

## MONTAGUE FINANCE COMMITTEE - MEETING NOTICE

**Wednesday, September 14, 2022 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. 6:05 **Review of Meeting Minutes:** August 24, 2022
3. **6:10 Finalize recommended financial policies:** A1 (Annual Budget Process)
4. **6:25 Updates from Town Administrator and Town Accountant**
  - a. Town Administrator: Review of Special Articles for October 13, 2022 Special Town Meeting
  - b. Town Accountant:
5. **6:50 Vote recommendations for Special Articles**
6. **7:00** Update on DPW Discretionary Account
7. **7:10** Update on Master Plan Participation
8. **7:20 Future meeting topics**
9. **7:25 Topics not anticipated** within 48 hours of posting

Meeting materials: <https://montague-ma.gov/d/7704/Finance-Committee>

More info: <https://montague-ma.gov/g/45/Finance-Committee1100>

## **MONTAGUE FINANCE COMMITTEE**

### **Draft Minutes**

**Wednesday, August 24, 2022 at 6:00 p.m.**

**This meeting was held via Zoom and recorded: <https://vimeo.com/743053642>**

**PRESENT:** Chair Francia Wisnewski, Vice-Chair Greg Garrison, Chris Menegoni, John Hanold and Dorinda Bell-Upp, members; Town Accountant Carolyn Olsen; Town Administrator Steve Ellis; Annie Levine, Cemetery Commission; Scribe BettyLou Mallet.

**ABSENT:** Jennifer Waryas

- 1. CALL MEETING TO ORDER** – The meeting was called to order at 6:00 p.m. by Chair FW. The meeting is being held via Zoom and is being aired by MCTV as well as recorded by CO. Roll call vote was taken. FW reviewed the items on the agenda with the FinCom members. DB-U requested a new item for discussion of creating a PDF document of all of the documents for discussion in future meetings rather than having several attachments.
- 2. REVIEW OF MEETING MINUTES FOR JULY 13, 2022** – All of the members received the draft minutes of July 13, 2022 for their review. No discussion. **A motion was made by JH to accept the minutes of July 13, 2022 as written. Second by GG. CM, aye; DB-U, aye; GG, aye; JH, aye; FW, aye. Minutes approved.**

**3. RESERVE FUND TRANSFER REQUEST – Cemeteries requesting \$725**

The members received a Request for Transfer from the Reserve Fund in the amount of \$725 from the Cemeteries – Green Burial. Annie Levine joined the meeting and explained to the members that the Town of Montague will be offering a green burial space. This request will pay for the consultation and mapping services that will finish Phase One of Highland Cemeteries green burial section. JH asked about this unexpected amount and Annie explained that it was a new project and had been underestimated in the amount of work necessary. She believes in future years, the income made from selling the green burial plots will replenish the account. **On a motion by GG and second by JH, the committee approved the transfer request of \$725.00 from the Reserve Fund to 001-5-491-5245-000 Cemeteries-Green Burial. CM, aye; DB-U, aye; GG, aye; JH, aye; FW, aye. The transfer request was approved.**

Steve Ellis noted and Annie confirmed that this will be the last year Mike Fleming will be maintaining the cemeteries. Tom Bergeron does not have the staffing and Annie stated the department is calculating hours needed to maintain the cemeteries and will come before the Selectboard in the future to discuss.

**4. FINALIZE RECOMMENDED FINANCIAL POLICIES – A-1 Annual Budget Process**

FW reviewed the historical pieces of the financial policies giving the timelines and the versions presented. The policy for discussion this evening (A-1 Annual Budget Process) was distributed to the members and the revised version was presented on the screen by CO. The policy was discussed section by section and minor adjustments were made such as improvements in the language.

FW thanked the committee for their thorough review and comments. She now feels the policy is final and move forward. **JH proposed a vote for this document to be the final draft and move forward**

to the stakeholders for their review. The proposal was second by GG. No discussion. CM. Aye; DB-U, aye; GG, aye; JH, aye; FW, aye. CO will make all of the revisions discussed this evening and email the document to the Capital Improvements Committee who will place on their agenda for discussion on September 14, 2022.

## **5. UPDATES FROM TOWN ADMINISTRATOR AND TOWN ACCOUNTANT**

### **a. Town Administrator – Report of Cannabis Impact Fee Expenditures**

The committee received a copy of a letter written to Seth Rutherford (253 Organic, LLC) from Steve giving an account of the cannabis impact fee-support appropriations and expenditures to date. Steve gave a history of the host community agreement which began in 2019. The document shows that business has been solid through the pandemic and that the “big ticket items” are the school adjustment counselor and Strengthening Families Program implemented through an RFP at The Brick House.

Steve spoke of the new reform act bill and how the town is supportive, but depending on regulations during relicensing and review of the agreement there may be significant changes. He will discuss this subject at length with the Selectboard at Monday’s meeting. JH asked if the police training as well as the positions at G-M and FCTS were vulnerable. Steve stated the police training could be held if expenditures were placed on hold and he encouraged the school departments not to adopt contracts with long-term obligations. FW encouraged members to attend this coming Monday’s Selectboard meeting for more information.

### **b. Town Accountant – End of year update**

Carolyn stated the audit field work is almost complete and there were no major findings. She does not see any immediate need for free cash when forecasting figures that may result from settlement of labor contracts and fuel usages. She also spoke about the affordable assessment and new growth.

## **6. FUTURE MEETING DATES AND TOPICS**

FW reviewed the cycle of meetings which are held on the second Wednesday of every month. DB-U would like to have all of the materials in one document and volunteered to create such document beginning the next meeting. The next meeting will be held on Wednesday, September 14, 2022 at 6:00 p.m.

## **7. ADJOURNMENT**

**On a motion by JH and second by GG, the meeting adjourned at 7:26 p.m. CM, aye; DB-U, aye; GG, aye; JH, aye; FW, aye.**

Respectfully submitted,

BettyLou Mallet  
Scribe

Meeting materials – Draft Minutes July 13, 2022; Request for Transfer from the Reserve Fund (cemetery); Revised A-1 Annual Budget Process policy with JH emailed edit requests (8/24/22); SB letter to Seth Rutherford, 253 Organic, LLC dated August 9, 2022.

## **A-1 Annual Budget Process 8.24.22)**

### **PURPOSE**

The purpose of this policy is to state the principles to be followed in the formulation of the recommended annual budget, describe the process and procedures that culminate in the adoption of the annual budget, and identify the parties responsible for preparing and presenting the budget.

### **APPLICABILITY**

This policy applies to the Finance Committee, the Selectboard, the Town Administrator, the Town Accountant, the Director of Assessing, the Capital Improvements Committee (CIC), and Town Meeting.

The Town's annual operating budget (see definition below) is developed through a collaborative process that involves the Town Administrator and Financial Management Team (Accountant, Treasurer and Director of Assessing), the Selectboard, the Finance Committee, and the Capital Improvements Committee.

### **DEFINITIONS**

Annual Budget - comprised of requests for funding for general fund operations, enterprise fund operations, non-capital special article requests, and capital projects. The fiscal year for the Town's annual budget begins on July 1, and is named according to the calendar year in which it concludes, e.g. the annual budget for FY2023 starts July 1, 2022 and ends June 30, 2023.

Capital Project - a major, non-recurring expenditure that generally meets the following criteria:

- Massachusetts General Law permits the Town to issue bonds to finance the expenditure;
- Project cost is \$25,000 or greater;
- Proposed project or asset to be acquired has a useful life of 5 years or more including:
  - New public buildings, or additions to existing buildings, including land acquisition costs and equipment needed to furnish the new building or addition for the first time;
  - Alterations, renovations, or improvements to existing buildings;
  - Land acquisition and/or improvements, unrelated to public buildings, but necessary for conservation, recreation or off-street parking;
  - Major equipment acquisition, replacement or refurbishment, including but not limited to vehicles, furnishings, and information technology systems' hardware and software or other items that combined in purpose together make it a Capital Project;
  - New construction or major improvements to Town's physical infrastructure, including streets, sidewalks, stormwater drains, and the sanitary sewer system. Infrastructure improvements must extend the useful life of the infrastructure by at least ten (10) years to be appropriately classified as a Capital Project;

Feasibility studies, engineering design services, or consultant services which support and a part of a future Capital Project

Enterprise Fund - a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. Revenues and expenses of the service are segregated into a fund with financial statements separate from all other governmental activities.

General Fund - the primary fund used by a government entity. This fund is used to record all revenues and expenditures that are not associated with special-purpose funds, e.g., enterprise, capital project, grant, and revolving funds. The activities being paid for through the general fund constitute the core administrative and operational tasks of a municipality.

Gill-Montague Regional School District (GMRSD) Affordable Assessment – as a matter of policy, per the agreement captured in the 2009 Compact for Funding Education endorsed by the Administration and School Committee of the Gill-Montague Regional School District, the Selectboards and the Finance Committees of Gill and Montague, and reaffirmed by consensus of those boards in 2019, 48.5% estimated general fund revenues for the ensuing fiscal year shall be known as the “Affordable Assessment” and be allocated to support the recommended budget of the GMRSD.

For the purpose of calculating the Affordable Assessment, estimated general fund revenues for the ensuing fiscal year shall be exclusive of those revenues characterized as non-recurring and/or revenues targeted to support specific operating budget programs, e.g., veterans benefit reimbursements, solid waste fees, Council on Aging reimbursements from the Town of Gill, a portion of Kearsarge Lease Fees and School Resource Officer (SRO) reimbursements from the FCTS and the GMRSD.

Operating Budget – The plan of proposed expenditures for personnel, supplies, and other regular expenses for the coming fiscal year. Unused and unencumbered appropriation balances close at the end of the fiscal year.

Special Article – A separate appropriation for a specific purpose, which can be capital or non-capital in nature. Unless it adds to an operating budget’s appropriation, the unused balance does automatically close at the end of the year but remains until completely used, the purpose is completed, or the balance is appropriated for another purpose.

## **POLICY**

The following principles shall guide town officials in the preparation of the recommended annual operating budget for presentation to town meeting:

- As required by Massachusetts General Law (M.G.L. c.44, §31 and M.G.L. c.59, §§ 21C-23), the recommended annual operating budget shall be balanced; that is, total recommended appropriations shall be supported by estimates of revenue equal to those appropriations.
- Recommended appropriations shall be realistically budgeted and revenues shall be conservatively estimated.
- As a general rule, sources of estimated revenue shall be reasonably expected to recur annually to sustain recurring annual expenditures. The document presenting the recommended annual budget shall include a presentation of estimated revenues and the assumptions underlying the estimates.

- The Town will seek to avoid using budgetary relief offered by statute or regulation that balances the budget at the expense of future years, such as amortizing deficits over multiple years.
- The Town will not use one-time or non-recurring revenues to balance the budget, except in the event of emergency, extraordinary or unforeseen circumstances. Should such an event necessitate the use of one-time revenues to balance the budget, the Selectboard, Town Administrator, and Finance Committee shall present along with the budget a plan to return the town to a structurally balanced budget within three years.
- The Town shall maintain reserves for emergencies and other purposes (See Financial Reserves Policy) and shall maintain liquidity sufficient to pay bills on time to preclude the need to borrow in anticipation of revenue.

## PROCEDURES

The following procedures shall be followed in the development and presentation of the recommended annual operating budget:

- By October 1st, the multi-year revenue and expenditure forecasting tool, 6-year capital improvement plan, and financial policy guidelines have been prepared for use in the budget development process for the upcoming year. The Town Accountant and Town Administrator are responsible for keeping the forecasting tool up to date, the CIC maintains the capital plan, and the Finance Committee reviews the financial management policies annually and makes recommendations for any changes to the Selectboard.
- In October, the Capital Improvements Committee (CIC) develops and transmits to the Town Administrator, the Selectboard and the Finance Committee a calendar identifying dates including:
  - a schedule for the submission of capital project requests by Town departments and the GMRSD for years 1 through 6 of the Capital Improvement Plan (CIP).
  - a scheduling period within which departments requesting capital projects will appear before the CIC to respond to the Committee's questions about project proposals, and to provide information and answer questions regarding the cost estimates and scope for any projects proposed for the Capital Budget (Year 1 of the CIP).
  - a date (typically on or about January 15) by which the Town Administrator or their designee will submit to the CIC a finalized set of capital projects to comprise the Capital Budget.
  - a joint meeting of the Finance Committee and CIC (typically on or about March 15), at which the CIC and Town Administrator or their designee will present and discuss the recommended Capital Improvement Plan.

- By November 1st, the Town Accountant provides department heads and committee chairs with the forms they will use to submit their budget requests for the upcoming year and the GMRSD with a preliminary estimate of the Affordable Assessment. The Town Administrator brings information about substantive changes under consideration for town services/programs to the attention of the Selectboard and Finance Committee.
- By December 15th, departmental requests for the operating budget and non-capital articles are submitted to the Town Accountant, who incorporates them into the budget workbook and distributes the workbook, the accompanying narratives, and non-capital special article requests to the Selectboard, the Finance Committee, and the Town Administrator.
- By mid-January, the Finance Committee chair, the Selectboard chair, the Town Administrator and the Town Accountant shall agree on a schedule for the remainder of the budget process and proposed dates that include, but are not limited to, the following:
  - Presentation by the Town Administrator and Town Accountant to the Selectboard and the Finance Committee on the status of the current year's budget, and for the ensuing fiscal year: a) updated estimates of revenue, b) an overview of proposed expenditures related to the operation of town departments (including information about personnel and programmatic changes), and c) anticipated capital requests
  - Reviews of departmental and committee requests (These are scheduled and hosted by the Finance Committee.)
  - A New Growth estimate, which will inform the final budget figure for use in the Annual Budget Process and calculation of the final Affordable Assessment.
  - At least one joint meeting of the Finance Committee and Selectboard, with representatives of the Town of Gill the Franklin County Technical School and the GMRSD, to review the two school districts' assessments and capital requests for the upcoming year.
  - By March 15<sup>th</sup>, a joint meeting of the Finance Committee, Selectboard and Capital Improvements Committee to receive CIC's final report on capital projects and its recommendations, and to discuss funding sources for requests that are likely to appear on the warrant.
  - A meeting at which the Finance Committee makes recommendations for annual appropriations to Reserves and Trust Funds.
  - At least one joint meeting of the Finance Committee and the Selectboard to finalize the operating budget that will be recommended to the Annual Town Meeting and discuss other articles to be included in the Annual Town Meeting warrant.
  - Dates for the opening and closing of the warrant for the Annual Town Meeting; the date when Annual Town Meeting materials will be released. These materials include the Finance Committee's report on the recommended budget for the ensuing fiscal year.
  - The Annual Town Meeting, typically held on the first Saturday in May.

**REFERENCES**

M.G.L. c. 44, §31

M.G.L. c.59, §§ 21C-23

Town of Montague – Capital Planning policy

Town of Montague – Revenue and Expenditure Forecasting policy

Town of Montague – Financial Reserves policy

**ADOPTED BY:**

**DATE ADOPTED:**



## A-1 Annual Budget Process (new JA draft 06.20.22 with CO comments 07.14.22 and FC Edits of 8.24.22)

### PURPOSE

The purpose of this policy is to ~~articulate-state~~ the principles to be followed in the formulation of the recommended annual budget, ~~describe~~ the process and procedures that culminate in the adoption of the annual budget, and identify the parties responsible for preparing and presenting the budget.

### APPLICABILITY

This policy applies to the Finance Committee, the Selectboard, the Town Administrator, the Town Accountant, the Director of Assessing, the Treasurer/Tax Collector, the Capital Improvements Committee (CIC), and Town Meeting.

The Town's annual operating budget—inclusive of general fund operations, enterprise fund operations, and capital projects—(see definition below)- is developed through a collaborative process that involves the Town Administrator and Financial Management Team (Accountant, Treasurer and Director of Assessing), the Selectboard, the Finance Committee, and the Capital Improvements Committee.

### DEFINITIONS

Annual Budget - comprised of requests for funding for general fund operations, enterprise fund operations, non-capital special article requests, and capital projects. The fiscal year for the Town's annual budget begins on July 1, and is named according to the calendar year in which it concludes, e.g. the annual budget for FY2023 starts July 1, 2022 and ends June 30, 2023.

Capital Project: a major, non-recurring expenditure that generally meets the following criteria:

- ~~Massachusetts General Law permits the Town to issue bonds to finance the expenditure;~~
- Project cost is \$25,000 or greater;
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  - Land acquisition and/or improvements, unrelated to public buildings, but necessary for conservation, recreation or off-street parking;
  - Major equipment acquisition, replacement or refurbishment, including but not limited to vehicles, furnishings, and information technology systems' hardware and software or other items that combined in purpose together make it a Capital Project;
  - New construction or major improvements to Town's physical infrastructure, including streets, sidewalks, stormwater drains, and the sanitary sewer system. Infrastructure improvements must extend the useful life of the infrastructure by at least ten (10) years to be appropriately classified as a Capital Project;

**Commented [CTA1]:** JA- this would benefit from an explanation of what "annual" means here – eg that it is the town's budget for a fiscal year, running from July 1 – June 30, and that fiscal years are named according to the calendar year in which they conclude.

**Commented [CMTA2]:** I assume Jen added the Treas because she's part of the Financial Management Team, but the position doesn't actually play a role in the budget process beyond that of any other department head.

**Commented [CTA3]:** JH no mention of non-capital special articles – are these considered general/enterprise fund operations?

**Commented [JA4]:** Deleted bullet about bonding and moved sub-bullet about studies and services per JTH suggestions, but definitions should match, so may need to reconcile with Capital Planning policy

**Commented [CTA5]:** JH doesn't see purpose of specifying MGL – don't believe we consider bonding as criterion.

**Commented [CMTA6]:** For consistency with definition in Capital policy, this needs to remain.

- Feasibility studies, engineering design services, or consultant services which support and a part of are ancillary to a future Capital Project, may not meet these criteria initially, but they move through the annual budget development process alongside Capital Project requests, as the information they provide is a key source of information for Capital Planning.

**Commented [CTA7]:** JH thinks this bullet should be set out as a free-standing comment.

**Commented [CMTA8]:** For consistency with definition in Capital policy.

Enterprise Fund - a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. Revenues and expenses of the service are segregated into a fund with financial statements separate from all other governmental activities.

General Fund - the primary fund used by a government entity. This fund is used to record all revenues and expenditures that are not associated with special-purpose funds, e.g., enterprise, capital project, grant, and revolving funds. The activities being paid for through the general fund constitute the core administrative and operational tasks of a municipality.

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Operating Budget – The plan of proposed expenditures for personnel, supplies, and other regular expenses for the coming fiscal year. Unused and unencumbered appropriation balances close at the end of the fiscal year.

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Special Article – A separate appropriation for a specific purpose, which can be capital or non-capital in nature. Unless it adds to an operating budget's appropriation, the unused balance does automatically close at the end of the year but remains until completely used, the purpose is completed, or the balance is appropriated for another purpose.

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- The Town will seek to avoid using budgetary relief offered by statute or regulation that balances the budget at the expense of future years, such as amortizing deficits over multiple years.  
~~The Town will not use budgetary procedures that balance the budget at the expense of future years, such as postponing or deferring payment of expenses already incurred, accruing future year revenues, or rolling over short-term debt to avoid making principal payments.~~  
The Town will not use one-time or non-recurring revenues to balance the budget, except in the event of emergency, extraordinary or unforeseen circumstances. Should such an event necessitate the use of one-time revenues to balance the budget, the Selectboard, Town Administrator, and Finance Committee shall present along with the budget a plan to return the town to a structurally balanced budget within three years.
- The Town shall maintain reserves for emergencies and other purposes (See Financial Reserves Policy) and shall maintain liquidity sufficient to pay bills on time to preclude the need to borrow in anticipation of revenue.

**Commented [CTA9]:** JH – this bullet is unclear. Clarify or delete.

**Commented [JA10R9]:** See below for options for clarifying

**Commented [JA11]:** This language is used by the towns of Townsend and Templeton

**Commented [JA12]:** This language is adapted from Templeton.

## PROCEDURES

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  - a scheduling period within which departments requesting capital projects will appear before the CIC to respond to the Committee's questions about project proposals, and to

**Commented [JA13]:** The text below "Procedures" differs significantly from V1. This version draws from the narrative description of the budget process we produced for FY22 and incorporates the expectations set forth in other policies.

**Commented [CMTA14]:** This reads as if the policies are prepare every year. I think the intent was "financial management policy budget requirements" or something similar referring to the budgetary allocations for various purposes

provide information and answer questions regarding the cost estimates and scope for any projects proposed for the Capital Budget (Year 1 of the CIP).

- a date (typically on or about January 15) by which the Town Administrator or their designee will submit to the CIC a finalized set of capital projects to comprise the Capital Improvement Plan-Budget.
- a joint meeting of the Finance Committee and CIC (typically on or about March 15), at which the CIC and Town Administrator or his-their designee will present and discuss the recommended Capital Improvement Plan.
- By November 1st, the Town Accountant provides department heads and committee chairs with the forms they will use to submit their budget requests for the upcoming year and the GMRSD with a preliminary estimate of the Affordable Assessment. The Town Administrator brings information about substantive changes under consideration for town services/programs to the attention of the Selectboard and Finance Committee.
- ~~In~~ By December 15th, departmental requests for the operating budget and non-capital articles are submitted to the Town Accountant, who incorporates them into the budget workbook and distributes the workbook, the accompanying narratives, and non-capital special article requests to the Selectboard, the Finance Committee, and the Town Administrator.
- By mid-January, the Finance Committee chair, the Selectboard chair, the Town Administrator and the Town Accountant ~~have-shall~~ agreed on a schedule for the remainder of the budget process and proposed dates that include, but are not limited to, the following:
  - Presentation by the Town Administrator and Town Accountant to the Selectboard and the Finance Committee on the status of the current year's budget, and for the ensuing fiscal year: a) preliminary-updated estimates of revenue, b) an overview of proposed expenditures related to the operation of town departments (including information about personnel and programmatic changes), and c) anticipated capital requests
  - Reviews of departmental and committee requests (These are scheduled and hosted by the Finance Committee.)
  - A ~~new-New growth-Growth~~ estimate, which will inform the final budget figure for use in the Annual Budget Process and calculation of the final Affordable Assessment.
  - At least one joint meeting of the Finance Committee and Selectboard, with representatives of the Town of Gill the Franklin County Technical School and the GMRSD, to review the two school districts' assessments and capital requests for the upcoming year.
  - By March 15<sup>th</sup>, ~~A~~ joint meeting of the Finance Committee, Selectboard and Capital Improvements Committee to receive CIC's final report on capital projects and its recommendations, and to discuss funding sources for requests that are likely to appear on the warrant.

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- A meeting at which the Finance Committee makes recommendations for annual appropriations to Reserves and Trust Funds.
- At least one joint meeting of the Finance Committee and the Selectboard to finalize the operating budget that will be recommended to the Annual Town Meeting and discuss other articles to be included in the Annual Town Meeting warrant.
- Dates for the opening and closing of the warrant for the Annual Town Meeting; the date when Annual Town Meeting materials will be released. These materials include the Finance Committee's report on the recommended budget for the ensuing fiscal year.
- The Annual Town Meeting, typically held on the first Saturday in May.

#### **REFERENCES**

M.G.L. c. 44, §31

M.G.L. c.59, §§ 21C-23

Town of Montague – Capital Planning policy

Town of Montague – Revenue and Expenditure Forecasting policy

Town of Montague – Financial Reserves policy

**ADOPTED BY:**

**DATE ADOPTED:**

**SPECIAL TOWN MEETING  
TOWN OF MONTAGUE  
COMMONWEALTH OF MASSACHUSETTS  
OCTOBER 13, 2022**

Franklin, ss.

To either of the Constables of the Town of Montague in the County of Franklin:

**GREETING:**

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the Inhabitants of the Town of Montague qualified to vote in Town affairs to meet in the Turners Falls High School Theater, 222 Turnpike Road, Montague on Thursday, October 13, 2022, at 6:30 P.M. and to act on the following articles and any motions which may be presented.

**ARTICLE 1.** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$XXXXX, or any other amount, for the purpose of funding the implementation of a collective bargaining agreement with the New England Police Benevolent Association for Fiscal Year 2023, with increases to be paid retroactively to July 1, 2022, or to pass any vote or votes in relation thereto.

(Selectboard Request)

**ARTICLE 2.** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$XXXXX, or any other amount, for the purpose of funding the implementation of a collective bargaining agreement with the United Electrical, Radio and Machine Workers of America, Local 274 for Fiscal Year 2023, with increases to be paid retroactively to July 1, 2022, or to pass any vote or votes in relation thereto.

(Selectboard Request)

**ARTICLE 3.** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$XXXXX, or any other amount, for the purpose of funding the implementation of a collective bargaining agreement with the National Association of Government Employees for Fiscal Year 2023, with increases to be paid retroactively to July 1, 2022, or to pass any vote or votes in relation thereto.

(Selectboard Request)

**ARTICLE 4.** To see if the Town will vote to amend the vote taken pursuant to Article 7 of the May 7, 2022 Annual Town Meeting by increasing the annual salary of the Treasurer/Tax Collector to \$XXXXX and increasing the annual salary of the Town Clerk to \$XXXXX, or to pass any vote or votes in relation thereto.

**SCHEDULE I**  
**Elected Officials**

<u>TITLE</u>	<b>FY23 CURRENT</b>	<b>FY23 REQUESTED</b>
<b>TREASURER/COLLECTOR</b>	72,824*	XXXXX**
*Grade G -old Step 9		
**Grade G – new Step 8		

<b>TOWN CLERK</b>	76,139***	XXXXX****
***Grade G – old Step 11		
****Grade G - new Step 10		

(Selectboard Request)

**ARTICLE 5.** To see if the Town will vote to amend the vote taken pursuant to Article 8 of the May 7, 2022 Annual Town Meeting by changing the wage ranges for the following Non-Union employees as shown, or to pass any vote or votes in relation thereto.

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

	<u>Grade</u>	<u>Current FY2023</u>		<u>Requested FY2023</u>	
<u>SALARIED</u>		Start	End	Start	End
TOWN ADMINISTRATOR	J	95,616	117,673	XXXXX	XXXXXX
ASSISTANT TOWN ADM	I	86,924	106,976	XXXXX	XXXXXX
TOWN ACCOUNTANT	G	62,170	76,139	XXXXX	XXXXX
CHIEF OF POLICE	I	86,924	106,976	XXXXX	XXXXXX
DPW SUPERINTENDENT	H	79,000	97,250	XXXXX	XXXXXX
DIRECTOR OF HEALTH	G	62,170	76,139	XXXXX	XXXXX
LIBRARY DIRECTOR	G	62,170	76,139	XXXXX	XXXXX
MCWF SUPERINTENDENT	H	79,000	97,250	XXXXX	XXXXXX
<u>HOURLY</u>					
EXECUTIVE ASSISTANT	E	23.11	28.44	XXXX	XXXX
POLICE LIEUTENANT	G+8.5%	37.85	41.99	XXXX	XXXX
POLICE CUSTODIAN	A	15.49	19.06	XXXX	XXXX

**Informational Only: Fiscal Year 2022 budgeted wages**

TOWN ADMINISTRATOR	XXXXXX	DPW SUPERINTENDENT	XXXXXX
ASSISTANT TOWN ADM	XXXXX	DIRECTOR OF HEALTH	XXXXX
TOWN ACCOUNTANT	XXXXX	LIBRARY DIRECTOR	XXXXX
CHIEF OF POLICE*	XXXXXX	MCWF SUPERINTENDENT	XXXXX
POLICE LIEUTENANT	XXXX	POLICE CUSTODIAN	XXXX
EXECUTIVE ASSISTANT	XXXX		

\*includes add'l 20% educational incentive pay for Police Chief

**ARTICLE 6.** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$XXXXXX, or any other amount, for the purpose of funding a Wage Adjustment for the pay schedule for elected officials shown on Schedule I for Fiscal Year 2023 as set forth under Article 4 of this warrant and non-union employees shown on Schedule II for Fiscal Year 2023 as set forth under Article 5 of this Warrant, with increases to be paid retroactively to July 1, 2022, or to pass any vote or votes in relation thereto.

(Selectboard Request)

**ARTICLE 7.** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$12,500, or any other amount, for the purpose of purchasing and installing cable related equipment for MCTV and anything incidental or related thereto, or pass any vote or votes in relation thereto.

(Selectboard Request)

**ARTICLE 8.** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$3,684, or any other amount, for the purpose of paying prior year bills of the Clean Water Facility operating budget, or pass any vote or votes in relation thereto.

(Selectboard Request)

**ARTICLE 9.** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$4,432, or any other amount, for the purpose of increasing the Sealer of Weights FY2023 budget, or pass any vote or votes in relation thereto.

(Selectboard Request)

**ARTICLE 10.** To see if the Town will vote to establish a special purpose Opioid Settlement Stabilization Fund in accordance with MGL Chapter 40 Section 5B and vote to dedicate all or a percentage, which may not be less than 25 percent, of the opioid settlement revenues to the Opioid Settlement Stabilization Fund established under Massachusetts General Laws Chapter 40, Section 5B, effective for fiscal year 2023 beginning on July 1, 2022, or to pass any vote or votes in relation thereto.

(Selectboard Request)

**ARTICLE 11.** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$22,000, or any other amount, for the purpose of designing and constructing the replacement of the Colle Building roof and any related improvements, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

(Selectboard Request)



**ARTICLE 12.** To see if the Town will vote to amend Section 6 of Article II of the Town of Montague General Bylaws, pursuant to the Capital Improvements Committee, with the deletions as shown in ~~strikeout~~ and additions shown **bold** below or pass any vote or votes in relation thereto.

Section 6: Capital Improvements Committee: There shall be a Capital Improvements Committee consisting of ~~one member appointed by and from the Planning Board, and four additional~~ **five** members to be appointed by the Moderator for a term of one year each, with powers and duties to include (a) to conduct an annual review of the capital improvements program of the Town as well as proposals for the construction of municipal buildings and acquisition of property, (b) to make recommendations to the Town Meeting regarding the above, and (c) to prepare an annual report. **Upon the effective date of this bylaw, the terms of the existing members of the Capital Improvements Committee shall be terminated and the Moderator shall appoint five individuals to fill those positions.**

(Capital Improvements Committee Request)

**ARTICLE 13.** To see if the Town will vote to rescind the vote taken pursuant to article #9 of the December 16, 2008 Town Meeting, which accepted the provisions of Chapter 653 of the Acts of 1989. Said Chapter 653, which was codified as Massachusetts General Law, Chapter 59, Section 2A, allowed new growth from Jan 2<sup>nd</sup> to June 30<sup>th</sup> to be deemed part of real property as of January 1<sup>st</sup> or pass any vote or votes in relation thereto.

(Town Accountant Request)

**ARTICLE 14.** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of **\$60,000**, or any other amount, for the purpose of designing, constructing, and installing improvements to floors in the Hillcrest Elementary School and any related improvements, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

(GMRSD Request)

**ARTICLE 15.** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$86,297**, or any other amount, for the purpose of increasing the FY2023 budgets for the following departments to accommodate expected increases in electricity costs, or pass any vote or votes in relation thereto.

190 Public Building Utilities	25,000
480 EV Charging Stations	200
610 Libraries	5,000
693 Memorials	100
600-482 Airport	5,449
661-440 MCWF	50,548

(Selectboard Request)

**ARTICLE 16.** To see if the Town will vote to reduce the FY2023 MEDIC Budget by \$3,077, or any other amount, (the pro-rated amount of the unused MEDIC stipend) or pass any vote or votes in relation thereto.

(Selectboard Request)

Given under our hands this 26th day of September in the Year of Our Lord Two Thousand and Twenty-Two.

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Richard Kuklewicz, Chairman  
Selectboard, Town of Montague

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Matthew Lord

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Christopher M. Boutwell, Sr.

Franklin, ss    Montague, MA    September    , 2022

Pursuant to the within warrant, I have warned the Inhabitants of the Town of Montague by posting attested copies of the same in a conspicuous place in each of the Post Offices, Libraries, and the Town Hall of the Town of Montague at least fourteen days before said meeting as within directed.

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Constable of Montague

