

MONTAGUE FINANCE COMMITTEE

Wednesday, July 12, 2023 at 6:00 PM

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

This meeting will be held remotely.

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

Meeting ID: 859 1601 6153

One tap mobile

+13126266799,,85916016153# US (Chicago)

+16465588656,,85916016153# US (New York)

Meeting

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. 6:01 Review of Meeting Minutes: June 14, 2023 and July 5, 2023
3. 6:03 Reserve Fund and End of Year Transfers
 - a. Chapter 44 S33B transfer of \$54,000 from Town Health Insurance to Transfer to Airport Enterprise Fund
 - b. Reserve Fund transfers if needed
4. 6:15 Stipend Review
 - a. Stipend for GMRSD School Committee Chair, other members?
 - b. Town Stipends
5. 7:00 Updates from Town Administrator
6. 7:15 Future meeting topics include:
7. 7:20 Topics not anticipated within 48 hours of posting

MONTAGUE FINANCE COMMITTEE
Wednesday, June 14, 2023 at 6:00 p.m.
This meeting was held via Zoom and recorded:
<https://vimeo.com/838310376>

Finance Committee Chair Francia Wisnewski called the meeting to order at 6:00 PM.

Finance Committee members present: Chair Francia Wisnewski, Vice Chair Gregory Garrison, Clerk Dorinda Bell-Upp (left at 6:30) and members Fred Bowman, John Hanold, Chris Menegoni (arrived at 6:06 PM), and Jennifer Waryas

Finance Committee members absent:

Others present: Town Accountant Carolyn Olsen and Director of Assessing Karen Tonelli

The meeting was recorded by MCTV as well as by Carolyn Olsen.

Meeting minutes:

Mr. Hanold moved to approve the minutes of May 10, 2023. Seconded by Mr. Bowman and approved.
Bell-Upp – Aye, Bowman – Aye, Garrison – Aye, Hanold – Aye, Waryas – Aye, and Wisnewski – Aye

Transfers:

Reserve Fund Transfers – current balance of Reserve Fund is \$25,275

The bill for the professional valuation of a parcel whose value was being challenged was delayed, and the final bill, after a courtesy discount of 50%, was a very unexpected \$21,587.50. There is enough left in the total budget to cover about half of the discounted bill, but not the total. The request is for a transfer of \$11,000.

Mr. Garrison asked if the issue of value has been resolved. We are still waiting for an opinion from the Appellate Tax Board. Mr. Garrison asked if this would be the only expense for this particular valuation, the owners have the option of appealing the value annually.

Ms. Waryas asked about the process of appealing a property value. Ms. Tonelli explained that every taxpayer has the ability to appeal their assessment. It first goes to the Board of Assessors, and if it is not resolved there, the taxpayer can take the appeal to the Appellate Tax Board. Sometimes the Board of Assessors hires a professional valuation expert to appear on the town's behalf and do an independent appraisal.

Mr. Hanold moved to approve a Reserve Fund transfer of \$11,000 to Assessors Legal Expense (001-5-141-5302) Seconded by Mr. Garrison and approved.

Bell-Upp – Aye, Bowman – Aye, Garrison – Aye, Hanold – Aye, Menegoni – Aye, Waryas – Abstained, and Wisnewski – Aye

Plan for Stipend Review:

In advance of the meeting Ms. Olsen sent members a summary of the committee's previous discussions on how to approach recommendations for stipends [back in 2019](#) and Mr. Hanold's summary of information from the 2019 Franklin Regional Council of Governments (FRCOG) Wage Survey. Ms. Olsen also provided the limited updated information from the 2023 FRCOG Wage Survey, and a sample of how a cost-of-living adjustment could be applied to the current stipend amounts since the last recommendation for FY20. Ms. Wisnewski emailed information she received from a list serve.

The committee discussed options for how to approach the review:

- Ms. Bell-Upp suggested asking affected positions if anything significant has changed since 2019. [Ms. Bell-Upp, doesn't think we need to reinvent the wheel and is more interested in what has changed. If there's an increase in duties, it makes sense to recognize this when making general increases across the board.](#)
- Mr. Bowman said we need a short statement of what each position does and how much time is involved. We also have to realize that some positions, like the Moderator, have more duties than are obvious, such as the Moderator being responsible for making appointments to various boards.
- ~~Ms. Bell-Upp, doesn't think we need to reinvent the wheel and is more interested in what has changed. If there's an increase in duties, it makes sense to recognize this when making general increases across the board.~~
- Mr. Garrison thinks that the stipends have been on a scheduled basis for review. In the past we've looked at cost of living, expense reimbursement, etc. It's only if the responsibilities or time commitment have really changed that it needs to come before the Finance Committee. As the Finance Committee we should put the onus on those receiving stipends to identify changes and why the stipend should be increased and bring that to the Finance Committee. We will need to consider time between reviews. If something changes between reviews, it's incumbent on the person to request a change. Suggested keeping five years, with addition of allowing people to petition for changes as discussed.
- Ms. Waryas asked about the original purpose of these stipends. She is very confused about the tendency to provide stipends for salaried employees for additional work. What are the goals and parameters of stipends? We should have intentional parameters and rules about what is worth how much and what the stipend is meant to do; come up with a system of evaluation and measures.
- Mr. Menegoni says it's always a long, interesting conversation about a few dollars. He noted that stipends for employees should require specific skills. It's tough to monetize. If stipends are broken down to hours, it will come out to pennies per hour.
- Ms. Wisnewski participated in a neighboring town charter evaluation of stipends. Some of her reflections are about making it fair to both the person and town. The bottom line is a person should break even in terms of childcare or transportation and additional [costs to participate](#). She asked peers in other towns about how they deal with stipends and noted that every community has a different approach. (Document attached at bottom of minutes.) Northampton just did a review of stipends and employee wages. Ms. Wisnewski wonders if we're open to appointing a group to investigate? She also asked about the timeline, and if

town counsel will be involved in compliance issues with stipends, or if we can do this with just a survey and analysis.

- Mr. Hanold said that he reviewed the list of stipends and only found three town employees- Town Clerk as Clerk to the Board of Registrars, IT Administrator, and Police IT Administrator. Mr. Hanold does not favor a stipend to reimburse expenses, but sees it as an honorarium, as each individual has different circumstances, and it wouldn't make sense to have to continually address the specific time, travel, and childcare needs of each stipended person. Ms. Wisnewski noted that the issue of travel and childcare are barriers preventing participation from some people.
- Ms. Bell-Upp left at 6:30. Her last comment was that she thinks the childcare stipend needs to be addressed at the state [issue level](#).
- Mr. Bowman said stipends are pay for a job done, regardless of what person does with the stipend, or what their expenses are. Mr. Bowman is more interested in what people do, and then we can determine if the stipend is appropriate. He also noted that if stipends aren't high enough, we won't be able to get people to fill the positions. [Mr. Bowman reiterated that it's important to really understand what the individuals do and make sure they are fairly compensated. His view is that the stipend is a wage rather than an honorarium.](#)
- Ms. Olsen noted that the question of what the positions do has been documented in budget narratives, and asked if the committee wanted to start from scratch in terms of determining what everyone does or just determine what has changed.
- ~~Mr. Bowman reiterated that it's important to really understand what the individuals do and make sure they are fairly compensated. His view is that the stipend is a wage rather than an honorarium.~~
- Mr. Hanold supported just determining what has changed and making adjustments for that, and then determining what is a reasonable basis for paying in the future so we have guidance in place for further changes during the periodic review, [which, based on the Annual Town Meeting votes, should be reduced from five years to three or four years.](#)
- Mr. Garrison noted that we dealt with this five years ago, and if the stipend positions have changed/evolved, that can be addressed in this review. Agrees with Mr. Bowman that these are jobs. We're in a set schedule for review, we've already addressed the rationale behind the current stipends, and thinks we should focus on changes in the positions and inflation. Mr. Garrison noted that Northampton is large enough, with enough staff, to really dig into a full-blown detailed review. If that's what Montague needs, it should be brought to the Finance Committee as a request by the Town Administrator or Selectboard.
- Ms. Olsen noted that the committee should complete the process by November for the Fiscal Year 2025 budget. Town Counsel is not involved in this at all, and the Selectboard's approval process is the same as it would be for any article.
- Ms. Wisnewski summarized that there is a foundation in place, and work to do in updating roles, and also would solicit comments from the public.
- Mr. Menegoni noted that this is the review year, and each individual who wants more should request the increase and support that request. If they aren't asking for a raise, he doesn't see any reason to give them one.

- Ms. Wisnewski noted that GMRSD School Committee has requested stipends. Mr. Bowman would like to have someone from the School Committee come to the next meeting to discuss this.
- Mr. Hanold does not favor asking everyone coming in with their own requests because the personality of the individuals will result in a disproportionate cycle. Noted that more assertive town employees have been able to request higher wages. Stipends are our responsibility to propose and to come up with a reasonable basis for them.
- Ms. Waryas wants to make sure we know why we're doing what we're doing in terms of determining stipend amounts. We need a baseline and a metric for variances.
- Mr. Bowman said that a stipend for a school committee is done differently than how it's done for town employees. Ms. Olsen noted that the legal basis for that is already in the meeting material for that meeting.
- Mr. Menegoni noted that people asking for what they want is what lead to the changes approved by ATM.
- Mr. Hanold noted one question discussed is to gather information, and suggests we do this before next month. Ms. Olsen will send out an email survey questioning what changes have occurred, and then try to collate previous information about duties for each position.

Additional conversation about the reserve fund transfer

- Ms. Waryas had additional questions about the reserve fund transfer. She noted that we were billed \$43,800 for services. When we are going through the process of defending an appeal, wonders how often the cost of litigation is more than the tax bill itself. Ms. Olsen noted that the actual bill was reduced to just under \$22,000, and that this was a very rare occurrence. Mr. Hanold added that the assessors were asked by the judge to provide more detail on the valuation.

Officers

Ms. Wisnewski reminded members that a Chair, Vice-Chair, and Clerk will be voted on at the next meeting. Ms. Wisnewski noted that she will be unavailable on the 12th, and Ms. Waryas has reconsidered and will be reappointed to the committee.

Future meetings –

- July 12th – end of year business/transfers, committee reorganization, stipend review process

Topics not anticipated within 48 hours of posting – none

Finance Committee Adjournment

Mr. Bowman makes the motion to adjourn at 6:57 PM. Seconded by Mr. Garrison and approved.

Bowman – Aye, Garrison – Aye, Hanold – Aye, Menegoni – Aye, Waryas – Aye, and Wisnewski – Aye

Respectfully submitted,
Carolyn Olsen

Documents and exhibits:

Reserve Fund Transfer Request for Board of Assessors

Ms. Wisnewski's Report on Montague Stipends

Francia Wisnewski, 6.14.23

Montague Report on Stipend

Annual Report Pg 55 and 56

[1 FINAL Annual Town Meeting Report 2023.pdf \(montague-ma.gov\)](#)

Arlington

Arlington has had stipends for select board, assessors, moderator and has just voted for the school committee. The Board of Health gave theirs up and the FinCom only has stipends for the chair and vice chairs. We have no formal or informal policy. My guess is that very few towns have such a policy, dealing with each request individually.

Cambridge

Cambridge approved some stipends for the first time... especially those like the Board of Zoning Appeals and the Planning Board which are enormous time commitments.

Below is link to the City Manager agenda item, Attachment E is some info. on other communities stipends.

We had received a legal opinion that we could have stipends for people serving, and now for some boards we do.

https://cambridgema.igm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=4181&MediaPosition=&ID=17188&CssClass=

Reading

I was on the Select Board in Reading and this topic has come up a few times informally. Personally, I love the idea of reimbursing childcare and transportation. The issue that was raised here regarding a stipend is that many of our volunteers work at companies where they cannot have a secondary source of income related to government work due to the regulatory nature of some industries (mainly those in financial services). Just something to consider, depending on the demographics of your community.

From a selectboard member

An interesting implication of stipends is the local option to provide health insurance to elected officials that receive compensation. For example, if your Planning Board is elected and receives a stipend, Planning Board members may be eligible for the same health insurance as full-time employees. This is at the same split, so the city/town might pay 60-80% of the cost depending on your benefit agreements. This is a local option, by vote of the Select Board/City Council. On one hand this can provide health insurance savings to elected officials who have a hard time affording it other ways. On the other hand, it's a cost well in excess of most stipends. This is all from MGL Chapter 32B, Section 2. It may be worthwhile to determine if your Select Board/City Council has ever voted on this option to avoid surprises one way or the other.

I'm on a Select Board, and receive a stipend of around \$1500 per year. That's way too low if I wanted to be paid fairly for the time I put in. I look at this as a volunteer position so for me it's way too high. I donate the money back to local causes.

Malden

I wish we had a solid policy -- we give stipends for some things that take an enormous time commitment, such as Planning Board, but not for others that also require a lot of time but maybe fly under the radar such as Community Preservation Committee. And, we give stipends to city staff for the time they spend staffing these boards, e.g. Traffic Commission and Cannabis Licensing Board, when in my opinion that falls under their job duties. For example the city planners do not get a stipend for attending Zoning Board, City Council, or Planning because it's considered part of their duties, but the police chief, parking director and fire chief get stipends for attending meetings (some of which aren't even after hours?!) Makes no sense to me. In practice, when we create a new body (for example the ARPA oversight committees) we are allowed to petition the Mayor to ask for stipends for the resident members and it is at his sole discretion as to whether we do them or not.

Cambridge City Council

I just sent this to my friend Mark Sandeen in Lexington a few days ago, from the City Manager's response to our request (we subsequently changed the law to allow BZA stipends):

V. Stipends

Exploring ways we can provide stipends to boards and commission members, particularly those who meet more regularly like the Planning Board and Board of Zoning Appeals.

The City acknowledges that members of the Planning Board (PB), Board of Zoning Appeals (BZA), and the Historical Commission provide substantial volunteer hours as compared to those on other boards and commissions. During the period from October 2021 through October 2022, PB held thirty-eight meetings, BZA held twenty-three meetings, and Historical Commission held fourteen meetings. Any of these meetings can last for 3-5 hours and include hours of advance preparation time. By comparison, many other boards and commissions meet for two hours or less, approximately ten times per year.

Things like childcare during meetings and travel to and from meetings can create a barrier for many residents when they consider whether to apply for the Planning Board or the Board of Zoning Appeal as well as other boards and commissions and could potentially limit board and commission member diversity.

A survey of other Massachusetts communities' approach to these types of stipends (Attachment E) indicates that the provision of stipends to Planning Board and Zoning Board of Appeal members is uncommon but does occur. Perhaps the most relevant comparable community to focus on is Somerville, which provides its Planning Board and Zoning Board of Appeals members a stipend of \$5,943.96 annually.

Cambridge will begin to provide a \$6,000 annual stipend to all Planning Board members starting in January 2023. This stipend is intended to offset the annual out of pocket costs incurred by Board members in connection with participation on the Board.

Cambridge will begin to provide a \$2,500 annual stipend to all Cambridge Historical Commission Members starting in January 2023. This stipend is intended to offset the annual out of pocket costs incurred by Commission members in connection with participation on the Commission.

Cambridge also intends to provide a \$3,500 annual stipend to all full members of the BZA starting in January 2023, assuming the Municipal Code is amended to allow this. This stipend is intended to offset the annual out of pocket costs incurred by Board members in connection with participation on the Board.

Additionally, Cambridge intends to provide a \$2,000 stipend to all associate members of the BZA starting in January 2023 if the Municipal Code is amended accordingly. BZA associate members attend meetings on an as-needed basis when full-members are not available. Previous patterns of participation indicate that this could average 50% of meetings attended by full members.

Because Section 10.12 of the Cambridge Zoning Ordinance requires that BZA members serve without compensation, the Zoning Ordinance would need to be amended to remove that provision and to authorize providing a stipend to BZA members. The City Solicitor has prepared the attached proposed zoning amendment (Attachment F) to allow for the provision of stipends to BZA members. I recommend that the Council adopt it as a City Council zoning petition and refer it to the Ordinance Committee and Planning Board for hearing.

There are other City Boards and Commissions as to which certain statutes, special acts, or ordinances prohibit or limit the City's ability to provide stipends to their members. There is, however, no limitation on providing stipends to Planning Board members, so it is not necessary to amend the Zoning Ordinance or Municipal Code to do so.

The City will continue to evaluate the time involved and barriers to participation in volunteering for other City boards and commissions and may consider allowing for the provision of additional board or commission stipends in the future based on this evaluation.

Participant

I suspect the differences among city staff are based on how good the negotiators for the police and firefighters unions are. AFSCME needs to start poaching some of those people to come work for them.

Sunderland

I feel like a stipend should reflect the amount of work, which is a way to make the office available to someone who really needs their working hours to produce income. We don't want elected office to be available only to people who can afford to give their labor for free.

But it's also not like there's a set number of work hours; different people holding the same office can invest wildly different amounts of time in "executing" the same role, but to different levels. If someone did run for office just for the money and did a lousy job it's hard to hold them accountable before the next election.

Sunderland Selectboard is similar. School committee is zero, which is a choice my predecessors made during a brutal budget year. I don't know about BoH and Assessors.

Hatfield

As an elected Planning Board member in Hatfield, we each get ~\$800 per year. I'm not doing it for the money so I'm not sure if it's the "right" amount but it's a nice "thank you." The other elected paid

positions in town: Selectboard members get ~\$2,300 per year, BoH members get ~\$5,000, Assessors ~\$2,000 and School Committee ~\$150. I'm not sure the reasoning behind these amounts.

Northampton

[Advisory board presents salary proposal for elected officials in Northampton \(thereminder.com\)](#)

[Recommendations to streamline serving on boards and commissions presented \(thereminder.com\)](#)

MONTAGUE FINANCE COMMITTEE
Wednesday, July 5, 2023 at 6:00 p.m.
This meeting was held via Zoom and recorded:
<https://vimeo.com/838310376>

Finance Committee Chair Francia Wisnewski called the meeting to order at 6:02 PM.

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

Finance Committee members absent: Jennifer Waryas

Others present: Town Administrator Steve Ellis and Town Accountant Carolyn Olsen

The meeting was recorded by MCTV as well as by Carolyn Olsen.

Committee Reorganization

Mr. Garrison made a motion to elect Francia Wisnewski as Chair, Dorinda Bell-Upp as Vice Chair, and Fred Bowman as Clerk. Seconded by Mr. Hanold and approved.

Bell-Upp – Aye, Bowman – Aye, Garrison – Aye, Hanold – Aye, Menegoni – Aye, and Wisnewski – Aye

Future meetings –

- July 12th – end of year business/transfers, committee reorganization, stipend review process

Topics not anticipated within 48 hours of posting –

Ms. Olsen notified the committee that next week's agenda would include a Chapter 44 Section 33B transfer request from Town Health Insurance to the Airport Enterprise due to a delay in the solar lease payments. The request will go to the Selectboard for approval on July 10th as both groups must approve the transfer.

Finance Committee Adjournment

Mr. Bowman makes the motion to adjourn at 6:09 PM. Seconded by Mr. Hanold and approved.

Bowman – Aye, Garrison – Aye, Hanold – Aye, Menegoni – Aye, Waryas – Aye, and Wisnewski – Aye

Respectfully submitted,
Carolyn Olsen

Documents and exhibits:

Francia Wisnewski, 6.14.23

Montague Report on Stipend

Annual Report Pg 55 and 56

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A C T U A L & A N T I C I P A T E D R E V E N U E S

Report Sequence =

Account = First thru Last; Mask = 600-4-482-####-###

Level of Detail = Transaction Detail; Level = 9

Fund: Airport Enterprise Fund

Period: July 2022 to June 2023

Account Number	Account Name	Prior Year Ptd Revenues	Current Year Ptd Revenues	Current Year Budgeted	Current Year Ytd Revenues	Balance Uncollected	Percent Left
Airport							
600-4-482-4180-000	Airport PILOTS	16066.49	12754.88	12750.00	12754.88	(4.88)	(0.04)
600-4-482-4360-000	Airport Rental/Leases	40587.59	46883.31	112279.00	46883.31	65395.69	58.24
600-4-482-4361-000	Additional Planes	0.00	0.00	2100.00	0.00	2100.00	100.00
600-4-482-4362-000	House Rent	11324.37	10771.46	15000.00	10771.46	4228.54	28.19
600-4-482-4363-000	Airport Non-Aviation Leases	105746.00	104720.00	115140.00	104720.00	10420.00	9.05
600-4-482-4364-000	Airport Maintenance Shop Lease	12500.00	12600.00	12600.00	12600.00	0.00	0.00
600-4-482-4365-000	Airport Landing Fees	1755.00	1362.50	3000.00	1362.50	1637.50	54.58
600-4-482-4366-000	Airport Solar Lease Revenue	0.00	(3031.50)	0.00	(3031.50)	3031.50	0.00
600-4-482-4800-000	Airport Misc Revenue	1187.20	10902.88	8150.00	10902.88	(2752.88)	(33.78)
600-4-482-4801-000	Airport Vending Receipts	550.00	999.00	0.00	999.00	(999.00)	0.00
600-4-482-4820-000	Airport Interest Revenue	46.96	479.15	0.00	479.15	(479.15)	0.00
600-4-482-4840-000	Airport SMART Solar Credit Rev	2986.20	3747.81	4800.00	3747.81	1052.19	21.92
600-4-482-4930-000	Airport Bond Premiums	3606.41	0.00	0.00	0.00	0.00	0.00
600-4-482-4971-000	Airport Transfer from G/F	9900.00	20000.00	20000.00	20000.00	0.00	0.00
600-4-482-4973-000	Airport Trans from CPF	0.00	66781.46	30196.00	66781.46	(36585.46)	(121.16)
	TOTAL Airport	206256.22	288970.95	336015.00	288970.95	47044.05	14.00
	TOTAL Airport Enterprise Fund	206256.22	288970.95	336015.00	288970.95	47044.05	14.00

REQUEST FOR MGL CHAPTER 44 SECTION 33B TRANSFER

Request is hereby made for the following transfer in accordance with Chapter 44, Section 33B of the Massachusetts General Laws. MGL Chapter 44 Section 33B allows budgetary transfers between appropriations in the last two months of a fiscal year, and the 1st 15 days of the following fiscal year (for the preceding fiscal year), by the selectmen with the concurrence of the finance committee.

Transfer Amount Requested: \$47,000

Transfer From:

Acct#	Title	Current Balance
<u>001-5-910-5174</u>	<u>GF Employee Health Ins</u>	<u>\$109,336.12</u>

Transfer To:

Acct#	Title	Current Balance
<u>001-5-994-5964</u>	<u>Transfer to Airport Ent Fund</u>	<u>\$0</u>

Reason for request:

- The solar lease was intended to be in place with the first quarterly payment received in FY23. Due to an unavoidable delay in finalizing the contract, the first payment of \$59,500 will not be received until FY24.
- Actual revenues for FY23 were budgeted at \$336,015 (including the reserve fund transfer), but only \$288,970.95 was received, leaving a shortfall of \$47,044.05. Since the budget only has a remaining balance of \$360.40, there will be a revenue deficit which has to be funded either with this transfer or from an appropriation at the fall STM before the FY24 tax rate can be set.

Officer/Department Head

Date: _____

ACTION OF SELECTMEN

Date of Meeting: 7/10/23 Number present & voting: _____

Transfer approved in the amount of \$ _____ Transfer disapproved: _____

Chairperson _____

ACTION OF FINANCE COMMITTEE

Date of Meeting: 7/12/23 Number present & voting: _____

Transfer approved in the amount of \$ _____ Transfer disapproved: _____

Chairperson, Finance Committee

CarolynO-Montague Town Accountant

From: Joanne Blier <joanne.blier@gmrds.org>
Sent: Friday, May 12, 2023 10:55 AM
To: StevenE - Montague Town Administrator; Brian Beck
Cc: hkljgk@gmail.com; Francia Wisnewski; CarolynO-Montague Town Accountant; Tracy Rogers (administrator@gillmass.org)
Subject: RE: Request for School Committee Chair Stipend

Hi Steve,
Brian and I had discussed school committee stipends recently as well. It has been difficult keeping the 9 seats on the committee filled and we thought the addition of stipends (for all seats) could help.

--
Joanne

Joanne Blier
Gill-Montague Regional School District
Director of Business & Operations
35 Crocker Ave
Turners Falls, MA 01376

(413) 863-3251

From: StevenE - Montague Town Administrator <StevenE@montague-ma.gov>
Sent: Thursday, May 11, 2023 9:17 AM
To: Brian Beck <brian.beck@gmrds.org>; Joanne Blier <joanne.blier@gmrds.org>
Cc: hkljgk@gmail.com; Francia Wisnewski <francia.e.wisnewski@gmail.com>; CarolynO-Montague Town Accountant <CarolynO@montague-ma.gov>; Tracy Rogers (administrator@gillmass.org) <administrator@gillmass.org>
Subject: Request for School Committee Chair Stipend

Hello Brian and Joanne

I wanted to share that Heather Katsoulis contacted my office with interest in pursuing a stipend for the School Committee Chair position. She has requested to be on an upcoming Finance Committee agenda and that committee next meets on June 14. I will defer to Francia as to whether she has a place for the conversation on that particular agenda. Coincidentally, the FC plans to review Town stipends this summer.

Note statutory guidance relative to stipends. It appears this would necessarily require consideration by both communities, so I am also bringing Ray into the loop.

[MGL Ch71 Sec 52](#)

Section 52: Compensation of school committee members

Section 52. The school committee shall serve without compensation, except that a member of a school committee of a city, town, regional school district or superintendency union may be compensated for his services by a majority vote of the city council in a city having a Plan D or Plan E charter; in a city not having a Plan D or Plan E charter by vote of the city council, subject to the provisions of the charter of such a city; in a town by a majority vote at a town meeting; and in a regional school district or school superintendency by a majority vote of the voting member towns authorized at their respective town meetings, the amount of such compensation, in each case, to be set by the respective cities, towns or

groups of towns. No member of a school committee in any town shall be eligible to the position of teacher, or superintendent of public schools therein, or in any union school or superintendency union or district in which his town participates.

Steven Ellis
Montague Town Administrator
1 Avenue A
Turners Falls MA 01376
(413) 863-3200 x110

CarolynO-Montague Town Accountant

From: Heather Katsoulis <hkljgk@gmail.com>
Sent: Wednesday, May 17, 2023 5:21 PM
Cc: CarolynO-Montague Town Accountant
Subject: Re: School Committee Stipend

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Good afternoon Carolyn,

Is the following enough info to get on the FinCom agenda? Thanks! H

Per MGL Ch71 Sec 52, I wish to initiate the process of requesting a stipend for the School Committee chairperson.

School committee chairpersons play a vital role in the district's education system, overseeing the budget and policies, making important decisions, and ensuring the smooth operation of schools. Given the significant responsibilities they bear, it is reasonable to argue that school committee chairpersons should receive a modest stipend for their service.

The role is time-consuming and demanding. These individuals invest substantial effort in agenda planning, leading meetings, reviewing policies, analyzing budgets, addressing community concerns as well as engaging in regular union negotiations. The responsibilities often extend beyond regular working hours and may require significant personal sacrifices. By providing a modest stipend, it acknowledges and compensates for the additional time and effort they dedicate to their role.

Additionally, a modest stipend can contribute to the overall stability and continuity of school committee leadership. By offering financial compensation, it reduces the likelihood of turnover and encourages experienced individuals to remain in their positions for longer durations. Continuity in leadership allows for the development of long-term strategies, fosters institutional memory, and promotes effective governance.

Providing a modest stipend to school committee chairpersons is a justifiable and beneficial practice. It acknowledges their significant responsibilities, attracts diverse candidates, enhances professionalism, and ensures stability in leadership. By recognizing the value of their contributions (particularly in the current climate of open and uncontested seats), we can foster a strong and effective education system that prioritizes the needs of students and communities.

Thank you for your consideration,
Heather Katsoulis



On Thu, May 11, 2023 at 11:06 AM StevenE - Montague Town Administrator <StevenE@montague-ma.gov> wrote:

Thanks Heather. Please put together any written request or materials and submit them to Carolyn, which can include them in the FinCom's meeting materials when that agenda is established.

Steven Ellis

Montague Town Administrator

1 Avenue A

Turners Falls MA 01376

(413) 863-3200 x110

From: Heather Katsoulis <hkljgk@gmail.com>
Sent: Thursday, May 11, 2023 9:18 AM
To: StevenE - Montague Town Administrator <StevenE@montague-ma.gov>
Subject: Re: School Committee Stipend

It makes sense to be in line with other elected town officials at \$1000.

Here is a table of districts that I could quickly find:

	Member	Chair	
Amherst	\$3,000	\$4,000	https://www.gazettenet.com/Amherst-councilors-propose-doubling-annual-compensation-50110689#:~:text=The%20charter%20also%20set%20the,%241%2C000%20increase%20for%20t
Bernardston	\$200		http://townofbernardston.org/images/clerk/townmeetings/Minutes/FY23_ATM_2022_05_
Colrain	\$500		https://colrain-ma.gov/news/newsfile_276_ATM_WARRANT__FY20_final.pdf
East Hampton	\$4,000	\$4,250	https://www.there minder.com/localnews/easthampton/stipend-increases-approved-for-e co/
Greenfield	\$2,000		https://ecode360.com/30791016
Northampton	\$5,500		https://www.amherstma.gov/DocumentCenter/View/32409/740-Select-Board-Stipend---Northampton-City-Council-Vote
Northfield	\$831 total		https://www.northfieldma.gov/sites/g/files/vyhlif991/f/uploads/atm_fy23_warrant_w_vot
Springfield	\$18,000		https://www.wamc.org/news/2022-12-20/springfield-raises-pay-for-mayor-councilors-sch
West Springfield	\$5,000		https://www.masslive.com/news/2020/11/west-springfield-approves-pay-hike-for-elect



On Thu, May 11, 2023 at 8:48 AM Heather Katsoulis <hkljgk@gmail.com> wrote:

Thank you, and please do bring in district leadership.

I don't have an amount in mind; let me see what other western Mass towns have going on - I realize a smaller number offer them compared to cities.



On Thu, May 11, 2023 at 8:43 AM StevenE - Montague Town Administrator <StevenE@montague-ma.gov> wrote:

Heather, would you like to bring district leadership into this conversation, I can tell you their opinions will almost certainly be of interest to the fincom.

Also – will the request be limited to a stipend for the chair and is a specific amount requested? I'm looping Carolyn in on this part of the conversation.

Steve

Steven Ellis

Montague Town Administrator

1 Avenue A

Turners Falls MA 01376

(413) 863-3200 x110

From: Heather Katsoulis <hkljgk@gmail.com>
Sent: Thursday, May 11, 2023 7:54 AM
To: StevenE - Montague Town Administrator <StevenE@montague-ma.gov>
Subject: Re: School Committee Stipend

Hey Steven,

Bringing it to Fin Com and the Select Board chair sounds like a good next step. Thank you.



On Wed, May 10, 2023 at 5:52 PM StevenE - Montague Town Administrator <StevenE@montague-ma.gov> wrote:

Hi Heather

Thanks for your inquiry and for providing a link to the relevant statute. Upon initial read, the question would need to be presented to both Montague and Gill, whose responsible boards and committees (Selectboard/Personnel Board and Finance Committee) would potentially consider the matter, available funding, and whether to include it on the Town Meeting warrant and recommend it.

The Finance Committee intends a review of all stipended position wages in Montague this budget season, so the request is somewhat timely in that regard. My expectation would be that the first question they ask would be whether this should apply only to the chair or to all members, and whether district leaders feel this is an important objective for the reasons you stated (or others). They will also likely ask whether stipends are in use in neighboring districts, just to understand the larger context. None of the above means they won't support it, they'll just ask good questions!

If you'd like, we can simply advance the request with the Finance Committee chair for initial consideration by that committee on an upcoming agenda. I would also inform the Selectboard chair, but perhaps not move it forward to public discussion there until FinCom has had time to consider it.

Respectfully - Steve

Section 52: Compensation of school committee members

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Steven Ellis

Montague Town Administrator

1 Avenue A

Turners Falls MA 01376

(413) 863-3200 x110

From: Heather Katsoulis <hkljgk@gmail.com>

Sent: Wednesday, May 10, 2023 10:07 AM

To: WendyB-Montague Selectboard <WendyB@montague-ma.gov>

Subject: School Committee Stipend

Good morning,

Per [MGL Ch71 Sec 52](#), I wish to initiate the process of requesting a stipend for the School Committee chairperson.

School committee chairpersons play a vital role in the district's education system, overseeing the budget and policies, making important decisions, and ensuring the smooth operation of schools. Given the significant responsibilities they bear, it is reasonable to argue that school committee chairpersons should receive a modest stipend for their service.

The role is time-consuming and demanding. These individuals invest substantial effort in agenda planning, leading

meetings, reviewing policies, analyzing budgets, addressing community concerns as well as engaging in regular union negotiations. The responsibilities often extend beyond regular working hours and may require significant personal sacrifices. By providing a modest stipend, it acknowledges and compensates for the additional time and effort they dedicate to their role.

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Thank you for your consideration,
Heather Katsoulis

Stipend Survey Responses

Moderator

Selectboard

Rich Kuklewicz:

Hi Carolyn

As times change so does workload for our board. And complexity of our discussions and decisions.

We have weekly meetings and several ancillary committee meetings throughout. Often, I find myself at 2 town related meetings per week each ranging from 1.5 to 2.5 hours. Prep for each meeting along with other duties often occupies 8+ hours per week.

Meetings estimate 52 x 2 104 meetings x 2 hours each – 208 hours of meetings.

Prep and other misc. 52 x 8 416 hours

So **conservatively** spend in range of 424 hours per year.

I am not doing this for the stipend and am fine with whatever the Fin Comm decides. But thought this would perhaps add a bit of flavor for discussion.

Matt Lord:

Chris Boutwell:

Board of Assessors

Ann Cenzano

Ann Fisk

Rebecca Stabelwski

Clerk to Registrars

Beanie Pierce

Tree Warden

Mark Stevens

Board of Health

Melanie Ames-Zamojski

Mark Nelson

Rachel Stoler

Board of Registrars

Stanley Dobosz

Elizabeth Irving

Anne Stuart

Emergency Management Director

John Zellmann

Animal Inspector

Kathleen Burek

Several things have changed since 2019. There are many more animals and barn inspections covering a vast amount of territory needed to be covered. and the question of mileage ,which was possibly included in years ago stipend but as we all know gas prices are astronomical. letters are sent out before barn inspections which announces my arrival..usually takes many days of which I try and do before the holidays Starting in late Sept.. I do alot of follow up with the quarantines speaking with each person involved. sending a monthly report to board of health which is new this year.

Animal/ Barn Inspector Activities 2018-2022:

2022:

- 43 Barns; 738 barn animals counted.
- 7 Humans bitten by animals.
- 13 Animals bitten by animal with unknow rabies status.
- 5 Bat exposures

2021:

- 56 Barns; 1552 animals counted.
- 14 Humans bitten by animals.
- 14 Animals bitten by other animals with unknown rabies status.
- 2 Bat exposures.

2020:

- 58 Barns; 720 animals counted.
- 12 Humans bitten by animals.
- 15 Animals bitten by other animals with unknown rabies status.

- 3 Bat exposures.

2019:

- 56 Barns; 735 animals counted.
- 16 Humans bitten by animals.
- 12 Animals bitten by other animals with unknown rabies status.
- 3 Bat exposures.

2018:

- 45 Barns; 868 animals counted.
- 21 Humans bitten by animals.
- 14 Animals bitten by other animals with unknown rabies status
- No Data available on bat exposures

Note that while the animal control officer is involved in responding to the bite, the **animal inspector is responsible for follow-up** (which takes considerably more time). This involves contacting veterinary offices as well as coordinating with the bitten person to ensure that either the animal is vaccinated for rabies at the time of the bite, or the person bitten receives the appropriate schedule of rabies vaccination following potential exposure.

Barn Inspector

Kathleen Burek

See above.

IT Coordinator

Wendy Bogusz

Police IT Administrator

Chris Bonnett

Forest Warden

Richard Sawin

The job has not changed at all. I would say the biggest challenge is the Montague plains access. Fortunately, the state has been doing controlled burns which has cut down on fires. Gates are now blocking the roads from the public. The two fire districts have the keys for the gates. I think more people are doing outdoor cooking fires, so they have to notify the proper fire district.

Assistant Building Inspector

David Jensen

Gas Inspector

John Letourneau

The only real changes are the cost of living and the cost of fuel for getting to the inspections. The other information that I would like to pass along is that Montague is the lowest stipend pay out in Franklin County. I have stipend amounts for both Shutesbury that keep \$5 of every permit filed and Northfield that pays 100% of the permit fee to the inspector and those are just two towns. Let me know if you have any other questions.

Plumbing Inspector

John Letourneau

The only real changes are the cost of living and the cost of fuel for getting to the inspections. The other information that I would like to pass along is that Montague is the lowest stipend pay out in Franklin County. I have stipend amounts for both Shutesbury that keep \$5 of every permit filed and Northfield that pays 100% of the permit fee to the inspector and those are just two towns. Let me know if you have any other questions.

Electrical Inspector

Wayne Shaw

Responsibilities for Stipend Positions from Standard Narratives

Moderator

- responsible for presiding over all town meetings.
- makes appointments to the Finance Committee and Capital Improvements Committee
- occasionally called upon to moderate other public meetings or make appointments to special committees.

Selectboard

- Chapter 41, Section 1 provides the general statutory authority for the Selectboard. The Selectboard has general supervision over all matters that are not specifically delegated by law or by vote of the town to another officer or board. Formal, legal responsibilities, however, are scattered throughout hundreds of statutes and in town bylaws, and special acts, some but not all of which are described below.
- Chapter 41, Section 108C authorizes the consolidation of all personnel functions under a single entity (the Personnel Board) which in Montague is (by bylaw) the Selectboard. This statute also enables the Selectboard or its designee to create a personnel system and to assign the responsibilities of a Personnel Director, including developing personnel policies, conducting personnel evaluations, maintaining personnel records, organizing and assisting the process of recruitment and selection of personnel, and advising the board on matters involving promotion, discipline, and discharge. Also included in this authority are the preparation of classification and compensation studies and other special personnel studies.
- Chapter 150E authorizes the Selectboard to be the collective bargaining agent for the town. One of the Selectboard and the Town Administrator participate directly with the professional negotiator in all of the collective bargaining sessions with the three town unions.
- Chapter 31 authorizes the Selectboard to be responsible for Civil Service employees, which includes all Police Officers except the Chief.
- Under Chapter 40, Section 3, the Selectboard is responsible for the care and custody of all town property. This responsibility includes the maintenance and operation of town buildings and facilities, including those that are leased to public entities (Gill-Montague Regional Schools), non-profit organizations (Shea Theater Board, Franklin Community Action Corps) and to private entities (the tenants of the Colle Building), and potentially to any vendor that agrees to enter into a long-term contract with the town to develop the landfill site. Frequently, in its landlord capacity (particularly in the case of tax takings), the Selectmen are also put into the position where they must proceed with the eviction of tenants, which is in itself an arduous and long legal process.
- Scattered throughout Chapter 44 (Municipal Finance Laws), Chapter 59 (Assessment of Local Taxes), and other state statutes, the Selectboard has also been granted the specific responsibility for financial functions including the authority to sign bonds or notes when the town issues debt (Chapter 44, Section 16); to sign warrants for payment of bills; to classify property by use for taxation purposes (Chapter 59, Section 2A); and to set sewer rates (Chapter 83, Section 20) and other fees, unless this authority is assigned to another board

or official, by by-law;; and under Chapter 59, Section 21C, the sole authority to place a Proposition 2 ½ override or debt exclusion vote on the ballot for approval. Chapter 41 Section 59 establishes the general authority for the involvement of the Selectboard in the town's budget process by requiring the Selectboard to prepare, on an annual basis, estimates of expenditure needs for the maintenance of the departments under its jurisdiction, and of income likely to be received by the town. Although not specifically provided for by statute, both the Selectmen's Handbook and the Department of Revenue "Guide to Financial Management for Town Officials" outline a long list of obvious financial management responsibilities that stem from their role as chief executive officers, with overall responsibility for the operations of town government. These include (1) Participation in the budget process by developing budget guidelines, reviewing budgets and evaluation of proposals for the expenditure of funds, (2) Participation in broad policy development on issues which have a major impact on town finances (e.g. authorization of debt, a major expenditure plan, such as new schools, use of stabilization fund); (3) Ensuring the development of a capital improvement program; and (4) Monitoring financial performance.

- Chapter 39, Section 10 provides the Selectboard with the statutory authority for its leading role in the town meeting process. The most significant functions of the Selectboard in the Town Meeting come before the meeting ever begins, in the preparation of the warrant. "A well-prepared warrant, like a good agenda, will do more to ensure that the town meeting goes smoothly than anything else, other than the moderator's skill." The process begins with the Selectboard's opening and closing of the warrant. Once the warrant is closed, the Selectboard's office drafts the wording for town meeting articles and ultimately the motions that will be acted upon by town meeting. As a cost savings measure, the Selectboard's Office has increasingly done much of this task in-house, choosing only to forward final wording to Town Counsel for its review. Because it is the Selectboard's Warrant, the Selectboard and the Town Administrator, or its designee(s) are responsible for explaining articles at town meeting. This can be anything from a short, concise explanation to a full presentation.
- The Selectboard's economic development role falls into the general category of exercising leadership, once again in their capacity as the chief executives of the town. Economic development focuses on expansion of the town's tax base, on job creation, job retention, increased commercial activity, and efforts to attract business and industry. This can only be accomplished by the availability of adequate infrastructure (affordable and easily developable land, roads, sewer, water, utilities), a quality workforce, and the availability of development incentives, which make the town competitive with other communities. In this role, probably one of the town's most important, the Selectboard are responsible for (1) ensuring that its roads, sewers, bridges and other infrastructure receive the attention they must from State and Federal agencies, wherever possible through methods of financing (grants) that preclude the need for tax spending; (2) providing land and/or buildings that can be developed easily for commercial and industrial uses either at industrial parks or through the reuse of existing mill or other buildings, including tax title properties; (3) putting economic development incentives, such as the Economic Development Incentive Program (EDIP) and Tax Increment Financing (TIF's) or the Commercial Homesteading

Program in place, and informing developers of other incentives; and (4) working with regional employment and other entities, including through CDBG grant programs, that ensure that we have a quality workforce. All of these responsibilities require a huge investment in time and energy, including that required to: develop effective programs, prepare and administer grant applications, inform and lobby state and federal legislators, and inform the public of its intentions through its access to various forms of the media.

- The Selectboard is authorized under Chapter 138, Section 2 to act as the alcoholic beverage licensing commission for the town. In this capacity, the office handles information and outreach, intake of all applications, scheduling of hearings, annual license renewals, and disciplinary actions for license violations, which often requires conducting several hearings as part of a progressive discipline process.
- The Selectboard is also authorized under Massachusetts General Laws to issue license or permits for a wide variety of other purposes including new and used cars (Class I and II) and Junkyards (Class III) under Chapter 140, Section 58 and 59; for entertainment (Chapter 140), just to mention a few. Under Chapter 166A, Section 3, the Board is also authorized to negotiate cable television licenses, including making provisions for public access television.
- Under Chapter 41, the Selectboard have the authority to appoint and coordinate the activities of town counsel, who serves as legal adviser to town officials and departments, defends the town in all legal actions, prosecutes civil actions on behalf of the town, renders opinions on legal questions, drafting and/or reviewing agreements and contracts, by-laws and warrant articles for town meeting. A significant proportion of time in the Selectboard's Office is spent on legal matters.
- Finally, the Selectboard, often acting through the Town Administrator, is responsible for communicating the town's official positions, plans, policies and procedures to staff and the general public; providing liaison with state and federal agencies, businesses and non-profit groups, the media and the general public.
- Each of the above tasks generates a substantial amount of clerical backup that must be accomplished by the Executive Assistant.

Board of Assessors

Summary of duties of municipal assessors:

- Complete DLS(Department of Revenue Division of Local Services) Course 101 within 2 years of taking office (state law)
- Value all real and personal property within the municipality on a fair cash basis. Inspect property sales, implement a cyclical
- property re-inspection program, complete annual property adjustment analysis, and prepare for triennial certification of property values by DLS.
- Conduct inspections of building permit properties and determine new growth for the levy limit.
- Fix the annual tax levy and set the tax rate. Participate in the preparation of the Tax Recapitulation Sheet.
- Establish the annual overlay amount for insertion in the Tax Recap Sheet.
- Determine any overlay surplus.

- Assess and administer motor vehicle, farm, and boat excises.
- Prepare the valuation and commitment list.
- Commit original and apportioned betterments to the collector.
- Commit delinquent municipal charges, including water and sewer liens and charges, to tax bills.
- Sign the commitment under oath and send it with a warrant to the collector.
- Send a notice of the commitment to the accountant/auditor.
- Process and act on abatement and exemption applications.
- Send copies of approved abatement and exemption certificates to the collector and accountant/auditor.
- Meet all DLS regulatory requirements and assessment administration standards.
- As elected officials, Assessors must be town residents.
- The board meets weekly (except for holidays) and meetings average 1.5 hours.
- Board members are occasionally required to conduct field inspections of certain properties that are the subject of abatement requests.
- Board members also attend evening workshops/seminars put on by the Franklin County Assessors Association. These meetings occur a few times a year, and attendance is voluntary.

Clerk to Board of Registrars

Tree Warden

- MGL Chapter 87 Section 2.

The tree warden of a town may appoint and remove deputy tree wardens. He and they shall receive such compensation as the town determines or, in default thereof, as the selectmen allow. He shall have the care and control of all public shade trees, shrubs and growths in the town, except those within a state highway, and those in public parks or open places under the jurisdiction of the park commissioners, and shall have care and control of the latter, if so requested in writing by the park commissioners, and shall enforce all the provisions of law for the preservation of such trees, shrubs and growths. He shall expend all money appropriated for the setting out and maintenance of such trees, shrubs and growths, and no tree shall be planted within a public way without the approval of the tree warden, and in towns until a location therefor has been obtained from the selectmen or road commissioners. He may make regulations for the care and preservation of public shade trees and establish fines and forfeitures of not more than twenty dollars in any one case for violation thereof; which, when posted in one or more public places, and, in towns, when approved by the selectmen, shall have the effect of town by-laws.

Other Programs/Services Provided

- The Tree Warden holds hearings as necessary for the purpose of tree removal
- General duties include trimming branches from public ways, cutting down dead trees, chipping and grinding the resultant limbs and stumps, and planting trees in public ways.
- In general, this work is done by DPW employees. If a tree is too tall or too large for town equipment to handle, the work is done by various local companies.

Board of Health – note: unclear which are actually done by board members.

Mandated Services:

- Bioterrorism preparedness HSPD-5 (Homeland Security Presidential Directive 5)
- Emergency preparedness HSPD-5 (Homeland Security Presidential Directive 5)
- Flu pandemic preparedness, including a working plan to administer prophylaxis to all Montague, Gill, Wendell, and Erving Residents within 3 days.
- Communicable disease reporting and surveillance, tracking and reporting infectious disease.
- Inspect all food establishments twice a year
- Inspect all temporary food booths
- Title 5: witness perc tests, soil evaluations, review and approve septic system design plans.
- Inspect installation of all new and repaired systems.
- Review all title 5 system inspection reports
- Housing inspections, enforce the state sanitary code chapter II which is meant to provide safe, adequate housing for all residents of Montague
- Substandard housing is a critical problem in Turners Falls and Millers Falls. In addition to ensuring occupant safety and wellbeing enforcement of the housing code is a major mechanism by which property owners are required to repair their property.
- Private well drilling permits and potable water quality analysis
- Rabies control via quarantining animals
- Beaver control
- Annual barn inspections
- Overflowing and neglected dumpsters
- Working with compulsive hoarders
- Since 9/11 and Homeland Security Presidential Directive 5 (HSPD-5) local boards of health have become MANDATED first responders for public health emergencies. This is a tremendous responsibility and the public health nurse is an integral part of the emergency response team.
- The Board of Health periodically writes, promulgates and enforces regulations for the protection of public health.
- The Board of Health is MANDATED to investigate, verify and abate any nuisance that threatens public health.

Board of Registrars

- Creating voter lists
- Creating ballots
- Hiring staff to ensure only registered voters cast ballots
- Counting and tabulating the results of elections
- Reporting the results of elections to the Commonwealth of Massachusetts

Emergency Management Director

- Plan and direct disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g.,

hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies or hazardous materials spills) disasters or hostage situations.

1. Keep informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation.
2. Prepare plans that outline operating procedures to be used in response to disasters or emergencies, such as hurricanes, nuclear accidents, and terrorist attacks, and in recovery from these events.
3. Propose alteration of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations.
4. Maintain and update all resource materials associated with emergency preparedness plans.
5. Coordinate disaster response or crisis management activities, such as ordering evacuations, opening public shelters, and implementing special needs plans and programs.
6. Develop and maintain liaisons with municipalities, county departments, and similar entities to facilitate plan development, response effort coordination, and exchanges of personnel and equipment.
7. Keep informed of federal, state, and local regulations affecting emergency plans and ensure that plans adhere to these regulations.
8. Prepare emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments.
9. Attend meetings, conferences, and workshops related to emergency management to learn new information and to develop working relationships with other emergency management specialists.
10. Collaborate with other officials to prepare and analyze damage assessments following disasters or emergencies.
11. Review emergency plans of individual organizations, such as medical facilities, to ensure their adequacy.
12. Conduct surveys to determine the types of emergency-related needs to be addressed in disaster planning or provide technical support to others conducting such surveys.
13. Study emergency plans used elsewhere to gather information for plan development.
14. Apply for federal/state funding for emergency management related needs and administer and report on the progress of such grants.
15. Maintains Emergency Operations Center (EOC)

Time commitments and obligations:

- Attend quarterly Franklin County Regional Emergency Planning Committee meetings.
- Attend quarterly Massachusetts Emergency Management Agency (MEMA) Emergency Management Directors (EMD) meetings (Agawam).
- Plan and test regional shelter plan.
- Attend annual Northfield Mountain Project Emergency Action Plan review.
- Attend weekly/monthly meetings as needed with stakeholders.

- Attend offered MEMA trainings.
- Attend and participate in functional exercises.
- Attend and participate in tabletop exercises.
- Attend Western Regional Homeland Security Advisory Council meetings and trainings.
- Review and update Town of Montague Multi-Hazard Mitigation Plan.
- Review and update town's Comprehensive Emergency Management Plan.
- Review and update Host Emergency Shelter Plan.
- Review Tier II hazardous materials report from facilities in the Town/County under the Emergency Planning And Community Right-to-Know Act.
- Apply for and manage the EMPG grant.
- Respond to and direct town-wide emergencies as needed.

Animal Inspector

MGL 129 § 15 and 16 requires each municipality to have a state appointed animal inspector. Responsible for quarantining animals and for conducting an annual town wide barn inspection which includes a census of every farm animal in town (that can be located)

Barn Inspector

MGL 129 § 15 and 16 requires each municipality to have a state appointed animal inspector. Responsible for quarantining animals and for conducting an annual town wide barn inspection which includes a census of every farm animal in town (that can be located)

IT Coordinator – from job description

Position is intended to be held in conjunction with another full-time Town Hall position.

Statement of Duties

The responsibilities of the IT Coordinator position include, but are not limited to: annual budget development, procurement of the IT Consultant, management of the work of the IT consultant, support and trouble-shooting staff issues to the extent knowledge and time allow; maintaining a cyclical hardware replacement schedule, ordering equipment and software, managing purchases and expenses, and overseeing non-police Town communication systems. Position responds to the daily needs and concerns of users of the town's information technology and communication systems, excluding the Police Department.

Supervision

Employee works under the administrative direction and with the ongoing support of the Town Administrator. Employee exercises control in the development of department's goals, objectives and budget. Employee seeks advice and counsel of the Town Administrator on matters that the employee does not have the authority to resolve. Employee is expected to resolve conflicts and coordinate with others as necessary. Employee has access to confidential information including network passwords.

Position is responsible for coordinating the effort of service contractors hired by the Town to install and maintain the Town's technology assets. Employee may be expected to work outside of normal business hours as needed without additional compensation.

Position Functions

The essential functions or duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to, or extension of, the position.

PD IT Administrator

Information extracted from LT job description's "Police Department IT Administrator Stipend Description of Duties:

- Oversees and administers department CAD server and network, hardware and software (including mobile technology), including maintenance, upgrades, installations, and repairs.
- Oversees and administers department records server and network, hardware and software, including maintenance, upgrades, installations, and repairs.
- Oversees and administers department HVAC network and software, liaisons with outside HVAC professionals as needed for same.
- Administers and maintains department's Firewall, with policy as directed/approved by department administration.
- Administers and maintains department's endpoint antivirus software.
- Responsible for identifying, researching, and recommending new or replacement hardware or software as needed, and for the purchase, delivery, and installation of same if approved by police department administration.
- Responsible for administration of in-house cameras and building access control hardware and software, to the extent determined by police department administration.
- Liaison with CJIS as necessary for the coordination of IT resources, administer and maintain department controlled assets that interface with CJIS
- When necessary, and with approval from police department administration, will engage and liaison with outside IT resources for technical/product support.
- Responsible for coordination/liaison with the Turners Falls Fire Department on IT matters that are building wide or present overlap.
- Reports to Police Lieutenant. If person receiving stipend is Lieutenant, reports directly to Chief.
- It is understood that all duties will be performed during regular work hours.
- Extraordinary circumstances warranting after hour call in or extensive time may still be subject to overtime pay, with prior authorization and as approved by police department administration.

Forest Warden

- respond to major wildfires within the town and may take command or a unified command with the officer from the district.
- ask for assistance from state agencies or other towns.

Assistant Building Inspector

Performs building inspections when the Building Inspector is unavailable.

Gas Inspector

Performs inspections to approve work required by MA gas code for gas permits.

Plumbing Inspector

Performs inspections to approve work required by MA plumbing code for plumbing permits.

Electrical Inspector

Performs inspections to approve work required by MA electrical code for electrical permits.