

SELECTMEN'S MEETING
Monday, November 8, 2010
UPSTAIRS MEETING ROOM

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Meeting was opened at 7:00 PM in the Upstairs Meeting Room. Present were Selectpersons, Mark Fairbrother, Chris Boutwell, Patricia Allen, Town Administrator, Frank Abbondanzio; Administrative Secretary, Wendy Bogusz; Arn Albertini, Greenfield Recorder, Jeff Tirrell, WHAI, Janel Nockleby, Montague Reporter

Allen announces meeting is being taped

Solar sound boxes will be up this weekend

Minutes of November 1, 2010 not available

Personnel Board, Request for creation of Dispatch Manager/Office Administrator

Abbondanzio: The major issue Carolyn brought up was talking about classifying new position at Grade 6 step 4, there is concern that the precedence is if you upgrade someone from one grade to another that we bring the person in at step 1. In this case it represents a significant raise rather than our 25¢ raise for somebody else. It is about a 6% raise. The Chief had other issues that enter into this whole discussion dealing with how the position compares with comparable positions in some of the surrounding communities.

Zukowski: Researching the new position at the grade and step that I proposed for Marsha, her salary would be \$35,380. Greenfield's Administrative Assistants salary is \$46,800; Orange Administrative Assistant is \$37,020, Winchinton Administrative Assistant is \$38,000 and Palmer's Administrative Assistant is \$40,000, so she is way below all the other people in similar positions. This is for Grade 6 Step 5 at \$19.56 per hour. Getting this position and the associated money with it, the responsibility level is huge. If she doesn't take this position and we have to hire out, now we have to go through a whole training period and the training costs are a lot.

Allen: Are we sure she is not going to be pulled in to do a lot of dispatch?

Zukowski: No, she won't be at all. To be quite frank with you, I talked with her about it today and she said it isn't worth it for her to take the position unless it is this, because she can stay where she is and just dispatch and make money in overtime. We are going to hire an entry level dispatcher at \$13.50 per hour to replace her. The Town is still going to save money, it depends on what grade and step, but I believe it is between \$3,000 and \$6,000 from our present budget. Marsha has a background in this and has 7 – 8 years of dispatch responsibility under her belt. I feel this is a fair wage; it's still \$11,000 under Greenfield for doing the same job and \$3,000 to \$8,000 under the other towns. I don't think I'm asking a lot, I think I'm asking a fair wage for someone entry level into that position.

Allen: Every time we hire someone in the Police Department area we seem to get ourselves in trouble with others.

Fairbrother: Has the union commented on this at all?

Zukowski: The union rep sat in our negotiations and classification discussion. They were involved and I haven't heard anything. Bob Dixon was there. She did this job for 3 – 4 months when she had to and it worked quite well. I know the guys are hoping this happens because it will be a smooth transition; there will be no change whatsoever.

Allen: I think we are at discussing the grade and step rather than if the position makes sense.

Boutwell: I know when a lot of places bring somebody on, they are usually given a significant increase from where they are, phased in then it goes up after so many days.

Allen: It's not like Marsha is new, she has been here for a while.

Abbondanzio: The whole issue is precedent. Later I will be asking for permission to go out and hire the Board of Health/ Planning Secretary position at a Grade 2, step 1. We need to be mindful of what we do.

Zukowski: You have to look at the certifications and training aspects that she has, there is a lot here.

Fairbrother makes the motion to create the position of Dispatch Manager/Office Administrator in the Montague Police Department per the job position November 1, 2010, this position replaces the current positions of Records

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Clerk/Communications Officer Supervisor and Police Secretary, at Grade 6 step 5 at \$19.56 per hour, Effective December 2, 2010. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Fairbrother – Aye, Allen – Aye

Boutwell would like to see the ultimate savings and Fairbrother states it is projected that making this move and with the new dispatch person, the ultimate budget would be lower.

Boutwell: This has nothing to do with the Chief, but I know when people voted for the Public Safety Complex, it was put out there that we would end up with one total dispatch and we sort of have 2 separate dispatches up there. (Fire and Police) A lot of people are under that impression.

Zukowski: No, no, we don't answer their business line, but as far as all the emergencies, we answer those. The fire department employees didn't want to give up their control of answering the phone at this point, so it is going through the Fire Union. The possibility is there, especially if they get an ambulance up there, then it will change.

Fairbrother asks about how hard it would be to undo this vote? Say something happened and it didn't work right. Allen responds that it could just be revisited.

Ellen Spring, Skateboard Park Committee, Use of Public Property: Parade

Spring: We had planned a closing date for the Park which we do annually and someone came to us from the Brickhouse saying kids wanted to know what was going on with the park. So on Tuesday, the Skatepark Committee decided to try and make an opportunity to share information with kids. Hopefully we are going to physically walk people from the old park closing for the winter down to the site at Williams Way. It should be a small gathering, basically we want to share information and celebrate the progress we've made so far. Everything will be covered with tarps at the old park for the winter. Parks and Rec is aware of this.

Further discussion about event

Fairbrother makes the motion to grant a permit for use of public property, the former Williams Way at Unity Park to Ellen Spring, on behalf of the Skateboard Park Committee for an informational and support demonstration for a permanent Skateboard Park at that location on Saturday, November 13, 2010 from 11:00 AM to 3:00 PM, the Chief of Police has signed off on the event with a rain date of Sunday, November 14th the walk is planned from 11th Street along Avenue A to Williams Way. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Fairbrother – Aye, Allen - Aye

Jon Dobosz, Director of Parks & Recreation, Use of Montague Center Town Common - Event

Dobosz: Applying for use of public property for our Annual Sawmill River 10K run. On the agenda it notes the Town Common, but I was thinking about it a bit more in the last few days and it pretty much encompasses a vast majority of the entire village of Montague Center. It is a 6.2 mile race that involves more than the Town Common area. We don't really use the common much, it is more of a buffer area. We will be utilizing the grange as our central location for registration, serve refreshments afterwards and hand out prizes.

Fairbrother asks that the porta potty be put on the grange property and Boutwell asks about what will happen if the weather is bad and what kind of food will be served? Dobosz responds they can put the porta potty on the grange property and the event will go on even in bad weather and the food will be baked potatoes and a steamed vegetable which is prepared at the Congregational Church.

Fairbrother makes the motion to grant a permit and waive fees for use of public property for Center Street, parts of Greenfield Road, Meadow Road, Old Sunderland Road and Main Street to Jon Dobosz of the Montague Parks and Recreation Department for January 1, 2011 from 7:00 am to 2:00 pm set up and clean up included with the race starting at 10:00 am near the Montague Center Town Common and ending by approximately 11:30 AM also near the Town Common. First aid station is to be located at the Grange, with certain personnel along the route to deal with health and safety concerns and the permit is conditioned as follows, the Police Chief must sign off on the event. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Fairbrother – Aye, Allen – Aye Chief Zukowski has signed off on the document

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Town Administrators Report

Sign Standard Contract Form for the Sustainable Materials Recovery Program (SMRP)

Fairbrother makes the motion to approve and authorize the Chair to sign the Standard Contract Form between the Town and Mass. DEP for the Sustainable Materials Recovery Program (SMRP) for the contract duration from 1 April 2010 through June 30, 2012. Seconded by Boutwell, approved unanimously Fairbrother – Aye, Boutwell – Aye, Allen – Aye.

Appointment to Wells Trust Representative

This will be looked at next week as another person has expressed interest

Montague ESCO Update

Abbondanzio: Had a meeting last week with the consultant, Beth Greenblatt, Seimens and all department heads from buildings that are going to be participating, including Lynn Bassett from the schools. Went over a lot of issues including how the Town Hall building project could be modified; Siemens assigned engineer to work on fine tuning and updating the use data, particularly since we changed the use of the annex building and the basement. The goal now is to get the town hall boiler installed in the Spring. We laid out a time frame of all the things we need to have accomplished to get that to happen. Because there were more savings realized on the Town Hall main building side, partially because the work of the technical consultant identified ways of bringing the prices down so it opened up the possibilities of bringing the prices down and expanding the work we could do; the engineers will decide what is the best alternatives are for the boiler project and the EMS system that would be installed in this building. We also opened it up to look at all the other buildings we would like to do an investment grade audit for the Hillcrest and Sheffield assuming the schools are prepared to move forward with us on that and to bring the DPW garage into this project and revisit the Carnegie Library and WPCF and maybe expand the scope of this project. Right now we have ¾ million dollars borrowing authorization in place from Town Meeting and we have grant funds of about \$305,000 so there is roughly \$1,000,050 for the entire project. If we bring Sheffield and Hillcrest into the project, we are going to have to go back to Town Meeting and we won't know the final scope of the project until we've completed the investment grade audit. This will be started soon and we have a good agreement that builds in all the protections the Town would want to see in it. I'm pleased we're moving in the right direction, we're no longer talking about a two phase project; we're talking about integrating this whole project into one contract. Further discussion about project.

Strathmore Building Maintenance Update

Abbondanzio: We had a very good meeting the other day with all of the parties that deal with maintenance of the Strathmore building including Fire, Police, Building Inspector, Highway and everyone else involved in that building and owners of adjacent properties Southworth and owner of former MEG property owner. We addressed a lot of issues, security and access, snowplowing, sprinkler systems, roofs and roof leaks, windows, cleanup, what to do with the debris pile. I came up with a list and tried to come up with some idea of what issues have budgeting implications. As far as the roof work we are looking at Wednesday as the start date for Renaissance to do the roof work that needs to be done and that is a \$16,000 item that we are paying for out of unsafe buildings account. We have the potential to do other cleanup, right now we have about 9 truckloads of additional work that could be cleaned out of that building and we are looking at \$1,500 a truckload according to Jim Bent who was there (This is not a priority and should be addressed at some point). We have free cleanup work being done by the sheriff's crew; there are about 100 windows that need to be addressed at \$80 each. We decided that purchasing the materials and have DPW do the work would cut down the cost considerably. Sprinkler system is a big issue, it looks like we need to get in there more frequently; the Fire Dept. would like us to get in there once a week, and a person from the DPW will be trained to at least do the periodic draw downs or draining. Then you have the emergency work: I think the Board decided it was prudent to have at least 2 people in building at any one time on emergencies so a call list has been created. There will be some costs if union people are involved which we do not have a handle on yet. Water Dept. raised an issue and we are not sure how to address that and what the cost implications are; there are some water pipes that are old and could break very easily. We need to have further discussion with the Water Dept and Turners Falls Hydro to identify the types of pipes we may be able to eliminate by rerouting some of the water pipes that provide water to the sprinkler system. We have security being addressed as we speak both for the locks on the building and the gate that will have locks that can be opened by anyone that needs to open it. DPW will plow on straight time and on an available basis after they are done with all the other work. The debris pile, Walter informed us the PWED grant are hoping to get award notices out by the end of this month, if we don't get a grant we will be going after 21E money. That would be an item that would be too costly to pursue without a grants. I felt it was a fairly productive meeting and if we could take it to the point where we can follow through on actual implementation items, that is important too.

Allen would like another meeting in a couple of weeks as there should be updates to things that have been done.

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Abbondanzio: The Police need a list of who can be in building, when and why.

Other

Abbondanzio: You asked we not do anything on hiring in the Planning/BOH Dept. until after the election, they really do need the position and I'd like to be able to tell them they can go ahead and advertise looking at hiring in at Grade 2, step 1.

Allen sounds reasonable to me

Fairbrother: Walter sent an e-mail last Thursday and he made a comment in that e-mail which struck me as curious, so after our meeting last Thursday night I asked about it. Our clerical assistant resigned two weeks ago and we were going to go out for a temp; that was the first I heard of that.

Abbondanzio: I told them it was alright to go ahead and do that, I assumed you'd want to have some coverage and not make any commitment on filling the position.

Fairbrother: This person resigned two weeks ago, and steps had already been taken to replace this person with a temp and I didn't even know anything about it. Considering I am the Chair of one of the two boards that this person staffs, I'm not happy about that.

R.R. Salvage

Allen: Coming up to the 15th of the month and R.R. Salvage had deadlines, so it would be good to know where David is with that or where Mr. Bent is with it at our next meeting.

Fairbrother makes the motion to adjourn regular session to go into executive session for the purpose of Real Estate discussion at 7:55 PM. Seconded by Boutwell, approved unanimously. Fairbrother – Aye, Boutwell – Aye, Allen - Aye