



# City of Methuen, Massachusetts

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**Maggie Duprey**  
CAFO

To: Mayor Beauregard and City Council  
From: Maggie Duprey, CAFO  
Date: 1/2/2026  
Re: January 5, 2026 City Council Meeting Agenda

I offer the following analysis as it relates to agenda items of the January 5, 2026, City Council meeting that may have financial impact to the City of Methuen.

#### C-26-63 J.J. Phalen & Sons Co., Inc.

This contract is for the purchase and installation of softball dugouts at Francis Morse Park (Burnham Road), for a total cost of \$84,000. This contract is to be funded through the capital improvement plan which currently has \$144,145 available for this project.

#### C-26-64 Talty Floors, Inc.

This contract is for the removal of current flooring (carpets and cove base) and the subsequent installation of new flooring (VCT tile and cover base) at the Timony. The total cost of this contract is \$64,804. This contract is to be funded through the capital improvement plan which currently has \$424,087 available for this project.

#### C-26-65 McGovern MHQ Inc.

This contract is to purchase two (2) 2026 Ford Super Duty F550 DRW XL 4WD Reg. Cab trucks for the DPW for a total cost of \$211,906.40. This contract is to be funded through the Capital Improvement Plan, which currently have \$350,000 available for this purchase.

#### C-26-66 Dagle Electrical Construction Corp.

This contract is for the purchase and installation of two building generators, one at the Quinn Building (Police Department) and one at the Central Fire Station (Fire Department), for a total of \$188,477. This contract is to be funded through the capital improvement plan, which currently has \$189k available for this project.

#### TO-25-21 An Ordinance Amending the Winter Parking Ban (Request of Chief McNamara)

Current: Parking BAN 1am-6am Dec 1- April 1- all streets, \$25 fine

Option 1: Adding ability to park on one side of designated streets, increased fine to \$100

Option 2: Parking BAN, all streets, for the duration of the snow emergency, increased fine to \$100.

Please note - In all cases, the vehicle owner is directly liable for the cost of towing removal and related storage charges. There shall be no cost to the city for towing.

The different options noted above may create a fluctuation (more or less) in how many offenses are seen and ticketed. That said, for analysis purposes, I used the assumption that the volume of tickets issued were the same as the prior year. In both options noted above, the fine increased from \$25 to \$100. During

calendar year 2025, the city collected \$32,220 in snow related parking fines (plus fees). If the fee had been \$100 for each issued during calendar 2025, we would have collected \$128,600, or an increase in revenue of \$96,380. The box below provides this analysis along with 2023 and 2024. The amount collected each year fluctuates based on the type of winter we have. However, approving either option provides an increase in the individual fine assessed, and therefore a positive revenue result for the city can be anticipated over what would be collected at the lower fine amount.

	Actual Fines Collected:	Using Increased rate of \$100	Increase
2023	25,551.00	102,200.00	76,649.00
2024	9,090.00	36,300.00	27,210.00
2025	32,220.00	128,600.00	96,380.00

\* This revenue has fluctuated over the past few years. Contributing factors include, but are not limited to, how mild a winter is, and parking enforcement position vacancy

**TR-26-1 Resolution ref: Amendment to the Agreement with Respect to the Establishment of a Vocational Regional School District (EPA REQUESTED)**

This resolution is requesting approval from the city for the Greater Lawrence Regional Vocational Technical High School to purchase a hanger building at the Lawrence Municipal Airport. The purchase is estimated to be approximately \$975k. The District shall pay for such purchase through existing District funds, including but not limited to the use of Excess and Deficiency fund balance, as well as the future sale of the District's existing hangar, of which is estimated to sell for approximately \$400k. Per the District, there will be no financial impact to the city for this purchase.

**TR-26-2 Resolution Authorizing a Transfer of Funds from the Edwin J. Castle Fund to Methuen Senior Center (Request from Commission on Trust Funds)**

The Commissioners of the Edwin J Castle Fund have approved a request of \$1,584 from the Methuen Senior Center for the purchase of two (2) microphones and two (2) cords to be used for special events at the Senior Center. The Edwin J Castle Fund currently has \$414,719 available.

**TO-26-1 An Ordinance Amending the Comprehensive Zoning Ordinance of the City of Methuen – 262 Howe Street (Request of Petitioners)**

With a change from residential to commercial, the city can tax as a commercial property at a higher rate due to the annual approval of the tax shift differential. That said, a re-zone of the property does not change the tax rate of the property until it is actually converted to commercial use.

**TO-26-2 An Ordinance Amending the Wage and Salary Classification Plan of the position of “Assistant Council Clerk” (Request of Councilor Soto)**

This ordinance is to amend the wage and salary schedule for the Assistant Council Clerk position, as detailed below by step. This ordinance shall be effective upon passage for the remaining fiscal year. The ordinance calls for the clerk, who is currently at MAX step, to be put on “step 1” of the new schedule upon passage. This would be a weekly increase of \$299.88, for a total FY26 impact of approximately \$7,050. Additional funds are also needed to cover out of class pay provided for a portion of the year, which are mostly net with a surplus in City Council stipends due to vacant seats. The total need projected for City Council Personal Services for FY26, after approval of the amendment below, is approximately \$8,500. A transfer will need to be approved by Council prior to the end of FY26 to cover this amount.

	MINIMUM	STEP I	STEP II	STEP III	MAXIMUM	5 Year	10 year	15 year	20 year	25 year	30 year
CURRENT	\$917.86	\$959.59	\$1,001.31	\$1,043.03	\$1,084.74	\$1,103.98	\$1,113.59	\$1,123.21	\$1,132.82	\$1,142.44	\$1,152.05
	\$47,729	\$49,899	\$ 52,068	\$54,237	\$ 56,407	\$57,407	\$57,907	\$58,407	\$58,907	\$59,407	\$59,907
PROPOSED	\$1,315.39	\$1,384.62	\$1,454.17	\$1,526.88	\$1,603.22	\$1,622.45	\$1,632.07	\$1,641.68	\$1,651.30	\$1,660.91	\$1,670.53
	\$ 68,400	\$72,000	\$75,617	\$79,398	\$83,367	\$ 84,367	\$ 84,867	\$ 85,367	\$ 85,867	\$ 86,367	\$ 86,867

Increase-per wk	\$397.53	\$425.03	\$452.86	\$483.85	\$518.48	\$518.48	\$518.48	\$518.48	\$518.48	\$518.48	\$518.48
Increase-per yr	\$20,672	\$22,102	\$23,549	\$25,160	\$ 26,961	\$ 26,961	\$ 26,961	\$ 26,961	\$ 26,961	\$ 26,961	\$ 26,961

TO-26-3 An Ordinance Amending Section 7-A of the City of Methuen's Municipal Code *Requested by Mayor Beauregard*

There does not appear to be a financial impact.