

**SELECTMEN'S MEETING
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
MONDAY, December 5, 2011**

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, Janel Nockelby, Montague Reporter

Fairbrother opens the meeting and announces the meeting is being taped

Approve Minutes of November 28, 2011

Minutes of November 28, 2011 not available

Personnel Board

Request to upgrade the position of WPCF Secretary

Abbondanzio: We have been telling other departments that we would like them to wait until we do the Pay and Classification Study

John Hanold: The FINCOM consensus was the job has changed and duties have been added. Here as an individual rather than a FINCOM member.

Trombley: Impact on Tina's situation her increase would be either \$709.92 or \$1,294.56, being retroactive to July 1, 2011. Tina has been working as Assistant Lab Tech since January 1, 2011, but we are only asking to go back until July, 2011. This has worked out very well and it helps the guys.

Allen finds that she dropped the ball somewhere, feels this was something being tested out and doesn't recall the board ever said yes, keep it going. I'm concerned if other departments decide to try something and come around suddenly everyone will be changing people around.

The Board does not feel this was ever voted on, feel it was kicked to the Finance Committee to see what they had to say, then back to us, Allen thought it was a test at the time.

Allen: Both seem eminently appropriate to me but would be opening up to other departments. I was surprised this was on the agenda quite as soon.

Fairbrother: With the understanding that this should not be considered by any of the other departments to be a sure route to job upgrades and what not, I would support this and I would hope we get a motion to move it forward. We won't let it be set as a precedence.

B. Miller: As a department head in Town hall, I would say that I don't think it would really set a precedence. You may have people come back and saying it should have been put into the FY2012 budget; but for the most part doesn't think the positions in town hall you will see that type of situation happening as there is not the availability there for the most part.

Trombley states if he did not think changes needed to be made, he would not be asking. In 5 – 10 years, several people will be retiring.

Jensen: I have an employee that I think is misclassified also, I don't know if it is the same situation here, the job description does not meet the job that is being performed. It is my intention to essentially be advocating for that position.

T. Tyler: I don't think it is the same. I am putting on an entirely different hat, going into a totally different job, and doing the work in order to free up the guys that are there. I think it is a totally different situation.

Trombley: We modified the Secretaries job description with the responsibilities for the assistant lab tech and sent that to the Town Hall.

**SELECTMEN'S MEETING
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
MONDAY, December 5, 2011**

Boutwell makes the motion to upgrade the position of Secretary Tina Tyler as a result of added duties to the WPCF Secretary/Assistant Laboratory Technician Position at Grade 5, Step 10, \$19.53/hour effective July 1, 2011. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother – Aye

Request to add WPCF laborer position

Discussion held about whether or not position should continue to be temporary, full time or seasonal. This position is not included in the current budget but will be added to the FY2013 budget.

Abbondanzio: The question is adding a new position in the middle of the year, and there are still some uncertainty in how much money we are going to save on the sludge, potentially \$20-25,000 higher than what you thought. Any kind of excess funding that may be in the budget may not actually be in the budget. The concern I have is we are funding the creation of a position that is not really budgeted, then down the road will be looking at using more of the Sewer Reserves to fund it and that is going to effect next years funding of the sewer rates. I don't think we need to wait until the pay and classification study but it should be done as part of the whole budget for next year, by looking at all factors.

Trombley will put this in the FY2013 budget to become effective on July 1, 2012

Allen makes the motion to authorize Bob Trombley to hire a temporary seasonal worker at \$8.00/hour for 30 hours a week from January 1, 2012 to June 30, 2012. Seconded by Boutwell approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Trombley will be meeting with the Board again soon regarding changing the rate for septage

Request form Ashfield WPCF to truck influent to Montague Plant

Allen makes the motion that the Montague WWTP offer to be the back up solution for Town of Ashfield WWTP as an optional solution for waste at the Town of Montague's discretion. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

David Argy, Turners Falls Pizza, Request to stay open until 2:00 AM on Friday and Saturday

Argy: Would like an extension to the hours on his liquor license to stay open, but not serve alcohol any later. Still in learning process. Stay open until 2:00 AM on Friday and Saturday, to serve food, stop serving alcohol at the normal time. Possibly stay open on the night before Thanksgiving which would be a Wednesday. Currently not ready to implement this, but would like the option to stay open for these hours once everything is worked out. The only thing that prevents us from doing this is the liquor license states all patrons must be off the property by 1:15. Other than that, I don't believe there is anything that prevents us from staying open that late.

Williams: Would like it done on a trial basis, maybe January to June, to make sure there are not any issues.

Allen makes the motion to approve the request from David Argy, Turners Falls Pizza to remain open until 2:00 AM, patrons off premises by 2:30 AM on Friday and Saturday nights on a trial basis from now until June 30, 2012 at which time the issue will be revisited. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Barbara Miller, Director of Assessing, Request for key to exterior door for computer consultant

Allen makes the motion to add a paragraph to existing key policy that states "by approval of Board of Selectmen, keys may be issued as needed to additional persons not listed above". Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Allen makes the motion to authorize Barbara Miller, Director of Assessing to give a key to Horace Moody who is under her supervision as our IT person. Key is to be signed out via the Selectmen's Office. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother – Aye

J. Reynolds ask a question related to streets and he is asked to put it into writing for review as it is getting off the topic being discussed.

**SELECTMEN'S MEETING
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
MONDAY, December 5, 2011**

Personnel Board, Staffing in the Police Department, Town Administrators Report, Civil Service Process

Abbondanzio: Wendy and I had a very long and interesting discussion with our Civil Service representative last week. There is a lot of information I need to share with you and decisions the Board needs to make or should think about making.

Chief and Provisional Chief position:

Allen makes the motion to authorize Mark Fairbrother as Chair of the Board of Selectmen to sign the appropriate document for the Absence and Termination Notice, Form 56 for Raymond J. Zukowski, retiring as Police Chief for the Town of Montague effective November 25, 2011. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother – Aye

Allen makes the motion to authorize Mark Fairbrother as Chair of the Board of Selectmen to sign the Provisional Promotion Form 15A for Acting Police Chief promoted from Staff Sergeant, naming Christopher Williams effective November 27, 2011. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother – Aye.

Williams to submit a letter to the Board stating he is accepting the Acting Chief of Police position.

Chief Position:

Since we previously sent in Form 13, stating we were going to have a Department Promotional exam and open-competitive exam. Since that time we found out we could also do an Assessment Center in conjunction with the written test. You have to decide if you want to stay with the written test only (as is currently) or if you want to do a test and a combination with an Assessment Center, or if you just want to do an Assessment Center. Because you requested an Open Competitive Exam, if you do an Assessment Center, the Town will have to pay extra for the cost of hiring an outside consultant for doing the assessment center. Back in 2004, we had 3 candidates and we paid approximately \$7,500. We are not sure what the cost is going to be in this case. If you only had a promotional exam and only looking at candidates from within the department, Civil Service has a Regional Assessment Center Program, that they pay for and there will be no cost to the Town. The question is, do you want to go ahead and stay with provisional open competitive exam and also do the in house, or do you just want to do in house. It will effect the costs. It is a decision you have and I'm letting you know there is a cost associated. Another decision you have to make is how you are going to weight the assessment center versus the written test. In order to avoid the problem of not having a test because you don't have enough candidates interested in taking the test, you can vote to open the test to patrolman, then you won't lose out on a year if you don't get all four sergeants wanting to take the test. If you didn't open it up to patrolman then you would have to wait a year. Civil Service will be looking for a letter.

Allen makes the motion to rescind our previous request to Civil Service for a promotional and open competitive exam and list for Police Chief for the Town of Montague. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Allen makes the motion to authorize Mark Fairbrother to send in Form 13 with a request for promotional exam for Sergeants and Patrolman in our department as well as the Assessment Center component of Civil Service. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Allen makes the motion as part of the deliberations for determining the permanent police chief, we would use the weighting of 40% for the test itself (written exam), 40% for the Assessment Center portion and 20% for interviews and other consideration. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Sergeant Position:

I think the assumption is that you will continue to have the 4 Sergeants with one being the Staff Sergeant. In order to that we would be assuming that one of the existing Sergeants would move over to the Staff Sergeant position and you have one temporary vacancy; this would become a provisional Sergeant. You would have a current full time patrolman moving up and be appointed provisionally to the Sergeants position. That person would be expected to take the Sergeants exam next October. For example, if for any reason the current provisional Chief was not made

**SELECTMEN'S MEETING
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
MONDAY, December 5, 2011**

the final Chief and had to move back down to the Staff Sergeants position, then that Sergeants position would be vacated and the person would have to move back down to the Patrolman's position. In the meantime, because the Patrolman's position will be vacated, we would also be appointing a temporary patrolman and that person would be appointed off of the reserve list. We will be using the same list we are using to replace Megan Cloutier. We were sent a rehire list that no one appeared to sign, now we can create an in house list that will allow us to appoint somebody from our reserves.

The decisions you need to make are: Who among the Sergeants becomes the Staff Sergeant and who amongst the existing Patrolmen moves up to become the Provisional Sergeant. Then you will have a list once you have it. To appoint one permanent and one temporary patrolman. We are waiting on confirmation from Civil Service on the names to be put on the list

Allen makes the motion to fill the Staff Sergeants position with a candidate from the pool who will be applying for the position from within our department and interview will be held. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Allen makes the motion to create a temporary Provisional Sergeants position from within the department with the understanding the person will take the exam in October, 2012 and interviews will be held. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Allen makes the motion that in addition to the Patrolman position that is currently vacant, we also seek a provisional patrolman's position as well. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Fuel Efficient Vehicle Purchasing Policy

Letter from Walter, asked that a minor revision be made to Fuel Efficient Vehicle Purchasing Policy. The revision they are asking us to make is to commits the Town to purchasing new non exempt vehicles at MPG standards set by the Green Communities Program rather than a fixed MPG rates adopted last year. It will not increase the number of vehicles on the list, the same 6 will still be waived. The intent is to have a policy implement the current MPG standards of new vehicles.

Allen makes the motion to adopt the new fuel efficient vehicle purchasing policy as written in the document dated December 1, 2011. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Montague Center School Update

CIC heard a presentation last week from the Olive Street Developer for the Montague Center School. The committee has taken this under advisement and will be meeting again next week to use the criteria that was established for evaluating that project. We are hoping to get back with the Selectmboard by the end of the month with a recommendation on this. Assuming we decide we can move forward with a developer, we would go through the process of developing a Developers Agreement for the exchange/sale of the property with all of the conditions and everything else.

Allen: I thought the meeting was very helpful and I particularly appreciated all of the staff who was involved and they had clearly done their homework by finding answers for different issues that had been brought up, it was very helpful.

The pond does go with the building and we have discussed the possibility of allowing continued ice skating on the pond, obviously with the Town providing some kind of liability. They seemed open to the idea.

Other

Allen makes the motion to authorize Chairman, Mark Fairbrother to sign the letter to Mark Siegenthaler of the Department of Housing and Community Development in support of the Community Development Block Grant program for the second phase of construction of Unity Park Improvements. Seconded by Boutwell, approved unanimously. Allen- Aye, Boutwell – Aye, Fairbrother - Aye

**SELECTMEN'S MEETING
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
MONDAY, December 5, 2011**

Allen makes the motion to authorize Chairman, Mark Fairbrother to sign the other letter to Mark Siegenthaler as Manager of the Community Development Programs at DHCD certifying that Unity Park is a Town owned recreation facility maintained by the Town of Montague. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother – Aye

J. Reynolds. Inquires about the brick building in Millers Falls that the Town owns and asks what is the Towns responsibility to tenancy and the person in the back of that building. This question has to be deferred to Council as the Town is in the process of going through an eviction process.

Allen: Someone asked me about all the truck traffic going down Lake Pleasant Road recently and what has happened is the State has decided because of the construction all the trucks coming along haven't been able to make the turn on Rt. 63 onto Millers Falls Road so they have actually made signs indicating truck traffic should go down Lake Pleasant Road and folks have been noticing an increase in traffic. Unfortunately, we will have to deal with this for a couple of years.

This is an agreement with Weston and Sampson for the 21E work to be done on the property in Millers Falls, I just found out prior to the meeting there may have been a misunderstanding on the terms of scope. This will be added to the agenda next week.

Allen makes the motion to adjourn the meeting at 8:30 PM. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye