

**SELECTMEN'S MEETING  
UPSTAIRS MEETING ROOM  
1 AVENUE A, TURNERS FALLS, MA  
MONDAY, January 22, 2018**

Meeting was opened at 6:00 PM in the Upstairs Meeting Room. Present were Selectpersons Chris Boutwell, Michael Nelson, Rich Kuklewicz, Town Administrator Steven Ellis, and Executive Assistant Wendy Bogusz. Kuklewicz makes introduction and announces meeting is being taped.

**Steve Ellis, Town Administrator**

**Overview of Building Inspector Hiring Process**

Kuklewicz announced that as he is the Electrical Inspector in the Town of Montague, he will be participating in the interview process, but will abstain from voting.

Ellis gave an overview of the hiring process:

- A Screening Advisory Committee was comprised of eight individuals with appropriate expertise (Bill Doyle, Josh Lively, Ernie Brown, Tom Wyman, Dave Jensen, Karen Casey, Walter Ramsey, and Gina McNeely).
- Committee met four times, worked at organizing the work, talked about and executed advertising, and yielded about 20 candidates.
- Committee reviewed and separated candidates into three tiers and invited six to be interviewed. One of two finalists decided to remain where he was, leaving us with one final candidate.
- Ellis consulted with the Town staff, who agreed that they felt comfortable bringing the one candidate forward.
- Jensen stated that he feels both finalists were qualified and brought different qualifications to the table.
- The committee is willing to go back and advertise if the Board does not feel comfortable hiring the candidate.

**Interview Candidate for Inspector of Buildings Position: Chris Rice**

Kuklewicz asked and Rice confirmed that he has the following qualifications:

- Certification as an Inspector of Buildings in Massachusetts
- Construction Supervisor's License
- Five or more years of construction experience
- Valid driver's license
- Has served as Building Commissioner and Zoning Enforcement Officer in the Town of Ware since 2015

The Board asked questions, which Rice answered:

**Q:** Please share a bit about your professional experience and why you chose to become a building inspector.

**A:** I started as a carpenter, went into sales in building materials, went back to building, owned a home inspection company (which

I sold to a nationwide company), and have always been doing some building in and out. Things were slowing down and I decided that the inspection field is interesting and would give me a chance to help people.

**Q:** Reflecting on the job as you've experienced it in Ware, what parts have come easy?

**A:** Building stuff, dealing with people, helping people.

**Q:** What parts do you find most challenging?

**A:** Same answer. Some of the zoning stuff. Economics is very difficult there so there are no easy answers to almost all of the questions, although we have been getting creative in finding ways to make things work.

**Q:** The Town of Montague has a strong partnership with the Attorney General's Abandoned Buildings Receivership Program. Are you familiar with the program, and if so, please explain some of your experiences you've had with it?

**A:** We had two or three projects. Two of them went well. One of them they tried to do with a tenant still inside, which turned out to be a big mistake. All the buildings are redone and they are getting tenants soon.

**Q:** What role did your office have in it?

**A:** We have a regional Board of Health, who would be the first contact if something goes wrong. They would write letters to me and we would go out together, meet the people, and see it.

**Q:** Do you have familiarity with the Housing Court enforcing different issues?

**A:** Our Town Clerk does the hearings. I've been to court as an expert witness when I owned my inspection company, and I've been to court with some other issues that I've had to deal with.

**Q:** What do you know about the Town of Montague?

**A:** I've done some reading. A friend of mine lives in Lake Pleasant and told me some stories. You have some great historic districts, some farmlands, some river properties, the most beautiful parks, the bike path. It seems from

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looking at your committees and voluntary committees that you have more people involved and doing things than most communities, especially for a community your size.

**Q:** Have you had a chance to look at some of the zoning requirements in town and what challenges those might bring?

**A:** I don't see anything that glares out. I looked at the ordinances and bylaws. Some of the newer things that are being proposed, like with the marijuana, I have no experience with that. I think everyone has to just learn.

**Q:** What's your approach to the permitting and code enforcement aspects of the job? Can you share a past experience that would illuminate how you would approach the difficult conversations the job sometimes requires?

**A:** It's all about listening. People want to be heard. You have to take the time to listen to them. I have an approach that tries to simplify everything so getting a permit is not a horrible experience.

**Q:** Have you ever had anybody that has done the work first and didn't bother with a permit?

**A:** A couple of times a week.

**Q:** Tell us a bit about how you would manage the Building Inspector's Office and how you expect to organize and execute work to ensure an efficient and client-enforced operation?

**A:** I always have an open door and discuss everything with everybody because it's a team effort. I have no reason to change anything. I get along with all the people I work with, and we concentrate and get the work done.

**Q:** What kind of staff do you currently work with?

**A:** I have my administrative assistant and five part-time inspectors (gas, electrical, and plumbing).

**Q:** Reflecting on your first few years of experience as a building inspector, what are the most important lessons you've learned and how would they influence your approach to the job in Montague?

**A:** I learned a lot in the first week. That's where the listening comes in. You've got to slow down, look at things, and talk to people. You have to be prepared and not jump into anything.

**Q:** What questions do you have for us?

**A:** (Rice) Just trying to think of how you take the five villages and two water districts and two fire departments and keep them all in one room.

**A:** (Kuklewicz) The villages are pretty straightforward. It's one town. You treat it like you're working for the Town. Our government is a little odd in the fire district piece, so there's that separation that a lot of people don't understand, but there's not an overlap. I think the Building Inspector sees it and it seems like there's a pretty good working relationship in that.

**Q:** Do you have any closing thoughts as you suggest yourself as a candidate?

**A:** I really look forward to being part of this community. To me this is more than just a job. I think this is going to be a good fit.

*Nelson makes the motion to authorize the Town Administrator to extend the position to Chris Rice, enter into negotiations, and work out the details on behalf of the Board of Selectmen. Boutwell seconded, approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Abstain*

**Approve Selectmen minutes of January 8, 2018**

*Nelson makes the motion to approve the minutes of January 8, 2018 as presented. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - 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

**Bruce Hunter, FCRHRA**

- **Execute Authorization to Disburse No. 2, Invoice #0749329; Rutter's Park Design Project, Contractor: GZA GeoEnvironmental, Inc. \$8,610.00**

*Nelson makes the motion to authorize Disbursement No. 2, Invoice #0749329 to GZA GeoEnvironmental in the amount of \$8,610.00 for a design project at Rutter's Park. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*

- **Execute Authorization to Disburse No. 2, Invoice #1.2017-122-2; Avenue A Streetscape Phase III Project; \$28,000**

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*Nelson makes the motion to authorize Disbursement No. 2, Invoice #1.2017-122-2 in the amount of \$28,000 to Berkshire Design Group for the Avenue A Streetscape Phase III Project; \$28,000. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*

**Eileen Seymour, Treasurer/Tax Collector**

**Execute Documents for Sewer Rate Relief Fund Application**

*Nelson makes the motion to authorize the Treasurer/Tax Collector to send in the information to apply for a Sewer Rate Relief Fund Application to the State of Massachusetts as presented. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*

**Tom Bergeron, DPW Superintendent**

**Execute Task Order No. 8A to Master Services Agreement between Town of Montague and CDM Smith, Inc., \$23,500**

*Nelson makes the motion to authorize the Chair to sign the Master Services Agreement between the Town and CDM Smith in the amount of \$23,500 for sewer line work. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*

**Personnel Board**

- **Execute Memorandum of Agreement between the Town of Montague and the United Electrical, Radio and Machine Workers of America, Local 274, Non-Bargaining Unit Inclusion in Call-in List for 2018**

*Nelson makes the motion to authorize the Chair to sign the Memorandum of Agreement between the Town of Montague and the United Electrical, Radio and Machine Workers of America regarding the Call-in List for 2018, specifically the Mechanic Shop Foreman, Brian Doolittle. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*

- **Personnel Status Change Form: James Deery, Incentive pay increase to 20%, \$219.43/wk (was \$109.72), effective 12/31/17**

*Nelson makes the motion to authorize the Chair to sign the Personnel Status Change Form in regards to James Deery for an incentive pay increase of 20%, going up to \$219.43/week, effective December 31, 2017, as a result of his receiving a Bachelor's Degree. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*

**Town Meeting Warrant - To review draft warrant, attached hereto, and to make recommendations on all items in the warrant; votes may be taken**

- Kuklewicz gave a synopsis of the Special Town Meeting Warrant.
- Discussion ensued regarding Article 5 and the possibility of petitioning for a couple of additional liquor licenses to be kept in hand. The Board has the discretion to issue permits that it feels are in the best interest to the community. Nelson expressed interest in having that conversation as an agenda item in the future.
- *Nelson makes the motion to send the draft warrant to the Finance Committee for their further review and revisit the warrant next week for final approval by the Selectboard. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*

**Executive Assistant Business**

- **Announce Article submission deadline for May 5, 2018 Annual and Special Town Meeting**

*Nelson makes the motion to set the deadline for all Special Article submissions for Annual and Special Town Meetings for the May 5th, 2018 Town Meeting to be Monday, March 12th, 2018 at 4:00 PM in the Executive Assistant's Office. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*

- **Discuss adding snow date to agendas**

*Nelson makes the motion to authorize the Executive Assistant to post all of the Selectboard's Monday night meetings from now until the end of March with a snow date of the following Tuesday. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*

**Town Administrator's Office**

- **Discuss response to invitation to support a regional municipal electricity aggregation initiative**

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Ellis stated that we received a letter of from Robert Dean, the Director of FRCOG, asking if the Town would be interested in joining a regional electricity aggregation project. Ellis discussed this with the Planning Office as well as the Montague Energy Committee and the overall response was that this is not something on the list of strategic priorities for Montague.

- **Authorize Town Administrator to send request for MADEP guidance relative to vegetation management at the closed Montague Town Landfill**  
*Nelson makes the motion to authorize Town Administrator to send the request for the Mass DEP regarding the vegetation management at the closed Montague Town Landfill. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*
- **Accept Town of Montague Capital Improvement Plan and execute letter to Sean Cronin, Division of Local Services regarding acceptance of Capital Improvement Plan**  
*Nelson makes the motion to accept the Town of Montague Capital Improvement Plan as it appears and authorize the Town Administrator to send a letter to Sean Cronin of DLS notifying him of the acceptance. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz*
- **Execute FY18 Municipal ADA Improvement Grant Program (PLANNING GRANT) \$30,000**  
*Nelson makes the motion to authorize the Town Administrator to sign the contract with the State regarding the FY18 Municipal ADA Improvement Grant Program in the amount of \$30,000 for the Planning Grant. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*
- **Execute FY18 Municipal ADA Improvement Grant Program (PROJECT GRANT) \$35,000**  
*Nelson makes the motion to authorize the Town Administrator to sign the FY18 Municipal ADA Improvement Grant Program contract in regards to the Project Grant for \$35,000. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*
- **Topics not anticipated in the 48 hour posting requirements**  
None

**Michael Little, Department of Industrial Accidents Claim - discussion and vote to ratify settlement agreement, open session and executive session pursuant to G.L. c. 30A, §21(a)(3) to discuss litigation strategy**

- Ellis suggested having this discussion in Executive Session.
- The Chair declares that holding such discussion in open session would be detrimental to the Town's position.
- *Nelson makes the motion to go into Executive Session under to G.L. c. 30A, §21 (a)(3) to discuss litigation strategy, and we will come out to announce any votes we may take in that session. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*
- Executive Session was held.
- Regular Session reconvened at 7:56 PM.
- Kuklewicz stated that the Board has voted to accept a settlement in conjunction with our insurance carrier, MIIA, and to consent to a lump sum settlement to close the case with Michael Little with regard to the Department of Industrial Accidents.
- Ellis wanted it to go on record that this does not come out of the Town Funds. It is an insured amount.

**Executive Session under G.L. c. 30A, §21 (a)(6) to consider the purchase, exchange, lease, or value of real property with Ja'Duke Center for the Performing Arts, Consideration of Economic Development Incentive Program Agreement**

- The Chair declares that holding this discussion in open session would be detrimental to the Town's position.
- *Nelson makes the motion to go into Executive Session under G.L. c. 30A, §21 (a)(6) to consider the purchase, exchange, lease, or value of real property with Ja'Duke Center for the Performing Arts in relationship to the TIF agreement with Ja'Duke. We will potentially come out of that to announce the vote that we might take, and then we will adjourn regular session. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*
- Executive Session was held at 7:59 PM.
- Regular Session reconvened at 8:12 PM.
- Kuklewicz stated that they had nothing to report in public session other than they had a discussion around the TIF agreement.

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*Nelson makes the motion to adjourn the regular meeting at 8:13 PM. Boutwell seconded, unanimously approved.  
Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*

The next regularly scheduled Selectmen's Meeting will be held on Monday, January 29, 2018 at 7:00 PM at the **Montague Center Fire Station, 28 Old Sunderland Road, Montague, MA**

**Documents and Exhibits:**

- Inspector of Buildings Position: Chris Rice Resume
- Minutes of January 8, 2018
- Disbursement No. 2, Invoice #0749329; Rutter's Park Design Project, Contractor: GZA GeoEnvironmental, Inc. \$8,610.00
- Disbursement No. 2, Invoice #1.2017-122-2; Avenue A Streetscape phase III Project; \$28,000
- Documents for Sewer Rate Relief Fund Application
- Task Order No. 8A to Master Services Agreement between Town of Montague and CDM Smith, Inc., \$23,500
- Memorandum of Agreement between the Town of Montague and the United Electrical, Radio and Machine Workers of America, Local 274, Non-Bargaining Unit Inclusion in Call-in List for 2018
- Personnel Status Change Form: James Deery, Incentive pay increase to 20%, \$219.43/wk (was \$109.72), effective 12/31/17
- Town Meeting Warrant – To review draft warrant, attached hereto, and to make recommendations on all items in the warrant; votes may be taken
- Article submission deadline for May 5, 2018 Annual and Special Town Meeting
- Response to invitation to support a regional municipal electricity aggregation initiative
- Request for MADEP guidance relative to vegetation management at the closed Montague Town Landfill
- Town of Montague Capital Improvements Plan
- Letter to Sean Cronin, Division of Local Services regarding acceptance of Capital Improvements Plan
- FY18 Municipal ADA Improvement Grant Program (PLANNING GRANT) \$30,000
- FY18 Municipal ADA Improvement Grant Program (PROJECT GRANT) \$35,000