

## MONTAGUE FINANCE COMMITTEE

**Wednesday, February 15, 2023 at 6:00 PM**

Town Hall, One Avenue A, Turners Falls, MA 01376

This meeting will be held remotely.

Join Zoom Meeting <https://us02web.zoom.us/j/85916016153>

Meeting ID: 859 1601 6153

One tap mobile

+13126266799,,85916016153# US (Chicago)

+16465588656,,85916016153# US (New York)

### Meeting Being Recorded

### Votes May Be Taken

Recordings are archived at <https://vimeo.com/mctvchannel17/videos>

1. 6:00 Call to order, including announcing that the meeting is being recorded, roll call, welcome to visitors, and guidelines for participation
2. 6:02 Review of Meeting Minutes: February 8, 2023
3. 6:05 Board of Assessors and Tax Collector/Treasurer Budget Discussion
  - a. Impact of moving to quarterly tax bills in future
  - b. Impact of changing property valuation date from June 30 to January 1
4. 7:00 Town Clerk Budget Discussion
5. 7:30 Selectboard Budget Discussion
6. 7:45 Town Administrator Report
7. 7:50 Future meeting topics
8. 7:55 Topics not anticipated within 48 hours of posting

EXPENDITURES		Budget FY22	Actual FY22	Budget FY23	Expended thru 12/31/2022	FY24 Level Services Request	FY24 BOS Recommend	FY24 BOS & Fin Comm Recommend
5111	Wages Full Time	117,035	102,814.06	115,283	55,422.24	119,096		
5115	Chair	1,765	1,765.00	1,765	882.50	1,765		
5115	2nd Member	1,605	1,605.00	1,605	802.50	1,605		
5115	3rd Member	1,605	1,511.25	1,605	634.21	1,605		
5124	Temporary Wages							
5144	Longevity	1,100	300.00	300	300.00	300		
5193	Vacation Buy Back							
5194	Sick Leave Buy Back							
	<b>TOTAL PERSONAL SERVICES</b>	123,110	107,995.31	120,558	58,041.45	124,371		
5248	Office Equipment R & M	500		800		1,000		
5302	Legal	10,500	6,191.59	10,500	3,612.00	10,500		
5305	Printing/Bookbinding	300		300		300		
5306	Patriot Software Contract	8,600	9,260.00	9,160	8,660.00	9,500		
5307	Point Annual Software Maintenance	1,900		1,900	600.00	600		
5308	Mapping/GIS/Internet	5,800	5,745.00	5,800	9,783.60	6,000		
5311	Registry of Deeds	100	13.00	100		50		
5314	Seminars	2,200	795.00	3,500	2,509.00	3,000		
5315	Other Professional/Technical	15,776	2,000.00	15,800	10,000.00	15,000		
5316	Utility Valuation Services			11,130	11,130.00	11,130		
5344	Postage	900	779.97	900	230.81	900		
5345	Advertising	400	459.00	400		400		
5350	Citizen Serve 1 license	1,500	1,500.00	1,500	1,500.00	1,500		
5380	Cyclical/Interim Revaluation	4,500	8,140.00	4,500	2,800.00	3,000		
5420	Office Supplies	1,000	2,215.87	1,000	491.18	1,500		
5581	Subscriptions/Books	250	90.00	150		100		
5710	Travel	2,000	1,840.24	2,200	899.20	500		
5730	Dues & Memberships	425	430.00	425	470.00	450		
	<b>TOTAL EXPENSES</b>	56,651	39,459.67	70,065	52,685.79	65,430		-
	<b>TOTAL BOARD OF ASSESSORS</b>	179,761	147,454.98	190,623	110,727.24	189,801	189,801	189,801

Change (822) -0.43%

EXPENDITURES		Budget FY23	Request FY24	\$ Change	% Change	Explanation
5111	Wages Full Time	115,283	119,096	3,813	3.31%	
5115	Chair	1,765	1,765	-		
5115	2nd Member	1,605	1,605	-		
5115	3rd Member	1,605	1,605	-		
5144	Longevity	300	300	-		
5248	Office Equipment R & M	800	1,000	200	25.00%	new copier purchase
5302	Legal	10,500	10,500	-		
5305	Printing/Bookbinding	300	300	-		
5306	Patriot Software Contract	9,160	9,500	340	3.71%	anticipated contract increase
5307	Point Annual Software Maintenance	1,900	600	(1,300)	-68.42%	actual cost VADAR (not Point)
5308	Mapping/GIS/Internet	5,800	6,000	200	3.45%	anticipated contract increase
5311	Registry of Deeds	100	50	(50)	-50.00%	actual cost - deeds/maps
5314	Seminars	3,500	3,000	(500)	-14.29%	
5315	Other Professional/Technical	15,800	15,000	(800)	-5.06%	
5316	Utility Appraisal Service	11,130	11,130	-		
5344	Postage	900	900	-		
5345	Advertising	400	400	-		
5350	CitizenServe 1 license	1,500	1,500	-		
5380	Cyclical/Interim Revaluation	4,500	3,000	(1,500)	-33.33%	
5420	Office Supplies	1,000	1,500	500	50.00%	
5581	Subscriptions/Books	150	100	(50)	-33.33%	
5710	Travel	2,200	500	(1,700)	-77.27%	anticipated inspection vehicle
5730	Dues & Memberships	425	450	25	5.88%	

Totals 190,623 189,801 (822) -0.43%

EXPENDITURES		Budget FY22	Actual FY22	Budget FY23	Expended thru 12/31/2022	FY24 Level Services Request	FY24 BOS Recommend	FY24 BOS & Fin Comm Recommend
5111	Wages Full Time	153,735	154,734.49	161,543	77,704.70	169,078		
5113	Wages Part Time	19,458				-		
5113	Additional P/T Hours (see note below)	1,200						
5144	Longevity	1,300	500.00	1,400		1,500		
5145	Cell Phone Stipend	300	300.04	300	144.25	300		
5193	Vacation Buy Back							
5194	Sick Leave Buy Back							
	<b>TOTAL PERSONAL SERVICES</b>	175,993	155,534.53	163,243	77,848.95	170,878		-
5306	Software Maint, charges	6,200	6,184.00	6,200	6,184.00	6,200		
5314	Seminars	200	190.00	200		200		
5315	Financial Advisor Services	2,200	1,650.00	2,200		2,600		
5344	Postage	14,000	15,234.78	15,000	8,126.28	16,000		
5345	Advertising	-		-		-		
5420	Office Supplies	6,400	11,128.74	7,000	1,654.80	8,000		
5710	Travel	750	508.53	600	137.51	600		
5730	Dues & Memberships	120	80.00	120	60.00	120		
5740	Insurance	3,100	3,120.00	3,150	100.00	3,150		
5781	Tax Title Foreclosure	20,000	19,107.25	23,000	16,128.37	23,000		
	<b>TOTAL EXPENSES</b>	52,970	57,203.30	57,470	32,390.96	59,870		-
	<b>TOTAL TREASURER/COLLECTOR</b>	228,963	212,737.83	220,713	110,239.91	230,748	230,748	230,748
<b>Change</b>						<b>10,035</b>	<b>4.55%</b>	

EXPENDITURES		Budget FY23	Request FY24	\$ Change	% Change	Explanation
5111	Wages Full Time	161,543	169,078	7,535	4.66%	requesting add'l step for Treas's degree
5113	Wages Part Time	-	-	-		please see additional documentation
5113	Additional P/T Hours (see note below)	-	-	-		
5144	Longevity	1,400	1,500	100	7.14%	
5145	Cell Phone Stipend	300	300	-		
5193	Vacation Buy Back	-	-	-		
5194	Sick Leave Buy Back	-	-	-		
5306	Software Maint, charges	6,200	6,200	-		
5314	Seminars	200	200	-		
5315	Financial Advisor Services	2,200	2,600	400	18.18%	increase fees per contract
5344	Postage	15,000	16,000	1,000	6.67%	anticipated postage rate increase- see add'l doc
5345	Advertising	-	-	-		
5420	Office Supplies	7,000	8,000	1,000	14.29%	increased cost of supplies
5590	Equipment < \$5K	-	-	-		please see additional breakdown of supply costs
5710	Travel	600	600	-		
5730	Dues & Memberships	120	120	-		
5740	Insurance	3,150	3,150	-		
5781	Tax Title Foreclosure	23,000	23,000	-		

EXPENDITURES		Budget FY22	Actual FY22	Budget FY23	Expended thru 12/31/2022	FY24 Level Services Request	FY24 BOS Recommend	FY24 BOS & Fin Comm Recommend
5111	Wages Full Time	123,870	124,075.49	128,444	60,864.74	167,928		
5113	1st Registrar	525	525.00	525	262.50	625		
	2nd Registrar	525	525.00	525	262.50	625		
	3rd Registrar	525	525.00	525	262.50	625		
5124	P/T Wages Temp	4,098	7,815.42	25,500	14,259.99	20,000		
5132	Overtime							
5144	Longevity	300	300.00	300	300.00	300		
	<b>TOTAL PERSONAL SERVICES</b>	<b>129,843</b>	<b>133,765.91</b>	<b>155,819</b>	<b>76,212.23</b>	<b>190,103</b>		-
5247	Software and Storage Support	6,395	5,384.20	10,190	2,988.00	13,573		
5248	Office Equipment R & M	500	65.00	500		500		
5305	Printing/Bookbinding	4,500	6,625.16	7,000	453.04	9,000		
5314	Seminars	300	250.00	300		300		
5315	Other Professional/Technical	3,600	5,741.86	6,700	3,480.88	6,700		
5344	Postage	3,850	4,762.44	5,850	5,583.84	7,400		
5345	Advertising	100		100		100		
5420	Office Supplies	4,000	3,162.79	5,500	1,431.23	5,800		
5430	Food for Pollworkers			1,300	771.74	900		
5581	Subscriptions/Books	275	157.40	275	143.00	275		
5599	Clerk Equip < \$2K					4,250		
5710	Travel	1,500	1,884.92	2,000	50.31	2,000		
5730	Dues & Memberships	110	170.00	110		110		
5740	Insurance	200	200.00	200	100.00	200		
	<b>TOTAL EXPENSES</b>	<b>25,330</b>	<b>28,403.77</b>	<b>40,025</b>	<b>15,002.04</b>	<b>51,108</b>		-
	<b>TOTAL TOWN CLERK</b>	<b>155,173</b>	<b>162,169.68</b>	<b>195,844</b>	<b>91,214.27</b>	<b>241,211</b>	<b>241,211</b>	<b>241,211</b>
<b>Change</b>						<b>45,367</b>	<b>23.16%</b>	

25-Jan added equipment exp (computers, furniture) for new employee

**There is a four-year election cycle that keeps repeating.**

**Elections FY**

3 2023,2027,2031,2035,2039

2 2024,2028,2032,2036,2040

3 2025,2029,2033,2037,2041

1 2026,2030,2034,2038,2042

EXPENDITURES		Budget FY23	Request FY24	\$ Change	% Change	Explanation
5111	Wages Full Time	128,444	167,928	39,484	30.74%	Add Full Time Position at B-1 (\$19.28 hr.)
5113	1st Registrar	525	625	100	19.05%	Registrars asked for a raise due to
	2nd Registrar	525	625	100	19.05%	2024 elections
	3rd Registrar	525	625	100	19.05%	
5124	P/T Wages Temp	25,500	20,000	(5,500)	-21.57%	
5144	Longevity	300	300	-		
5247	Software and Storage Support	10,190	13,573	3,383	33.20%	Now Includes Archive Socail - Social Media and
5248	Office Equipment R & M	500	500	-		
5279	Custodial Services	-	-	-		
5305	Printing/Bookbinding	7,000	9,000	2,000	28.57%	VBM Ballots - EVI-P Ballots
5314	Seminars	300	300	-		
5315	Other Professional/Technical	6,700	6,700	-		VBM Ballots - postage increase of 3%
5344	Postage	5,850	7,400	1,550	26.50%	now includes postage for dog licenses
5345	Advertising	100	100	-		
5420	Office Supplies	5,500	5,800	300	5.45%	now includes supplies for dog licenses
5430	Food for Pollworkers	1,300	900	(400)	-30.77%	
5581	Subscriptions/Books	275	275	-		
5599	Clerk Equip < \$2K	-	4,250	4,250	100.00%	new staff person
5710	Travel	2,000	2,000	-		
5730	Dues & Memberships	110	110	-		
5740	Insurance	200	200	-		

		Budget	Actual	Budget	Expended	FY24	FY24	FY24
<b>EXPENDITURES</b>		<b>FY22</b>	<b>FY22</b>	<b>FY23</b>	<b>thru</b>	<b>Level</b>	<b>BOS</b>	<b>BOS &amp;</b>
					<b>12/31/2022</b>	<b>Services</b>	<b>Recommend</b>	<b>Fin Comm</b>
						<b>Request</b>		<b>Recommend</b>
5111	Wages Full Time	169,434	169,675.54	256,358	105,117.63	272,934		
5113	Wages Part Time			23,829	2,558.16	25,774		
5115	Chair, Selectmen	2,355	2,355.00	2,355	1,177.54	2,355		
5115	2nd Member	2,140	2,140.00	2,140	1,070.00	2,140		
5115	3rd Member	2,140	2,021.07	2,140	1,070.00	2,140		
5124	P/T Temp Wages				192.38			
5144	Longevity	900	900.00	1,700	1,100.00	1,100		
5145	Cell Phone Stipend	610	600.08	938	357.74	938		
	<b>TOTAL PERSONAL SERVICES</b>	<b>177,579</b>	<b>177,691.69</b>	<b>289,460</b>	<b>112,643.45</b>	<b>307,381</b>	<b>-</b>	<b>-</b>
5314	Seminars	1,000	64.81	2,000	90.00	2,000		
5315	Other Prof/Tech/Minutes	7,200	5,282.00	7,200	2,763.09	8,000		
5344	Postage	300	226.85	300	260.58	300		
5345	Advertising	1,050	866.10	1,050	499.00	1,200		
5420	Office Supplies	2,350	2,926.93	4,500	3,693.78	4,500		
5450	Streetscape Maintenance	500		500	500.00	500		
5581	Subscriptions/Books	200	578.84	200	198.95	600		
5582	Food	300	207.10	300		300		
5590	Equipment < \$5K			3,000		500		
5710	Travel	1,750	164.64	2,500	68.75	2,000		
5730	Dues & Memberships	2,500	2,321.00	2,500	2,082.00	2,500		
	<b>TOTAL EXPENSES</b>	<b>17,150</b>	<b>12,638.27</b>	<b>24,050</b>	<b>10,156.15</b>	<b>22,400</b>	<b>24,050</b>	<b>-</b>
	<b>TOTAL BOARD OF SELECTMEN</b>	<b>194,729</b>	<b>190,329.96</b>	<b>313,510</b>	<b>122,799.60</b>	<b>329,781</b>	<b>329,781</b>	<b>329,781</b>

**Change                      16,271                      5.19%**



FY23 budget adj to reflect annual CBA		Budget FY23	Request FY24	\$ Change	% Change	Explanation
EXPENDITURES						
5111	Wages Full Time	264,052	272,934	8,882	3.36%	Actual change is 3.4% and is due to COLA and
5113	Wages Part Time	24,435	25,774	1,339	5.48%	Actual change is 5.0% and is due to COLA and
5115	Chair, Selectmen	2,355	2,355	-		
5115	2nd Member	2,140	2,140	-		
5115	3rd Member	2,140	2,140	-		
5124	Part Time Temp Wages	-	-	-		
5144	Longevity	1,800	1,100	(700)	-38.89%	TA longevity was accidentally included FY22
5145	Cell Phone Stipend	938	938	-		
5314	Seminars	2,000	2,000	-		
5315	Other Prof/Tech (mtg Minutes for FY18)	7,200	8,000	800	11.11%	Allowance for other prof services
5344	Postage	300	300	-		
5345	Advertising	1,050	1,200	150	14.29%	Add'l capital project advertising
5420	Office Supplies	4,500	4,500	-		
5450	Streetscape Maintenance	500	500	-		
5581	Subscriptions/Books	200	600	400	200.00%	Added Statehouse News Service
5582	Food	300	300	-		
5590	Equipment < \$5K	3,000	500	(2,500)	-83.33%	One time need in FY23 for extensive purchasing
5710	Travel	2,500	2,000	(500)	-20.00%	reflects pre-covid spending trends
5730	Dues & Memberships	2,500	2,500	-		

EXPENDITURES		Budget FY22	Actual FY22	Budget FY23	Expended thru 12/31/2022	FY24 Level Services Request	FY24 BOS Recommend	FY24 BOS & Fin Comm Recommend
5211	Electricity	12,000	2,479.36					
5214	Natural Gas	1,000	21.87					
5231	Water	1,000	276.00	1,000		1,000		
5232	Sewer	1,500	607.60	1,500	508.20	1,000		
5242	Building R & M	30,000	11,967.48	30,000	3,687.28	40,000		
5279	Custodial Services		2,016.00					
5315	Other Professional/Technical	6,000	689.48	6,000	1,700.00	10,000		
5341	Telephone	750		750	290.78	750		
5451	Cleaning Supplies	500		500		500		
	<b>TOTAL EXPENSES</b>	52,750	18,057.79	39,750	6,186.26	53,250		-
5710	Long Term Principal	10,000	10,000.00			-		
5711	2006 Bond Prinicipal	15,000	15,000.00	10,000	10,000.00			
5751	Long Term Interest	500	500.00					
5752	2006 Bond Interest	700	700.00	200	200.00			
	<b>TOTAL DEBT</b>	26,200	26,200.00	10,200	10,200.00	-		-
5991	Trans to General Fund (PY Res Fd Trans)							
	<b>TOTAL COLLE</b>	78,950	44,257.79	49,950	16,386.26	53,250	53,250	53,250
					<b>Change</b>	<b>3,300</b>	<b>6.61%</b>	

<b>EXPENDITURES</b>	<b>Budget FY23</b>	<b>Request FY24</b>	<b>\$ Change</b>	<b>% Change</b>	
5211 Electricity	-	-	-		
5214 Natural Gas	-	-	-		
5231 Water	1,000	1,000	-		
5232 Sewer	1,500	1,000	(500)	-33.33%	
5242 Building R & M	30,000	40,000	10,000	33.33%	increase for grounds/plumbing/HVAC
5279 Custodial Services	-	-	-		
5315 Other Professional/Technical	6,000	10,000	4,000	66.67%	allow \$ for HVAC consultant
5341 Telephone	750	750	-		
5420 Office Supplies	-	-	-		
5451 Cleaning Supplies	500	500	-		
5710 Long Term Principal	-	-	-		debt paid off
5711 2006 Bond Prinicipal	10,000	-	(10,000)	-100.00%	debt paid off
5751 Long Term Interest	-	-	-		debt paid off
5752 2006 Bond Interest	200	-	(200)	-100.00%	debt paid off

EXPENDITURES	Budget FY22	Actual FY22	Budget FY23	Expended thru 12/31/2022	FY24 Level Services Request	FY24 BOS Recommend	FY24 BOS & Fin Comm Recommend
5115 Moderator	370	370.00	370		500		
<b>TOTAL PERSONAL SERVICES</b>	370	370.00	370	-	500		
5279 Custodial Services							
5314 Moderator Seminars					150		
5315 Constable/Other ProfTech	200	175.00	200	175.00	200		
5344 Postage	750	731.57	1,000		1,000		
5420 Office Supplies/Envelopes	150	132.72	150		200		
5490 Food & Drinks	650	730.71	650		750		
5586 Miscellaneous Supply							
5710 In-State Travel					150		
5730 Dues and Memberships	20		20		30		
<b>TOTAL EXPENSES</b>	1,770	1,770.00	2,020	175.00	2,480		-
<b>TOTAL TOWN MEETING</b>	2,140	2,140.00	2,390	175.00	2,980	2,980	2,980
<b>Change</b>					<b>590</b>	<b>24.69%</b>	

EXPENDITURES	Budget FY23	Request FY2	\$ Change	% Change	Explanation
5115 Moderator	370	500	130	35.14%	Request of Town Moderator
5279 Custodial Services	-	-	-		
5314 Moderator Seminars	-	150	150	100.00%	MA Moderators PD Event
5315 Constable/Other ProfTech	200	200	-		
5344 Postage	1,000	1,000	-		
5420 Office Supplies/envelopes	150	200	50	33.33%	Increasing supply cost (\$18 to \$25)
5586 Miscellaneous Supply	650	750	100	15.38%	Reflect actual FY22 cost
5490 Food & Drinks	-	-	-		
5710 In-State Travel	-	150	150	100.00%	Travel to MA Moderators Event(s)
5730 Dues and Memberships	20	30	10	50.00%	Increase in Mass Moderator Dues