

**SELECTMEN'S MEETING  
UPSTAIRS MEETING ROOM  
1 AVENUE A, TURNERS FALLS, MA  
MONDAY, November 7, 2011**

**30**

*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; Jeff Tirrell, WHAI; Chris Curtis, Greenfield Recorder, David Detmold, Montague Reporter*

**Fairbrother opens the meeting and announces the meeting is being taped**

**Approve Minutes of October 31, 2011(if available)**

Minutes of October 31, 2011 not available at this time

**Michael Nelson, Post 2011 Pumpkinfest Update/Issues**

Nelson: Very happy with how things went, police estimated a crowd of 12,000 people through the course of the night. Small things we want to work on for next year, getting more pumpkins, getting them elevated up more, getting more children's activities, things we will work on. Want to thank everyone who made the event possible. Chief Zukowski said there were a few minor incidents, but nothing that he would ever be too worried about. Next year tech school will make bookshelf type scaffolding to display the pumpkins; businesses that had problems last year said it was better this year. Had issue with gentlemen that had smoke coming into his place from a grill, have not heard from him, but will take care of it if I hear from him.

Allen was very impressed with the clean up

**2012 Pumpkinfest: Use of Peskeompskut Park/Public Property, Sign Application, 1 Day Alcohol Permit**

*Allen makes the motion to approve the request for use of Peskeompskut Park as well as Avenue A from 2<sup>nd</sup> Street to Seventh Street, from Noon to 12:00 AM on October 20, 2012 for the third annual Franklin County Pumpkinfest with insurance becoming available once the date is closer (within a month of the event) with all requirements to be met (such as: BOH, Police, Cleanup) and waive the fee for this event. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye*

*Allen makes the motion to grant a special one day alcohol license to Michael Nelson for the Pumpkinfest 2012 on October 20, 2012 with proof of liquor liability to come at a later date, the permit to expire at 10:00 PM and waive the fee for the permit. Seconded by Fairbrother, approved. Allen – Aye, Fairbrother – Aye, Boutwell – Abstain*

*Allen makes the motion to approve the request to place signs or objects in Peskeompskut Park from September 30, 2012 through October 20, 2012 for a 4' x 8' banner. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye*

**Kimberley Morin, Shea Theater, Special 1 Day Alcohol License**

Morin: This is for a Jimmy Buffett tribute band and we are hoping to have a Parrott Head party before the show. Doing a lot of things for fund raisers. Right now having some troubles, had issues with vandals breaking into the Shea. This has been going on for a while. We still don't have electricity and are waiting for WMECO to check this out. (Frank has been asked to call WMECO to check into this). We are trying to make this more of a community theater and opening it up to community events not just for entertainment events.

*Allen makes the motion to approve the request for the special one day alcohol license for the Shea Theater, 71 Avenue A, for their concert concessions for the Jimmy Buffet Parrot Head event on November 26, 2011. The insurance liquor license has been provided, fee to be waived. Seconded by Fairbrother, approved. Allen – Aye, Fairbrother – Aye, Boutwell - Abstain*

**Chris Janke, The Rendezvous**

**Special 1 Day Alcohol License and Entertainment License for Fashion Show at Suzee's Laundry**

This is the seventh year doing the fashion show, take left over laundry and recruit designers to repurpose the laundry. Last year there were over 50 outfits on 50 different models. Same as previous years. We will stay under 100 people to abide by the law.

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*Allen makes the motion to approve the request for an entertainment license for Christopher Janke, 84 Third Street, Suzees Laundry for December 3, 2011 from 7:00 PM to midnight will have instrumental music and an exhibition as well as a fashion show, the Chief has signed off on this. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother – Aye*

*Allen makes the motion to approve the request for a Special One Day alcohol license for the Rendezvous at Suzees Laundry for a fashion show, 84 Third Street on Saturday, December 3, 2011 from 7:00 PM to Midnight and the Chief has signed off on this as well. Seconded by Fairbrother, approved. Allen – Aye, Fairbrother – Aye, Boutwell - Abstain*

**Jon Dobosz, Director of Parks & Recreation**

**Use of Public Property/Montague Center Town Common: Annual Sawmill River 10K Run**

This is Year 21 or 22 that the event has been held. Pretty much the only thing different than previous years is it is being held on New Year's Eve rather than New Year's Day.

*Allen makes the motion to approve the request for using Montague Center Town Common (Roadway between the Common and the Grange) for Saturday, December 31, 2011 from 7:00 AM until 2:00 PM for the Annual Sawmill River 10K Run. Route would be as spelled out on application form showing 6 miles around the Town. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother – Aye*

**Town Administrator's Report**

**Sign Town of Montague – Unity Park Improvements Consultant Procurement Summary (Bruce Hunter, FCRHRA)**

Hunter: This is for Phase 1 of Unity Park bidding and construction management. Of the 17 firms that requested RFP's we received only one RFP. We had a review team which included the designer review committee, Walter Ramsey and myself and we ranked the single firm that submitted the RFP as Highly Advantageous in all aspects of the comparative criteria we had in the RFP. We fixed the fees for Phase 1, and that is all we have money for. This year we decided to advertise and include the scope of services for Phase II which puts us a little ahead in the application process. We are asking the Selectmen to award Berkshire Design Group Phase I fee and scope of services and accept Phase II pending award of the 2012 Community Development Block Grant. We feel they meet the criteria and excel in most cases. We have a good working relationship with them with the Park Project itself. We will also be providing a cost estimate for Phase II construction.

*Allen makes the motion to approve the fee proposal and project specs presented by the Berkshire Design Group, Inc. of Northampton for Phase I at a value not to exceed \$20,720 and the attached fee proposal and specs for Phase II not to exceed \$26,500 pending the award of the fiscal year 2012 CDBG Grant for the same. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye*

**Approve 2012 Community Development Strategy**

Abbondanzio: This is an annual update to the strategy cursor requirement for Community Development Block Grant Funding. Basically it tells the State what our priorities are and how the grant activities we are proposing fit into this overall scheme of things and how it meets the Towns goals. Basically the differences from last year are minimal. We've incorporated some comments from the public, town officials and a public hearing was held to solicit permits.

Hunter: We reviewed it relative to the current criteria that the Department of Housing and Community Development has set up. It meets all the current criteria, we did add a map in the target area section so it will be clearer; they wanted everybody to make sure to describe the target areas in the community. We did that last year, this year we added a small insert map and it worked out pretty well. We will be making a presentation to you for the public hearing at the end of this month for the application of 2012.

*Allen makes the motion to approve the 2012 Community Development Strategy as indicated or put forth in Walter's document. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother – Aye*

**Notice to proceed Turnpike Road Master Planning**

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*Allen makes the motion to award the contract to the Cecil Group to perform the scope of work for the Turnpike Road Master Plan and subsequent engineering services at a fee of \$69,500 not to exceed \$71,000. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye*

**Holiday Meeting Schedule**

The Board will leave December 19 as a possible meeting date and will not meet on December 26<sup>th</sup>. The Board will meet on Tuesday, January 3, 2012.

**Other**

-RFP's due in on Thursday, and Frank will be here to accept proposals  
-Chris Boutwell will attend the meeting on November 17<sup>th</sup> regarding the planning group for the landfill and Fairbrother will attend the Solar Group meeting

**Use of Public Property: Veteran's Memorial Park**

*Allen makes the motion to accept the request for use of the Veterans Memorial Park on November 11, 2011 from 10:00 AM to 11:30 AM for the Trustees Soldiers Memorial Committee for the Veterans Day Ceremony and the chief has signed off. Seconded by Fairbrother. Allen – Aye, Boutwell – Aye, Fairbrother – Aye (Boutwell is on Trustees Soldiers Memorial Committee)*

**Invitation to join Veterans Day Ceremony at Veterans Park**

Allen will represent the Board at the ceremony

**Personnel Board**

**Discuss Selection Process of New Police Chief, Set Salary for New Chief of Police**

Abbondanzio: Exam to be held in May 2012 won't have results from Civil Service until sometime around October 2012 then will have choice of taking candidates off list or combine with an Assessment Center. Civil Service has an assessment center which can be combined with results of exam to find out who the most qualified candidate is. I would recommend we go that route and select the combination of both the assessment center and the exam results. We need to deal with the interim period so we are looking to promote from within if there is enough interest in the department. We have a staff sergeant and three other sergeants. Civil service does not recognize staff sergeants as a position, so they are all considered sergeants. What we have to do tonight is come up with a salary and send out a notice to the sergeants. If they aren't interested you can go down to the next level which is patrolman. We would give them a letter with the salary we are looking at and see if they are interested; then at that point we would schedule interviews. Discussed chart prepared by Carolyn which lists the Sergeants salaries broken down by category. Assuming you place the new individual at the same grade as the Chief, Grade 10, but at step 6. The Chief is currently at Step 12. Arbitration just took place and Town meeting accepted will result in the first 5 steps on the police union schedule being eliminated. That means anyone on steps 1 – 5 will be placed on the 6<sup>th</sup> step starting on July 1, 2012 under the arbitration agreement. Because the chief is in a position where he is supervising these people, obviously if you don't make some kind of move on the supervisory end, you're going to get compression of the salaries for the supervisors making even less than the people they are supervising in some cases. I think it is important because of problems we had the last time around in terms of placement on the schedule for this position, we felt it was important to be upfront and whatever salary we had to offer, we put it out there. I think each individual officer will have to weigh the pros and cons of not having to work overtime or details.

Allen: I think you have a valid offer, this is what we can offer and put it out there so people will know.

Abbondanzio: I think the point is when we hire the permanent person that is the position we are talking about too. Assuming if the appointment doesn't work out for the provisional person for one reason or another in that case, we are still talking this is the representative salary in terms of getting people interested in pursuing this position.

Allen: However, if we went outside the department for the position, I would assume we would have to leave that open in case we get someone that has 12 years of being a police chief.

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Abbondanzio: That is right too and would be a valid consideration because we have historically where an individual came into a professional position who had worked in that position for a number of years, we have hired in higher than the entry level, not that we can afford to do that.

*Allen makes the motion to create the acting chief position at a Grade 10 Step 6 for the upcoming budget would be \$67,813.20 for FY2012. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye*

The Board will schedule interviews with Sergeants for the Acting Police Chief Position on Tuesday, November 15, 2011 beginning at 5:00 PM

*Allen makes the motion to adjourn the meeting at 8:15 PM. Seconded by Allen, approved unanimously, Allen – Aye, Boutwell – Aye, Fairbrother - Aye*