

**SELECTBOARD, BOARD OF HEALTH MEETING
and PARKS & RECREATION COMMITTEE
Due to COVID-19 Public Participation is by Zoom
March 15, 2021**

Remote Zoom Meeting was opened at 6:30 PM. Present were Selectpersons Rich Kuklewicz, Michael Nelson, and Chris Boutwell, Town Administrator Steve Ellis, Executive Assistant Wendy Bogusz, Board of Health Chair Al Cummings, Director of Public Health Daniel Wasiuk, Police Chief Chris Williams, WPCF Superintendent Chelsey Little, Airport Manager Bryan Camden, Parks and Recreation Commission Chair Dennis Grader, Parks and Recreation Director Jon Dobosz, Town Clerk Deb Bourbeau, and Town Meeting Moderator Chris Collins.

Link to VIMEO recording: <https://vimeo.com/524251068>

Selectboard Chair opens the meeting, including announcing that the meeting is being recorded and roll call taken.

Board of Health Chair opens the meeting, roll call taken.

Approve Minutes:

Joint Selectboard and Board of Health: March 8, 2021

Postponed until next week

Public Comment Period: Individuals will be limited to two (2) minutes each and the Selectboard will strictly adhere to time allotted for public comment

None

Chris Williams, Police Chief

Presentation of new Police patch designed by Lydia Miller-Barrett, FCTS Student

- Williams, FCTS teacher Marcus McLaurin, and FCTS student Lydia Miller-Barrett present the new design for the police patch.
- *Boutwell makes the motion to accept the new patch as the official patch of the Montague Police Department. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*

COVID-19 Updates and Action Items

- **Update on Montague COVID case counts**
 - Case counts unavailable due to technical glitches.
 - Ellis states that Chief Zellman, the ongoing EMT Director, is in ongoing communication as cases are identified, and that there is no cause for new concern.
- **Update on Vaccine Eligibility & County Clinics**
 - Registration for the Tree House Brewing clinic in South Deerfield just opened up at 6:00. It was full by 6:15.
 - We will be getting second doses through Montague Housing Authority for that series of shots to be taking place.
 - Wasiuk and Ellis report that the Franklin County Technical School clinic went very well.
 - Jeff Singleton suggests that some people may want to go to one of the larger sites (i.e., Eastfield Mall).
- **Review of Updated State Guidance or Orders**
 - We are now in Phase 2, which includes K-12 educators and staff and childcare workers as eligible for the vaccine.
 - We are anticipating changes in the State Guidance and Orders on March 22.

Request License for Extended Use of Public Property for Outdoor Retail and Dining

- **Riff's North/Riff's Inc., 166 Avenue A, Turners Falls**
Boutwell makes the motion to approve the request for Extended Use of Public Property for Outdoor Retail and Dining for Riff's North/Riff's Inc., 166 Avenue A, Turners Falls, beginning date on April 1 and end date on November 30, and to authorize the Chair to sign the document. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye
- **The Rendezvous, 78 Third Street, Turners Falls**
Boutwell makes the motion to approve the request for Extended Use of Public Property for Outdoor Retail and Dining for the Rendezvous, 78 Third Street, Turners Falls, and to authorize the Chair to sign the document. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye

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Cassandra Holden, Laudable Productions

Entertainment Permit, Barbes in the Woods Festival, 27 Center Street, Montague, August 21, 2021, 3:00 PM to 11:00 PM

- Old Home Days is still in the process of being planned, but the event will likely be wrapped up around 4PM.
- Kuklewicz states that he received a note from one of the Old Home Days organizers indicating that they would look for an alternate date for their event.
- Bogusz reports that the Montague Center Fire Chief stated that if the Montague PD and Selectboard are satisfied with the parking plan, the attendance figure set, and the controlled plan for admission, he would be in favor of the permit.
- Kuklewicz suggests that Laudable Productions meet with the Fire Department and Police Department to discuss alternatives for what-if scenarios (i.e., storm).
- Kuklewicz states that an abutting neighbor has requested that Laudable shares information with the neighborhood about the event. Holden responds that they are planning to hold a couple of community listening sessions where information and concerns can be shared.
- Ellis reinforces the fact that due to COVID-19, there are a lot of uncertainties with regard to capacity issues.
- Ellis points out that the Board of Health had offered its provisional approval contingent on follow-through of the details discussed.
- *Boutwell makes the motion to provisionally approve the application for an Entertainment Permit for the Barbes in the Woods Festival, 27 Center Street, Montague, August 21, 2021, 3:00 PM to 11:00 PM. Seconded by Nelson with the amendment that the festival arrangers continue to work on the finer details and communicating with the residents to make sure that we have a successful event that works for the majority of the people, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*

Parks and Recreation Commission Chair opens the meeting, roll call taken

Jon Dobosz, Parks & Recreation Director

Use of Public Property, Soap Box Races, 9/19/21 (raindate: 9/26/21) 7:00 AM to 6:00 PM

Boutwell makes the motion to approve the Use of Public Property, Soap Box Races, 9/19/21 (raindate: 9/26/21) 7:00 AM to 6:00 PM. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye

Boutwell makes the motion to adjourn the Board of Health. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye

Cummings makes the motion to adjourn the Parks and Recreation Commission. Seconded by Grader, unanimously approved. Cummings - Aye, Grader - Aye

Chelsey Little, WPCF Superintendent

- **Use of Public Property, April 22, 2021, Earth Day drive through event, 34 Greenfield Road, 3:00 PM to 5:00 PM**
 - *Boutwell makes the motion to approve the Use of Public Property, April 22, 2021, Earth Day drive through event, 34 Greenfield Road, 3:00 PM to 5:00 PM., and allow the Chair to sign the document. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*
 - Chief Williams will assign someone to monitor the traffic for this event.
- **Execute USDA Assurance Agreement**
 - Little outlines the USDA Assurance Agreement.
 - *Boutwell makes the motion to authorize the Chair to sign the USDA Assurance Agreement as the WPCF Superintendent outlined. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*

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Bryan Camden, Airport Manager

Execute Mass DOT Aeronautics Division Grants as follows:

- **ASMP- 2021-0B5-33, Purchase Emergency Backup Generator for Electrical Vault Building, \$15,185.58**
Boutwell makes the motion to authorize the Chair to sign the ASMP- 2021-0B5-33 Grant for the Purchase of an Emergency Backup Generator for Electrical Vault Building, \$15,185.58. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye
- **ASMP- 2021-0B5-34, Purchase Excavator with Vegetation Management Attachments, \$171,000.00**
Boutwell makes the motion to authorize the Chair to sign the ASMP- 2021-0B5-34 Grant for the Purchase of a Excavator with Vegetation Management Attachments, \$171,000.00. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye
- **ASMP- 2021-0B5-35, Purchase Weather Reporting System, \$10,095.00**
Boutwell makes the motion to authorize the Chair to sign the ASMP- 2021-0B5-35 Grant for the Purchase of a Weather Reporting System, \$10,095.00. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye
- **ASMP- 2021-0B5-36, Completion of Solar Canopy, \$31,813.65**
Boutwell makes the motion to authorize the Chair to sign the ASMP- 2021-0B5-36 Grant for the Completion of Solar Canopy, \$31,813.65. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye

Personnel Board

- **Appoint Matthew Jordan, Airport Grounds Maintenance/Pioneer, FCTS Student Intern, \$13.50/hr, 12 - 19 hrs/wk, effective 3/15/21**
Boutwell makes the motion to appoint Matthew Jordan, Airport Grounds Maintenance/Pioneer, FCTS Student Intern, \$13.50/hr, 12 - 19 hrs/wk, effective 3/15/21. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye
- **Discuss request to change Assistant Town Clerk Job Description and Grade**
 - Bourbeau states that the Assistant Town Clerk has taken a lot of the work off her plate and asks the Board to consider bumping the Assistant Town Clerk up to a D Grade.
 - The Assistant Town Clerk is currently working on her certification to become a certified municipal clerk, which would put succession in place.
 - Boutwell wonders what would need to be done through the union regarding the change. Bourbeau responds that she would have to revise the job description; otherwise, it's a go with the union.
 - Ellis states that there is an established process for changing the grade and it would be his responsibility to consider whether the revised requirements of the position description are necessary to ensure the continued good function of the office.
 - Nelson feels that this is a valuable project to be working on and agrees that the Assistant Town Clerk has had a lot of responsibility laid on her.
 - Kuklewicz feels that more research needs to be done insofar as cost implication.
 - John Hanold asks to what extent is the experience of the last year a one-time issue versus a long-term issue? Secondly, this position is an elected position rather than an appointed one, so is this the time to consider changing the Clerk's job over to an appointed position?
 - The Selectboard members agree that the role of the Assistant Town Clerk does require a strong background and education and that changing this to an appointed position should be looked at.
 - Kuklewicz would like to see what the Finance Committee feels the implications of that budget might be.

Planning for Annual Town Meeting

- Kuklewicz feels that having the meeting on May 1st would be too soon and that we should consider having it around the second week of June. He would like us to have a survey to get some input from Town Meeting members.
- Ellis lists the following options: (1) return to TFHS auditorium and have people spread out, (2) hold an indoor meeting in a larger place where the acoustics can function properly, (3) hold an outdoor meeting with a large tent, (4) hold an outdoor meeting with no covering over us, (4) hold a virtual meeting.

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- Kuklewicz would like to do the meeting over two consecutive nights if it is done remotely.
- If the meeting will be done remotely, it can be done during the week as opposed to the weekend.
- Ellis emphasizes that it is important to lock in Legal Counsel for a Saturday event.
- Collins is unavailable the 12th.
- With regard to conflicts, June 4th and 5th is the weekend for most graduations.
- Kuklewicz suggests June 19th for an in-person and the 15th, 16th, or 17th for a remote meeting.
- Jen Audley points out that June 19th is a State holiday.
- Ellis points out that Town elections are held on May 18th, which would lead to the challenge of determining whether new members have been sworn in, whether they have received their packets, etc.
- Kuklewicz suggests the following: postponing the meeting date to a date to be determined, having Bogusz and Ellis arrange for a poll to get Town Meeting members' input, and having the warrant prepared and ready to go by May 21st.
- A final decision has to be made no later than May 24th.
- *Boutwell makes the motion to postpone the date of Annual Town Meeting from May 1st to a date to be determined. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*
- Ellis, Audley, and Olsen will come up with a deadline for getting all the materials together for the Articles.
- In response to a concern expressed by Audley, Bourbeau explains that the Warrant for the Annual Town Meeting needs to be posted seven days in advance, and the packets have to go out at least seven days prior.

Consider request to sign an Affidavit of Easement Conditions with the Crocker Cutlery Inc. relative to an easement the Town Granted to Crocker Cutlery Limited Partnership in a Grant of Easement dated January 10, 2001 and recorded with the Franklin County Registry of Deeds

Boutwell makes the motion to approve the Affidavit of Easement Conditions with the Crocker Cutlery Inc. relative to an easement the Town Granted to Crocker Cutlery Limited Partnership in a Grant of Easement dated January 10, 2001 and recorded with the Franklin County Registry of Deeds, and authorize the Chair to sign it. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye

Town Administrator's Report

- **Planning for Annual Town Meeting**
(See above)
- **Consider Key Topics for meeting with Legislative Delegation**
 - Ellis reminds the Board that Representative Blais and Senator Comerford will be joining us next Monday and provides the Board with a list of possible topics to discuss.
 - Boutwell feels that Chapter 70 aid, bridge repair, and redeveloping the Farren Care Center are important to bring up.
 - Nelson believes the Canal District should be on the list.
 - Kuklewicz agrees with Boutwell's choices, and suggests briefly reading through the other topics.
 - Nelson states that any topics that aren't brought up at the meeting can certainly be brought up with them further on.
- **Cannabis Impact Fee Discussion**
 - Ellis shares that we are working on identifying some potential uses for the Cannabis Impact Fee money (\$200,000):
 - 1) Providing support for additional prevention programming at Gill-Montague District Schools and Franklin County Technical School
 - 2) Remedying transportation issues near the mouth of Industrial Boulevard (intersection improvements, a traffic light, and extra lighting)
 - 3) Funding additional training for the police staff
 - Kuklewicz believes we should look at the cost of a program as well as look at how long we would be able to continue to fund it in the event that we do not get any additional impact monies from the cannabis facility.
 - John Hanold points out that the transportation issues as well as the police training are one-time costs.
 - Kuklewicz suggests not spending more than 25% of the money this first time around.

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- Ellis points out that an overly conservative approach to spending may affect how the Cannabis Control Commission will react as it may suggest that the Town does not have a need for the money.

- **Topics not anticipated in 48 hour posting**
None

Boutwell makes the motion to adjourn the meeting. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye