MONTAGUE SELECTBOARD MEETING VIA ZOOM Monday, December 22, 2025 AGENDA

Join Zoom Meeting https://us02web.zoom.us/j/85467297476

Meeting ID: 854 6729 7476 Passcode: 769665 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 December 8, 15, 2025, if available
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. 6:30	Personnel Board

Health Department

• Set salary for Ashley Gough as Director of Public Health effective Jan. 12, 2026. Grade C Step 3 (\$75,857)

General

- Appoint Christopher C. Sims as Constable
- Confirm vote to accept Town Clerk's requested changes to job description for Assistant Clerk and Clerk Administrative Assistant.
- Discuss pay policy for employees that accept a new position at a lower grade
- Adopt Employee Health Insurance Opt-Out Program

5. 6:50 FY27 Budget Workshop

Continued review of Departmental budgets scenarios

6. 7:10 **Town Administrator's Business**

Follow-up on sink hole at 42 Canal Road

Next Meeting:

Selectboard: Monday, January 5, 2026, at 6:30pm, 1 Avenue Turners Falls, MA & via ZOOM.

Ashley Gough

December 1, 2025

Hiring Committee

Town of Montague – Board of Health

One Avenue A

Turners Falls, MA 01376

Dear Members of the Hiring Committee,

I am writing to express my strong interest in the Director of Public Health position with the Town of Montague. With more than a decade of experience in human services and public health leadership, including my current role as Director of Public Health for the Town of Orange Board of Health, I bring a proven ability to manage essential public health services, enforce Massachusetts health regulations, and develop collaborative, community-centered solutions that improve health outcomes.

In my current role, I lead inspections and regulatory compliance efforts across a wide range of public health areas, including housing, food service, nuisance, and environmental health. I am well-versed in interpreting and applying the Massachusetts Code of Regulations and General Laws as they relate to public health, and I regularly balance enforcement responsibilities with education and partnership-building to ensure both compliance and community trust. I also coordinate Board of Health operations, prepare materials for meetings, and support strategic planning efforts to meet community health priorities.

My background in care coordination and behavioral health informs a deeply human, equity-centered approach to public health leadership. I bring extensive experience supporting individuals with complex needs, including seniors, individuals with disabilities, and those facing housing instability and mental health challenges. This perspective helps me approach public health not simply as regulation, but as community partnership, prevention, and advocacy.

I am committed to obtaining and maintaining all required certifications for this role, including MA Registered Sanitarian and additional licensure as outlined in the position description. I currently hold certifications in Foundations for Local Public Health, ServSafe, Certified Pool Operator, MA PHIT Food, Title V System Inspector, and emergency

management systems including NIMS and ICS, and I bring a strong track record of professional growth in regulatory and operational public health practice.

Montague's commitment to public service, community wellbeing, and responsive local governance strongly aligns with my own values as a public health professional. I would welcome the opportunity to contribute my experience, leadership, and dedication to further strengthen the Town's public health infrastructure and services. Thank you for your time and consideration. I look forward to the opportunity to speak with you.

Sincerely,

Ashley Gough

PROFESSIONAL SUMMARY

Passionate and experienced leader in human services and public health with over a decade of experience in program development, care coordination, and regulatory compliance. Demonstrated expertise in advancing person-centered supports for individuals with disabilities, seniors, and marginalized populations. Proven track record in cross-sector collaboration, budget management, grant administration, and advocacy. Committed to empowering individuals and communities to thrive through equitable, community-based support systems.

CORE COMPETENCIES

- Program Development & Management
- Regulatory Compliance (DDS, MassHealth, Public Health)
- Advocacy & Person-Centered Planning
- Staff Supervision & Interdisciplinary Team Leadership
- Grant Management & Strategic Budgeting
- Community Engagement & Public Education
- Behavioral Health & Crisis Response
- HCBS Models (AFC, ISS, Shared Living, MFP)

RELEVANT PROFESSIONAL EXPERIENCE

Director of Public Health

Town of Orange Board of Health – Orange, MA

Oct 2023 – Present

- Lead public health inspections across diverse settings; ensure compliance with state and local health regulations.
- Manage a multi-town shared services grant (North Quabbin Health Collaborative), coordinating operations across 5 municipalities.
- Organize regional educational events, workshops, and monthly Board of Health meetings.
- Conduct strategic planning, permitting, and public health response for communitywide health initiatives.

Shared Services Coordinator

Town of Orange Board of Health – Orange, MA May 2023 – Feb 2024

- Directed implementation of the Public Health Excellence Grant to increase regional health service capacity.
- Oversaw collaborative services such as nursing, inspections, and education across municipal partners.
- Managed budgets, deliverables, and inter-agency communications to ensure grant compliance and sustainability.

Wellness Coordinator

LifePath, Inc. - Greenfield, MA

May 2021 – May 2023

- Provided intensive care coordination to older adults with mental health needs, supporting independence in the community.
- Specialized in hoarding disorder interventions, resource navigation, and selfdirected care planning.
- Partnered with clinical teams, housing agencies, and benefits programs to improve quality of life and community integration.

Wellness Program Case Manager

Clinical & Support Options – Gardner, MA

Sept 2020 - April 2021

- Supported individuals with disabilities and mental health conditions in securing housing, employment, and benefits.
- Conducted comprehensive assessments, service planning, and advocacy to promote recovery and autonomy.

Crisis Services Clinical Intern

Clinical & Support Options – Greenfield, MA

Aug 2017 – April 2019

- Delivered crisis stabilization and case management for individuals in acute psychiatric crisis.
- Facilitated trauma-informed recovery groups and provided outreach across clinical and community settings.

General Manager

Comfort Inn - Hadley, MA

Oct 2013 - Jan 2017

- Managed all hotel operations, HR functions, and budgeting.
- Built a high-functioning team through collaborative leadership and quality improvement, increasing revenue and guest satisfaction.
- Led compliance initiatives and cost-containment strategies across a team of 20.

EDUCATION

Smith College – Northampton, MA

Bachelor of Arts, American Studies & African American Studies (2013)

Ada Comstock Scholar | Dean's & President's List

Smith School for Social Work - Northampton, MA

Master of Social Work Program (2017–2019, degree not completed)

Mount Wachusett Community College - Gardner, MA

Associate of Arts, Liberal Arts (2009)

Editor-in-Chief, Student Newspaper | 2009 Payne Award for Ethics in Journalism

CERTIFICATIONS

- Foundations for Local Public Health
- ServSafe
- Certified Pool Operator
- MA Title V System Inspector
- MA PHIT Food
- National Incident Management System (NIMS 700)
- Incident Command System (ICS 100, 200)

COMMUNITY & ADVOCACY WORK

Intern, Voices From Inside – Northampton, MA

2011 - 2012

• Facilitated writing workshops and contributed to grant writing and fundraising.

Volunteer, Prison Birth Project – Northampton, MA

2010 - 2013

 Supported incarcerated pregnant individuals via group facilitation and antishackling advocacy.

TECHNICAL SKILLS

Microsoft Office Suite | Google Workspace | Virtual Meeting Platforms | Health & Social Service Databases



Office of the Town Administrator Town of Montague

Walter Ramsey, AICP, MCCPO 413) 863-3200 ext. 108 Walterr@motnague-ma.gov One Avenue A Turners Falls, MA

December 17, 2025 Ashley Gough Greenfield, MA 01301

VIA EMAIL

RE: Director of Public Health Offer Letter

Dear Ashley.

The Town of Montague is pleased to offer you the position of Director of Public Health and we are excited to have you join us in service to this great community! Having received unanimous endorsement from the Board of Health, the next step is to execute your employment agreement. This Offer Letter summarizes key terms of the employment agreement, as we discussed. Please sign and return the employment agreement if the terms are acceptable to you.

As per agreement, you will join our staff effective Monday, January 12, 2025 (Unless otherwise agreed upon) and will enter employment at Grade C, Step 3 (\$75,858) and you will be eligible for a step increase to C4 on July 1 and annually thereafter. The work week is 35 hours Mon-Thurs. The agreement is for an extendable 3 year term.

The Selectboard will grant you two weeks of vacation annually, to be disbursed in equal portions upon the 4-and 8-month anniversary of your hire date, and at the start of each new year of service to the Town thereafter.

You will enjoy the ability to pursue employment with another municipality/ organization outside your expected work hours, provided that is does not conflict with your work here.

You will have a 12 month introductory period whereby you will be able to obtain required licenses for the position. These are understood to be the registered sanitarian and Title 5 Inspector and Soil Inspector licenses.

All other benefits will be consistent with those afforded to other non-union staff.

Actions requested of you:

- Please sign and return this letter to acknowledge your acceptance of the position.
- Your hiring is will also be subject to a clearance from a CORI check. Please fill out and return the attached form to Angie Amidon in the Selectboard office (adminasst-sb@montague-ma.gov)
- Review the attached employment contract and return a signed copy to me.
- Plan to attend the Monday Dec 22 Selectboard meeting via Zoom at 6:30. The agenda and link gets posted on the Town website on Thursday afternoon.

Please contact me if you have any more questions.

Walter Ramsey

Valer Pany

Town Administrator

Cc: Board of Health, Selectboard

Acceptance of Terms of Employment:

Ashlev Gough

12/18/25

Date

AGREEMENT BETWEEN TOWN OF MONTAGUE and ASHLEY GOUGH

This Agreement, entered into this 22nd day of December 2025, by and between the TOWN OF MONTAGUE, Massachusetts, a municipal corporation, having a usual place of business at Town Hall, One Avenue A, Turners Falls, Massachusetts, party of the first, hereinafter referred to as Town, acting through its Board of Health, hereinafter referred to as Board, and ASHLEY GOUGH, party of the second part, hereinafter referred to as Employee, WITNESSETH:

WHEREAS, Town desires to continue to engage the services of Employee to hold the position of **Director of Public Health** of the Town of Montague.

WHEREAS, Employee is willing to continue to undertake and perform the duties of said position of Director of Public Health.

NOW THEREFORE, in consideration of the mutual agreement hereinafter set forth, the parties hereto agree as follows;

1. Duties

A. The Town agrees to employ Employee as Health Director to perform the functions and duties specified in the Job Description attached hereto and marked Exhibit "A" and to perform other legally permissible and proper duties and functions as the Board of Health may from time-to-time assign.

2. Term

- A. The terms of this agreement shall commence January 12, 2026 and remain in effect through January 11, 2029.
- B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Board to terminate the services of Employee at any time subject only to the provisions set forth in Section 6 of this Agreement.
- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of
 - Employee to resign at any time from his position with the Town, subject only to the provisions set forth in Section 12 of this Agreement.
- D. Employee agrees to remain in the employ of the Town from the commencement date of AG Director of Public Health Employment Agreement Dec 2025

this contract until January 11, 2029 and neither to accept other employment nor to become employed by other employer until said termination date is affected as hereinafter provided.

3. Salary

- A. The Town agrees to pay Employee for their services a base salary of \$75,858 for the remainder of FY2026 in accordance with Grade C, Step 3 of the Town's Compensation Schedule. The Employee shall be entitled to annual step increases at the beginning of each subsequent fiscal year in accordance with the Compensation Schedule. The Employee shall also receive any scheduled cost-of-living adjustments, or other additional compensation, which may be granted by the Town or other non-union personnel, subject to Town Meeting appropriation or consent, where applicable, during the term of this agreement.
- B. If the Grade level or scale associated with this position is amended during the term of this agreement and a new wage and classification plan through Town Meeting vote, the basis for the Employee's base compensation rate will be amended to reflect the new scale. Following any such change, the contract will be re-opened to consider the Employee's placement (step level) on the existing or new scale.
- C. Employee shall be considered an exempt employee for purposes of the federal Fair Labor Standards Act ("FLSA")

4. Vacation, Sick Leave and Personal Leave

- A. Employee shall carry forward any flex time, vacation time, personal sick time accumulated prior to entering employment agreement.
- B. Employee shall be entitled to two (2) weeks' vacation with pay during each of the twelve (12) month periods of employment, to be disbursed in equal portions upon the 1st, 4th-and 8th-month anniversary hire date, and at the start of each new year of service to the Town thereafter. Such vacation shall be taken at such time, or times, approved by the Town Administrator. Up to one (1) weeks of vacation may accumulate from year to year if not all taken in one 12-month period of employment, due to work schedule. The Selectboard, at its sole discretion, may authorize the Town Accountant to carry forward an additional week of vacation. Unused vacation may be exchanged for cash compensation upon the conclusion of Employee's employment.
- C. Employee shall be entitled to health and life insurance, and sick leave benefits as provided to other non-affiliated employees of the Town, including a sick leave buyback of up to
 AG Director of Public Health Employment Agreement Dec 2025

twenty five percent (25%) of an employee's unused sick leave upon an approved retirement under the town's retirement plan. The amount of the buyback shall not exceed Forty Five Hundred Dollars (\$4,500.00).

D. Employee shall be entitled to holiday and personal leave benefits as provided to other non-affiliated management employees of the Town.

5. Other Benefits

A. Employee shall be entitled to any bereavement, insurance, deferred compensation, or any other benefits generally available to full-time Town personnel under the same terms unless specifically limited under the terms of this agreement.

6. Discipline and Termination

- **A.** The Board of Health may discipline or discharge Employee for cause during the term of this Agreement.
- **B.** Employee shall serve an initial Probationary Period of one (1) year, during which time Employee may be removed by the Board of Health, with or without cause.
- C. In the event Employee voluntarily resigns the position with the Town before expiration of the aforesaid term of their employment, then Employee shall give the Board thirty (30) days written notice in advance, unless the parties otherwise agree. In the event of a voluntary resignation of Employee, such benefits as are enumerated in Section 4, shall not apply.
- **D.** Termination for cause or resignation shall render this Agreement void for the remainder of its term.

7. Performance and Evaluation

A. The Board of Health shall normally review and evaluate Employee's performance annually and shall maintain consistency with the performance evaluation schedule implemented for all other employees. All performance reviews shall be in accordance with specific criteria developed jointly by the Town Administrator and Board of Health. The Board of Health shall provide the Employee and Town Administrator with a summary written statement of the finding. The Board of Health shall provide an adequate opportunity for Employee to discuss

their evaluation with the Board and Town Administrator before the review is made part of Employee's personnel records.

8. Hours of Work

- A. Employee's work week shall ordinarily consist of thirty five (35) hours, beginning on Mondays and ending on Thursdays. The Director of Public Health shall be expected to be present for work during the Town's regular business hours and further agree to devote that amount of time and energy which is necessary to faithfully perform the duties of the office. Minor modifications to the employee's typical work hours and periodic remote work are allowed subject to approval by the Town Administrator.
- B. It is recognized that the Employee must devote some time outside the normal office hours to business of the Town, and to that end, the Director of Public Health shall be allowed to take flex time off within the policy guidelines to be established by the Board, and when workload permits. Employee may use flex time to make reasonable adjustments to his work schedule at his discretion during said normal office hours at such time which will not adversely affect Town operations. The current guidelines provide for accumulation of flex time up to a maximum of 75 hours. Unused hours are not eligible for buy-back at the end of employment.
- C. Attendance at Annual Town Meeting is required, and Special Town Meetings as needed. Attendance at Board of Health and Department Leader Team meetings is also required.

9. Automobile

- A. Employee must maintain a valid MA Driver's license.
- B. Employee may use the use the Town Inspectional Services vehicle for municipal business, however it is understood that the vehicle is to be shared with the Building and Assessor Departments.
- C. If it should be necessary at any time for Employee to use their personal automobile for travel in connection with the performance of official duties, Mileage for work-related travel will be reimbursed at a rate that is equivalent to the federal mileage reimbursement rate at the time of travel. Commuting distance and time to and from the primary work location is not reimbursable. If a work trip begins from home, all mileage and time, after an employee's regular commute distance has been subtracted, can be submitted for reimbursement. If required to commute to work more than once in a day or on non-scheduled workdays such as Fridays and weekends, all mileage will be reimbursable.

10. Dues and Subscriptions

A. The Town agrees to budget and pay for professional dues and subscriptions of the Employee necessary for the continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for Employee's continued professional participation, growth and development, and for the good of the Town. These costs are to be included as part of the Health Department budget and shall be no less than \$1,000 dollars per year.

11. Professional Development

- A. Employee shall maintain the following required certifications for the role: Certified Pool Operator, Certified Food Protection Manager, and Certified MA Lead Determinator.
- B. Employee shall obtain MA Registered Sanitarian License, Certified Soil Evaluator, and Title 5 System Inspector within 12 months from date of hire. The Town will provide funding and support to obtain these licenses.
- C. The Town recognizes its obligations to encourage the professional development of the Employee and agrees that the Employee shall be given adequate opportunity to develop their skills and abilities as a professional in Town government.

12. Other Employment

A. Subject to Town Administrator's approval and in compliance with the Massachusetts Conflict of Interest Law, The Employee may be permitted to work under the part-time employ of another municipality, district, or organization provided that the work does not overlap with the Town's regular business hours or otherwise interfere with the duties of the office.

13. Other Terms and Conditions of Employment

A. The Town, in consultation with Employee, shall fix any terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Town By-laws or any other law.

14. General Provisions

A. The text herein shall constitute the entire Agreement between the parties. If any provision or portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

AG Director of Public Health Employment Agreement Dec 2025

- B. This Agreement may be amended at any time by mutual consent of the parties except as otherwise provided herein. No changes to express terms of this Agreement shall be enforceable unless reduced to writing and mutually executed.
- C. If the employee is at any time absent without leave from their duties for a period of seventy-two (72) hours or more, Employee may be deemed to have voluntarily resigned. Said determination to be made at the option of the Board.
- D. This Agreement shall be interpreted and construed for all purposes under the laws of the Commonwealth of Massachusetts.

IN WITNESS WHEREOF, the Town of Montague has caused this Agreement to be executed in its corporate name by the Board of Health and ASHLEY GOUGH has set their hand and seal, as of the day and year first written above.

BOARD OF HEALTH	DIRECTOR OF PUBLIC HEALTF		
	Osley y ry		
Melanie Ames Zamojski, Chair	Ashley Gough		
Michael Nelson, Vice Chair			
Rachel Stoler, Secretary			

Approved to form:
TOWN ADMINISTRATOR
Walter Ramsey

Exhibit A- Employment Description

BOARD OF HEALTH DIRECTOR of PUBLIC HEALTH

DEFINITION

Position is responsible for managing the Department and enforces the rules, regulations, and policies of the Board of Health, along with providing administrative and technical duties in accordance with said policies. The Health Director conducts inspections and generally ensures the public is both informed of and protected from threats to public and environmental health.

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.

- Receives and reviews applications for permits, issues, or denies permits according to compliance with public health laws, department policies, and procedural requirements.
- Interprets and explains complex public health laws, codes, and to the public.
- Responds to any event that may threaten public health including inadequate housing, outbreaks of food borne illness, communicable diseases, water quality, or other threats.
- Inspects houses, swimming pools, septic systems, recreation camps, tanning salons, body art
 establishments, private wells, and food service establishments to ensure compliance with public health
 laws, codes, and regulations.
- Provides educational outreach and training to the public in areas of public health, illness, and disease prevention, safety, and related areas.
- Enforces laws and bylaws; responds to complaints of violations; investigates alleged violations and issues
 notices of violations and/or fines or takes appropriate legal action as deemed necessary.
- Participates in numerous public health collaboratives and coalitions to build public health capacity in both Montague and Franklin County. Participation includes membership on various steering committees.
- Attends department head, required town meetings and subject specific board or committee meetings inperson or through remote meetings.
- Performs other related job duties as required.

SUPERVISION RECEIVED

Under administrative direction of the Town Administrator's Office and the policy direction of the Board of Health, the Director works from policies, goals, and objectives; establishes short-range plans and objectives and departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives, and budgets in cooperation with the Board of Health, and is expected to resolve all conflicts that arise and coordinate with others as necessary.

SUPERVISION EXERCISED

The Director is accountable for the direction and success of programs accomplished through others. The Director is responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff,

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reporting periodically on the achievement and status of the program objective, and recommending new goals. The Director typically formulates or recommends program goals and develops plans for achieving short and long-range objectives and determines organizational structure, operating guidelines, and work operations.

JUDGMENT AND COMPLEXITY

Guidelines only provide limited guidance for performing the work, which may be in the form of administrative or organizational policies, general principles, regulations, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new, or adapt existing, methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the authority in interpreting the guidelines and in determining how they should be applied.

NATURE AND PURPOSE OF CONTACTS

Relationships are constant with co-workers, the public, and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view, or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance, or compliance. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

CONFIDENTIALITY

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits, and client records.

EDUCATION AND EXPERIENCE

Bachelor's degree in public health, environmental health, biology, or related science field, 5 years of related experience; or any equivalent combination of education, training, certification, and experience. Valid drivers' license required.

Candidates should have the following licenses or certifications or be able to obtain Massachusetts Soil Evaluator, Title V Septic System Inspector, Certified Food Protection Manager, Massachusetts Lead Determinator, Certified Pool Operator, and Registered Sanitarian or Certified Health Officer.

KNOWLEDGE, ABILITY, AND SKILLS

<u>Knowledge</u>: Knowledge of relevant Massachusetts General Laws related to essential functions. Knowledge of communicable disease, private well-water safety and wastewater treatment, biological emergency response procedures, principles of health equity. Proficiency in using current office technology and software, including Microsoft Office Suite (or similar), as well as cloud, virtual meeting platforms and web-based applications.

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. Ability to prepare and administer department budgets, oversee the work of contractors and engineers, enforce, and determine compliance with codes, testify in court effectively. Ability to continuously adapt to and use new office technology and programs common to the industry.

<u>Skills:</u> Effective communication skills, problem-solving skills, and customer-service skills. Skilled in inspecting sites, interpreting technical codes and regulations, determining compliance status, reviewing engineering plans for wastewater disposal, reviewing architectural plans, detailed recordkeeping, administration, and organization.

WORK ENVIRONMENT

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Working conditions involve occasional exposure to elements found in the field, such as worksites, walking property to inspect, construction sites, etc. May be exposed to elements and hazards, but work can typically be rescheduled to avoid harsh elements.

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

Administrative work is in an office setting, involving sitting, with intermittent periods of stooping, walking, and standing. When in the field, work requires agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Occasionally, work may require lifting heavy objects (up to 50 lbs.) and carrying them. There may be a need to stretch and reach to retrieve materials.

Motor Skills

Duties involve assignments requiring application of hand-eye coordination with finger dexterity and motor coordination. Must be able to use technical instruments and testing kits.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes. Frequent computer use. Must be able to read plans, determine soil colors, observe conditions of housing stock, restaurants, etc.

Town of Montague Personnel Status Change Notice New Hires

Employee # Board Authorizing Appointment: Selectboard Meeting Date 12-22-2025 Authorized Signature: ______ Board Authorizing Wages: Selectboard Meeting Date 12-22-2025 Authorized Signature: _____ General Information: Full name of employee: Ashley Gough _____ Department: <u>Health Department</u> Title: <u>Director of Public Health</u> Effective date of hire: <u>1-12-2026</u> New Hire: Permanent: X Y N If temporary, estimated length of service: Hours per Week: 35 Union: Wages: Union: Wages: Grade C Step 3 Wage Rate: \$75,858.00 (annual) Notes: Copies to: _____ Employee _____ Department _____ Selectboard _____ Accountant _____ Retirement Board _____ Town Clerk ____ Treasurer

FORMSWEUSE - Personnel Change NEW HIRE

CHRISTOPHER C. SIMS



PROFESSIONAL OBJECTIVE

I am a detail-oriented team player who seeks appointment as a Constable/ Town of Montague.

QUALIFICATIONS SUMMARY

I am knowledgeable in the utilization of Physical Security, Court House procedures & Lock-Up protocols. I have been responsible for training incoming Personnel both in the Military & Civilian Sector.

PROFESSIONAL EXPERIENCE

Massachusetts Trial Court

Orange District Court

Orange, Massachusetts 2017 to Present

Court Officer III

Protects the privacy and ensures the personal safety of judges and court personnel; Accepts defendants into custody and holds them or releases them pursuant to the direction of the Court. Escorts prisoners from the holding area to the courtroom or other designated areas. Collects, receives, maintains, verifies, and transfers documents needed to accompany prisoners.

Provides court approved information regarding Court procedures to the public, witnesses, litigants and defendants. Locates trial participants informs participants of the court's action, transports papers within the courthouse, notifies the judge that the session is ready to proceed, announces the opening and closing of court sessions. Exercises arrest powe.rs if warranted, responds to and manages disturbances and medical emergencies, produces reports, maintains logs and records to ensure the safety and security of all Massachusetts Trial Court facilities. Maintains security logs and performs equipment checks as directed. May perform temporary supervisory responsibilities in the absence of a Chief Court Officer or Assistant Chief Court Officer. Performs all related duties of this level and of the Court Officer I and II as required.

Garda World, Cash & Logistics

Springfield, Massachusetts 2015 to 2017

Armed Services Technician

Responsible for the transport of coin, currency, and other valuables. Responsible for customer interaction while issuing and receiving receipts of confirmation from customers to verify the transfer of valuables. Maintains the highest degree of security and control at all times. Operates armored trucks and/or vans in a safe manner, abiding by all federal, state, local and company regulations. Delivers and receives valuables from customers (banks, retail stores, restaurants, etc.). Interact with customers, representing the company in accordance with company standards, maintaining proper conduct, and uniform. Completes paperwork accurately and in accordance with procedures. Maintains a high security awareness at all times, whether driving a vehicle and providing over-watch for Team Member or outside of the vehicle delivering shipments to the customer. Receives shipments/cargo at the beginning of the shift and checks in cargo/shipments at the end of the shift to the vault Ensures the balance of the receipts. Performs necessary first-line maintenance on assigned vehicle at beginning and end of the shift.

U.S. ARMY Fort Leonard Wood, Missouri 2011 to 2015

Shift Leader/ Company Food Operations NCO

Supervises shift, unit or consolidated food service operation; establishes operating and work procedures; inspects dining, food preparation/storage areas, and dining facility personnel; determines subsistence requirements; requests, receives, and accounts for subsistence items; applies food service accounting procedures; prepares production schedule and makes necessary menu adjustments; prepares technical, personnel, and administrative reports concerning food service operations; implements emergency, disaster, and combat feeding plans; coordinates logistical support; submits all requests through the Army Food Management Information System(AFMIS). Responsible for over \$550,000 worth of Company Level Field Feeding equipment.

UNITED STATES ARMY Various Locations

Infantryman 2002 to 2011

Infantry Team Leader (2005 to 2011)

Led an Infantry Fire Team in combat operations; supervised tactical employment of team in offensive, defensive, and retrograde operations; provided tactical and technical guidance to subordinates and professional support to both subordinates and superiors in accomplishing their duties; received and issued orders, coordinated with adjacent elements, ensured collection and reporting of intelligence data; analyzed terrain, adjusted aerial fire support; performed duties of squad leader in his absence.

Education & Training

Graduated H.S. - People's High School, Vallejo, CA, 2001

Career Training & Development:

Graduate, Infantry OSUT (One Station Unit Training), Fort Benning, GA, 2003

Graduate, United States Army Airborne School, Fort Benning, GA, 2003

Graduate, Warrior Leadership Course, Henry H. Lind NCO Academy, Fort Lewis, WA, 2007

Food Service Specialist AIT (Advanced Individual Training), Fort Lee, VA, 2011

Master Certified Food & Beverage Director (MCFBD), Global Foodservice Institute, 2012

Combatives Level 1, Fort Leonard Wood, MO, 2013

Demonstrated Logistician (DL), International Society of Logistics, 2014

CTL (Certified in Transportation & Logistics), 2016

ALC, (Advanced Leadership Course) Camp Parks, CA 2017 Massachusetts

Trial Court Officer Academy, New Braintree MA, 2017

Massachusetts LTC Class A, expires 07/27/2026

Name: SIMS, CHRISTOPHER

MONTAGUE APPOINTED OFFICIAL NAME: **Christopher Sims** DATE: 12/22/2025 COMMITTEE: CONSTABLE TERM: 1 year **TERM EXPIRATION:** 6/30/2026 SELECTMEN, TOWN OF MONTAGUE TERM STARTS: 12/23/25 Matthew Lord Richard Kuklewicz Marina Goldman SIMS, CHRISTOPHER personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the CONSTABLE according to the foregoing appointment. Received ____ and entered in the records of the Town of Montague. MONTAGUE TOWN CLERK This is to acknowledge that I have received a copy of Chapter 30A, Sections 18 - 25, of the General Laws, the Open Meeting law.

APPOINTED OFFICIAL

^{***}If you choose to resign from your appointed position during your term, you must notify the <u>Town Clerk</u> in writing before such action takes effect.

Opt-Out Program:

The Town of Montague will pay a set amount of \$1,500 per year for an individual, \$3,000 for employee plus one plan, and \$5,000 per year for a family plan to active employees, who are currently covered by a health insurance plan through the HCGIT, but choose to opt-out of being covered through our plans and enroll in health insurance elsewhere. You can enroll in the Opt-Out at any time of the year as long as you have a "qualifying event."

Town of Montague - Hampshire County Group Insurance Trust

Town Hall, 1 Avenue A Turners Falls, MA 01376

Health Insurance Opt-Out Election Form

Please carefully read each side and PRINT CLEARLY

Insured Name	(First)	(MI)	(Last)	
Street Address				
City		State	Zip Code	
Type of HC	GIT coverage:	□ Individu	al □ Employee+1	\square Family
Name of HC	GIT health pla	an in which you are n	ow enrolled:	
☐ Blue Car	e Elect PPO			
□ Network	Blue N.E. HM	O		
of the Town	of Montague	and further understa	opt-out program, I mus nd that should my emp in the program will tern	loyment be terminated
			coverage by an HCGIT be pplication for Opt-Out o	
plan. I unde employee pl monthly ins in approxim	erstand that the lus one plan, a stallments whith nately 30 days	ne annual allowance in and \$5,000 for a fami le this election is in e from the date the Op	an HCGIT sponsored gross \$1,500.00 for an individual of the second state of the second	vidual plan, \$3,000 for vill be paid in equal installment will begin proved. I understand

My other non-HCGIT health insurance coverage is not through a Federal or State sponsored program (such as the Health Connector or Mass Health). I have compared my other non-HCGIT health insurance coverage with my HCGIT coverage. The coverage is comparable and I can provide proof of coverage for myself and my dependents if they are currently enrolled in the HCGIT health plan.

I understand th in the HCGIT pl	at I may cancel this election (at which time payments will cease) and re-enroll
in the negri pi	an only:
during an	nual enrollment periods; <u>or</u>
 after invol 	untary loss of my other coverage through no fault of my own or end of

Date

I acknowledge that my decision to participate in the opt-out program is being made voluntarily and in no way affects my employment status.

spouse's employment.

Signature of Insured