

**SELECTMEN'S MEETING  
UPSTAIRS MEETING ROOM  
1 AVENUE A, TURNERS FALLS, MA  
MONDAY, December 20, 2016**

Meeting was opened at 7:00 PM in the Upstairs Meeting Room. Present were Selectpersons Chris Boutwell, Michael Nelson, Rich Kuklewicz, Town Administrator Frank Abbondanzio and Steven Ellis, Executive Assistant Wendy Bogusz.

**Approve Selectmen minutes of December 20, 2016**

*Nelson makes the motion to approve the minutes of December 20, 2016. Seconded by Boutwell approved unanimously. Boutwell – Aye, Nelson – Aye, Kuklewicz – Aye*

**Public Comment Period: Individuals will be limited to two (2) minutes each and the Board of Selectmen will strictly adhere to time allotted for public comment**

None

**Liquor License Hearing,**

**Shea Theater Arts Center, Inc, Joshua N. Goldman, Manager, 71 Avenue A, Turners Falls; Annual §12 General On-Premise Wine and Malt Beverages License,**

*Nelson makes the motion to approve the request with the Shea Theater Arts Center, Inc, Joshua N. Goldman, Manager, 71 Avenue A, Turners Falls; Annual §12 General On-Premise Wine and Malt Beverages License, Monday – Friday, 5:00 PM – 11:00 PM, Saturday – Sunday 1:30 PM – 11:00 PM. Seconded by Kuklewicz, approved. Kuklewicz – Aye, Nelson – Aye, Boutwell – Abstain*

**Personnel Board**

**Approve Reclassification of WPCF Employees**

Kuklewicz: We met earlier with the UE representatives and Layla Taylor from Sullivan & Hayes, Bob McDonald and Tim Little to review positions we previously approved. We went through the job descriptions with the UE Union to revalidate how the job descriptions had been modified, new rates and come up with an MOU that would tie in with the contract.

Ellis: An important procedural step was taken prior to my coming in; Frank and Bob engaged in a process properly matching the work activities and responsibilities to the wage and classification study grades to make certain any classification was appropriate. They did that as a double blind exercise so they did not see what the other one was doing and they came out in the same place. We are confident the descriptions developed matched the characteristics of the job.

McDonald: It puts them more in line with other WPCF and gives us credibility when you have a Chief Operator, and Lead Operator so they have a little more responsibility over the employees.

Kuklewicz; What this involved was review of the new job descriptions; we reviewed them with the UE. We now have job descriptions to be approved for the Chief Operator, Lead Mechanic, Lead Operator, Wastewater Technician and Admin Assistant/Lab Technician. The only new ones are the lead operator, lead mechanic and chief operator which is a supervisory position. I think we can approve the description but will have to sit down with TOMEA to discuss this. This currently would be John that will start in this position since he officially retired and made an agreement with the town to work approximately 16 hours per week and help us get going. This will be something that Bob will be looking for us to put someone in here permanently at some point.

McDonald: Once we get the process going and we are comfortable with our knowledge of the process we will decide if John can stick around or he can really retire it's up to him.

Nelson: Can you give us some detail on his retirement it's just that it caught me off guard a little bit.

McDonald: While out on knee surgery we had some conversations and I know he cares about the process so I told him I didn't need him full time but I needed him to come in on a daily basis for a couple of hours and make sure we're doing it the way he intended it to be done and originally started it. I appreciate him doing what he is, he could easily just walk away, but he wants to see it through. With the engineering help we will have to develop the SOP's hopefully we can get this running within the next 6 to 12 months.

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Ellis: We previously discussed these position descriptions and they really match what had evolved to be the practice and roles that had been ongoing in the plant. I was impressed with the level of specificity and detail that were added to some job descriptions; it felt like it's catching up with where the practice is and what the job requires which is quite different than from when it was a flat organization with three broad job types and everyone presumably doing the same thing.

Discussion

Kuklewicz: As the positions progress, there is the licensing piece that is clearly spelled out.

Bogusz: Corrections need to be made on job descriptions to be consistent (WPCF vs. Montague Sewer)

Boutwell: Weren't we supposed to hold off on one job description until there is contact with the union?

Kuklewicz: No, we can approve the chief operator job description but we have to negotiate with TOMEA. Right now John is the person who is going to be in that position and he's not full time but I think we'll have to meet with the TOMEA folks and get the ball started and see where that is. I would hope we see a person in the chief operator role within the next year. But I would like to see John, if he is up to it, stick with it as long as he wants. So we may have to tweak that contract or do something but I don't think that will be a big problem.

McDonald: I'm confident he'll stick around.

Kuklewicz: We will have to work with TOMEA to make sure their grade fits in with what the UE grade is for that.

*Nelson makes the motion to approve the job description for Admin Assistant/Lab Technician and Operator/Laborer Position as has been presented. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Nelson – Aye, Kuklewicz – Aye*

*Nelson makes the motion to approve the job description for Lead Mechanic, Wastewater Technician and Lead Operator once the department description is corrected to WPCF on the top of the document and in the footer. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Nelson – Aye, Kuklewicz – Aye*

*Nelson makes the motion to approve the job description for Chief Operator with two minor changes that the department be listed as WPCF and the Grade be listed as Grade F. Seconded by Boutwell, approved. Boutwell – Aye, Nelson – Aye, Kuklewicz - Aye*

Ellis: wanted to make certain that's all we needed to do as far as approving the classification?

Kuklewicz: Yes. One thing we should talk about is just a matter of clarification if you look at this MOU between the town of Montague and the UE (read into the record) the personnel by law states major changes to description need to be done at town meeting but there is also a provision in there that that if there are circumstances that are anticipated or they call them exceptional the personnel board (that we are currently acting as) can make those changes but they do ultimately need to be ratified by town meeting that's on the recommendation of our attorney on how we proceed with this.

*Nelson makes the motion to approve the Memorandum of Agreement between the Town of Montague and the United Electrical Radio Machine Workers of America, Local 274 as presented on December 20, 2016. Seconded by Boutwell, approved. Boutwell – Aye, Nelson – Aye, Kuklewicz - Aye*

**Approve MOU regarding Town Owned Vehicle with DPW Superintendent**

Kuklewicz: Tom has a town vehicle to drive back and forth to work and there are instances where Tom needs to assist his elderly mother or go to doctors appointments, so Tom brought this up. This allows Tom to use the vehicle but states that it is a Town vehicle

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*Nelson makes the motion to approve the MOU regarding Town Owned Vehicles with the DPW Superintendent. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Nelson – Aye, Kuklewicz – Aye*

**Other**

Tom notifies the Board that if the Transfer attendant works he will have to be paid overtime

Compactor is working out very well. First shipment was 7.1 tons, and we saved about \$1200 in trucking costs and expect to make our money back quickly.

Nelson would like an update on the Strathmore buildings the first of the year with key players

**Town Administrators Report**

**Execution of tax title deed for two parcels on New Street.**

*Nelson makes the motion to execute the tax title deed for two parcels on New Street, Millers Falls. Seconded by Boutwell – Approved. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye*

The Board thanks the DPW for cleaning out the building, without their help we would not have received that price

**Execute Certificate of Substantial Completion with National Water Main Cleaning Co.**

*Nelson makes the motion to execute the Certificate of Substantial Completion with National Water Main Cleaning Co. Seconded by Boutwell approved unanimously. Boutwell – Aye, Nelson – Aye, Kuklewicz – Aye*

**Update on legal feasibility of mascot referendum**

Ellis: We received a request from the public to provide a legal feasibility of a mascot referendum and we did consult with Legal Counsel and in their opinion there is no mechanism in state law to include a binding question on an election ballot for such purposes as to force a change or maintenance of a school mascot or symbol. Further opinion was a non binding question could be included on an annual election ballot pursuant to provisions MGL Chapter 53, section 16A. We have a definitive opinion the town cannot seek to change or effect a decision of the board except through expression of the public sentiment. The Selectmen, Town Meeting or citizens by petition by can place the topic on the election warrant.

Kuklewicz: If we have a group of people that come before the Selectboard that want this put on the warrant, we will discuss this when it happens. As far as I know, we have not been approached “officially” to put this on the ballot.

**Appoint Steven Ellis as Montague's Environmental Certifying Officer**

*Nelson makes the motion to appoint Steven Ellis as Montague's Environmental Certifying Office effective today. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Nelson – Aye – Kuklewicz – Aye*

**Execute Authorization to Disburse No. 2 (Final), Invoice #0729468 , \$4,833.40 to GZA Environmental, Inc.**

*Nelson makes the motion to execute the Authorization to Disburse No. 2 (Final), invoice #0729468, \$4,833.40 to GZA Environmental, Inc. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Nelson – Aye, Kuklewicz – Aye*

**Cost Savings through DPW's installation of a paper/cardboard recycling compactor at the transfer station**

Discussed above under Tom Bergeron

**Piloting use of Town Email addresses with selected board members**

Ellis: Having consulted with Counsel they suggest board members have town email addresses and we will do a pilot program with the Board of Selectmen and the Finance Committee. We will be reconnecting with you in early January about this. This will protect people and ensure good communication. It will cost about \$100/per account. This is where town government needs to go. I don't want to add to confusion but we will make sure it is done well.

Discussion how this will work as an additional account and have it separate from personal email.

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**Appoint Records Access Officers**

Ellis: Records Law changing fundamentally compliance is going to be reinforced through the new regulation. The need for compliance has always been there for needs of transparency. Our community needs to designate a Super records officer and we are going to have you appoint both employees from the Town Clerks office. They will become the center point for the records requests. First step will be to notify the Town Clerk and they will have a centralized tracking system. Individual department heads or staff will be responsible for records they reside over. Deb, Gina and Wendy have taken the lead on this. We will be creating a records form, the process on our side doesn't change much. We will have a clearer procedure

*Nelson makes the motion to appoint Deb Bourbeau and Mandy Hampp as Super Records Access Officer. As Records Access Officer Eileen Seymour, Treasurer/Collector; Wendy Bogusz, Executive Assistant ; Carolyn Olsen, Town Accountant; Karen Tonelli, Director of Assessing; Gina McNeely, Director of Public Health; David Jensen, Inspector of Buildings & Zoning Enforcement Officer; Walter Ramsey, Town Planner & Conservation Agent; Jonathan Dobosz, Director of Parks & Recreation; Linda Hickman, Library Director; Roberta Potter, Council on Aging Director; Robert McDonald, WPCF Superintendent; Tom Bergeron, DPW Superintendent, Marsha Odle, Police Department Records Clerk; Micky Longo, Airport Manager, effective December 19, 2016 and the term runs with the position. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Nelson – Aye, Kuklewicz – Aye*

**Weekly Updates**

Ellis: Last Wednesday, we enjoyed having a design team come in, a group of UMASS graduate students from Landscape Architect Regional Planning who did a visioning project working with Walter and others in town to create a visioning of the Turners Falls Canal District. It was a visioning of what the area on the other side of bridge #1, down to the Railroad Salvage annex; what might that be, what might it look like? This is a tangible visual of what it might look like. They will be making their presentation available to us.

**Topics not anticipated in the 48 hour posting requirements**

None

**Executive Session under G.L. c 30A, Section 21 (a)(6) to consider the purchase, Exchange, lease or value of real estate, Votes may be taken**

Kuklewicz declares having this in open session would compromise the towns position

*Nelson makes the motion to go into Executive Session at 8:30 PM under G.L. c 30A, Section 21 (a)(6) to consider the purchase, Exchange, lease or value of real estate, Votes may be taken*

*Nelson makes the motion to adjourn the meeting at 9:15 PM. Seconded by Boutwell approved. Boutwell – aye, Nelson – Aye, Kuklewicz - Aye*

**List of Documents and Exhibits:**

- Liquor License Application, Shea Theater Arts Center, Inc, Joshua N. Goldman, Manager, 71 Avenue A, Turners Falls; Annual §12 General On-Premise Wine and Malt Beverages License,
- Reclassification of WPCF Employees
- MOU regarding Town Owned Vehicle with DPW Superintendent
- Tax title deed for two parcels on New Street.
- Certificate of Substantial Completion with National Water Main Cleaning Co.
- Appointment form Steven Ellis as Montague's Environmental Certifying Officer
- Authorization to Disburse No. 2 (Final), Invoice #0729468 , \$4,833.40 to GZA Environmental, Inc.
- Records Access Officers as per above