21 is approved by Town Meeting, it goes into effect on this day.