

**SELECTMEN'S MEETING MINUTES
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
MONDAY, July 2, 2012**

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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 (absent); Janel Knockleby, Montague Reporter, Chris Curtis, Recorder

Boutwell announces meeting is being taped

Meet and Greet with Newly Hired FCTS Superintendent

James Laverty is introduced to the Board of Selectmen and goes over his background and what he hopes to accomplish as Superintendent

Minutes of June 18, 2012 not available

Town Administrators Report

Sign St. Anne's Rectory Purchase & Sale Agreement

Abbondanzio: Our attorney has reviewed this is she feels comfortable with the way it was written and forwarded her opinion. Only real issues with the property are zoning related and the Building Dept, Town Planner and myself have been in negotiations with the owner of the church property. We haven't quite come to an agreement yet that will allow both properties to be developed.

Fairbrother makes the motion to authorize the chair to sign the presented REO purchase and sale agreement between the Town of Montague and Citi Mortgage, Inc. Seconded by Allen, approved unanimously. Allen – aye, Boutwell – Aye, Fairbrother - Aye

Green Communities Grant Update

Abbondanzio: We were asked by the State to hold off until today to announce the Dept. of Energy Resources Green Communities Grant. \$72,062; this is part of the competitive grants that Walter prepared, two items will be funded, the WPCF building envelope in the amount of \$14,062 and the WPCF RAS pump variable frequency drive for \$58,000. The energy committee worked very closely with Walter and Siemens in developing the application. There would be a guarantee of \$7540 in energy savings, we'll pay for the project cost in 10 years if all the rebates are awarded the payback will be reduced to 6.4 years. The performance contract will guarantee an annual energy savings of 45,989 k/w/h and 461 gallons of temperature heating oil, or a total of 221mbtu's. This will reduce greenhouse gas emissions by 112,423.

Appoint New Hire: David Finn, DPW Mechanic, contingent upon passage of physical

Fairbrother makes the motion to appoint David Finn as the new DPW Mechanic at Grade H5- Step 6, \$18.20 per hour and this will be contingent upon passage of the employment physical. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother – Aye

Approve Request for an Unloading and Loading only Sandwich Board sign in front of Covenant Church located at 19 Bridge Street, Millers Falls on Sundays

Fairbrother makes the motion to approve the request for use of public property for an unloading and loading only Sandwich Board sign on the side walk in front of the Covenant Church located at 19 Bridge Street, Millers Falls from 8:30 AM to 1:30 PM on Sundays. (The Board would like this put on the proper form). Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother – Aye

Appoint Gill/Montague Community Partnership group as a Temporary Municipal Entity on August 11, 2012, Block Party (To be covered by Town Insurance)

Fairbrother makes the motion to appoint the Gill/Montague Community Partnership group as a Temporary Municipal Entity on August 11, 2012, Block Party. Seconded by Boutwell. Approved. Allen – Aye, Boutwell – Aye, Fairbrother – Nay

Fairbrother is against this as they are not a town committee

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Endorse and Sign Project Notification Form for Crosswalk Improvements in Montague City

Abbondanzio: The state is proposing to spend \$400000 in 2015 to make some significant improvements in the area of Montague City Road Bike Path and Pedestrian Crossing by putting up lights or traffic island. Another bus stop would also be put there. They are asking that the design of this work be put through Chapter 90 and Tom has reviewed it and feels he will have sufficient funds to pay for it.

Fairbrother makes the motion that the Board approve and sign the letter to the MassDOT requesting the Montague City Path and Pedestrian Crossing improvement project be initiated by MassDOT district 2 for inclusion into the Regional Transportation Plan. Seconded by Allen, Approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother – Aye

Other

Allen: I did want to mention apropos to the Montague Block Party that Mr. Collins come back in about his event on that day.

Topics Not Anticipated Covered in the 48 hour Posting Requirements

Fairbrother makes the motion to approve an application for use of Peskeompskut Park for the Montague Public Libraries, Linda Hickman for July 13, 2012 from 8:30 AM to Noon, that includes clean up for the No-strings marionette company production and waive the fee. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Accept Petition regarding handicap accessibility issues, votes may be taken

Facto gives Selectmen certificates of appreciation awarded to companies for their roles in making their places accessible that she would like signed off by the Chair: Greenfield Savings Bank, Carnegie Public Library, Rite Aid, Food City

Allen makes the motion to have the Chair sign the four certificates of appreciation to Right Aid, Food City, Carnegie Public Library and Greenfield Savings Bank for their efforts on behalf of the handicap people of Montague and elsewhere. Seconded by Fairbrother, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Certificates will be presented on Friday during the Wheel Chair Challenge

Sally Pick, Solarize Mass Update

Pick: Introduces Greg Garrison the General Manager and Chief Financial Officer of Northeast Solar Design Associates. They are the chosen solar installer for Solarize Montague. (Pick goes over process that was held to get bids). Northeast Solar will be taking over the lead for our next big meeting which is Solar 201 and presenting the process of exploring photovoltaic (PV), ownership options, costs all sorts of things I'm probably not touching on. More information about the program can be found at www.solarizemass.com/Montague. This is for homeowners and businesses. The price goes down as more people sign up for solar.

Garrison: The Clean Energy Center set this up last year which is Solarize Massachusetts. The idea was that they would identify communities in which they could aggregate the purchase of solar. There are 5 different tiers where the rate drops at each level. This allows people with smaller systems to get pricing that would only typically be available from people installing 50, 100, 250 KW worth of power. It was a very competitive process. We have a salesman that is dedicated fulltime to Montague Mass. Process explained that company will be doing for this program. Goal is to put together the strongest program they can in the next 90 days. Website should be up by Friday.

Carolyn Olsen, Town Accountant, votes may be taken, Finance Policies and Procedures Manual

Olsen: We've had a management letter from the Auditors for several years that we don't have a Finance Policies and Procedures Manual that is really recommended by GASB. What we've done is codify what we currently do. Basically it is documentation of what our goals and policies and procedures are on our returns and controls and so forth and it is something that needs to be approved by the Board of Selectmen.

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Fairbrother makes the motion to approve the Town of Montague Finance Policies and Procedures Manual dated July 2, 2012 as amended. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Robin Sherman, Franklin County Regional Housing Authority & Redevelopment Authority, Program Income Policy and Agreement

Sherman: Since the last time I was here for the Federal regulations, the State regulations for what you can do for program income have changed. The definition of program income has changed and we've made some other unrelated changes to the draft agreement based on feedback from other Towns then we've made some changes to implement the changes and regulations. I will start with what has changed in terms of programming. Since the last time I was here under Federal law, any income that came back from loans or other activities that were from funds that were awarded prior to 1993 were not considered to be program income. Proceeds from 1993 and after were considered to be program income. HUD has now liberalized those rules for the purposes of loans, the policy is now if the loan has been closed out for at least 5 years, regardless of what year the money was from originally, then the funds coming back do not need to be considered to be program income. They have another exemption; before if less than 25,000 came back in any calendar year the funds were not considered to be program income. Now there is a \$35,000 rule; if less than \$35,000 comes back in a calendar year, it is not program year, but you don't know till the following year. The other change is if you put funds in a revolving loan fund, CDBG revolving loan fund, they are program income no matter where they came from in terms of program year. This changes the Towns options a little bit in terms of what money you can get back and how you want to treat it. Any funds you put into the Housing Rehab Revolving loan fund will be considered to be program income. There is still good reasons to put money into that fund, it gives you and the residents of the Town a source of funds in a year where you and the residents of the Town a source of funds in a year where you don't get a grant and we're going to have more of those years coming up as grants become more and more competitive. It also gives you funds to supplement a grant that you get which we have done in this program year. In looking at the regulations and options, I think it is good to try and maintain a balance of somewhere up to or near \$100,000 in that revolving loan fund account, which means the money is there if you have the need for it and you don't have the current year grant funds. Once you go much over that \$100,000 DHCD counts that money against you in terms of applying for a new grant, they may reduce your new grant if you have more than a \$100,000 in that account. If the money is in the Housing Rehab Revolving Loan fund account, typically you would use it for housing rehab. You can use it for other CDBG eligible purposes, consistent with your program income plan. What we are recommending is that Towns adopt a new program income plan that would apply to any program income that comes back and that you can find in Appendix D of that very long agreement I sent to you. Appendix D it defines sources of program income and the boiler plate agreement sets 3 program income priorities. Discussion about sections in the agreement. There is \$2.6 million still out there, and most of the money will come back. Montague has more money coming back because there are so many loans out there. I think the bulk of the money coming back is going to be in the stuff that is not considered to be program income anyways. The agreement can be amended at anytime in writing. Discussion about options

Fairbrother makes the motion that on Appendix A: Use of Housing Rehabilitation Revolving Loan Funds to check off that HRA may consider awards that exceed the limits as long as waivers are obtained from DHCD and that HRA may consider requests for loan forgiveness in cases of extreme hardship (Se Appendix C). Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Fairbrother makes the motion that on Appendix A: Use of Housing Rehabilitation Revolving Loan Funds to check off 100% deferred payment loans, with the principal due and payable when the property is sold or transferred. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother – Aye

Sherman will look and see if she can come up with a record of what has come back in recent years and when it came back from.

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Robert Trombley, WPCF Superintendent

Initial Sewer Rate Discussion and Sludge Handling

Trombley: As you know we've had flat rates for 4 years through the use of retained earnings. I don't have enough information yet to tell if we will be able to do that again. I don't know how much longer or how much retained earnings we will be able to accrue. I'm thinking this year, even if we have these retained earnings, we should look at increasing the rates for some percentage.

The septage reduction rate approved earlier this year, resulted in a good increase in revenue. The estimated revenue for this year is \$45,000 and I believe we are up over \$100,000 total. We've also experimented with taking in Greenfield's sludge and we see a little over \$13,000 there and are still working on this. Among other things, we are working on the nitrogen reduction and effluent to the river and automating that system.

Bob will be back at a later date to discuss this further. Bob would like to continue the current process of receiving the waste to allow more time, collection of data and observation of process and equipment for another 6 months.

Discussion

Jellissa Caraballo, Request to use Peskeompskut Park on 7/14/12, 7/28/12, 8/11/12, and 8/25/12

Fairbrother makes the motion to issue an Application for use of Peskeompskut Park to the Church Light of Salvation, Jellissa Caraballo, Shattuck St. Greenfield on July 14, 28, August 11 and 25, 2012 from (including set up and take down) 5:30 to 10:00 PM for a musical event at Peskeompskut Park pending receipt of proof of insurance and payment of the fee, has been signed off by Police Chief. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Request by Lake Pleasant Village Association, Use of Community Development Discretionary Funds for Restoration of Lake Pleasant Bell and Structure, \$6,000

(Present: Jeri Case, Lahri Bond, Deb Bazer, Bob Emond, Linda Emond and David James)

Case: We've recently revived the Lake Pleasant Village Association and would like to revive the bell that is over 100 years old. Bell is cracked and a piece is falling out of it. At the moment there is caution tape around the house it is in. We want to fix this up and make it nice again and put a sign on the bridge directing people to it and have it be part of the area. We have an estimate of \$4500 to \$6000 to fix it and hoping to get donated lumber and volunteers will participate in rebuilding the structure. We are asking for \$6,000 if it comes to less than the \$6,000 we'd like to apply the balance to the house itself.

Fairbrother makes the motion to approve the request to authorize up to \$6000 from the Community Development Discretionary Fund for rehabilitation of both the bell and the building of the bell house in Lake Pleasant. Seconded by Allen, approved unanimously. Allen – aye, Boutwell – aye, Fairbrother - aye

Franklin County Regional Housing and Redevelopment Authority

Approve Change Order #2, Unity Park, Phase 1, \$20,122.99

Bruce Hunter: This is for 5 items: Repair of existing play structures, ornamental fence around rain garden, ballad requested by Parks Commission at the walkway entrance at the bike path, replace valve where old pool was, changed catch basin to man hole at entrance to Second Street.

Fairbrother makes the motion to approve change order #2 in the amount of \$20,122.99 for the five items specified above, CDBG portion \$16,565.27 and the Town Program Income portion \$3,557.72. Seconded by Allen, Approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Project should be complete by July 20, 2012

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Amendment #1 to Berkshire Design Landscape Architects Group Contract, (Design and Inspection Services, \$2,184.50)

Hunter: Includes redesign of walkway which leads to pavilion that didn't exist, moving benches, and re-grading that area. Also includes design of sign for Unity Park which will be accomplished in Phase II. They have procured inspection services for testing of the parking lot gravel to make sure it met compaction requirements by the bid specs.

Fairbrother makes the motion to approve Amendment #1 to Berkshire Design Landscape Architects Group, Design and Inspection Services in the amount of \$2,184.50 from the contract contingency account. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Allen makes the motion to adjourn the meeting at 8:34 PM. Seconded by Fairbrother, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye