

Monterey Culvert Grant Guide Cheat Sheet

Grant	Match	Cost to Monterey	Strengths/Weaknesses
MVP Action Grant (State)	10%	\$600,000+	Exceeds the max ask of \$3M, town would have to cover the excess. They will want to continue to see heavy public engagement to score high so that would add to your costs.
RAISE Grant (Federal)	None	None	Eligible and there is a lot of funding in this bucket, but it doesn't meet a lot of the rubric points and so might not be very competitive
FEMA Hazard Mitigation Grant	25%	\$900,000+	Low public engagement requirement. Without repetitive losses this will not be eligible based on the Benefit Cost Analysis
DER Municipal Culvert Replacement Assistance Grant	None	\$3.2 Million	No match but the max award is ~\$400,000. Can not be used as match to MVP.

ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COSTS

**PROPOSED RECONSTRUCTION OF MAIN ROAD/RT 23 BRIDGE OVER KONKAPOT RIVER
MONTEREY, MA**

Item	Description	Unit	Est Qty	2024	
				Close Road	Temp bridge
1	Mobilization / Demobilization	LS	1	\$252,000	\$272,000
2	General Sediment and Erosion Controls	LS	1	\$50,000	\$50,000
3	Temporary Facilities	LS	1	\$42,000	\$42,000
4	Temporary Cofferdams and Water Control	LS	1	\$379,000	\$379,000
5	General Site Preparation	LS	1	\$79,000	\$79,000
6	Demolition / Disposal of Existing Culvert	LS	1	\$50,000	\$50,000
7	Demolition / Disposal of Existing River Walls as Needed	LS	1	\$25,000	\$25,000
8	New 25'x12' Pre-Cast Concrete Box Culvert and Appurtenances	LS	1	\$501,000	\$501,000
9	Earthwork and Excavation for Installation of New Culvert	LS	1	\$349,000	\$349,000
10	Reconstruction of Upstream Training Walls	LS	1	\$126,000	\$126,000
11	Reconstruction of Downstream Wingwalls	LS	1	\$59,000	\$59,000
12	Stream Channel and Slope Protection	LS	1	\$78,000	\$78,000
13	Utilities Relocation and Restoration	LS	1	\$253,000	\$253,000
14	Site Restoration	LS	1	\$50,000	\$50,000
15	Traffic Control and Temporary Project Signage	LS	1	\$300,000	\$100,000
16	Roadway Pavement and Restoration	LS	1	\$74,000	\$74,000
17	Walkway & Railing	LS	1	\$100,000	\$100,000
ALT	Temporary Bridge	LS	1		\$402,000
CONSTRUCTION SUBTOTAL				\$2,770,000	\$2,992,000
20% CONTINGENCY				\$554,000	\$599,000
GRAND TOTAL				\$3,324,000	\$3,591,000

SAY

\$3,330,000

\$3,600,000

TOWN OF MONTEREY TOWN ADMINISTRATOR RECRUITMENT PROFILE

The Town of Monterey seeks a Town Administrator to serve as the Administrative Officer of the Town general government, reporting to a three-member Select Board. The Town Administrator is responsible for maintaining and improving the efficiency and effectiveness of all areas under his/her direction and control. The Town Administrator provides policy advice to the Select Board. In addition to overseeing the day-to-day affairs of the municipal operations, the Town Administrator will be expected to research, analyze, and provide both written and oral reports and recommendations on issues/topics requested by the Select Board. The Town of Monterey seeks a Town Administrator to serve as the Administrative Officer, reporting to a three-member Select Board. The Town Administrator implements the priorities and vision of the Select Board and is the Select Board's day-to-day voice in running the town, responsible for maintaining and improving the effectiveness and efficiency of all areas under their direction and control, including management of staff and coordination and support of boards and commissions. The Town Administrator will be expected to provide policy recommendations based on sound research and analysis, and anticipating both existing and future needs.

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THE COMMUNITY

The Town of Monterey, Massachusetts is a community of about 1,000 residents in Berkshire County, in the rural southwest corner of Massachusetts. Settled in 1739, it became incorporated as the southern part of the Town of Tyringham in 1767. In 1847, it separated from Tyringham and became its own town.

Monterey is approximately 27 square miles, which includes a square mile of a lake. The Town is bordered by the Towns of Tyringham, Otis, Sandisfield, New Marlborough, and Great Barrington. It is located at the southern end of the Berkshires at the head waters of the Konkapot River. A small portion of the Appalachian Trail passes through Monterey.

Monterey is a rural community that was historically known for its sawmills. Today, Monterey remains rural and is known for its vast recreation area in State Forest lands and on Lake Garfield. It has become a popular destination for many second homeowners escaping urban areas in New York and New England.

Of historical note is that Henry Knox passed through Monterey in 1776, bringing with him cannons from Fort Ticonderoga that would be used in the Siege in Boston.

Monterey is a small hill town of approximately 1,000 people in the rural heart of the Southern Berkshires that has a rich history and vibrant culture. Monterey was settled in 1739 along the main road from Westfield to Great Barrington. In the late 1800s and into the 1900s, Monterey

attracted summer visitors who enjoyed its cool mountain air and beautiful lakes, Garfield and Buel, including several Presidents who came for the fishing. Some of the visitors built cottages; boarding houses were abundant, and Monterey became an early resort community. Summer Camps were plentiful and Monterey village was a lively place.

Today, the population is about half year-round residents and half seasonal residents, many of whom are multi-generational Montereyans. The village is small and tight knit – anchored by the Monterey Library, Meeting House Church, Post Office, Community Center, and the General Store (in the process of being updated), Town Hall, and many lovely historic homes.

Monterey is approximately 27 square miles. The lakes and mountains are still a main draw, along with thousands of acres of state forest and other conserved open space, and an abundance of wonderful hiking trails, including the Appalachian Trail, Bob's Way, BNRC's Konkapot Ridge Reserve, the Bidwell House Museum, and Gould Farm. It is truly a wonderful place to live.

THE GOVERNMENT

Monterey has an Open Town Meeting legislative structure, with a three-member Select Board, elected for staggered ~~three~~ three-year terms. The day-to-day administrative responsibilities of the Board are delegated to the Town Administrator with major policy decisions remaining with the Board. The appointment of most municipal employees is approved by the Select Board. Monterey does not have a Charter, but it is governed by a set of by-laws that are updated as needed. ~~The Town has formed a government study committee to consider the adoption of a Charter.~~

Commented [SC2]: This is on hold and likely not to be put forward or approved,

~~Elected Boards and Commission~~ positions multi-member bodies include the Select Board, Zoning Board of Appeals, Board of Health, Planning Board, Board of Assessors, Bylaw Review Committee, Cemetery Commission, Finance Committee, Library Trustees, and Parks Commission, Elected positions include, Tree Warden, Constable, a member of the School Committee representative, Tax Collector and the position of Town Moderator. The Town Clerk, Accountant, and and Treasurer were ~~as changed from an elected to an appointed position. The Tax Collector remains an elected position.~~

Commented [SC3]: Perhaps the Treasurer and Accountant are appointed, while the Tax Collector remains an elected position.

~~Appointed Boards and Commissions include~~ The Select Board also appoints many multi-member bodies and positions, including but not limited to: Police Chief and officers, Director of Operations and highway staff, Fire Chief and firefighters, Director of Municipal Inspections and other inspectors, Town Counsel, the Bylaw Review Committee, Conservation Commission, Council on Aging, Historical Commission, Historic District Study Committee, Open Space and Recreation Planning Committee, Community Center Committee, Planning Board, Registrar of Voters, Renewable Energy Working Group, Lake Garfield Working Group, and a member of the School Committee, Town Charter Committee, and the Transfer Station Committee.

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FINANCIAL INFORMATION

FY 2024 BUDGET	
Municipal	\$3,256,220
School	\$1,832,141
2024 Tax Base Breakdown	
2024 Uniform Tax Rate	\$ 6.13
Residential	96.26%
Commercial	1.55%
Industrial	0.01%
Personal Property	2.18%
2024 Revenue by Source	
Tax Levy	\$ 4,313,494

Estimated State Aid	\$ 548,987
Estimated Local Receipts	\$350,000
Reserve Balances	
Free Cash	\$ 451,160
Stabilization Funds	\$665,542

CHALLENGES AND OPPORTUNITIES

The financial position of the Town is favorable. However, like most small towns, the Town faces the challenge of raising revenue that is predominantly for a residential tax base with less than two percent commercial/industrial. Monterey is in an envious position of having \$1.2 million in unused levy capacity. Select Board members seek a Town Administrator that is versed in municipal finance and who will be able to develop a long-term budget strategy to stabilize the annual fluctuation in the average residential property tax bill, and plan for increasing public safety costs for an aging population.

The Board is looking for a Town Administrator who will facilitate several projects in various stages of implementation. Projects include:

- Controlling escalating costs and maintaining moderate tax rate increases while addressing needed improvements to major roadways and culvert{s};
- The consideration of regionalizing emergency services to address the shortage of emergency service workforce and address response times to incidents;
- Addressing the anticipated significant cost increases in solid waste disposal in the next five years;
- Addressing the lack of affordable housing ~~for young families who have grown up in Monterey but are not able to afford to stay;~~
- Exploring opportunities to develop promote commercial development including but not limited to the re-opening of the general store;
- Addressing the deferred maintenance needs of Town buildings and ~~the facility that houses that the Fire Company Station;~~
- Developing a strategy to replace the antiquated IT infrastructure and ensure that the Town's data ~~is n-secure~~ protected from potential cybercrimes;
- Working with multiple Departments and multi-member bodies of the Town boards and commission in implementing the findings of a recent Master Plan review;
- Develop a set Consistent implementation and periodic review of HR Policies for all municipal employees; and
- Continue to study the implications of climate change on Monterey's natural resources.

Commented [SC5]: We spent the last 18 months doing this, and while they need to be tweaked to account for transition from in house HR to consulting, I feel this is very misleading. We have a solid manual. Periodically review of HR policies?

THE IDEAL CANDIDATE

The Town Administrator will be:

- A leader who has demonstrated strong interpersonal skills and is a great communicator both internally with staff and externally with residents and other constituencies;
- An individual with foundational municipal financial experience who is able build a financial team that thrives on open communication to develop an effective and efficient operation and who is able to present data and recommendations to the Select Board that is in the best interest of the Town;
- An individual who knows municipal management best practices and can implement them;
- A team builder who has the necessary skills to work with the Select Board who are working together with a focus on restoring civility in political discourse in Town;
- A collaborator who can work with staff, independently elected boards and commissions, and the public in the development of a shared strategic vision for the Town;
- An individual who can research and analyze data on various issues and present options and recommendations to the Select Board;
- An individual versed in seeking and writing grant applications to supplement the Town's budget and offset the need to fund operations with taxation; and
- A person with unquestionable ethics and integrity and commitment to the standards for municipal management professionals.

Diversity statement?

QUALIFICATIONS

A bachelor's degree in public or business administration, planning or a related field and 3-5 years of municipal management experience; or any equivalent combination of education, training, certification, and related experience are encouraged to apply.

SALARY AND BENEFITS

The successful candidate will receive a compensation package including health and retirement plans, commensurate with qualifications and experience. Monterey values diversity and is an Equal Opportunity Employer. The anticipated hiring annual salary is \$80,808, with potential for an increased salary beginning July 1st, 2024 depending on qualifications and experience. The expected work week is normal business hours Monday-Friday, with some night-time and weekend availability for special events, meeting, and emergencies. The anticipated hiring annual salary range is \$-. (Select Board also needs to determine work week for TA)

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APPLICATION AND SELECTION PROCESS

Please submit a cover letter and resume in a combined PDF file title **LAST NAME – Monterey** to the Collins Center for Public Management recruitment email recruitment.umb@gmail.com. The review of resumes begins **February 20, 2024**.

Resumes will be screened by the Collins Center and selected candidates will be interviewed. Final candidates will be presented to the Select Board for interviews

Sample pictures that may be used are on the following pages





To learn more about the Collins Center for Public Management, please visit www.umb.edu/cpm.