

Human Resources

- Employee Handbook
 - Draft needs to be reviewed, in conjunction with HR Director, and approved.
- Employee Reviews
 - This year will be the second year of annual employee reviews. The process should be reviewed. What should stay the same? What should change?

Financial

- Zero-based budgeting
 - Select Board and Finance Committee should set in place guidelines for Departments.
- Financial Policies:
 - Capital Planning Policies and Procedures
 - Needs to be reviewed and approved.
 - Financial Reserves Policy
 - Existing policy should be reviewed.
- Capital Plan
 - Needs to be reviewed.

Town owned properties and buildings

- Town Hall: maintenance & repairs
 - Money was allocated for this year for siding, painting, roof, HVAC.
 - Office space for staff
 - Records storage
- Highway Garage
 - Money to repair siding was put into the stabilization fund, what may need to be done to maintain the building?
- Community Center
 - ARPA Pavilion: Come up with a plan with available funds.
 - Lighting project.
 - Community Center Committee is requesting a long term plan for parking, lighting, bathroom.
- Town owned properties – to sell?
 - A few Town-owned properties may make sense to sell off. Need to understand process.
 - 1.60 acres on River Road; 1.40 acres on Scott Road; 6.60 acres on Main Road; 0.67 acres on Main Road; 0.38 acres off Eaton Road; 0.95 acres on Lake View Ave
- Monterey School House
 - Research and discuss options

Miscellaneous

- Town Administrator Contract – February 2024 (6 months prior notice of renewal/non-renewal August 2023)
- Fire Station Lease
- Ste(a)dman Pond
 - There are two similarly named ponds in Town: Stedman Pond on Chestnut Hill, Steadman Pond on Tyringham Road. Possible safety concern in emergency situation. Process for renaming?
- Bylaw Review Committee proposal
 - Waiting on Bylaw Review Committee for this
- Affordable (working class) housing
- SBVAS / Ambulance assessment / contract / regionalization
- PILOT for non-profit organizations in Town (camps, etc)
- Open Space Advisory Committee?
- Considerations for Town Meeting Warrant:
 - Lake Garfield Tax District
 - Bylaw: Re-numbering Bylaws
 - Proposition 2 ½ override – ballot question
 - Regular date for a second Annual Town Meeting (November?)
 - Electronic ballot system for elections
 - Recall Special Act

- 8 Town Regional School District Planning Board
- Town Center RT23 Culvert — MVP Grant
- Curtis Road bridge — TIPS project
- Hupi Road 319 Project



TOWN OF MONTEREY

435 Main Rd. P.O. Box 308
Monterey, MA 01245

Transfer of Appropriations Request Form

Date requested: 6/22/23

Pursuant to MGL Chapter 44, § 33B, please transfer the amount requested below.*

Requested by: Melissa Noe

Name and account # to transfer from: 01-220-5582-000000-4 Uniforms

Name and account # to transfer to: 01-220-5580-000000-4 other

Amount to be transferred: \$260—

Additional Information: CPR training

Select Board	Date	Finance Committee	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

* A town may, by majority vote at any meeting duly held, transfer any amount previously appropriated to any other use authorized by law. Alternatively, the selectmen, with the concurrence of the finance committee or other entity established under section 16 of chapter 39, may transfer within the last 2 months of any fiscal year, or during the first 15 days of the new fiscal year to apply to the previous fiscal year, any amount appropriated, other than for the use of a municipal light department or a school department, to any other appropriation.

Phone: 413.528.1443 Fax: 413.528.9452

accountant@montereyma.gov

www.montereyma.gov

Updated 10/3/19



TOWN OF MONTEREY

435 Main Rd. P.O. Box 308
Monterey, MA 01245

Transfer of Appropriations Request Form

Date requested: 06/17/2023

Pursuant to MGL Chapter 44, § 33B, please transfer the amount requested below.*

Requested by: Sara Hunter

Name and account # to transfer from: #01-913-5170-000000-0 Unemployment Insurance

Name and account # to transfer to: #01-145-5314-000000-0 Treasurer Payroll Services

Amount to be transferred: \$1,016.19

Additional Information: _____

Select Board	Date	Finance Committee	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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Date requested: 6/20/23

Pursuant to MGL Chapter 44, § 33B, please transfer the amount requested below.*

Requested by: Melissa Noe

Name and account # to transfer from: Grantwriter 01-122-5190-000000-3

Name and account # to transfer to: Legal 01-151-5110

Amount to be transferred: \$1620 —

Additional Information: to pay town counsel

Select Board	Date	Finance Committee	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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Date requested: 6/20/23

Pursuant to MGL Chapter 44, § 33B, please transfer the amount requested below.*

Requested by: Melissa Noe

Name and account # to transfer from: ^{FD} Uniforms 01-220-5582-000000-4

Name and account # to transfer to: ^{FD} other 01-220-5580-000000-4

Amount to be transferred: 363.98

Additional Information: phone AT+T May + June

Select Board	Date	Finance Committee	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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