



Maggie Duprey
CAFO

City of Methuen, Massachusetts

Office of the Chief Administrative & Financial Officer

The Searles Building

41 Pleasant Street Methuen, Massachusetts 01844

Telephone (978) 983.8536 Fax (978) 983.8972

E-mail: mduprey@ci.methuen.ma.us

To: Mayor Beauregard and City Council
From: Maggie Duprey, CAFO
Date: 1/15/2026
Re: January 20, 2026 City Council Meeting Agenda

I offer the following analysis as it relates to agenda items of the January 20, 2026, City Council meeting that may have financial impact to the City of Methuen.

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-26-67 Musco Sports Lighting

This contract is for LED Lighting for Methuen High Lower Turf Field for a total cost of \$235,820. This purchase is for the direct purchase of materials only, to switch the current lighting to LED lighting. This contract is funded appropriately through multiple CIP projects, as detailed below:

CIP Project	CIP Available	Contract Amount	Remaining in project
FY24 CIP LED Replacement	73,706.44	73,706.44	-
FY25 CIP LED Replacement	13,018.00	13,018.00	-
FY26 CIP LED Replacement	685,500.00	149,095.56	536,404.44
		235,820.00	

C-26-68 – Greenman-Pederson, Inc.,

This contract is for professional engineering services for the replacement of the fire alarm system at the Marsh Grammer School, for a total cost of \$42,500. Services include engineering design, preparation/review of contract documents, bidding and construction administration. This contract is to be funded through FY26 CIP, which currently has \$460,000 available for this project.

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

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 using funding from its excess and deficiency (E&D) account. The purchase is estimated to be approximately \$975k. Per the District, there will be no cost to the city for this purchase as they have the funding fully available in E&D. Please note- "E&D" for a regional school district is the same as "Free Cash" is to the city.

This resolution also requests an amendment to the district agreement to allow GLTS to enter a 20-year lease, plus a possible 4-year extension, with Lawrence Airport for the land related to the district's purchase of the above hanger. The monthly base rent will be \$607.65, or \$7,291.80 annually. The city's assessment of 24%, as well as maintenance costs, is approximately \$2k per year and shall be funded through the annual General Fund Budget. If the original hanger is eventually sold, we should anticipate the original lease/maintenance costs and this lease/maintenance costs would be close to net neutral in cost.

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-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

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

Please note - 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.

For analysis purposes, I used the assumption that the volume of tickets issued were the same as the prior year, with 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 this ordinance 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

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 I” 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

TR-26-3 - A Resolution Accepting a Conservation Easement at 799 Lowell Street, Methuen, MA pursuant to M.G.L. c. 40, Sec. 8C.

There does not appear to be a financial impact.

TR-26-4 - Resolution Approving a Tax Increment Financing Agreement by and Among the City of Methuen, Eagle Management Co., LLC (DBA Eagle Woodworking), and 189 North Main Street, LLC (*Requested by the Mayor and Director of Economic and Community Development, Jack Wilson*)

Tax Increment Financing (TIF) is a financing method used by municipalities to stimulate economic development. This is a proposed TIF agreement between the City and Eagle Management Co., LLC (DBA Eagle Woodworking) specific to the property at 476 Broadway. A TIF is a property tax incentive that provides businesses with tax relief on the incremental growth in their property value for up to a certain period of time. The base value of the property is included in the City's property value and any growth from that base value would be exempt from taxation through a phased in assessment over time, in this case 5 years. The current base assessed value of this property is \$4,815,300. Eagle Woodworking does not currently own this property but has a lease to purchase in place that includes the obligation to pay real estate taxes accrued on the property from the owner to the company. The understood intent is for Eagle Woodworking to purchase the property during the time that the TIF is in place. Included in the TIF agreement is a commitment from the company to make significant private investment which will increase the based value of the property, as well as the creation and retention of local jobs. See below for an estimate of possible revenue loss for the city. This resolution gives approval for the City to submit the planned proposal to the state Economic Assistance Coordinating Council for their review, in accordance with 402CMR. If the EACC does not approve for any reason, this agreement shall be null

Base Value	Base tax amount
4,815,300.00	96,691.22

**	Value	Increased in assessed value	Exempt	Taxable amount	Value to be taxed, with TIF	Tax amount with TIF	Tax amount without TIF	Revenue loss
Year 1	5,126,368.38	311,068.38	100%	-	4,815,300.00	96,691.22	102,937.48	6,246.25
Year 2	5,457,531.78	642,231.78	80%	128,446.36	4,943,746.36	99,270.43	109,587.24	10,316.81
Year 3	5,810,088.33	994,788.33	60%	397,915.33	5,213,215.33	104,681.36	116,666.57	11,985.21
Year 4	6,185,420.04	1,370,120.04	40%	822,072.02	5,637,372.02	113,198.43	124,203.23	11,004.80
Year 5	6,584,998.17	1,769,698.17	20%	1,415,758.54	6,231,058.54	125,119.66	132,226.76	7,107.11
				2,764,192.25	26,840,692.25	538,961.10	585,621.29	46,660.19
** This model assumes the same tax rate each year and median assessed value increasing 6.46% each year over the five years. This percentage was the increase in median values from FY25 to FY26 and is only meant as an estimate. Actuals will fluctuate from this model due to anticipated change in tax rate and/or assessed value as investment is made in the property.								

TR-26-5 – Resolution Requesting Comprehensive Condition, Safety and Capital Needs Audit of All City-Owned Parks and Public Spaces – (*Sponsored by Clr. John Drew*)

The city will need to find engineering firms specializing in Parks and Public Spaces to assess the current parks and make recommendations for improvements, usability and safety. The cost of such assessment can vary widely depending on the scope of the project. This project could be funded through the FY26 park renovation CIP, which currently has up to \$500k available for park renovation projects. I would recommend a formal RFQ for actual pricing.

Please note- I have reached out to four engineering firms that specialize in this type of work to see if I can get a ballpark on cost. I heard back from one that provided a very rough estimate of \$50k, however I have not yet heard back from the remaining and will provide when/if I do.

TR-26-6 – Resolution Requesting Comprehensive Facilities Condition, Risk and Capital Needs Audit of All Non-School City-Owned Buildings and Facilities – (*Sponsored by Clr. John Drew*)

The city will need to find engineering firms specializing in comprehensive facility assessments to evaluate the current non-school city owned facilities and make recommendations for improvements, usability and safety. The cost of such assessment can vary widely depending on the scope of the project. Due to the comprehensiveness of the anticipated project, full engineering of a city-wide assessment would be anticipated to be costly. There is no current funding in place for this, so additional funding would need to be approved prior to contracting with outside vendors once an amount is known.

Please note- in researching, Boston did a similar study within the last few years at the cost of \$3,176,077. Methuen is approximately 8% the size of Boston (population and municipal buildings), so a possible guesstimate of a similar project for Methuen could be approximately \$250-300k but would recommend a formal RFQ for actual pricing. I have reached out to three engineering firms that specialize in this type of work; however I have not yet heard back yet. I will provide and update when/if I do.

TR-26-7 - Resolution Authorizing Acceptance of a Gift of \$2,000 from Digital Federal Credit Union to Support the Methuen Police Department (*Requested by the Mayor*)

This resolution is to accept \$2,000 from DCU which has been gifted to the Police Department to support department functions. There do not appear to be any restrictions on these funds and there is no match needed.

TO-26-4 - An Ordinance Amending the Wage and Salary Classification Plan, Unaffiliated, to Add the New Position of Economic Development Coordinator (*Requested by the Mayor*)

This ordinance is to create the position of Economic Development Coordinator, which will be part of the Department of Economic and Community Development. The purpose of this role is to help in strengthening and advancing the City of Methuen's economic development goals and initiatives. The salary range proposed for this position is MIN \$85,193 to MAX \$96,232. This is proposed as an unaffiliated position. Based on the timing of approvals, postings and hiring processes, the best-case scenario would have someone starting in this position mid-march, with 3.5 months left of fiscal year 2026. The FY26 budget includes \$80,000 for this position, which as demonstrated below, is enough to cover this position for the remainder of the fiscal year at any step proposed. That said, there will need to be an increase in FY27 budget for the difference between the \$80k budgeted and the actual amounts needed, approximately \$7-10k.

	MIN	I	II	III	MAX
Proposed Wages	85,193.00	87,828.00	90,585.00	93,346.00	96,232.00
3.5MO needed	24,847.96	25,616.50	26,420.63	27,225.92	28,067.67

TO-26-5 - An Ordinance Amending the Wage and Salary Schedule of Chapter 6, Section 6-5 of the Methuen Municipal Code, Department of Public Works Employees Association by Adding the Position of Sanitation/Zero Waste Coordinator (*Requested by the Mayor*)

This ordinance is to create the position of Sanitation/Zero Waste Coordinator, which will be part of the Department of Public Works. The purpose of this role to provide additional oversight of the city-wide trash and recycling program, including support in developing and implementing strategies to minimize waste throughout the city. The salary range proposed for this position is at the ME5 level, which is currently between \$74,275.22 and \$81,035.22. Based on the timing of approvals, postings and hiring processes, the best-case scenario would have someone starting in this position mid-march, with 3.5 months left of fiscal year 2026. The FY26 budget includes \$77,000 for this position, which as demonstrated below, is enough to cover this position for the remainder of the fiscal year at any step proposed. That said, we are able to utilize our annual recycling dividends to offset the cost of this position. We receive \$30-36k per year in funding through the recycling dividends program, and creating this position would allow us more points for future funding. That annual amount would cover the full amount needed for FY26, and going forward would fund approximately half of this position, freeing up budget space for other uses.

Wages	74,275.22	76,875.22	77,915.22	78,855.22	79,995.22	81,035.22
3.5MO	21,663.61	22,421.94	22,725.27	22,999.44	23,331.94	23,635.27