



Town of
Longmeadow, Massachusetts

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To: Lyn Simmons, Town Manager
From: Jennifer Leydon
Date: June 1, 2022
Subject: Proposed Fee Increases/Additions

At the end of March 2022, Town Department Heads were requested to review their fee schedules in comparison to local communities as well as any increased costs due to current market changes. As a result of that review, three departments have recommended fee increases and/or additional fees which I am proposing to take effect July 1, 2022.

- 1) To increase the fee of the Annual Street Listing Book from \$15.00 per book to \$25.00 per book. The Board of Registrars are required to publish an Annual Street Listing of persons over the age of 17 that utilizes information that was gathered through the Annual Census which is mailed to all Longmeadow households in January. This permanent Street Listing is used by this office to determine residency in a particular calendar year for legal purposes such as creating a birth certificate, amending vital records and calculating veteran bonuses. Costs have increased to \$24.52. Approximately 40 are requested each year. Last increase unknown, likely prior to July, 2009.
- 2) To increase the fee of the Public Hearing Notification requirements for the Zoning Board of Appeals from \$150.00 to \$300.00. Currently a resident files an application for either a variance or special permit which includes an application fee for \$150.00. Per MGL c40A, a legal notice is required to be published in a local newspaper, usually The Reminder, for at least 2 weeks. Additionally, notifications of appeals and decisions are to be mailed to abutters. Costs to do so have increased on average to \$315.00. There are approximately 20 notices published each year. Last increase unknown, likely prior to July, 2009.
- 3) To add a \$10.00 Advertisement Fee in the Collector's Office to prepare advertisements for a sale or taking. Per MGL c60 s15 s3-4, the Collector's Office can add to the amount of collection, a \$10.00 fee for advertisements. Advertisements are usually done in the local newspaper, The Reminder. Takings result from uncollected real estate taxes for the prior fiscal year. Takings remain on the property until full payment of delinquent taxes are received. There are on average 20 takings a year
- 4) To add a \$5.00 Notice Posting Fee in the Collector's Office. Per MGL c60 s15 s5, the Collector's Office can add to the amount of collection, a \$5.00 posting fee for a sale or taking. Postings take place in two public locations, usually the Community House and Town Hall. Takings result from uncollected real estate taxes for the prior fiscal year. Takings remain on the property until full payment of delinquent taxes is received. There are on average 20 takings a year.