

Technical Assistance Services

The Technical Assistance Section of the Division of Local Services provides consultant-type services related to municipal financial operations, government structure and other matters of financial management at no cost. A full list of the types of services available can be found here <http://www.mass.gov/dor/local-officials/municipal-data-and-financial-management/financial-mgt-assistance/technical-assistance-services.html>. To prepare these analyses, DLS staff will conduct on-site interviews, in towns, with selectmen, managers or administrators, finance officers, finance and capital improvement committee members. In cities, meetings take place with mayors and corresponding finance officers and employees. In some cases, the list may expand depending on the project needs of a particular city or town and the process may involve two or more site visits.

We also review a wide range of municipal documents including submissions to DOR. Depending on the type of service your community wants, we examine financial practices and procedures, policies to guide decisions and we look to ensure that financial checks and balances are in place. We confirm that the town is in compliance with state laws and regulations relating to municipal financial practices. We examine how levels of communication and the structure of government impact operations. The process ends with a written analysis which includes our observations, conclusions and recommendations for improving government structure or fiscal operations.

A request for technical assistance services is best forwarded to:

Rick Kingsley, Bureau Chief, MDM/TAB
Division of Local Services
P. O. Box 9569
Boston, MA 02114-9569

The letter should be submitted by a mayor or by a board of selectmen with reference to a formal vote approving the request for a review. If you think your community might benefit from a general assessment from DLS and/or you need help deciding which of these services might be most appropriate for your community, we are available to conduct on-site meetings or telephone consultations with local officials to assist in determining which services best meet your needs. To schedule a consultation of this type, please call Rick Kingsley at 617-626-2376 or send an email to kingsleyf@dor.state.ma.us.

Our ability to schedule these technical assistance services is subject to our staffing level, workload and waiting list for services. Though the wait list can result in moderate lead times, we will make every effort to get to your request as soon as possible.

To read previously issued reports, please visit our website at www.mass.gov/dls. Click on Technical Assistance, then Published Reports.