

**MONTAGUE FINANCE COMMITTEE**  
**Draft Meeting Minutes**  
**Wednesday, February 8, 2023 at 6:00 p.m.**

**This meeting was held via Zoom and recorded:** <https://vimeo.com/797193077>

**PRESENT:** Chair Francia Wisnewski, Vice Chair Gregory Garrison, Clerk Dorinda Bell-Upp, John Hanold, Jennifer Waryas and Fred Bowman, members; Accountant Carolyn Olsen and Scribe BettyLou Mallet.

**OTHERS PRESENT:** Chief of Police Christopher Williams; Office Administrator/Records Officer Marsha Odle; Ariel Elan, CIC member.

**ABSENT:** Chris Menegoni

**1. CALL MEETING TO ORDER** The meeting was called to order at 6:00 p.m. by Chair FW. There is a quorum.

**2. REVIEW OF MEETING MINUTES: January 31 and February 1, 2023**

The FinCom members received the draft minutes of January 31 and February 1, 2023 for review. **On a motion by JH and second by FB, the minutes of January 31, 2023 were approved as written. GG, aye; DB-U, aye; JW, aye; JH, aye; FB, aye; FW, aye.**

**On a motion by GG and second by JH, the minutes of February 1, 2023 were approved as written. FW requested the correct spelling of LoManto. GG, aye; FB, aye; DB-U, aye; JW, aye; JH, aye; FW, aye. Minutes approved with one minor revision.**

**3. POLICE AND DISPATCH BUDGET DISCUSSION** – FW stated this is a time for the community members to bring questions regarding upcoming budgets for the Police Department and Dispatch. She mentioned a few highlights such as cost for the hybrid cruiser, lease contract change and dispatch overtime.

Marsha opened the budget discussion stating the dispatch portion continues to be level-funded. She stated the 5<sup>th</sup> dispatch person is out with an illness which increases the overtime figures. JH asked if the department is fully staffed and the training needs are being met. Marsha stated the needs are being met through May FY23. She feels the grants will continue in the next fiscal year. GG asked if there were any open positions. Marsha stated the department was fully staffed when the fifth dispatcher was hired however out on medical leave at the moment. GG also asked if there will be any increases in software or support services in the near future. Marsha explained how the software costs increases by a certain percentage every year but costs are covered under the Police Department. FW asked if there was a plan to collaborate funding with the Town of Greenfield and Marsha had not heard of any collaboration.

Chief Williams described the upcoming budget to reflect changes in the cruiser between the gas version and hybrid version. There is an increase in software as well. Increase in wages are due to contracts which reflect year 1 in the 3-year agreement. GG asked about the usage of personal phones and the benefits which Chief stated there is a stipend for the personal usage. GG also asked if there are any larger expenses in the next several years. Chief described the need to hire a Community Police Officer, whether full or part-time, in the near future. JH asked if there were any upcoming retirements which the Chief responded there are no retirement plans in the near future. FW asked if the hybrid cruiser purchase could be through the State which it does not. FW also asked if state mandates such as cameras

were to be considered. Chief stated there are no State mandates at this time. There were no other questions regarding the Dispatch or Police Department budgets.

4. **RECOMMENDATIONS ON SCHEDULE I & II** – CO shared the following information on the screen for those attending to review. She reviewed Schedule I and Schedule II and noted the changes.

**SCHEDULE I**

**Elected Officials**

<u>TITLE</u>	<u>FY23 BUDGET</u>	<u>FY24 REQUEST</u>	<u>FY24 RECOMMEND</u>
<b>MODERATOR</b>	370	500	500
<b>SELECTBOARD</b>			
Chairman	2,355	2,355	2,355
Second/Third Members	2,140	2,140	2,140
<b>BOARD OF ASSESSOR</b>			
Chairman	1,765	1,765	1,765
Second/Third Members	1,605	1,605	1,605
<b>TREASURER/COLLECTOR</b>	75,009*	78,423**	78,423
*G-8 **G-9			
<b>TOWN CLERK G-10</b>	78,423	80,384	80,384
<b>BOARD OF REGISTRARS</b>			
Town Clerk	840	840	840
<b>TREE WARDEN</b>	1,575	1,575	1,575
<b>BOARD OF HEALTH</b>			
Chairman	1,765	1,765	1,765
Second/Third Members	1,605	1,605	1,605

**SCHEDULE II**  
**Appointed Officials**

<u>TITLE</u>	<u>FY23 BUDGET</u>	<u>FY24 REQUEST</u>	<u>FY24 RECOMMEND</u>
<b>ANNUAL STIPENDS</b>			
<b>BOARD OF REGISTRARS (3)</b>	525	625	625
<b>EMERGENCY MGMT DIRECTOR</b>	5,765	5,765	5,765
<b>ANIMAL INSPECTOR</b>	1,575	1,575	1,575
<b>BARN INSPECTOR</b>	1,050	1,050	1,050
<b>IT COORDINATOR</b>	2,100	2,100	2,100
<b>POLICE IT ADMINISTRATOR</b>	3,000	3,000	3,000
<b>FOREST WARDEN</b>	1,710	1,710	1,710
<b>HEARING OFFICER</b>		2,500	2,500
<b>FARMERS MARKET MANAGER</b>		4,000	4,000
<b>RATES PER INSPECTION</b>			
<b>ASST. BUILDING INSPECTOR</b>	35.00	35.00	35.00
<b>GAS INSPECTOR</b>	35.00	35.00	35.00
<b>PLUMBING INSPECTOR</b>	35.00	35.00	35.00
<b>ELECTRICAL INSPECTOR</b>	35.00	35.00	35.00

<u>HOURLY RATES</u>	<u>Ranges/hr.</u>	<u>Ranges/hr.</u>	<u>Ranges/hr.</u>
EXTRA CLERICAL	14.25-16.00	15.00-16.75	15.00-16.75
ELECTION WORKERS	14.25-17.00	15.00-17.75	15.00-17.75
SUMMER HIGHWAY	14.25-16.00	15.00-16.75	15.00-16.75
SNOW PLOW DRIVERS	15.00-25.00	15.00-25.00	15.00-25.00
PART TIME POLICE OFFICERS	25.00-28.00	25.00-28.00	25.00-28.00
PART TIME DISPATCHERS	22.00-25.00	22.00-25.00	22.00-25.00
PARKS & RECREATION	14.25-21.50	15.00-22.25	15.00-22.25
AIRPORT INTERN	14.25-16.00	15.00-16.75	15.00-16.75

**NON-UNION EMPLOYEES NOT SHOWN ABOVE**

	<u>Grade</u>	<u>Range FY2023</u>		<u>Range FY2024</u>	
		<u>Start</u>	<u>End</u>	<u>Start</u>	<u>End</u>
<u>SALARIED</u>					
TOWN ADMINISTRATOR	J	98,484	121,203	100,946	124,233
ASSISTANT TOWN ADMIN	I	89,532	110,185	91,770	112,940
TOWN ACCOUNTANT	G	64,035	78,423	65,636	80,384
CHIEF OF POLICE	I	89,532	110,185	91,770	112,940
DPW SUPERINTENDENT	H	81,393	100,168	83,428	102,672
DIRECTOR OF HEALTH	G	64,035	78,423	65,636	80,384
LIBRARY DIRECTOR	G	64,035	78,423	65,636	80,384
WPCF SUPERINTENDENT	H	81,393	100,168	83,428	102,672
<u>HOURLY</u>					
EXECUTIVE ASSISTANT	E	23.80	29.29	24.40	30.02
POLICE LIEUTENANT	G+8.5%	38.98	43.25	40.00	44.50
POLICE CUSTODIAN	A	15.95	19.63	16.35	20.12

**Informational Only: Fiscal Year 2023 budgeted wages -**

<b>TOWN ADMINISTRATOR</b>	<b>124,233</b>	<b>DPW SUPERINTENDENT</b>	<b>102,672</b>
<b>ASSISTANT TOWN ADMIN</b>	<b>94,065</b>	<b>DIRECTOR OF HEALTH</b>	<b>76,884</b>
<b>TOWN ACCOUNTANT</b>	<b>80,384</b>	<b>LIBRARY DIRECTOR</b>	<b>80,384</b>
<b>CHIEF OF POLICE*</b>	<b>127,743</b>	<b>WCF SUPERINTENDENT</b>	<b>96,280</b>
<b>POLICE LIEUTENANT</b>	<b>44.50</b>	<b>POLICE CUSTODIAN</b>	<b>19,.63</b>
<b>EXECUTIVE ASSISTANT</b>	<b>30.02</b>		

\*includes add'l 20% educational incentive pay

CO stated the schedules above did not include the Medical Director. JH requested a change in the title of WPCF to CWF. JH requests future discussions on the shown increases. FW stated her concern of women receiving lower compensation than men in all positions. JH feels that the pay grades are what determines a salary range and that pay within the range is a factor of starting pay and years of service. The budget calendar documents upcoming discussions with several of the departments which have increases. **JH moved to approve Schedule I and Schedule II as presented with the deferment of the Moderator and Board of Registrars positions until the FinCom has heard their presentations. GG second. GG, aye; DB-U, aye; JW, aye; JH, aye; FB, aye; FW, aye.**

5. **UPDATES FROM TOWN ADMINISTRATOR** – Steve Ellis was not in attendance.
6. **UPDATES ON SEARCH FOR SCRIBE** – CO stated there were no responses to the Scribe advertisements. She has offered, upon committee approval, to take the minutes of the Finance Committee meetings starting February 15 or 22, 2023. BettyLou stated she will continue through the Febru-

ary 15, 2023 meeting and CO can begin taking the minutes on February 22, 2023. The committee thanked BettyLou for her work.

**7. FUTURE MEETING TOPICS** – The Board of Assessors, Tax Collector, Treasurer and Town Clerk are on the budget calendar for next week.

**8. TOPICS NOT ANTICIPATED WITHIN 48 HOURS OF POSTING** – FW stated she and DB-U attended the Master Plan meeting which was well-attended.

**9. ADJOURNMENT** – On a motion by GG and second by JH, the meeting adjourned at 7:00 p.m. GG, aye; DB-U, aye; JW, aye; JH, aye; FB, aye; FW, aye.

Respectfully submitted,

BettyLou Mallet  
Scribe

DRAFT