

MONTAGUE SELECTBOARD MEETING

VIA ZOOM

Monday, May, 19, 2025

AGENDA

Join Zoom Meeting: <https://us02web.zoom.us/j/88009576562>

Meeting ID: 880 0957 6562 Passcode: 126582 Dial into meeting: +1 646 558 8656

Topics may start earlier than specified, unless there is a hearing scheduled

Meeting Being Taped

Votes May Be Taken

1. 6:30PM Selectboard Chair opens the meeting, including announcing that the meeting is being recorded and roll call taken
2. 6:30 Approve Minutes: Selectboard Meeting: May 5 and 12, 2025
3. 6:30 Public Comment Period: Individuals will be limited to two (2) minutes each and the Selectboard will strictly adhere to time allotted for public comment
4. 6:32 **Personnel Board**
 - Correct Jackson Erali's Appointment from 5/12/25 meeting
 - Change duration from 8 months to 3 months
 - Caitlin Kelley, Library Director, Job Description Approval
 - Eliminate Children's Programs Assistant Position
 - Create Community Relations Coordinator Position
 - Library-in-Charge (LiC) Management Support Stipend Position
5. 6:50 **Brian Westbrook, RPM Fest**
 - Overview of RPM Fest August 29 – August 31, 2025, at the Millers Falls Rod and Gun Club
6. 7:00 **Public Hearing:**
 - Proposal to amend the Montague Traffic Rules and Regulations by adding a new section #11 to Article V titled "Commercial Truck Parking Restrictions"
7. 7:20 **Assistant Town Administrator's Business**
 - Authorize application for funding from FY26 Community One Stop for Growth grant programs
 - Other Updates
8. 7:10 **Town Administrator's Business**
 - Plan to solicit feedback on Annual Town Meeting date
 - Planning for electricity purchase contract renewals up in December 2025.
 - Topics not anticipated in the 48-hour posting requirements

MONTAGUE SELECTBOARD MEETING
VIA ZOOM
Monday, May, 19, 2025
AGENDA
Page 2

9. 7:30 **Executive Session**
Anticipated Executive Session in accordance with G.L. c. 30A, section 21(a)(2), to conduct contract negotiations with Police Chief, Chris Williams; votes may be taken
10. 7:45 **Executive Session-**
Anticipated executive session in accordance with G.L. c. 30A, section 21(a)(2), to conduct collective bargaining sessions (NEBPA Local 183) and G.L. c. 30A, section 21(a)(3), to discuss strategy with respect to litigation and collective bargaining (NEPBA Local 183; S. Williams v. Town of Montague, MCAD Docket No. 25SEM00137)”

Next Meeting:

- Selectboard, Monday, June 2, 2025, at 6:30PM, 1 Avenue A and VIA ZOOM.

Town of Montague
Personnel Status Change Notice
New Hires

Employee # 2120

Board Authorizing **Appointment**: Selectboard Meeting Date: 5/19/2025

Authorized Signature: _____

Board Authorizing **Wages**: Selectboard Meeting Date: 5/19/2025

Authorized Signature: _____

General Information:

| | |
|---|---|
| Full name of employee: <u>Jackson Erali</u> | Department: <u>Airport</u> |
| Title: <u>Grounds Maintenance</u> | Effective date of hire: <u>6/1/2025</u> |

New Hire:

| | |
|-----------------------------------|--|
| Permanent: ___Y <u>X</u> N | If temporary, estimated length of service: <u>3 Months</u> |
| Hours per Week: <u>40</u> | Union: <u>NONE</u> |

Wages:

| |
|---|
| Union: _____ |
| Wages: Grade _____ Step _____ Wage Rate: <u>\$17.00</u> (annual/ hourly) |
| Notes: Change duration from 8 months to 3 months due to retirement board requirements. |

Copies to:

| | | |
|------------------|------------------|--------------------------|
| _____ Employee | _____ Department | _____ Board of Selectmen |
| _____ Treasurer | _____ Accountant | _____ Retirement Board |
| _____ Town Clerk | | |

Job Description Updates, Spring 2025

In light of the Children's Programs Assistant role's vacancy and Children's Librarian, Angela's decision to relinquish the Librarian In Charge management stipend, the Montague Public Libraries are going to shake things up. The trustees and I have decided to restructure both the Children's Assistant position and the stipend to better meet the needs of the community and prevent current staff from taking on duties outside the scope of their job descriptions.

We propose the following:

1. **The Children's Programs Assistant role be eliminated and a Community Relations Coordinator position be created in its stead.** The job would focus on marketing, promotions, and outreach and include the following duties:

- Administers library website, using templates and booking modules to add content.
- Prepares and disseminates print and digital promotional materials for all library programs.
- Develops informational materials for library resources, services, and collections.
- Performs outreach to local schools and local organizations and at community events.
- Creates displays at all library locations, highlighting collections or services.
- Occasionally assists with facilitation of large community events.

Despite numerous efforts, attendance at weekly children's programs has not rebounded since Covid and especially since the libraries have been prohibited from hosting programs on the second floor of the Carnegie Library due to its inaccessibility. By shifting website administration and program promotions to the Community Relations Coordinator, Angela will be able to focus her energy on developing programs with library partners, such as the Brick House and the Great Falls Discovery Center, who are able to host larger audiences than the Carnegie children's room allows.

There would be no impact on the libraries' budget as the Community Relations Coordinator would be a grade G1 on the new wage scale and work 13.5 hours per week plus 50 hours per year for attending and facilitating additional programs. My justification for keeping the grade the same is that while the essential functions and skills required for the new position have changed, the supervision received, judgement and complexity required, and nature and purpose of contacts have not. This position will ensure that information about library initiatives, programs, and services will be made available in multiple formats across multiple platforms. The role will not require a library background as the successful candidate will instead have demonstrable marketing and/or community outreach experience, excellent communication skills, and the ability to represent the library as well as library materials, services, and programming with professionalism.

2. **The Librarian In Charge management stipend will be modified to better support the community.** The position, which will be taken on by Cataloger/Technician Elena Pepe-Salutric, will continue to focus on general library operations and administration while the director is absent,

but the communications and website administration portion of the stipend will be covered by the new Coordinator role. Instead, the stipend will include “developing and facilitating instruction with a focus on library resources, applications, and databases,” as well as, “developing, facilitating, and/or supporting adult programs as needed.” In conjunction with local providers, such as the Senior Center, the stipend holder will help to address gaps in technology skills within the Montague community and tailor programs and instruction to meet residents’ needs and interests. The stipend will continue to be \$3,500.00 per year.

LIBRARIES

Community Relations Coordinator

DEFINITION

Position is responsible for marketing, community engagement, and outreach for the Library. Work includes administering the libraries' website; developing and disseminating promotional materials for library programs, services and collections; performing outreach; occasionally assisting with community programs; providing information and assistance to patrons and the community; and responding to inquiries, requests, and complaints.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Administers library website, using templates and booking modules to add content.
- Prepares and disseminates print and digital promotional materials for all library programs.
- Develops informational materials for library resources, services, and collections.
- Performs outreach to local schools and local organizations and at community events.
- Creates displays at all library locations, highlighting collections or services.
- Occasionally assists with facilitation of large community events.
- Performs other related job duties as required.

SUPERVISION RECEIVED

Under general direction, employee plans and prioritizes the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with the supervisor.

JUDGMENT AND COMPLEXITY

The work involves numerous standardized practices, procedures, or general instructions that govern the work and require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are constant with co-workers, the public, groups, and/or individuals, such as peers from other organizations and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations, or guidelines. May be required to discuss controversial matters where tact is required to avoid

friction and obtain cooperation.

EDUCATION AND EXPERIENCE

Bachelor's degree in marketing, design, art, or related field, and 1 year of related experience; or any equivalent combination of education, training, certification, and experience.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of relevant best practices, laws, and regulations relating to essential functions. Familiarity with website management and brand implementation. Understanding of marketing strategy. Proficiency using current office technology and software, including the Microsoft Office Suite and Canva (or similar), as well as cloud and web-based applications, especially social media, including Facebook, Instagram, and TikTok.

Abilities: Ability to multi-task and manage conflict. Ability to communicate effectively both orally and in writing. Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials, and the general public, and to respond in a courteous and professional manner. Ability to meet deadlines. Ability to work independently.

Skills: Effective communication skills, problem-solving skills, and customer-service skills.

WORK ENVIRONMENT

The majority of work is performed in an office or library setting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties require motor skills for activities such as moving objects and using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents and books for general understanding and analytical purposes. Frequent computer use. Visual monitoring of children and other patrons to assist and provide services.

Librarian-in-Charge (LiC) Management Support Stipend

The Librarian-in-Charge supports the library management function as time in her/his normal schedule allows. Specific additional duties may include but are not limited to:

1. Providing assistance with coordination and supervision of day-to-day operations of the libraries, supervision of staff and volunteers, coordination of regular staff meetings and contributing to screening/hiring processes, working closely with, and under the guidance of, the Director.
2. Handling routine administration of library affairs when the Director is away. Under these circumstances, it is expected that the LiC would notify the Town Administrator or Library Director of any emergency or other serious concern such that an appropriate response to the situation can be developed and implemented.
3. When necessary, preparation and submission of payroll information and departmental payments.
4. Supporting library external communications related to program, news, building closings, and other topics through print and electronic media.
5. Developing and facilitating instruction with a focus on library resources, applications, and databases. Developing, facilitating, and/or supporting adult programs as needed.
6. Provision of other forms of management support as needed.

RPM Fest Info Sheet

Biography

- “A three-day music festival in the woods with rock, punk, metal, and an undying sense of community [...] This really is a community effort and entirely done by everyone involved to make this happen year after year. It truly is a beautiful sight to behold when everything takes shape.”
— Chris Small, Ghost Cult Magazine, October 10th, 2019
- “The normally tranquil woods of Montague just got a taste of [...] RPM Fest, a weekend of camping, games, food vendors, craft beer, and – above all – fast, heavy music. For fans who attended the festival, their love of the intense, adrenaline injection that is metal is a unifier.”
— David McLellan, Greenfield Recorder, September 2nd, 2019
- “That was the most life-changing event I’ve ever had the absolute pleasure of being a part of.”
- “This has been one of the BEST Festivals I have been to in a long time! I am honored to be a part of this crazy, musical family!”

RPM Fest is a three-day, outdoor heavy music festival in Western Massachusetts. Our goal is to put on a high-quality-yet-affordable festival to showcase our favorite local and regional heavy music acts. RPM Fest is run entirely by volunteer fans and musicians, and every cent we bring in goes towards putting on the festival.

PDP Productions began producing rock concerts and fests throughout Western Mass in the early 2000’s before pivoting to focus on providing live sound and lighting for community events, including the Great Falls Festival, the Greenfield Fireworks, and the Franklin County Fair. Owner Brian Westbrook continued to play drums in rock and metal bands, eventually joining thrash stalwarts Lich King in 2009 and becoming a mainstay in the regional metal scene.

Between 2008 and 2011, many venues and festivals in Western Mass folded, leaving a void for local heavy music. In 2011, John Gulow established Promotorhead Entertainment, and with Robo Sound at the audio helm, they quickly grew into a driving force and brought the scene back to life with regular concerts at the 13th Floor Music Lounge in Florence, MA.

In 2014, PDP Productions and Promotorhead Entertainment joined forces, starting out simply to fill the hole that was left after losing a beloved local music event. Through this partnership, the concept for RPM Fest was born.

Overview

- Annual three-day heavy music festival in Western Massachusetts on Labor Day weekend
- 2025 event is August 29th-31st at Millers Falls Rod and Gun Club in Montague, MA
- Two stages with 40+ rock, punk, and metal bands, primarily New England-based
- Free outdoor tent camping all weekend
- Paid vehicle and RV camping
- Vendor area with food trucks, arts and crafts, merchandise

- Pavilion with band and RPM Fest merchandise
- Craft brews from local breweries served by the club
- Extramusical entertainment including wrestling, trivia, burlesque and drag show, karaoke, yard and tabletop games, video games, tournaments and contests
- Independent, volunteer-driven, and supported through partnerships with local businesses

Past Bands

- Prong (NYC), Jasta (New Haven, CT), Bongzilla (Madison, WI), Weedeater (Wilmington, NC), A Wilhelm Scream (New Bedford, MA), Psychostick (Chicago, IL), Byzantine (Charleston, WV), Inter Arma (Richmond, VA), Black Tusk (Savannah, GA), King Parrot (Perth, AUS), Moon Tooth (Long Island, NY), Tombs (Brooklyn, NY), Incite (Phoenix, AZ), Acid Witch (Detroit, MI), Lazer/Wulf (Atlanta, GA), Lich King (Greenfield, MA), Scissorfight (Portsmouth, NH)

Organizers

- RPM Fest LLC is:
 - Brian Westbrook
 - Owner of PDP Productions - sound, lighting, event planning, and DJ services in Western Mass since 2007
 - Clients include Greenfield Fireworks, Franklin County Pumpkinfest, Franklin County Fair, Franklin County Pride, Green River Festival Pre-Fest, Riverside Blues and BBQ, Lefty's Fest, Town of Conway 250th Celebration, Sundays in the Park, GBA Summerfest, Greenfield High School, Deerfield Academy, Four Rivers Charter School
 - Former co-owner of Sonic Titan Studios Recording Studio in Shelburne Falls
 - John Gulow
 - Owner of Promotorhead Entertainment - concert booking and promotion in Western Mass since 2012
 - Former venue manager and talent buyer at 13th Floor Music Lounge (JJ's Tavern) in Florence, MA
 - Owner of Slime N' Grime Art and Oddities

Local Partners

- Wick and Ronin (Northfield), Cherry Rail Farm (Brattleboro), Pro Wrestling Grind (Easthampton), Prodigy Minigolf (Easthampton), Ryan and Casey Liquors (Greenfield), Rock Land Music (Rockland), NiteOwl Tattoo (Northampton), Westy Acres Disc Golf (Greenfield), Brick & Mortar Realty (Northampton), Jones'n Music (Granville), Midnight's (Brattleboro), Matt Kim's Academy of Rock (Greenfield)

Safety and Security

- RPM Fest LLC is insured through Akey Insurance
- Skell Entertainment will be providing security crew
- 35 staff and 80 volunteers on site managing the event

- Emergency Action Plan in place and posted on site
- First Aid tent staffed and supplied by volunteer licensed RNs and EMTs
- Millers Falls Rod and Gun Club has entertainment and liquor licenses
- Portapotties and showers on site

Local Contractors:

- Audio/Lighting: Klondike Sound, PDP Productions, Robo Sound
- Portapotties: Carson's Cans
- Tents: Redeker Rentals
- Trash/Recycling: Franklin County Solid Waste Management
- Golf Carts: CCE Golf Cars
- Ice: Summit Ice
- Parking: Chip Dodge
- Wrestling: Pro Grind Wrestling

Attendance

- 2024: 561 Ticket Sales (489 advance / 72 gates), 1160 persons on site
- 2023: 559 Ticket Sales (450 advance / 109 gates), 1077 persons on site
- 2022: 533 Ticket Sales (403 advance / 130 gate), 1062 persons on site
- 2019: 435 Ticket Sales (325 advance / 110 gate), 850 persons on site
- 2018: 308 Ticket Sales (203 advance / 105 gate), 218 Band Members, 44 Volunteers, 54 Sponsors/Vendors, 14 Staff
- 2016: 187 Ticket Sales, 155 Band Members, 35 Volunteers, 31 Sponsors/Vendors, 10 Staff
- 2015: 142 Attendees, 148 Band Members, 30 Volunteers, 15 Sponsors/Vendors, 6 Staff
- 2014: 100 Attendees, 130 Band Members

Projected 2025 Schedule

- Mon-Wed: Sound, lighting, tent, stage setup
- Thurs: Volunteers, Vendors, Staff on site
- Friday: Gates open 12 PM, Music 4 to 10 PM, activities 10 PM-12AM
- Saturday: Gates open 9 AM, Music 12 to 10 PM, activities 10 PM-12AM
- Sunday: Gates open 9 AM, Music 12 to 8 PM, activities 8 PM-10 PM
- Monday: Attendees clear by 11 AM, site clear by 8 PM

Links

- Website: <http://rpmfest.org>
- Sponsors: <http://rpmfest.org/sponsors>
- Vendors: <http://rpmfest.org/vendors>
- Entertainment: <http://rpmfest.org/entertainment>
- Volunteers: <http://timecounts.app/rpmfest>
- Facebook: <http://facebook.com/rpmfest>
- Instagram: <http://instagram.com/rpm.fest>

- YouTube: <http://youtube.com/rpmfest>
- Spotify: <http://spotify.rpmfest.org>
- Band Booking: <http://booking.rpmfest.org>

Town of Montague
Proposed Commercial Truck Parking Regulation
Draft for Public Hearing 5/19/2025

Article V: Stopping, Standing, Parking

Add New Section #11: Commercial Truck Parking to [Town of Montague Traffic Rules and Regulations](#)

A. Parking Restricted.

It shall be unlawful to park a commercial vehicle upon any public way or in a municipal lot in the Town of Montague, for more than one hour after 6:00 p.m. and before 6:00 a.m.

B. Definitions.

As used in this bylaw, the following terms shall have the meanings indicated:

COMMERCIAL VEHICLE

Any vehicle which is used in the commercial transportation of goods, wares, merchandise, materials, or other property, or which has a commercial registration plate, and has one or more of the following characteristics:

- i) Has a carry capacity in excess of two and one-half (2 1/2) tons; or
- ii) Is more than eighteen (18) feet in length (vehicle only w/out trailer) or seven (7) feet in width; or
- iii) Has more than four (4) wheels, or more than two (2) axles, or a trailer; or
- iv) Contains more than four (4) square feet of advertising; or
- v) Is designed to transport more than 16 passengers, including the driver; or
- vi) Which transports hazardous materials and is required to be placard in accordance with 49CFR part 12, subpart F.

C. Exceptions.

This bylaw shall not apply to the temporary parking of any vehicle while actually engaged in snow plowing or the provision of emergency services. This bylaw shall also not bar the overnight parking of any vehicle used in connection with the provision of repairs, maintenance and/or improvements of residences or utilities, provided that the Selectboard shall have authorized permission, for such period as the Selectboard may determine.

D. Violations and penalties.

Every day on which a violation of this bylaw occurs shall be punishable as a separate violation. Each violation shall be punishable by a fine of \$50. At the discretion of the Police Department, any vehicle parked in violation of this bylaw may be towed.

Illustrative Examples:





Office of the Selectboard

Town of Montague

1 Avenue A (413) 863-3200 Ext. 107
Turners Falls, MA 01376 FAX: (413) 863-3231

MEMORANDUM

Date: May 15, 2025
To: Selectboard
From: Chris Nolan-Zeller, Assistant Town Administrator
Re: FY26 Community One Stop for Growth Strategy

The Community One Stop for Growth program is a collection of 12 state grants focused primarily on economic development and housing. Since the program's initial round in Fiscal Year 2022, the Town of Montague has an extremely successful track record for receiving awards under the various One Stop programs, receiving a total of nearly \$1.2 million in the past four years. Additionally, other organizations (i.e. FRCOG) have received another \$235,000 for projects located in or directly benefitting Montague.

This year, the Town intends to continue building on these successes, with staff intending to submit funding applications for the following projects:

- Avenue A Traffic Signal Replacements (up to \$500,000 from the Rural Development Fund)
- Update Housing Production Plan (up to \$150,000 from the Community Planning Grant Program)
- First Street Site Cleanup (up to \$250,000 from the Brownfields Redevelopment Fund)
- Downtown Turners Falls wayfinding OR marketing strategy (up to \$30,000 from the MA Downtown Initiative)

By seeking funding from One Stop and other similar grant programs, the Town is able to meet crucial infrastructure and planning-related needs while minimizing the impact on local taxpayers, and we look forward to continuing our strong partnership with the state for funding projects that make our community stronger.

The Town of Montague is an Equal Opportunity Provider & Employer.