

MONTAGUE FINANCE COMMITTEE

Wednesday, February 22, 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

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+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 15, 2023
3. 6:05 CWF Budget Discussion
4. 6:30 Airport Budget Discussion
5. 7:00 Future meeting topics
6. 7:05 Topics not anticipated within 48 hours of posting

EXPENDITURES		Budget FY22	Actual FY22	Budget FY23	Expended thru 12/31/2022	FY24 WPCF Supt Request	FY24 BOS Recommend	FY24 BOS & Fin Comm Recommend
5110	Regular Wages	432,332	395,398.33	485,367	198,580.36	506,684		
5132	Overtime	45,000	46,700.07	46,401	16,550.88	46,401		
5140	Other Wages	14,000	9,981.82	14,000	14,452.13	14,000		
5193	Vacation Buy Back		573.56					
5194	Sick Leave Buy Back							
	TOTAL PERSONAL SERVICES	491,332	452,653.78	545,768	229,583.37	567,085	567,085	567,085
5211	Electricity TP	140,000	116,573.40	190,000	50,707.14	173,000		
5211.1	Electricity PS	23,000	21,960.23	28,000	9,644.03	31,000		
5213	Heating Oil	16,500	14,686.13	16,500	29,912.47	35,700		
5280	Solid Waste Disposal	170,000	169,428.66	321,000	137,932.28	318,000		
5300	Professional Services	74,000	37,011.85	44,000	16,253.77	44,000		
5301	Contracted Lab	6,000	19,994.33	7,200	9,869.06	7,200		
5304	Industrial Pretreatment		33.61	500	101.65	500		
5305	SCADA Controls		49,669.85	35,000	9,550.22	35,000		
5310	Safety Expenses	6,000	25,182.74	6,000	11,951.23	6,000		
5320	Professional Development	5,000	8,719.49	5,000	3,159.86	5,000		
5340	Computer/Office Exp	6,500	3,870.16	6,500	965.95	6,500		
5360	Grounds	2,500	8,530.30	2,500	11,852.49	5,000		
5370	Buildings	13,500	17,069.76	16,000	12,351.63	16,000		
5371	HVAC	6,000	10,988.28	6,000	72.94	6,000		
5400	Equipment	116,000	7,827.55	72,500	21,947.01	60,000		
5401	Preliminary Equip/Headworks		22,014.17	5,000		5,000		
5402	Primary Equipment		19,379.96	30,000	1,913.76	23,000		
5403	Secondary Equipment		7,318.88	7,000	4,514.31	7,000		
5404	Sludge Equipment	20,000	32,650.69	20,000	6,383.56	20,000		
5406	Water & Hydrants	3,000	6,049.43	3,000	7,844.69	10,000		
5407	Primary Effluent Screw Pumps	-	8,708.18	1,500	468.02	1,500		
5408	Septage Handling	1,000	495.23	1,000	500.00	1,000		
5409	Odor Control		3,015.93	10,000	1,355.60	10,000		
5410	Pump Station	30,000	57,237.17	30,000	17,452.20	40,000		
5411	Communications	10,000	23,308.19	10,000	4,201.51	10,000		
5415	Oil & Lubricants	-	1,965.51	4,000		4,000		

EXPENDITURES		Budget FY22	Actual FY22	Budget FY23	Expended thru 12/31/2022	FY24 WPCF Supt Request	FY24 BOS Recommend	FY24 BOS & Fin Comm Recommend
5418	Chlorination	-	13,567.16	20,000	10,860.20	20,000		
5430	CSO	20,000	16,053.00	20,000	7,332.00			
5440	Other operational Supplies	29,000	32,143.93	19,000	8,235.50	19,000		
5446	Lab Supplies	6,000	21,430.98	12,000	5,957.60	12,000		
5470	Chemicals (orig budg incl in 5280, 5440)	60,000	40,929.50	30,000	33,607.76	30,000		
5480	Vehicle Supplies Pickups	6,000	3,434.30	6,000	1,873.40	6,000		
5582	Uniforms/Clothing	4,200	4,486.79	4,700	3,034.10	9,000		
5740	General Insurance	25,000	24,037.65	25,000	20,460.00	25,000		
5790	Town Overhead	54,087	54,087.00	49,590	49,590.00	52,512		
5791	TFFD Overhead	5,500	5,500.00	5,500		5,500		
5795	Millers Falls Assessment	220,000	224,849.00	220,000	115,235.00	220,000		
5796	Millers Falls Overage Charge	55,000	39,507.51	-		55,000		
5780	Budgeted Surplus	68,172		68,172		98,000		
	TOTAL EXPENSES	1,201,959	1,173,716.50	1,358,162	627,090.94	1,432,412	1,432,412	1,432,412
5800	Screw Pump Lease Payment	58,500	36,282.39	58,500	24,188.26	58,500	58,500	58,500
	TOTAL CAPITAL OUTLAY							
	TOTAL WPCF	1,751,791	1,662,652.67	1,962,430	880,862.57	2,057,997	2,057,997	2,057,997
10-Jan moved FY24 5430 budget to 449					Change	95,567	4.87%	2.34%

EXPENDITURES		Budget FY22	Actual FY22	Budget FY23	Expended thru 12/31/2022	FY24 WPCF Supt Request	FY24 BOS Recommend	FY24 BOS & Fin Comm Recommend
EXPENDITURES		Budget FY23	Request FY24	\$ Change	% Change	Explanation		
FY23 budget adj to reflect annual CBA								
5110	Regular Wages	502,115	506,684	4,569	0.91%	normal contractual increases		
5132	Overtime	46,401	46,401	-				
5140	Other Wages	19,670	14,000	(5,670)	-28.83%			
5193	Vacation Buy Back	-	-	-				
5194	Sick Leave Buy Back	-	-	-				
5211	Electricity TP	190,000	173,000	(17,000)	-8.95%	rate increase		
5211.1	Electricity PS	28,000	31,000	3,000	10.71%	rate increase		
5213	Heating Oil	16,500	35,700	19,200	116.36%	ppg incr avg 6500 gal/yr \$5.49/gal		
5280	Solid Waste Disposal	321,000	318,000	(3,000)	-0.93%	new contract \$198.45, 1560 wet tons/yr		
5300	Professional Services	44,000	44,000	-				
5301	Contracted Lab	7,200	7,200	-				
5304	Industrial Pretreatment	500	500	-				
5305	SCADA Controls	35,000	35,000	-				
5310	Safety Expenses	6,000	6,000	-				
5320	Professional Development	5,000	5,000	-				
5340	Computer/Office Exp	6,500	6,500	-				
5360	Grounds	2,500	5,000	2,500	100.00%	internal move from 5400		
5370	Buildings	16,000	16,000	-				
5371	HVAC	6,000	6,000	-				
5400	Equipment	72,500	60,000	(12,500)	-17.24%	moved 10k to 5410, 2.5k to 5360		
5401	Preliminary Equip/Headworks	5,000	5,000	-				
5402	Primary Equipment	30,000	23,000	(7,000)	-23.33%	moved 7K to 5406		
5403	Secondary Equipment	7,000	7,000	-				
5404	Sludge Equipment	20,000	20,000	-				
5406	Water & Hydrants	3,000	10,000	7,000	233.33%	internal move from 5402		
5407	Primary Effluent Screw Pumps	1,500	1,500	-				
5408	Septage Handling	1,000	1,000	-				
5409	Odor Control	10,000	10,000	-				
5410	Pump Station	30,000	40,000	10,000	33.33%	internal move from 5400		
5411	Communications	10,000	10,000	-				
5415	Oil & Lubricants	4,000	4,000	-				

EXPENDITURES		Budget FY22	Actual FY22	Budget FY23	Expended thru 12/31/2022	FY24 WPCF Supt Request	FY24 BOS Recommend	FY24 BOS & Fin Comm Recommend
5418	Chlorination	20,000	20,000	-				
5430	CSO	20,000	-	(20,000)	-100.00%			
5440	Other operational Supplies	19,000	19,000	-				
5446	Lab Supplies	12,000	12,000	-				
5470	Chemicals (orig budg incl in 5280, 5440)	30,000	30,000	-				
5480	Vehicle Supplies Pickups	6,000	6,000	-				
5582	Uniforms/Clothing	4,700	9,000	4,300	91.49%	new CBA has clothing increase		
5740	General Insurance	25,000	25,000	-				
5790	Town Overhead	49,590	52,512	2,922	5.89%	placeholder until # from Acct		
5791	TFFD Overhead	5,500	5,500	-				
5795	Millers Falls Assessment	220,000	220,000	-				
5796	Millers Falls Overage Charge	-	55,000	55,000	100.00%			
5780	Budgeted Surplus	68,172	98,000	29,828	43.75%			
Totals		1,926,348	1,999,497	73,149	3.80%			

AIRPORT

Dept # 482

EXPENDITURES	Budget Adj for RE & internal trans FY22	Actual FY22	Budget FY23	Expended thru 12/31/2022	FY24 Level Services Request	FY24 BOS Recommend	FY24 BOS & Fin Comm Recommend
5111 Airport Manager Wages	49,408	49,454.88	52,689	25,159.68	62,742		
5111 Full Time Wages	15,800	18,517.23	28,585	13,155.39	47,234		
5124 PT FCTS Intern	17,000	19,084.25	17,000	14,988.50	25,000		
5132 Full Time Overtime	2,000		2,000		2,000		
5144 Longevity (year 6)					500		
5145 Cell Phone Stipend	600	611.62	600	288.50	600		
TOTAL PERSONAL SERVICES	84,808	87,667.98	100,874	53,592.07	138,076		-
5211 Electricity	12,809	12,636.51	10,000	5,961.25	16,000		
5213 Fuel Oil (House)		1,234.33			2,750		
5214 Natural Gas	2,350	1,805.73	3,000	151.62	2,250		
5215 Propane					1,000		
5231 Water	1,350	806.83	2,000	394.20	1,250		
5241 Building & Grounds R & M	25,877	24,343.85	15,000	8,449.63	15,000		
5244 Equipment R & M				17,757.20	12,500		
5251 Beacon Lights R & M	4,500	4,858.92	2,000	1,348.90	3,500		
5275 Snow Removal Services	1,400	1,631.48	1,000		2,000		
5302 Legal	2,000	877.50	-	236.50	1,500		
5314 Seminars/Training	500	250.00	2,000	26.48	1,500		
5315 Other Professional & Technical	650		1,000	2,150.37	1,500		
5341 Telephone/Internet	4,650	5,508.71	3,000	1,415.15	3,300		
5344 Postage	125	47.48	200	3.99	350		
5345 Advertising	10,000	10,172.56	2,500	5,108.12	3,000		
5420 Office Supplies	2,000	2,411.34	2,000	1,897.49	1,500		
5443 Misc. Parts & Accessories	4,800	4,926.27	3,000	685.26	3,000		
5481 Gasoline	5,500	7,058.61	7,500	3,430.17	7,500		
5482 Diesel				3,785.70	8,500		
5500 House Expense	20,200	20,706.99	1,000	6,522.94	2,500		
5580 Other Supply Equipment					4,500		
5581 Other Supply Building					4,500		
5582 Clothing Allowance	3,000	3,854.78	3,500	1,953.60	3,750		
5584 Vending Exp		393.23		472.26	500		
5710 Travel	1,100	898.98	2,000	609.36	2,500		
5730 Dues	500	329.19	500	250.00	750		
5740 Insurance	17,300	17,123.00	16,000	16,196.80	18,000		
Town Payment					8,000		
5790 Town Overhead	6,000	1,405.00	3,720	3,720.00	3,939		
TOTAL EXPENSES	126,611	123,281.29	80,920	82,526.99	136,839		-
Capitol Outlay							
5800 FAA Local Share					10,000		
Total Capital Outlay					10,000	10,000	10,000
TOTAL AIRPORT	211,419.45	210,949.27	181,794.00	136,119.06	284,915.00	284,915.00	284,915.00

Change 103,121 56.72%

Staffing - Base Wages excluding Overtime/Shift/Holiday

Date of Hire	Title	Grade/Step 7/1/2023	Hrly Rate	Rate #1 Hrs	Total Annual
5/11/2017	Airport Manager from D7 to E10	E10	30.02	2,090	62,741.80
6/14/2021	Operations Mgr 30 hrs to 40 hours, A9 to	D1	22.60	2,090	47,234.00

Orig would go to step D7, Airport Comm increased to was A9, goes to D1 once licensed

FY24 Revenue Estimates & details

60,000	Projected Income	Lease= 45,000	Other Rental Revenue= 5,000	User Fees / Sales= 10,000
192,500	Pioneer income	Warehouse= 110,000	Repair Shop= 28,000	General Operations= 30,000
118,800	solar income	Usage / Operation Fees=6000		Other Rental Revenue= 18,500
<u>71,348.00</u>	Grant for Debt			
442,648	Total Rev			
426,965	Total Budget	111,398.00		
15,683	Excess			

EXPENDITURES	Budget FY23	Request FY24	\$ Change	% Change	Explanation
5111 Airport Manager Wages	52,689	62,742	10,053	19.08%	D7 to D10, also FY23 Budget not adj for 3% COL
5111 Full Time Wages	28,585	47,234	18,649	65.24%	30 to 40 hours, industry wages
5124 PT FCTS Intern	17,000	25,000	8,000	47.06%	Higher Hourly Rates needed to retain help
5132 Full Time Overtime	2,000	2,000	-		N/A
5144 Longevity (year 6)	-	500	500	100.00%	
5145 Cell Phone Stipend	600	600	-		
5211 Electricity	10,000	16,000	6,000	60.00%	Increased Contract Price Electricity
5213 Fuel Oil (House)	-	2,750	2,750	100.00%	Heating of Hangars / Outbuildings
5214 Natural Gas	3,000	2,250	(750)	-25.00%	Contract Price Locked in for 3 years
5215 Propane	-	1,000	1,000	100.00%	
5231 Water	2,000	1,250	(750)	-37.50%	historic averages
5241 Building & Grounds R & M	15,000	15,000	-		no changes needed
5244 Equipment R & M	-	12,500	12,500	100.00%	
5251 Beacon Lights R & M	2,000	3,500	1,500	75.00%	Cost of bulbs, LED drivers, Misc Parts
5275 Snow Removal Services	1,000	2,000	1,000	100.00%	Fuel, Material, Salt Price increase
5302 Legal	-	1,500	1,500	100.00%	Renewal of service contracts
5314 Seminars/Training	2,000	1,500	(500)	-25.00%	N/A
5315 Other Professional & Technical	1,000	1,500	500	50.00%	Managers Lic. Training
5341 Telephone/Internet	3,000	3,300	300	10.00%	N/A
5344 Postage	200	350	150	75.00%	Additional Mailers / Billing
5345 Advertising	2,500	3,000	500	20.00%	N/A
5420 Office Supplies	2,000	1,500	(500)	-25.00%	
5443 Misc. Parts & Accessories	3,000	3,000	-		
5481 Gasoline	7,500	7,500	-		