

MONTAGUE FINANCE COMMITTEE

Wednesday, January 22, 2025 at 5:30 PM

This meeting will be held remotely.

Join Zoom Meeting <https://us02web.zoom.us/j/86523275284>

Meeting ID: 865 2327 5284

One tap mobile

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Meeting Being Recorded

Votes May Be Taken

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

1. 5:30 Call to order, including announcing that the meeting is being recorded, roll call, welcome to visitors, and guidelines for participation.
2. 5:31 Review of meeting minutes of January 15, 2025
3. 5:35 FY2026 Library Budget
4. 6:00 FY2026 CWF Budget
5. 6:30 Updates from Town Administrator
6. 6:40 Topics not anticipated within 48 hours of posting
7. 6:45 Next meeting dates
 - a. 2/5/25 – Meeting with Selectboard and the School
8. 6:50 Adjourn

MONTAGUE FINANCE COMMITTEE
Wednesday, January 15, 2025 at 6:00 PM
This meeting was held via Zoom and recorded:
<https://vimeo.com/982262386>

Finance Committee Chair Dorinda Bell-Upp called the meeting to order at 6:00 PM.

Finance Committee members present: Chair Dorinda Bell-Upp, Vice Chair Fred Bowman, Clerk Chris Menegoni and member Francia Wisnewski

Finance Committee members absent: Jennifer Waryas, John Hanold

Others present: Town Administrator Walter Ramsey, Town Accountant Angelica Desroches, MCTV Dean Garvin, Judith Lorei from Cemetery Commission, COA Director Roberta Potter, Airport Manager Bryan Camden

The meeting was recorded by MCTV as well as by Angelica Desroches

Meeting minutes:

Mr. Bowman moved to approve the minutes of January 8, 2025. Seconded by Mr. Menegoni and approved.

Bell-Upp – Aye, Bowman – Aye, Wisnewski – Aye, Menegoni – Aye

FY2026 Cemetery Budget

- Ms. Lorei gave an overview of the FY26 budget changes including the staffing change request that the sexton change from being paid per burial rate to a stipend. This is a new position and over the year it seems that the per burial payment does not accurately reflect the work of the sexton. The increase in pay for the stipend position is to be paid out of the cemetery receipts reserved account so it will have no effect on the Cemetery's budget from the Town.
- Ms. Bell-Upp asked if the current revenue spike is going to be a short-term surge? And if it is possible to pay the sexton a fee based on sales of plots? Ms. Lorei stated that there is a lot of interest in green burials and that she does not foresee this being a short-term surge. The idea of charging a fee at the sale of the burial plots is not how any other cemetery handles the fee structure, and it does not appear to be an industry standard, so she was not in favor of that model.
- Mr. Bowman questioned what the yearly sales were, and Ms. Lorei reported for the last 18 months they have sold 54 plots with around \$44,000 in revenues.
- Ms. Wisnewski gave a statement of support for the sexton position being a stipend noting that the list of duties of the sexton seems extensive even for the stipend rate of \$200 a month.
- Mr. Ramsey stated that the sexton position is still new to the Town so he expects there to be follow-up and review of how the position is paid in the years to come as the position develops.

FY2026 COA Budget

- Ms. Potter gave an overview of her FY26 budget with a focus on the request for the part-time staff member. Work at the COA has expanded over the years past the allotted time for her position, which is part-time at 21 hours per week. The Montague COA is the lowest staffed COA in the area. Aging is becoming more complex as most of the world has moved to online access only and the aging population is not keeping up. Ms. Potter also thinks that departments should not have only one staff member, and that redundancy will ensure the department's success.
- Ms. Bell-Upp inquired as to whether there is another agency that should be covering the services that the COA is currently providing. Ms. Potter stated that she is not aware of anything. Not everyone is eligible for LifePath, some of the younger population can utilize CSO. Currently the COA does partner with as many agencies as possible to take the lead on some of the goals and education opportunities. The goal of COA is to keep elderly at home as long as possible through education and socialization. Ms. Potter also believes that in the future some of these issues will be solved as the generations who have grown up with computers and internet will be able to navigate more easily and internet should be more accessible in the future.
- Mr. Ramsey questioned whether the EOEA grant can be used to pay for part of this position. Ms. Potter was hesitant about fully funding the position from the grant but stated that some of the position could be charged to the grant.
- Ms. Wisnewski requested more information about the number of individuals and the ages that the COA serves. Ms. Potter did not have exact numbers, but she estimated that 550 to 600 unique visitors come in a year with over 200 people coming in at least once a week. The current age is 60 and over to which Montague has around 1,970 residents that fall in that age bracket.
- Ms. Wisnewski and Ms. Potter discussed the COA usage of volunteers to help fill in the gaps and keep the COA operating. There are 5 receptionist volunteers that work at the desk regularly each week and over 14 other volunteers that do at least 10 hours per month filling in other ways.

Recommendations of STM financial articles

- Mr. Camden discussed his request for STM. The article has a single funding source which is airport retained earnings. 7,000 of the retained earnings is to go to the part-time intern line. Unfortunately, there were no qualified candidates at the FCTS this year so they kept on part-time help from last year at a higher rate. 13,000 is to go to the building and grounds line. The cost of building materials is still expensive and while they try to do most projects in-house there was electrical and plumbing work that had to be contracted out. 4,000 was to equipment repair and maintenance, some of the upkeep of the airport equipment was needed this year to keep the airport operational.
- Mr. Menegoni asked for more information on the electrical and plumbing work. Mr. Camden answered that the electrical was for repair to the Pioneer hangar's electrical panel for the door and bringing that up to code. The plumbing was switching the system

from an unknown leech field to a raised storage tank that connects to the Town sewer lines to prevent future sewer issues and major costs.

- Article 6:
 - Ms. Bell-Upp **MOVED:** That the Town vote to appropriate the sum of \$24,000 for the purpose of supplementing the FY25 operating budget, with \$7,000 going to Airport PT Intern, \$13,000 to the Airport Build and Grounds, and \$4,000 to the Airport Equipment Repair and Maintenance accounts, said sum to be raised from Airport Retained Earnings. Seconded by Mr. Bowman.
Bell-Upp – Aye, Bowman – Aye, Wisnewski – Aye, Menegoni – Aye

FY2026 Airport Budget and Funding Options

- Mr. Camden went on to give an overview of the FY26 budget. The salary lines have been increased due to one full-time employee requiring his contractual step increase. With Mr. Camden's position the Airport Commission has recommended he be moved from an hourly position to a salaried position. The increase they are recommending is from an E10 to a F3 which brings him closer to being in line with other department heads but is still significantly lower than the recommendations of the wage and class study. Mr. Camden reviewed other minor shifts in his expense lines with most of them being level funded.
- Ms. Bell-Upp raised the question of how long the airport will need to be subsidized by taxation. Mr. Camden was positive about the discussions he has been having with Eversource about updating the electrical grid around the airport so that the solar farm can come to fruition. He believes that by the FY27 budget planning season there will be more information about the timeline of the solar project.
- Mr. Bowman inquired about the effects of the FCTS airport program on the airport. Mr. Camden informed the Finance Committee that it has caused an increase in revenues for the lease of space so that is positive. He also reported that the high school is now only one of five in the nation to have this program so that is a major appeal for the airport and the school.
- Ms. Wisnewski wondered what Mr. Camden is doing about creating more Town engagement before Town meeting. Discussed that the Town meeting is usually full of many questions and concerns and is hoping to mitigate those before the meeting. Mr. Camden stated that he is open and available to questions from the public. He is available by phone and email and if there is enough interest he can host a Zoom meeting before the Town meeting to answer questions.
- Mr. Bowman stated that the Town cannot afford to shut down the airport. He also supports the airport because it is such a huge asset to the area. If Franklin County suffered an emergency it would be one of the few ways supplies could reach the area.
- Ms. Bell-Upp encouraged Mr. Camden to lead with the revenue growth and positive movement towards the solar project at the meeting. Mr. Ramsey discussed that Mr. Camden is always pursuing other revenue growth options and that he does work closely with him to work on ways to mitigate the cost to the taxpayers.

Updates from Town Administrator

- Mr. Ramsey informed the Committee that the Selectboard has been hearing personnel proposals for the FY26 budget but that there are no formal recommendations yet. More to come in the next few weeks. Union negotiations have started with all 3 unions. Hoping to be close to finalizing contracts before the budget is closed to make sure the costs can be accounted for accurately. On Monday the CWF updated the Selectboard that the Millers Falls overage fee came in significantly higher than budgeted and anticipated. Fixed the major Millers Falls leak has not yet been realized due to the timing of the billing cycles. Hoping to see the effect of that fix soon. Mr. Menegoni requested more information about what the costs savings would be from that fix.

Next Meetings

- a. 1/22/25 – 5:30 start time Library, CWF
- b. 2/5/25 Meeting with SB and GMRSD

Topics not anticipated within 48 hours of posting:

Currently the Finance Committee is looking to recruit a new member. There is some progress so hopefully some more information on that in the next few weeks.

Adjournment

Mr. Bowman makes the motion to adjourn at 7:13 PM. Seconded by Mr. Menegoni and approved.

Bell-Upp – Aye, Bowman – Aye, Wisnewski – Aye, Menegoni - Aye

Respectfully submitted,
Angelica Desroches

Documents and exhibits:

Minutes of January 15, 2025

EXPENDITURES		Budget FY24	Actual FY24	Budget FY25	Expended thru 12/31/2024	FY26 Level Services Request	FY26 BOS Recommend	FY26 BOS & Fin Comm Recommend
5111	Wages Full Time	178,979	178,979	183,748	88,422.00	218,926		
5113	Wages Part Time	148,612	145,076	152,340	70,624.33	150,354		
5114	Wages - Substitutes	8,295	7,601	8,295	3,798.75	8,295		
5142	Shift Differential	750	788	750	375.75	750		
5144	Longevity	3,100	2,800	3,600	800.00	3,100		
5193	Vacation Buy Back							
5194	Sick Leave Buy Back							
	TOTAL PERSONAL SERVICES	339,736	335,245	348,733	164,020.83	381,425		-
5211	Electricity	12,500	12,473	12,500	4,384.18	14,000		
5213	Heating Oil	16,100	6,039	16,100	1,257.70	12,000		
5231	Water	200	327	200	100.00	400		
5232	Sewer	450	531	450	450.00	600		
5241	Bldg R & M	4,500	2,269	4,500		3,500		
5242	Alarm Monitoring	715	1,044	715	1,013.65	1,175		
5247	CWMARS	15,500	12,819	15,100	12,836.00	15,100		
5248	Office Equipment R & M	700	461	700		700		
5342	Internet Connection	4,860	4,426	2,460	1,296.31	2,460		
5344	Postage	500	242	500	85.47	500		
5345	Advertising	200	468	200		200		
5350	Recreation Programs	7,500	8,049	10,400	4,087.50	10,400		
5360	Book delivery to branches	1,775	1,658	1,775	656.07	1,775		
5380	PO Box Rental							
5420	Office Supplies	7,000	6,750	6,500	3,414.60	6,500		
5580	Other Supplies	1,600	2,088	2,500	508.14	2,500		
5581	Subscriptions/Books	49,000	50,532	49,000	23,522.98	51,000		
5585	Library of Things	5,000	7,436	7,400	1,320.05	8,000		
5587	Media	33,000	36,467	33,000	11,211.00	34,000		
5590	Equipment < \$2K	1,000	3,869	4,000	178.38	2,000		
5710	Travel	1,400	1,351	1,400	451.02	1,400		
5730	Dues & Memberships	100	443	100		100		
	TOTAL EXPENSES	163,600	159,741	169,500	66,773.05	168,310		-
	TOTAL LIBRARIES	503,336	494,986	518,233	230,793.88	549,735	549,735	549,735
					Change	31,502	6.08%	

Staffing - Base Wages excluding Overtime/Shift/Holiday

Date of Hire	Title	Grade/Step 7/1/2025	Hourly Rate	Days/Hrs	Total Annual	DOH	Svc FY26	Longevity
10/18/2021	Library Director	G10			82,394.00	10/18/2021	4	
3/24/2014	Children's Librarian A R-L	E10	30.77	1,827	56,216.79	3/24/2014	12	500
	Admin Support Stipend				3,500.00			
	Adult Services Coordinator	E1	25.01	1,827	45,693.27			
1/23/2024	Library Assistant I EPS 12 +15	B1	19.76	1,575	31,122.00	1/23/2024	2	
5/3/2018	Library Assistant I CR 26 hrs + 15	A7	19.33	1,367	26,424.11	5/3/2018	8	300
9/10/2007	Library Assistant I JW 13 hrs +15	A10	20.62	483	9,959.46	9/10/2007	18	900
3/31/2014	Library Assistant I SS 27.5 hrs + 20	A10	20.62	1,450	29,899.00	3/31/2014	12	500
6/25/2019	Library Assistant I SO 21 hrs +15	A7	19.33	1,107	21,398.31	6/25/2019	7	300
2/4/2020	Library Assistant I KM 16 hrs +15	A6	18.91	847	16,016.77	2/4/2020	6	300
10/31/2018	Library Assistant I JK 7.5/wk +15	A9	20.12	639	12,856.68	10/31/2018	7	300
7/1/2023	Library Assistant I 6 hrs +15	A10	16.76	327	5,480.52	7/1/2023	2	
	Childrens' Asst 13.5/wk +50	B2	20.24	752	15,220.48	8/29/2023	2	
4/2/2024	Library Assistant I JG 13 hrs +15	A3	17.63	743	13,099.09	4/2/2024	2	
	Substitute Library Assistants		15.00	553	8,295.00			
Total								3,100
377,575.48								

EXPENDITURES	Budget FY25	Request FY26	\$ Change	% Change	Explanation
			-		
5111 Wages Full Time	183,748	218,926	35,178	19.14%	Increase reflects proposal to implement an Adult Services Coordinator and Library Assistant/Technician positions
5113 Wages Part Time	152,340	150,354	(1,986)	-1.30%	Decrease reflects staff turnover
5114 Wages - Substitutes	8,295	8,295	-		
5142 Shift Differential	750	750	-		
5144 Longevity	3,600	3,100	(500)	-13.89%	
5193 Vacation Buy Back	-	-	-		
5194 Sick Leave Buy Back	-	-	-		
5211 Electricity	12,500	14,000	1,500	12.00%	Additional mini-splits and HRV installed in the Carnegie t
5213 Heating Oil	16,100	12,000	(4,100)	-25.47%	Installation of mini-splits has reduced reliance on oil
5231 Water	200	400	200	100.00%	Bills have increased
5232 Sewer	450	600	150	33.33%	Bills have increased
5241 Bldg R & M	4,500	3,500	(1,000)	-22.22%	Assuming we receive funding for ADA upgrades, we'll ne
5242 Alarm Monitoring	715	1,175	460	64.34%	Panic buttons were installed to protect solo-staff at the branches
5247 Computer R & M	15,100	15,100	-		
5248 Office Equipment R & M	700	700	-		
5341 Telephone	-	-	-		
5341 Internet	2,460	2,460	-		
5344 Postage	500	500	-		
5345 Advertising	200	200	-		
1/16/2025 5350 Recreation Programs	10,400	10,400	2	-	
5360 Book Delivery	1,775	1,775	-		
5380 PO Box Rental	-	-	-		
5420 Office Supplies	6,500	6,500	-		

5580	Other Supplies	2,500	2,500	-		
5581	Subscriptions/Books	49,000	51,000	2,000	4.08%	Increased required for compliance with state guidelines
5585	Library of Things	7,400	8,000	600	8.11%	Increased required for compliance with state guidelines
5587	Media	33,000	34,000	1,000	3.03%	Increased required for compliance with state guidelines
5590	Equipment < \$2K	4,000	2,000	(2,000)	-50.00%	While I anticipate purchasing a replacement copier for the Carnegie Library, the current slate of public and staff computers have all been replaced in the last 4 years
5710	Travel	1,400	1,400	-		
5730	Dues & Memberships	100	100	-		



Town of Montague
Department, Board, Committee, Commission
BUDGET NARRATIVE

FY 26

Complete this form electronically! Be clear and concise!

Department: Libraries Submitted by: Caitlin Kelley

1. Please describe and provide the rationale for any notable changes in your FY26 budget request.

The Montague Public Libraries request changes to the following lines:

5111 Wages Full Time: \$35,178 added: This increase represents the cost of splitting the Library Technician role into two new positions, an Adult Services Coordinator and a Library Assistant/Technician.

7 out of 10 similarly populated towns have an Adult Services Coordinator-type position. In Montague, this position would focus on technology training and digital resources, community outreach and services to underserved populations, adult programs, collection development and maintenance, and inter-library loan. This position would directly support the digital literacy programming and digital navigation assistance recommended in Montague’s Digital Equity Plan as well as the recommendations for cultural programming and immigrant support detailed in the town’s Comprehensive Plan.

The Library Assistant/Technician would be responsible for processing and cataloging all new materials and would also work on the circulation desk. Having a person in this position near full-time would mean that the library would rely less on Substitute Library Assistants when other library staff members call out sick or take a vacation.

Implementing these changes in FY26 would align closely with an anticipated retirement, allowing the hiring process to be more streamlined and less complicated. Additionally, by implementing positions that are full-time or close to full-time, the libraries will start to move away from super part-time positions that are prone to high rates of turnover.

5242 Alarm Monitoring: \$460 added: Panic buttons were installed at all three library locations to ensure the safety of library staff who work alone.

Please note that the Libraries’ initial budget included wage increases for all Library Assistants and the Library Technician. Though I was advised to remove the proposed increases, so that negotiations could be separately worked out with the Selectboard and with the union, it was recommended that I retain the rationale for the increases in this narrative. As such, the following is not represented in the budget itself but remains a priority of mine and of the Libraries’ Trustees.

5113 Wages Part Time: \$21,876 added: This increase represents the cost of reclassifying Montague’s Library Assistants from grade A to grade B in the current NAGE wage scale or from grade I to grade H in the proposed classification system. A point-by-point comparison between the Library Assistant’s job duties with that of an Administrative Assistant position already classified as a B clearly demonstrates the equivalence of the roles. In addition to providing equity and fairness across town departments, it is my hope that better wages will lead to staff retention. Of the four library assistants who have resigned in the last three years, three of them left for higher-paying positions elsewhere.

(Please note, if the Library Technician position is not split into two roles as detailed above, then I would petition for that role to be reclassified from B to C in the current scale or H to G in the new one. A comparison of duties between this position and the higher-graded Technician employed by the Assessor's office also demonstrate job equivalency)

2. To this point in FY25, have you enhanced or expanded the programs and services you provide, or implemented new tools or technology that you'd like the Finance Committee and Selectboard to know about? Please describe.

The Millers Falls Branch Library was painted, carpeted, and reconfigured to make the space more comfortable and flexible. Additionally, the libraries were awarded a technology grant from the National Network of Libraries of Medicine to purchase a sound-dampening meeting pod. Once the pod is installed, patrons will be able to schedule the pod for semi-private meetings: social service consultations to sign up for benefits, telehealth appointments, tutoring, and Zoom meetings.

A collection of ESOL materials was added to the Carnegie Library, large print collections were added to both branches, and grant-funded collections of assistive technology were added to all three libraries, including a portable amplifier, digital magnifier, a reader pen, and more. Additionally, an assistive listening system was purchased, which will allow those who are hard of hearing to use a personal amplifier to better hear during events like town meeting, etc. It can be borrowed by any town department.

The libraries' selected a winning bid for a new website project. Featuring the new branding and logo developed by local designer, Liz Moran, the new website will be clean, user-friendly, ADA compliant, translatable, and allow the public to register for programs and reserve meeting rooms. The website will be almost completely funded by an ALA Libraries Transforming Communities grant.

To support the libraries' FY25 professional development objectives, library staff meetings were evaluated and reformatted to incorporate up to three half-day professional development/staff training days each year. At our first half-day training, robust staff discussion on better serving unhoused patrons led to a change in Montague's borrowing protocol. This change was brought to the attention of the regional library consortium, which, since then, has updated their guidelines for serving unhoused patrons and incorporated parts of Montague's policy across all central and western Massachusetts. Slack was also implemented to improve staff communication across library locations and staff evaluations were improved.

The development of a staff programming team has led to a more intentional program development and fostered additional programming and services at both the Montague Center and Millers Falls branch libraries.

Finally, the Pocumtuck Valley Memorial Association and the Montague Public Libraries were awarded a National Endowment for the Arts' Big Read grant. The grant program kicked off in mid-November and will fund three seasons of programs on writing, placemaking, and art programming in Franklin, Hampshire, and Hampden counties. The selected "read" is Ross Gay's collection of poetry, *Catalog of Unabashed Gratitude*.

3. Are there presently challenges to your department's ability to meet its goals and requirements due to its FY25 operating budget? If so, offer any your recommendations you may have for improving the situation in FY26.

The Montague Public Libraries have met or are soon slated to meet our FY26 goals.

That said, the community has demonstrated both need and interest in expanded adult and family program offerings, community outreach, and technology training. All these items would fall under the duties of the Adult Services Coordinator, detailed above.

Similarly, high turnover has meant that library staff need to regularly facilitate lengthy hiring and training processes. This could be ameliorated by paying staff higher wages and by consolidating several part-time positions into fewer positions that are full-time or near full-time.

4. Did you receive funding for any special articles in FY24 or FY25? If so, please list share the current status of each of those expenditures/projects.

For FY24, the libraries received funding to replace the windows and back door at the Millers Falls Branch Library. That work, along with other renovations, was completed this fall. The branch is now very bright!



For FY25, the libraries received funds to enable the town to apply for the Massachusetts Public Library Construction Program. Montague's application was submitted in May, and we anticipate hearing whether or not our project will be funded in early 2025.

EXPENDITURES		Budget FY24	Actual FY24	Budget FY25	Expended thru 12/31/2024	FY26 Level Services Request	FY26 BOS Recommend	FY26 BOS & Fin Comm Recommend
5110	Regular Wages	506,684	503,276	531,233	250,103.91	547,874		
5124	Temp Wages		3,825		855.00			
5132	Overtime	46,401	42,263	46,000	30,899.26	46,000		
5140	Other Wages	14,000	24,625	14,000	14,411.65	25,000		
5144	Longevity			1,400		1,700		
5193	Vacation Buy Back							
5194	Sick Leave Buy Back							
	TOTAL PERSONAL SERVICES	567,085	573,988	592,633	296,269.82	620,574	620,574	620,574
5211	Electricity TP	173,000	177,233	173,000	89,908.71	173,000		
5211.1	Electricity PS	31,000	30,643	31,000	13,967.39	31,000		
5213	Heating Oil	35,700	28,829	35,700	10,811.98	35,700		
5280	Solid Waste Disposal	318,000	274,138	326,000	118,375.76	326,000		
5300	Professional Services	44,000	55,842	54,000	19,900.75	54,000		
5301	Contracted Lab	7,200	10,096	7,200	7,792.50	7,200		
5304	Industrial Pretreatment	500		500	510.00	500		
5305	SCADA Controls/Comms	45,000	44,975	45,000	15,215.94	45,000		
5310	Safety Equipment & Expenses	6,000	19,608	6,000	8,436.83	6,000		
5319	Corrosion Control		9,291	10,000		10,000		
5320	Professional Development	5,000	8,042	5,000	3,038.67	5,000		
5340	Office Expenses	6,500	6,368	6,500	5,458.53	6,500		
5341	Sewer Bills/Mailing			3,500	1,546.10	3,500		
5360	Grounds	5,000	20,279	5,000	36,269.00	5,000		
5370	Buildings	16,000	15,436	16,000	2,597.24	16,000		
5371	HVAC	6,000	14,154	6,000	7,851.81	6,000		
5400	Other Operational Equipment	60,000	25,718	50,000	120.61	50,000		
5401	Preliminary Equipment and Supplies							
5402	Primary Equipment and Supplies	28,000	31,387	28,000	10,918.46	28,000		
5403	Secondary Equipment and Supplies	7,000	3,671	7,000	2,910.56	7,000		
5404	Solids Handling Equipment and Supplies	21,000	17,148	21,000	3,713.91	21,000		
5406	Water	10,000	15,406	15,000	97,628.20	30,000		
5407	Primary Effluent Screw Pumps Eq/Supplies	1,500	732	1,500		1,500		
5408	Septage Handling							
5409	Odor Control	10,000	3,341	10,000	2,403.93	10,000		
5410	Pump Station Equipment & Supplies	40,000	41,819	40,000	14,766.57	40,000		

EXPENDITURES	Budget FY24	Actual FY24	Budget FY25	Expended thru 12/31/2024	FY26 Level Services Request	FY26 BOS Recommend	FY26 BOS & Fin Comm Recommend
5411 Communications							
5415 Oil & Lubricants	4,000		4,000	4,614.95	4,000		
5418 Chlorination	23,360	18,894	23,000	14,681.50	23,000		
5430 CSO							
5440 Other operational Supplies	19,000	20,123	19,000	16,396.93	19,000		
5446 Lab Equipment & Supplies	12,000	15,536	12,000	16,032.84	12,000		
5470 Chemicals (orig budg incl in 5280, 5440)	26,640	37,940	26,640	26,707.79	26,640		
5480 Vehicle Equipment & Supplies	3,000	14,457	3,000	3,217.89	3,000		
5481 Vehicle Fuel	3,000	2,192	3,000	2,194.39	3,000		
5582 Uniforms/Clothing	9,000	12,797	12,600	8,175.15	12,600		
5740 General Insurance	25,000	22,894	25,000	24,630.00	25,000		
5790 Town Overhead	52,512	52,512	50,511	50,511.00	52,174		
5791 TFFD Meter Reading	5,500	5,500	7,500		7,500		
5795 Millers Falls Assessment	236,232	236,232	242,138	60,534.50	248,192		
5796 Millers Falls Overage Charge	55,000		94,668	94,667.83	94,668		
5780 Budgeted Surplus	98,000		98,000		98,000		
TOTAL EXPENSES	1,448,644	1,293,232	1,523,957	796,508.22	1,546,674	1,546,674	1,546,674
5800 Screw Pump Lease Payment	58,500	48,377	58,500	36,282.39	58,500	58,500	58,500
TOTAL CAPITAL OUTLAY							
TOTAL WPCF	2,074,229	1,915,597	2,175,090	1,129,060.43	2,225,748	2,225,748	2,225,748
				Change	50,658	2.33%	2.34%

Staffing - Base Wages excluding Overtime/Shift/Holiday

Proposed Staffing

Date of Hire	NAGE Title	Grade/Step 7/1/2025	Annual/Hrly Rate	Rate #1 Wks/Hrs	Total Annual	Yrs Svc FY26	Longevity
3/16/2020	Superintendent CL	H10			105,239.00	6	300
8/26/2024	Admin Asst MSC	B5	21.80	2,088	45,518.40	1	
9/17/2018	WPCF Foreman TL	F6	34.14	2,088	71,284.32	7	300
9/3/2019	Lead Operator AK	D7	26.87	2,088	56,104.56	6	300
4/11/2012	Lead Mechanic TP	E10	30.79	2,088	64,289.52	14	500

EXPENDITURES		Budget FY24	Actual FY24	Budget FY25	Expended thru 12/31/2024	FY26 Level Services Request	FY26 BOS Recommend	FY26 BOS & Fin Comm Recommend
9/21/2020	Wastewater Tech SS	E4	27.06	2,088	56,501.28	5	300	
7/8/2024	Laborer AS	B5	21.91	2,088	45,748.08	1		
1/23/2023	Wastewater Tech AM	D3	24.45	2,088	51,051.60	3		
11/8/2021	Laboratory Manager ND	D4	24.94	2,088	52,074.72	4		
Temporary Wages								

Chelsey - don't forget to update Tax Share CWF

547,811.48

Note: Verizon Wireless pays for 2 cell phones (used by on call staff instead of pagers) and the service for the tablet (used in the field)

EXPENDITURES	Budget FY25	Request FY26	\$ Change	% Change	Explanation
5110 Regular Wages	531,233	547,874	16,641	3.13%	contractual increases, 0% COLA
5124 Temp Wages	-	-	-	-	
5132 Overtime	46,000	46,000	-	-	
5140 Other Wages	14,000	25,000	11,000	78.57%	contractual increases
5144 Longevity	1,400	1,700	300	21.43%	contractual increases
5193 Vacation Buy Back	-	-	-	-	
5194 Sick Leave Buy Back	-	-	-	-	
5211 Electricity TP	173,000	173,000	-	-	
5211.1 Electricity PS	31,000	31,000	-	-	
5213 Heating Oil	35,700	35,700	-	-	
5280 Solid Waste Disposal	326,000	326,000	-	-	solids hauler contract out to bid Spring 2025
5300 Professional Services	54,000	54,000	-	-	
5301 Contracted Lab	7,200	7,200	-	-	
5304 Industrial Pretreatment	500	500	-	-	
5305 SCADA Controls/Comms	45,000	45,000	-	-	
5310 Safety Equipment & Expenses	6,000	6,000	-	-	
5319 Corrosion Control	10,000	10,000	-	-	
5320 Professional Development	5,000	5,000	-	-	
5340 Office Expenses	6,500	6,500	-	-	
5341 Sewer Bills/Mailing	3,500	3,500	-	-	
5360 Grounds	5,000	5,000	-	-	
5370 Buildings	16,000	16,000	-	-	
5371 HVAC	6,000	6,000	-	-	
5400 Other Operational Equipment	50,000	50,000	-	-	

EXPENDITURES		Budget FY24	Actual FY24	Budget FY25	Expended thru 12/31/2024	FY26 Level Services Request	FY26 BOS Recommend	FY26 BOS & Fin Comm Recommend
5401	Preliminary Equipment and Supplies	-	-	-				
5402	Primary Equipment and Supplies	28,000	28,000	-				
5403	Secondary Equipment and Supplies	7,000	7,000	-				
5404	Solids Handling Equipment and Supplies	21,000	21,000	-				
5406	Water	15,000	30,000	15,000	100.00%	new meter installed 8/2024, old read low/inacurate		
5407	Primary Effluent Screw Pumps Eq/Supplies	1,500	1,500	-				
5408	Septage Handling	-	-	-				
5409	Odor Control	10,000	10,000	-				
5410	Pump Station Equipment & Supplies	40,000	40,000	-				
5411	Communications	-	-	-				
5415	Oil & Lubricants	4,000	4,000	-				
5418	Chlorination	23,000	23,000	-				
5430	CSO	-	-	-				
5440	Other operational Supplies	19,000	19,000	-				
5446	Lab Equipment & Supplies	12,000	12,000	-				
5470	Chemicals (orig budg incl in 5280, 5440)	26,640	26,640	-				
5480	Vehicle Equipment & Supplies	3,000	3,000	-				
5481	Vehicle Fuel	3,000	3,000	-				
5582	Uniforms/Clothing	12,600	12,600	-				
5740	General Insurance	25,000	25,000	-				
5790	Town Overhead	50,511	52,174	1,663	3.29%			
5791	TFFD Meter Reading	7,500	7,500	-				
5795	Millers Falls Assessment	242,138	248,192	6,054	2.50%	2.5% annual increase per contract		
5796	Millers Falls Overage Charge	94,668	94,668	-				
5780	Budgeted Surplus	98,000	98,000	-		ideally 10% of operating budget		
5800	Screw Pump Lease Payment	58,500	58,500	-				
Totals		2,175,090	2,225,748	50,658	2.33%			

EXPENDITURES		Budget FY24	Actual FY24	Budget FY25	Expended thru 12/31/2024	FY26 Level Services Request	FY26 BOS Recommend	FY26 BOS & Fin Comm Recommend
	Long Term Principal							
710-5912	\$589,000 6-15-03 Multi Article			-		-		
710-5913	Acquire 46 Greenfield Rd			-		-		
710-5919	WPCF Gen Obligation 2006	10,000	10,000	10,000	10,000.00	10,000		
710-5930	CSO MWPAT #05-22 \$957,448	32,550	32,550	33,208	33,207.60	33,879		
710-5931	CSO MWPAT #05-22A \$1,911,052	37,921	37,921	38,848	38,847.60	39,797		
710-5932	CSO USDA #91-16 \$1,024,000	15,000	15,000	15,000		15,000		
710-5933	CSO USDA #92-18 \$958,000	11,262	11,262	11,727	11,726.45	12,211		
710-5940	Sewer Repair \$1,550,000 7/22/14	75,000	75,000	75,000		80,000		
710-5941	#17 Pump Stations CWP-14-28 \$1.6M	69,787	69,787	71,304	71,304.00	72,853		
710-5942	#16 5/3/14 Sewer Lines \$160K	5,000	5,000	5,000	5,000.00	5,000		
710-5943	#12 5/2/15 Sewer Lines \$385k	12,000	12,000	12,000	12,000.00	12,000		
710-5945	#30 5/6/17 Sewer Lines \$385	11,000	11,000	11,000	11,000.00	12,000		
710-5946	#15 9/12/13 Sewer Lines	3,000	3,000	3,000	3,000.00	3,000		
710-5947	#17 5/3/14 PS #2	12,000	12,000	12,000	12,000.00	13,000		
710-5948	WPCF Share #22 5/7/16 Siphon	2,000	2,000	2,000	2,000.00	2,000		
	Long Term Principal	296,520	296,520	300,087	210,085.65	310,740	-	-

EXPENDITURES		Budget FY24	Actual FY24	Budget FY25	Expended thru 12/31/2024	FY26 Level Services Request	FY26 BOS Recommend	FY26 BOS & Fin Comm Recommend
	Long Term Interest							
751-5912	\$589,000 6-15-03 Multi Article			-		-		
751-5913	Acquire 46 Greenfield Rd			-		-		
751-5919	WPCF Gen Obligation 2006	1,400	1,400	1,000	600.00	600		
751-5930	CSO MWPAT #05-22 \$957,448	2,359	2,359	1,701	1,016.49	1,030		
751-5930-100	CSO MWPAT #05-22 \$957,448 Adm	177	177	128	76.24	78		
751-5931	CSO MWPAT #05-22A \$1,911,052	15,890	15,890	14,964	7,716.22	14,015		
751-5931-100	CSO MWPAT #05-22A \$1,911,052 Adm	988	987	930	479.47	871		
751-5932	CSO USDA #91-16 \$1,024,000	13,954	13,954	13,204	6,601.89	12,454		
751-5933	CSO USDA #92-18 \$958,000	19,669	19,668	19,204	19,203.55	18,720		
751-5940	Sewer Repair \$1,550,000 7/22/14	37,400	37,400	35,150	17,575.00	32,338		
751-5941	#17 Pump Stations CWP-14-28 \$1.6M	25,671	25,671	24,260	12,486.44	22,818		
751-5941-100	Pump Stations CWP-14-28 \$1.6M Admn	1,925	1,925	1,819	936.48	1,712		
751-5942	#16 5/3/14 Sewer Lines \$160K	4,517	4,516	4,323	2,195.62	4,185		
751-5943	#12 5/2/15 Sewer Lines \$385k	11,104	11,104	10,639	5,401.88	10,309		
751-5945	#30 5/6/17 Sewer Lines \$385	10,645	10,645	10,219	5,185.00	9,903		
751-5946	#15 9/12/13 Sewer Lines	2,924	2,924	2,808	1,424.38	2,725		
751-5947	#17 5/3/14 PS #2	11,587	11,586	11,122	5,643.13	10,778		
751-5948	WPCF Share #22 5/7/16 Siphon	1,884	1,884	1,807	916.87	1,752		
	Long Term Interest	162,094	162,090	153,278	87,458.66	144,288	-	-
752-5925	Interest on Short Term Notes	25,000		25,000		30,000		
	Short Term Interest	25,000	-	25,000	-	30,000	-	-
	TOTAL WPCF DEBT	483,614	458,610	478,365	297,544.31	485,028	485,028	485,028

EXPENDITURES	Budget FY24	Actual FY24	Budget FY25	Expended thru 12/31/2024	FY26 Level Services Request	FY26 BOS Recommend	FY26 BOS & Fin Comm Recommend
5171 Retirement	136,308	115,400	150,519	150,519.00	143,578		
5172 Workers' Compensation	12,000	6,592	12,000	7,992.00	12,000		
5173 Unemployment Compensation	28,000		28,000	415.00	28,000		
5174 Health Insurance	178,000	141,645	180,000	63,896.90	189,000		
5175 Life Insurance	1,100	1,181	1,100	4,254.32	1,100		
5176 Medicare	8,223	7,975	9,100		9,505		
TOTAL PERSONAL SERVICES	363,631	272,793	380,719	227,077.22	383,183		-
TOTAL WPCF BENEFITS	363,631	272,793	380,719	227,077.22	383,183	383,183	383,183

Change 2,464 0.65%

27-Nov original ret est was \$150,308. Actual from Assessment letter 1/31/2024 5174 ok for 8% actual rate incr

EXPENDITURES	Budget FY25	Request FY26	\$ Change	% Change	Explanation
5171 Retirement	150,519	143,578	(6,941)	-4.61%	
5172 Workers' Compensation	12,000	12,000	-		
5173 Unemployment Compensation	28,000	28,000	-		
5174 Health Insurance	180,000	189,000	9,000	5.00%	reflects current cost, 5% Inc, and allowance for p
5175 Life Insurance	1,100	1,100	-		
5176 Medicare	9,100	9,505	405	4.45%	Contractual changes



Town of Montague
Department, Board, Committee, Commission
BUDGET NARRATIVE

FY 26

Complete this form electronically! Be clear and concise!

Department: Clean Water Facility Submitted by: Chelsey Little, Superintendent

1. Please describe and provide the rationale for any notable changes in your FY26 budget request.

Other Wages: This increase is due to contractual on-call pay for staff. Unfortunately, it was overlooked during last year's budget planning and hadn't been updated to reflect the change for FY24 and FY25.

Water: This line item reflects Town water usage for the facility chlorination disinfection system. In August 2024, a new water meter was installed by the Water Department, when it was discovered that the previous water meter (from the early 80's) was extremely inaccurate in its measurements, causing a huge spike in actual water usage. This update to the line item will help to address that discrepancy for the next chlorination season (April 1-October 31.)

Solid Waste Disposal: Level funded for the year, as the new 3-year hauler contract will go out to bid in the Spring of 2025, and rate is undetermined until that time.

2. To this point in FY25, have you enhanced or expanded the programs and services you provide, or implemented new tools or technology that you'd like the Finance Committee and Selectboard to know about? Please describe.

No major changes this year, operations have remained stable.

3. Are there presently challenges to your department's ability to meet its goals and requirements due to its FY25 operating budget? If so, offer any your recommendations you may have for improving the situation in FY26.

No major challenges to report. The operating budget is able to meet all goals and requirements, especially as it pertains to making sure there is enough funding to keep up with the maintenance demands of the facility as the infrastructure continues to age.

The budgeted surplus and extra revenue have positively impacted the ability to perform anticipated capital replacements annually with the use of retained earnings, which help to stabilize the rates for rate payers.

4. Did you receive funding for any special articles in FY24 or FY25? If so, please list share the current status of each of those expenditures/projects.

Local Limits Study: Currently under contract with Wright-Pierce engineering firm to conduct the study. Preliminary engineering completed and a sample plan has been submitted to EPA for review. Next steps include sampling raw sewage throughout different points in Town, reviewing the findings, making recommendations, and issuing new Industrial permits.

Main Generator: Currently under contract with Collins Electric- Site work has been completed over this fall by CWF staff to include excavation of conduit lines and the pouring concrete pads for both the new generator and transfer switch pad. Inside electrical work will continue throughout January and February, with project completion estimated by the end of February.

Pump Station Generator Replacements x2: Generators were procured and arrived onsite in September 2024. Site work and prep was done by CWF staff at both G St and J St Stations. The facility is working with Haselton Electric as the electrical contractor on the project. Swap over from the old to new generator at G St began the week of Dec 9, 2024, and is anticipated to be completed by Dec 13th. Work will continue over to J St station the following week (Dec 16th) and anticipated to be completed by Dec 20th.

Montague Center Pump Station: Received a proposal from Evenflow Engineering to conduct preliminary engineering on the project. Official work on the project is anticipated to start in the Fall of 2025, as the facility is wrapping up several other timely projects that are due in the Summer of 2025.