

## **MONTAGUE SELECTBOARD MEETING**

**VIA ZOOM**

**Monday, November 27, 2023**

### **AGENDA**

**Join Zoom Meeting:** <https://us02web.zoom.us/j/86551263160>

**Meeting ID:** 865 5126 3160 **Passcode:** 291986 **Dial into meeting:** **+1 646 558 8656**

Topics may start earlier than specified, unless there is a hearing scheduled

#### **Meeting Being Taped**

#### **Votes May Be Taken**

1. 6:30PM Selectboard Chair opens the meeting, including announcing that the meeting is being recorded and roll call taken
2. 6:30 Approve Selectboard Minutes from November 6 and 13, 2023
3. 6:31 Public Comment Period: Individuals will be limited to two (2) minutes each and the Selectboard will strictly adhere to time allotted for public comment
4. 6:33 Karen Tonelli and Board of Assessors
  - FY24 Tax Classification Hearing
5. 6:45 Cindy Bayer, Rustic Romance, 26 East Main St, Millers Falls
  - 1 Day Beer & Wine License, Sip N' Shop, February 9, 2024
6. 6:50 Personnel Board  
Judith Lorei, Cemetery Commission
  - Discuss Proposed Cemetery Sexton Position
  - Cemetery Commission Professional Office Support  
Eileen Seymour, Treasure/Collector
  - Treasure/Collector 's Office Staffing Plan and Budget Impact for FY25  
Steve Ellis, Town Administrator
  - Wage and Classification Study Updates
7. 7:10 Town Administrator's Business
  - EOHED Celebration and Announcement of Rural & Small Town and Site Readiness Grant Program Awards at the Shea Theater December 5
  - State Economic Development Plan Updates
  - Acceptance of Town Request for Community Engineering Corps Assistance
  - Preliminary indications re State FY25 Unrestricted General Government Aid
  - CASL Form and DocuSign Protocols
  - Topics not anticipated in the 48 hour posting requirements

#### **OTHER:**

#### **Next Meeting:**

- Selectboard, Monday, December 4, 2023 at 6:30PM, via IN PERSON



## FY2024 TAX CLASSIFICATION PRESENTATION

November 27, 2023 6:30 p.m.

Tax classification allows communities to have separate tax rates for different classes of property and allows the Selectboard to make a decision on an annual basis as to whether or not to shift the tax burden from one class of property to another. Should the Board decide to shift the tax burden, they must adopt a residential factor which will determine the percentage of the tax levy to be paid by the residential property owners. This results in two different tax rates (known as a “split tax rate”). Shifting the burden from the residential taxpayers to the commercial, industrial and personal property (CIP) taxpayers does not change the total levy to be taxed, but rather it changes the allocation of the tax levy to be borne by each class. Historically, the Montague Selectboard has voted to shift the rate since the mid-1980s.

### Total Taxable Value

The total taxable valuation in Montague for FY2024 is \$1,186,195,681 which is an increase of 5.6% from the previous year. Like last year, we continue to see real estate market values increase substantially, particularly in the residential sector. The chart below illustrates changes in the different classes of properties:

Property Type	Description	FY 2023 Assessed Value	FY 2024 Assessed Value	Value Diff	Value % Diff
Total Class 1	TOTAL RESIDENTIAL	757,915,744	790,978,605	33,062,861	4.4%
Total Class 2	TOTAL OPEN SPACE	0	0	0	0%
Total Class 3	TOTAL COMMERCIAL	42,831,335	43,431,486	600,151	1.4%
Total Class 4	TOTAL INDUSTRIAL	175,162,791	185,180,983	10,018,192	5.7%
Total Class 5	TOTAL PERSONAL PROPERTY	147,232,170	166,604,607	19,372,437	13.2%
Total Taxable	TOTAL REAL & PERSONAL	1,123,142,040	1,186,195,681	63,053,641	5.6%

As we have seen in the past several years, Class 5 Personal Property shows the highest overall value increase, however, it is important to note that this is mostly due to one utility account (NStar/Eversource) and does not represent equal value increases over all the personal property accounts. Similarly, the increase shown in Class 4 Industrial is largely due to the FirstLight accounts.

### **Tax Levy**

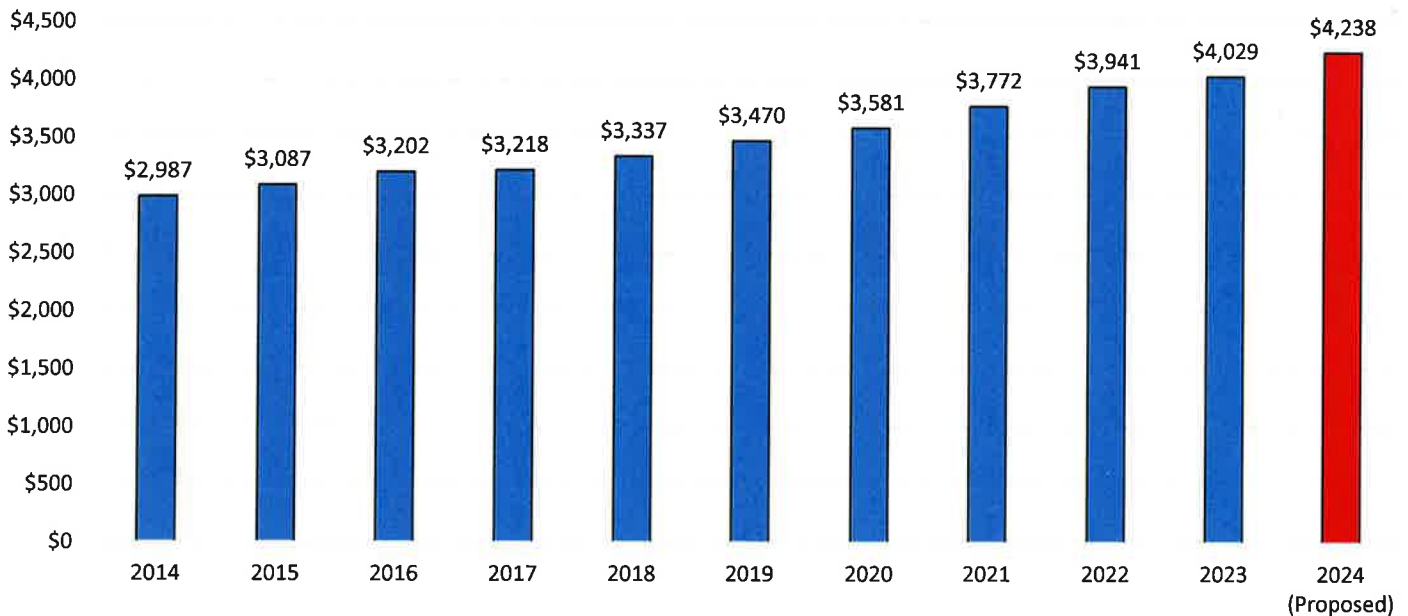
The FY2024 property tax levy is \$21,909,034. This represents an increase of \$1,362,571 or approximately 6.4% over last year's levy of \$20,546,463. This figure represents the amounts raised and appropriated at Annual/Special Town Meetings minus estimated receipts and other revenue sources. Changes in the annual amount levied have the most direct impact on tax rates. A chart showing the historical levy and its increases since 2014 was provided in the Tax Rate Summary of Key Factors.

### **Average Single Family Tax Bill**

The average assessment of a single-family residence in Montague is \$268,197, up \$9,526 from last year's average of \$258,671. Using a shift similar to last year's shift, the proposed average tax bill for a single family dwelling would be \$4,238 which represents an increase of \$209 from last year's average of \$4,029.00. Single family homes are the predominant type of residence in the residential class; therefore, averages provide a good measure of data. These figures do not reflect the average of other residential dwelling types (condos, two and three families, mobile homes, etc.). The majority of commercial/industrial/personal property accounts have not seen the valuation increases that the residential accounts have seen. The chart below illustrates the average single family tax bill trend for the past ten years.

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### **Historical Average Single Family Tax Bill**



### **Tax Shift Options**

A factor of .8554 was voted last year and resulted in a residential rate of \$15.65 and a commercial/industrial/personal property (CIP) rate of \$23.78. Should a similar shift be voted this year (highlighted below), the estimated residential rate would increase .5 cents to **\$15.70**. The estimated CIP rate would increase .23 cents to **\$24.01**. Without a shift, a single rate would yield a rate of \$18.47 for all classes of properties in town.

#### **Share Percentages**

<b>CIP Shift</b>	<b>Res Factor</b>	<b>Res SP</b>	<b>Com %</b>	<b>Ind %</b>	<b>PP%</b>	<b>Total SP</b>	<b>Res ET</b>	<b>Com ET</b>	<b>Ind ET</b>	<b>PP ET</b>
1.0000	1.0000	66.6820	3.6614	15.6113	14.0453	100.0000	18.47	18.47	18.47	18.47
1.0300	0.9850	65.6825	3.7712	16.0796	14.4667	100.0000	18.19	19.02	19.02	19.02
1.0600	0.9700	64.6829	3.8811	16.5480	14.8880	100.0000	17.92	19.58	19.58	19.58
1.0900	0.9550	63.6834	3.9909	17.0163	15.3094	100.0000	17.64	20.13	20.13	20.13
1.1200	0.9400	62.6838	4.1008	17.4847	15.7307	100.0000	17.36	20.69	20.69	20.69
1.1500	0.9251	61.6843	4.2106	17.9530	16.1521	100.0000	17.09	21.24	21.24	21.24
1.1800	0.9101	60.6848	4.3205	18.4213	16.5735	100.0000	16.81	21.79	21.79	21.79
1.2100	0.8951	59.6852	4.4303	18.8897	16.9948	100.0000	16.53	22.35	22.35	22.35
1.2400	0.8801	58.6857	4.5401	19.3580	17.4162	100.0000	16.26	22.90	22.90	22.90
1.2700	0.8651	57.6861	4.6500	19.8264	17.8375	100.0000	15.98	23.46	23.46	23.46
1.3000	0.8501	56.6866	4.7598	20.2947	18.2589	100.0000	15.70	24.01	24.01	24.01
1.3300	0.8351	55.6870	4.8697	20.7630	18.6802	100.0000	15.42	24.57	24.57	24.57
1.3600	0.8201	54.6875	4.9795	21.2314	19.1016	100.0000	15.15	25.12	25.12	25.12
1.3900	0.8051	53.6880	5.0893	21.6997	19.5230	100.0000	14.87	25.67	25.67	25.67
1.4200	0.7901	52.6884	5.1992	22.1680	19.9443	100.0000	14.59	26.23	26.23	26.23
1.4500	0.7752	51.6889	5.3090	22.6364	20.3657	100.0000	14.32	26.78	26.78	26.78
1.4800	0.7602	50.6893	5.4189	23.1047	20.7870	100.0000	14.04	27.34	27.34	27.34

Note: This table should be used for planning purposes only. Actual calculations may differ slightly due to rounding. For actual calculations, complete Recap.

### **Price Related Differential**

One measure of uniformity of assessed values is the price related differential (PRD). The PRD will indicate differences between groups of sales prices. It is not uncommon for higher value properties to be assessed differently than lower value properties. This is known as regressivity if the lower valued properties are assessed at a higher rate. Conversely, if higher value properties are assessed at a higher rate this is known as progressivity. Said another way, assessments are considered regressive if high-value parcels are under assessed relative to lower value parcels and progressive if high value properties are over assessed relative to lower value properties. The PRD is calculated using the weighted mean of assessed values to sale prices. Based upon the sales data used for FY2024 assessments (see attached), the PRD of 1.006 shows a very slight slant towards regressivity indicating that higher priced properties are underassessed in relation to lower priced properties. As a general rule, a range between .98 and 1.03 is acceptable for the PRD.

### **Other Votes to Be Taken**

#### **Open Space Discount**

This option allows a discount of up to 25% on land that is maintained in a natural condition. There is currently no land classified as Open Space in Montague. Currently there are no municipalities in the Commonwealth that have adopted this discount.

#### **Residential Exemption**

This option allows a discount to property that is the principal residence of a taxpayer. The discount cannot exceed 35% of the average assessed value of residential properties. This option would *increase* the residential rate and shift the burden from lower value properties to higher value properties. Currently only 16 of 351 communities in Massachusetts have adopted this exemption. This option makes sense only if a community has a significant percentage of non-owner-occupied properties (i.e. seasonal renters) which Montague does not.

#### **Small Commercial Exemption**

This option allows for a 10% discount on certain commercial properties that meet criteria established by the state. Only businesses that have been certified by the Massachusetts Department of Workforce Development as having no more than an average of ten employees in the previous year would be eligible. It is important to note that the owner of the property (not the actual business owner) benefits from this exemption and is not required to pass any savings to the qualified business. The tax burden is redistributed to the non-qualifying commercial property owners in the form of a higher tax rate. A review of assessor's records shows that most of the eligible businesses are rented by tenants who would not benefit from this exemption.

### **Notification of Excess Levy Capacity**

Under Proposition 2 ½ a community may choose to set its levy at any amount below or equal to its levy limit. When a community sets its levy below the limit, the difference between the levy and the levy limit is referred to as excess levy capacity. Currently, Montague's excess levy capacity is **\$1,265,947**.

Karen M. Tonelli, M.A.A.  
Director of Assessing

Ann Cenzano, Chair  
Ann Fisk  
Rebecca Sabelawski  
Montague Board of Assessors

**Price Related  
Differential**

Sale Date	Parcel Id	St Num	St Name	Use Cd	Sale Price	Prior Assessed Value	Current Assessed Value	TT Sales	Current Yr ASR
1/21/2022	10-0-109	47	OAKMAN ST	101	250,000	200,900	205,200	250,000	0.82
1/31/2022	51-0-86	68	OLD STAGE RD	101	506,500	538,000	556,500	506,500	1.10
2/11/2022	10-0-105	52	MONTAGUE ST	101	260,000	190,000	221,300	260,000	0.85
2/22/2022	09-0-042	134	MONTAGUE CITY RD	101	240,000	216,500	235,500	240,000	0.98
2/22/2022	20-0-36	34	RANDALL WOOD DR	101	353,000	312,500	317,900	353,000	0.90
2/28/2022	21-0-113	1	RANDALL WOOD DR	101	350,000	310,400	317,600	350,000	0.91
3/7/2022	11-0-035	34	MILLERS FALLS RD	101	240,000	209,500	235,300	240,000	0.98
3/18/2022	15-0-0026	108	MILLERS FALLS RD	101	175,900	176,600	194,000	175,900	1.10
4/1/2022	15-0-0231	130	MILLERS FALLS RD	101	320,250	334,200	337,900	320,250	1.06
4/1/2022	18-0-08	58	WEST MINERAL RD	101	235,000	259,300	266,100	235,000	1.13
4/4/2022	11-0-103	4	HENRY AVE	101	265,000	197,000	206,500	265,000	0.78
4/6/2022	10-0-149	11	COUNTRY CLUB LN	101	470,000	336,400	367,900	470,000	0.78
4/14/2022	10-0-102	55	MONTAGUE ST	101	287,000	253,900	284,400	287,000	0.99
4/25/2022	06-0-306	9	AVENUE C	101	265,000	213,700	218,400	265,000	0.82
5/6/2022	51-0-95	14	GUNN RD	101	430,000	349,700	404,300	430,000	0.94
5/13/2022	39-0-079	404	TURNERS FALLS RD	101	316,000	236,100	243,800	316,000	0.77
6/2/2022	23-0-61	70	HILLSIDE RD	101	266,500	224,400	244,400	266,500	0.92
6/2/2022	36-0-173	16	MONTAGUE AVE	101	207,333	153,600	194,600	207,333	0.94
6/17/2022	31-0-21	94	SOUTH PROSPECT ST	101	256,000	260,500	272,500	256,000	1.06
6/29/2022	44-0-38	75	CENTER ST	101	380,000	275,900	296,200	380,000	0.78
6/29/2022	48-0-0018	2	OLD SUNDERLAND RD	101	375,000	313,400	356,500	375,000	0.95
6/30/2022	04-0-0254	79	SEVENTH ST	101	349,000	268,000	284,300	349,000	0.81
6/30/2022	15-0-0136	144	MILLERS FALLS RD	101	295,500	255,300	281,300	295,500	0.95
7/8/2022	22-0-50	229	TURNPIKE RD	101	181,000	204,400	203,800	181,000	1.13
7/13/2022	10-0-111	43	OAKMAN ST	101	224,900	179,800	184,900	224,900	0.82
7/15/2022	32-0-76	1	HATCHERY RD	101	375,000	288,300	291,700	375,000	0.78
7/25/2022	15-0-0031	24	COOLIDGE AVE	101	305,000	274,400	282,800	305,000	0.93
7/29/2022	07-0-153	10	WORCESTER AVE	101	267,000	214,900	248,600	267,000	0.93
7/29/2022	23-0-02	183	MILLERS FALLS RD	101	386,500	352,800	394,300	386,500	1.02
8/5/2022	07-0-014	61	CENTRAL ST	101	240,000	198,300	245,700	240,000	1.02
8/15/2022	14-0-217	67	OAKMAN ST	101	381,500	308,100	319,900	381,500	0.84
8/16/2022	19-0-50	11	POPLAR ST	101	335,000	262,300	273,000	335,000	0.81
8/24/2022	48-0-0026	34	SCHOOL ST	101	516,000	387,300	467,800	516,000	0.91
8/29/2022	21-0-108	62	RANDALL WOOD DR	101	339,000	302,800	312,700	339,000	0.92
9/22/2022	13-0-022	29	WALNUT ST	101	469,000	286,200	432,500	469,000	0.92
10/13/2022	15-0-0110	120	MILLERS FALLS RD	101	299,000	254,400	274,300	299,000	0.92
10/14/2022	07-0-001	58	PROSPECT ST	101	330,000	297,100	306,200	330,000	0.93
10/14/2022	15-0-0067	67	TURNERS FALLS RD	101	275,000	228,700	232,600	275,000	0.85
10/18/2022	15-0-0174	10	EMOND AVE	101	235,000	226,800	233,700	235,000	0.99
10/31/2022	15-0-0039	33	COOLIDGE AVE	101	245,000	218,900	227,700	245,000	0.93
11/3/2022	15-0-0109	114	MILLERS FALLS RD	101	265,000	250,600	261,900	265,000	0.99
11/15/2022	15-0-0118	12	WENTWORTH AVE	101	267,800	206,100	210,000	267,800	0.78
11/15/2022	36-0-103	16	MASSASOIT ST	101	209,500	116,500	175,200	209,500	0.84
11/18/2022	51-0-85	64	OLD STAGE RD	101	525,000	425,200	436,500	525,000	0.83
11/21/2022	51-0-37	33	FOSTERS RD	101	415,000	342,100	356,700	415,000	0.86
12/1/2022	53-0-068	127	CHESTNUT HILL LP	101	380,000	330,700	351,300	380,000	0.92
12/12/2022	11-0-078	34	TURNERS FALLS RD	101	277,000	244,100	265,900	277,000	0.96
12/16/2022	06-0-254	9	BURNETT ST	101	311,000	239,300	295,000	311,000	0.95
					15,147,183		13,827,100		44.10
									0.91875
Weighted mean					0.913				
Mean Ratio					0.918				
PRD					1.006				



**TOWN OF MONTAGUE**  
**Special and One Day License – Application Form**  
(M.G.L. Ch. 138 S. 14)

## CHECK ONE

☒ \_\_\_\_\_

Application by a manager for one day special license for the sale of BEER & WINE to be drunk on the premises.

\_\_\_\_\_

Application by the manager of a nonprofit organization for one day special license for the sale of ALL ALCOHOLIC BEVERAGES OR BEER & WINE to be drunk on the premises.

DATE OF EVENT BEING APPLIED FOR: Feb 9, 2024

1. Full name, address and phone number(s) of the organization making this application:  
CINDY BAYER, RUSTIC ROMANCE  
26 EAST MAIN ST, MILLERS FALLS, MA. 01349 413-774-3259
2. Full name, address and phone number(s) of manager who shall be responsible for the license:  
AS ABOVE
3. Is the applicant requesting the license TIPS Certified? If Yes, please attach appropriate documentation.  
YES ☒ NO ☐
4. Nature of Event SIP N' SHOP Number of Attendees 100
5. Is the applicant a non-profit organization duly registered with the Secretary of State? If Yes, please attach appropriate documentation. YES ☐ NO ☒
6. Location where event shall be held: 26 EAST MAIN ST MILLERS FALLS, MA, 01349
7. Has the approval of the property owner been obtained? YES ☒ NO ☐
8. Exact times of the license: FROM 3 o'clock AM TO 7 o'clock PM
9. Has the applicant been issued similar licenses in Montague in the past 12 calendar months?  
YES ☒ NO ☐ If so, when? \_\_\_\_\_
10. Does the applicant have an application for license to sell alcoholic beverages pending before the licensing authority of the Town of Montague? YES ☐ NO ☒
11. Please attach a plan of the parking lot, showing the number of parking spaces available and adequate space for emergency access. ON STREET PARKING IN VILLAGE CENTER OF MILLERS FALLS
12. Proof of Liquor Liability Insurance provided? Upon Approval Date \_\_\_\_\_

The applicant hereby states that the applicant has received a copy of the Licensing Authority's regulations pertaining to Special and One Day Liquor Licenses and is aware of and shall comply with all applicable statutes, by-laws and regulations.

Cindy L. Bayer  
Authorized Representative and Title

11/20/23  
Date

**Office Use Only:**

# Days Permit Issued For: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Dates License Issued for: \_\_\_\_\_

Police Chief Signature: \_\_\_\_\_

Select Board Chair Signature: \_\_\_\_\_



## **Proposal for the Montague Selectboard Establish a Cemetery Sexton Position 11.27.23**

The Montague Cemetery Commission proposes that the Selectboard establish and appoint a Cemetery Sexton to manage the process for burials at Highland and Old South Cemeteries. Creating a paid position to support this work will allow the cemeteries to function efficiently without sole reliance on volunteers. Establishing this position would require Town Meeting approval and the Commission would request it be considered during the Winter STM.

The volume of burials for which the Town holds some coordinating responsibility fluctuates by year. On average there have been just over 10 burials per year in the past 10 years (10.3). In 2022 there were 14 burials and in 2023, 8 burials-to-date. While cremation burials can be planned in advance, body burial is a time-sensitive event that requires someone to be on call to mark the grave and coordinate with vendors or with the family in the cases where they family is making arrangements without a funeral director.

The Sexton position would be paid \$100 on a ‘per burial’ basis and this would cover the performance of the specific burial for which compensation is received as well as other responsibilities attended to in collaboration with the Cemetery Commission, such as selling plots, monitoring cemetery conditions and fielding calls from families who have questions about their plot. The Commission proposes to add \$2,000 to the FY25 operating budget to cover the Sexton position, which would cover up to 20 burials. Given the limited cost and revenue associated with burials, the Town Accountant views this as more efficient than establishing a revolving account.

With respect to revenue, the Cemetery Commission collects a \$100 fee per burial, which is deposited in the Cemetery Lot Receipts Reserved for Appropriation account. This fund functions similarly to a reserve fund and is available to support capital and other Cemetery costs, subject to a vote of Town Meeting. For reference, the Highland Cemetery fee structure follows:

- \$550 for “conventional” burial in the lawn section
- \$700 natural burial section – Montague residents
- \$1,000 natural burial section – non-Montague residents
- \$100 fee paid by the family of the deceased for burial services

### **Rationale**

The creation of the Cemetery Sexton position is one strategy within a larger framework to create sustainability for managing the town cemeteries. The Commission is interested in developing an infrastructure that is not reliant on volunteers alone to manage and maintain the active and the historic cemeteries of Montague.

The duties of the proposed Sexton position are outlined below:

### **Advance Burial Support Services**

- Receive calls from funeral director or family being notified of the death with a date for the burial. Using historic records, mark the plot for the contractor to dig a grave in the lawn section. This involves locating the plot using a metal detector, probe and measuring tape. If a natural burial, locate the grave directly next to the last one buried. (Natural burial may require more time.)
- If a body burial in the lawn or natural burial section, contact the contractor to inform them that the grave is marked and where to locate it for grave preparation (digging).
- If a cremation burial, dig the grave large enough to fit a standard urn. Prep the gravesite.

Approximate time for burial prep: 1-2 hours

### **Day of Burial Services**

- If a body burial, meet the funeral director the day of the service, collect burial fee and paperwork.
- If a cremation burial not using a funeral director, meet the family the day of the service, handle any arrangements discussed, collect the burial fee and paperwork, close grave.
- Process burial fee with the treasurer and burial permit (body burial) with the town.

Approximate time for burial: 1-2 hours

### **Other responsibilities in collaboration with the Cemetery Commission**

- Sell burial plots including: meet individual at the cemetery to choose a plot (lawn section), process payment and file paperwork (deed, record transaction with the town, etc.);
- Monitor cemeteries for maintenance issues, downed limbs, vandalism, etc.
- Respond to calls related to the cemeteries including: genealogical search, records research, green burial questions, etc.



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

6B

**FY 25**

*Complete this form electronically! Be clear and concise!*

Department: Treasurer/Tax Collector Submitted by: Eileen Seymour

**1. Please describe and provide the rationale for any notable changes in your FY25 budget request.**

There are notable changes in the budget for the Treasurer/Collector's office this year. We will not be hiring for our full-time position which will result in significant savings for the Town, some of which is not reflected in the budget as it will save in the benefits category. In lieu of hiring a third person, we have decided to outsource the printing, inserting, and mailing of our tax bills. We feel that this will reduce our workload enough to eliminate the third person, and free us up to attend to less tedious tasks. We currently process approximately 25,000+ bills per year and this is time consuming, and we feel that our time can be used more efficiently if we outsource this task. I have not reduced my supplies budget for FY25 as I am unsure at this time if we will need to provide the supplies to the vendor that does this for us. I have spoken to three vendors who provide this service, and I believe that supplies are included in the pricing, however, being as this is a new endeavor, I want to err on the side of caution. The other service added to the shared town budget is outsourcing our shredding services, which will also help increase our efficiency and allow for the increased workload of being without a third person.

The other mitigating factor for not hiring a third person is the migration of many human resources tasks to the Selectboards office which had been the plan when that office hired an additional administrative assistant. This migration of human resource tasks has freed up time in the Treasurer's office allowing for the treasurer/collector to spend additional time on the collector's side of the business.

I have also added an additional amount into the line item of "additional part-time hours" in the amount of \$2,000. The administrative assistant for the Selectboard that was recently hired for 20 hours has expressed an interest in working in my office occasionally (only during vacations and peak tax times). The number of hours she could work will be determined by her, but I have budgeted for 10 hours a week for about 10 weeks in the fiscal year. This is also contingent on the Selectboard and union approval of this arrangement.

After speaking at length with the Assistant Treasurer/Collector we feel this is a good strategy moving forward for the Treasurer/Collector's office. The changes we are proposing maximize our efficiency while maintaining a high level of service to the community, which is our most important goal.

**2. To this point in FY24, have you enhanced or expanded the programs and services you provide, or implemented new tools or technology that you would like the Finance Committee and Selectboard to know about? Please describe.**

N/A

3. Are there presently challenges to your department's ability to meet its goals and requirements due to its FY24 operating budget? If so, offer any recommendations you may have for improving the situation in FY25.

N/A

4. Did you receive funding for any special articles in FY23 or FY24? Please list them and share the status of those expenditures/projects.

N/A

Main TOC

General Category : General Government

TREAS/COLLECTOR

Dept # 145

EXPENDITURES		Budget FY23	Actual FY23	Budget FY24	Expended thru 12/31/2023	FY25 Level Services Request	FY25 BOS Recommend	FY25 BOS & Fin Comm Recommend
5111	Wages Full Time	161,543	161,576.96	169,078		132,295		
5113	Wages Part Time					-		
5113	Additional P/T Hours (see note below)					2,000		
5144	Longevity	1,400	1,400.00	1,800		1,300		
5145	Cell Phone Stipend	300	300.04	300		300		
5193	Vacation Buy Back							
5194	Sick Leave Buy Back							
	<b>TOTAL PERSONAL SERVICES</b>	163,243	163,277.00	171,178	-	135,895		-
5306	Software Maint, charges	6,200	6,184.00	6,200		6,200		
5314	Seminars	200		200		200		
5315	Financial Advisor Services	2,200		2,600		2,600		
5344	Postage	15,000	14,999.05	16,000		16,500		
5345	Advertising	-		-				
5420	Office Supplies	7,000	6,739.21	8,000		8,000		
5710	Travel	600	454.64	600		400		
5730	Dues & Memberships	120	100.00	120		120		
5740	Insurance	3,150	3,120.00	3,150		3,050		
	Outsourcing of Tax Bills					9,000		
5781	Tax Title Foreclosure	23,000	23,648.27	23,000		25,000		
	<b>TOTAL EXPENSES</b>	57,470	55,245.17	59,870	-	71,070		-
	<b>TOTAL TREASURER/COLLECTOR</b>	220,713	218,522.17	231,048	-	206,965	206,965	206,965
<b>Change</b>						<b>(13,748)</b>	<b>-6.23%</b>	

12/19/2022 rec'd revised - no add'l step for Treas

Staffing - Base Wages excluding Overtime/Shift/Holiday

Date of Hire	Title	Grade/Step 7/1/2024	Hourly Rate	Hours	Total Annual	DOH	Svc FY25
10/31/2016	Treasurer/Collector	G10			82,394.00		8
	Treasurer MGL Ch41:108P Stipend						
4/12/2004	Assistant Treas/Col	D8	27.29	1,828.50	49,899.77	4/12/2004	21
	Treasury & Collections Spec (20/wk)						
Total							

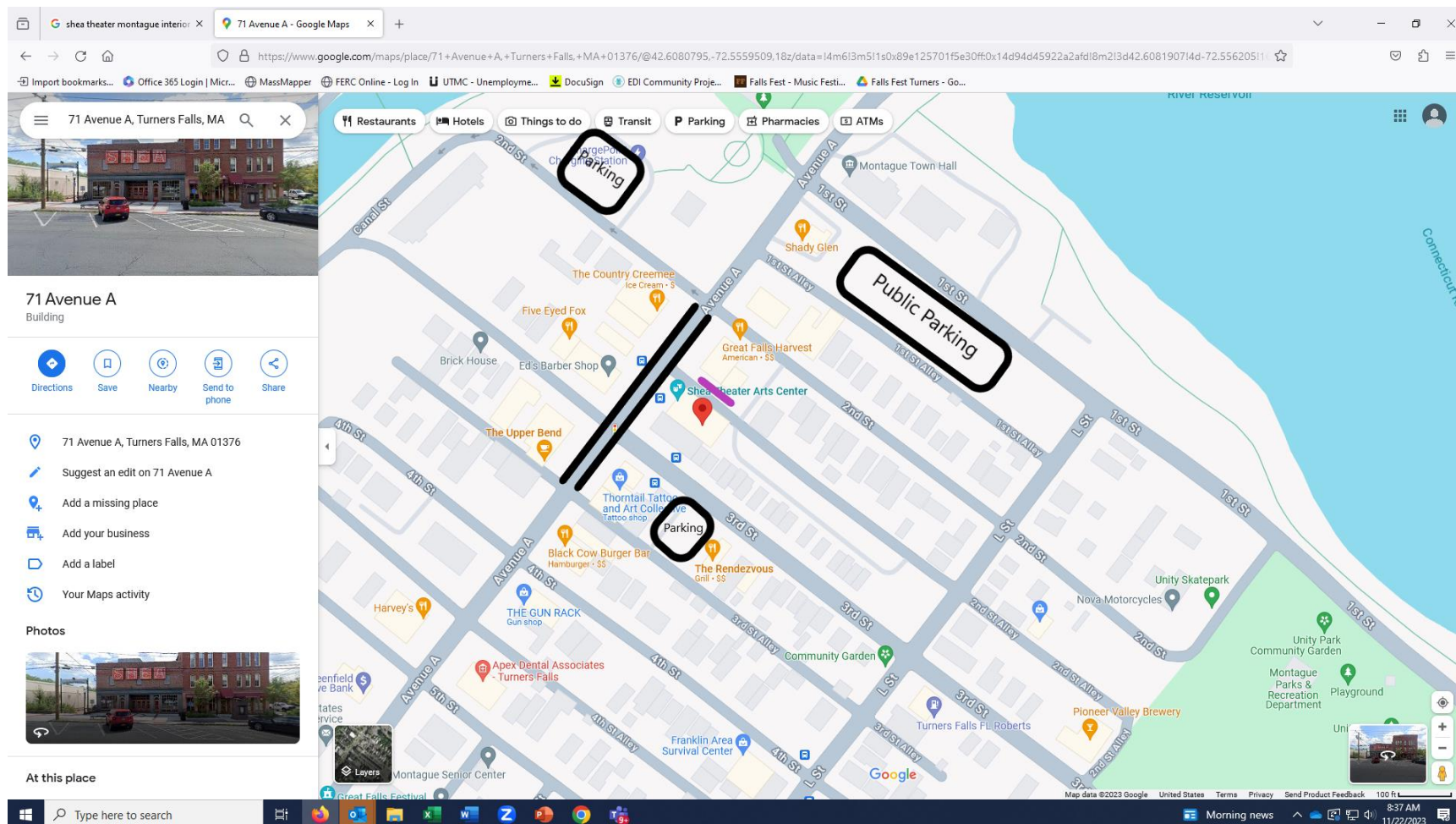
EXPENDITURES	Budget FY24	Request FY25	\$ Change	% Change	Explanation
5111 Wages Full Time	169,078	132,295	(36,783)	-21.76%	Reduction in staff
5113 Wages Part Time	-	-	-	-	
5113 Additional P/T Hours (see note below)	-	2,000	2,000	100.00%	Part-time help during vacations and peak times
5144 Longevity	1,800	1,300	(500)	-27.78%	Reduction in staff
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	2,600	2,600	-	-	
5344 Postage	16,000	16,500	500	3.13%	Increase in January
5345 Advertising	-	-	-	-	
5420 Office Supplies	8,000	8,000	-	-	
5590 Equipment < \$5K	-	-	-	-	
5710 Travel	600	400	(200)	-33.33%	Reduction in trash sticker trips
5730 Dues & Memberships	120	120	-	-	
5740 Insurance	3,150	3,050	(100)	-3.17%	Reduction in staff
	Outsourcing of Tax Bills	9,000	9,000	100.00%	New line item
5781 Tax Title Foreclosure	23,000	25,000	2,000	8.70%	Increase in tax title activity

\* Approximate savings in benefits to the Town are \$14,707.00 annually (based on an employee + 2 health insurance plan).



## EOED Rural & Small Town and Site Readiness Grant Celebration Tuesday, December 5, 2023

The Executive Office of Economic Development will celebrate and make presentation of awards to recipients of FY24 Rural & Small Town and Site Readiness grants at the Shea Theater, which is located at 71 Avenue A in Turners Falls. On-street, un-metered public parking is available along Avenue A and there three public parking lots in the immediate vicinity, which appear in black outline. There are several spaces in the “alley” adjacent to the Shea Theater and we will reserve those for members of EOED Staff. Montague Officials will be on site at 11:30 to ensure logistics are set. The event is scheduled to begin at 12:15, pending Secretary Hao’s arrival from a previous event. For more information, please contact Montague Town Administrator Steve Ellis at 413-530-6496 or [stevene@montague-ma.gov](mailto:stevene@montague-ma.gov).





Shea Theater Venue: Lobby is most suitable for a small group of 20-40. A limited number of chairs can be set up to aid those who require them.





**From:** Ellie Carley <ellie.carley@ewb-usa.org>  
**Sent:** Tuesday, November 21, 2023 12:04 PM  
**To:** StevenE - Montague Town Administrator; natalie.celmo@ewb-usa.org  
**Subject:** Community Engineering Corps - Application Approved



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Hello Steven Ellis,

We are happy to let you know that your application has been approved!

Since you applied without an established connection to one of our project teams, your project will be posted onto the Community Engineering Corps website and other program communications to make sure the opportunity to work with you reaches our volunteers. The response time for volunteer recruitment can vary as it depends on who is available with the appropriate expertise. Once a team is identified, we will have them submit a formal application for review.

Please let us know if there are any specific timelines that are important for your community, such as grant application deadlines. This will help us make sure we get a team to you in an appropriate time frame.

At any point throughout the duration of the project, if you have any questions or feedback, please feel free to reach out to us at [cecinfo@ewb-usa.org](mailto:cecinfo@ewb-usa.org). We're happy to help.

Best regards,  
Community Engineering Corps Staff

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