

**SELECTMEN'S MEETING
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
MONDAY, June 25, 2018**

Meeting was opened at 7:00 PM in the Upstairs Meeting Room. Present were Selectpersons Chris Boutwell, Michael Nelson, and Rich Kuklewicz (absent), and Town Administrator Steven Ellis, Wendy Bogusz, Executive Assistant, Kuklewicz makes introduction and announces meeting is being taped.

Approve minutes of June 18, 2018 if available

Minutes not available at this time

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

Jeanne Golrick: What policy will open monthly staff meetings to the public?

Ellis: Those are meetings not open to the public records law and it's valuable for me to me to have conversations with managers in a private setting. To my knowledge there is nothing that would compel us to make those meetings open to the public.

Golrick: I am formerly requesting they be made open because without the public knowing what's happening in those meetings and the contents of the discussions the public doesn't have transparent government. Wants this put on the agenda to be discussed. This will be deferred to Rich Kuklewicz when he returns.

Lisa Davol, Franklin County Chamber of Commerce Cider Days at Unity Park, November 3, 2018 3:00 PM to 6:45 PM, 1 Day All Alcoholic Beverages or Beer & Wine
Boutwell makes the motion to approve the request by Lisa Davol, Franklin County Chamber of Commerce for a 1 Day All Alcoholic Beverages or Beer & Wine Cider Days at Unity Park, November 3, 2018 3:00 PM to 6:45 PM, Tent will be set up the day before. Seconded by Nelson, approved. Boutwell – Aye, Nelson - Aye

Wild Child Cellars, LLC, dba Wild Child Cellars, April Dawn Woodard, Manager Annual Farmer Series Pouring Permit, Farmer – Wine License, 44 Canal Street, Turners Falls

Nelson reads public notice into the record.

Woodard: This license is so when we have the space ready, we will be able to invite people to come in and have a taste of our product.

Boutwell makes the motion to approve the Annual Farmer Series Pouring Permit, Farmer – Wine License, Wild Child Cellars, LLC, dba Wild Child Cellars, April Dawn Woodard, Manager at 44 Canal Street, Turners Falls. Seconded by Nelson

Approve Substantive changes made by the Joint Committee on Consumer Protection and Professional Licensure to H4462 for An Act authorizing the Town of Montague to grant 1 additional license for the sale of all alcoholic beverages to be drunk on the premises

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Curt Sherrerr: Asks that the name be changed as the State did not allow them to take Mills #2 as a business name. River Child LLC will be used instead

Discussion about the number of liquor licenses the town has

Boutwell makes the motion to approve Substantive changes made by the Joint Committee on Consumer Protection and Professional Licensure to H4462 for An Act authorizing the Town of Montague to grant 1 additional license for the sale of all alcoholic beverages to be drunk on the premises. Will be requesting on line 4 the name of the LLC be changed to River Child, LLC Seconded by Nelson, approved unanimously. Boutwell – Aye, Nelson - Aye

Roberta Potter, Council on Aging Director

Use of Public Property: Montague Senior Center Parking Lot, Western Mass. Food Bank; Beginning July 18th; 3rd Wednesday afternoons monthly, 12:30 PM to 2:00 PM

Boutwell makes the motion to approve the use of Public Property: Montague Senior Center Parking Lot, Western Mass. Food Bank; Beginning July 18th; 3rd Wednesday afternoons monthly, 12:30 PM to 2:00 PM, Seconded by Nelson, approved. Boutwell – Aye, Nelson – Aye.

Ms. Golrick asks about this event being held in another village.

Bruce Hunter, FCRHRA

Authorization to Disburse No. 1, Invoice #061890083, FY17 Strathmore Mill Demolition Design Project, Contractor: Tighe & Bond, \$4,600

Boutwell makes the motion to Authorize Disbursement No. 1, Invoice #061890083, FY17 Strathmore Mill Demolition Design Project, Contractor: Tighe & Bond, \$4,600. Seconded by Nelson, approved. Boutwell – Aye, Nelson - Aye

Personnel Board

Other:

Boutwell makes the motion to accept the resignation of Glen Batchelder, Custodian at the DPW, Seconded by Nelson, approved. Boutwell – Aye, Nelson - Aye

To review and approve minor updates to the Airport Manager Job Description

Peter Golrick: During the Airport Commissions May meeting we held the annual review of the Airport Manager. This was our first pilot year of testing a new process. Rather than use the standard form from the Towns evaluation packet, we took the list of items from the managers job description and evaluated him on those. We felt this was more of a fair representation of the process and worked very well. Doing this we discovered a discrepancy in the job description that did not apply.

Statement of Duties: added: *Department of Transportation/Aviation Division (MassDOT/AD) (formerly known as Massachusetts Aeronautics Commission)*

Essential Functions: 11. Added: *appropriate MassDOT/AD or FAA personnel deleted Airport Certification Officer under Part 139.*

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Boutwell makes the motion to authorize the job description for the Airport Manager as presented by Peter Golrick (above). Seconded by Nelson, approved unanimously. Boutwell- Aye, Nelson – Aye

Ellis stated this was easily changed as the position is not in the union and they were small technical changes that do not alter the job.

Evaluation of Town Administrator

Ellis: I thought it was time to address this as I have not yet been evaluated by the Board through any process formal or informal. I spoke to Rich about getting this on the agenda about 4 – 6 weeks ago and he was amenable to the idea. My evaluation, as I am directly evaluated by the Board, is a public process and I would like the board to put this on an agenda to discuss what process you want and when you can make time to do that. I would suggest it be done when all three of you are at the meeting and that you use the same format that has been used for other managers. Personally, I want the feedback and don't mind that it is a public process. Options: Each member could take the standard form for managers and individually complete it (you can't discuss before a meeting) then send to Wendy for her to tally, then it could be discussed in public and you could decide on the final aggregate ratings.

Nelson would be fine doing it this way, and knows at least one resident has been vocal about this over the years.

J. Golrick asks about the Board doing a performance review by using his job description and thinks the Board should wait until Rich has had the chance to comment on the procedure.

Reynolds asks where the public gets to comment as they need to see the format

P. Golrick states that he gets information out to the public about 1 month before the Airport Commission meeting and responses get sent to the Commission and incorporated into their comments during the managers evaluation. Evaluation is done between the commission and the Manager and at the end it is opened up to the public for comment.

Ellis suggests including standard form with the minutes and if the public wants to comment they can submit the form.

Ariel Elan comments that Steve's position would be difficult for the public to evaluate

Nelson makes the motion to move forward with the Town Administrators evaluation using the standard appraisal form and collate the data and return to Wendy in time for the July 23, meeting at which time she will have collated the data and it will be discussed as a board if all 3 members are available. If one member is not available, we will look to do this at the next meeting when all 3 members plus Steve are present. Seconded by Boutwell, approved. Boutwell – Aye, Nelson - Aye

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Acknowledge receipt of Open Meeting Law complaint from Jeanne Golrick Dated May 23, 2018 regarding the Boards procedure for conducting employment evaluations
Ellis apologizes letter wasn't responded in a more timely manner and reads letter to be sent to Assistant Attorney General Jonathan Sclarsic into the record.

Boutwell makes the motion to make the affirmation that the Board has not conducted any employee performance evaluations during our respective tenures on the Board. Seconded by Nelson, approved. Boutwell – Aye, Nelson – Aye.

Individual evaluations are not subject to mandatory disclosure

J. Golrick feels there has to be a policy how the Town Administrator manages the department heads.

Executive Assistant Business

Approve Annual Appointments as set forth in the attached list

Nelson makes the motion to make one year appointments as listed on the list attached at the end of the minutes. Seconded by Boutwell, approved. Boutwell – Aye, Nelson - Aye

- John Reynolds asks if we have a list that shows how many people should be on a committee and the vacant positions

Nelson makes the motion to make the two year appointments as listed on the list attached at the end of the minutes. Seconded by Boutwell, approved. Boutwell – Aye, Nelson – Aye

Nelson makes the motion to make the three year appointments as listed on the list attached at the end of the minutes. Seconded by Boutwell, approved. Boutwell – Aye, Nelson – Aye

Nelson makes the motion to make the five year appointment as listed on the list attached at the end of the minutes. Seconded by Boutwell, approved. Boutwell – Aye, Nelson – Aye

Town Administrators Business

Award and Execute FY19 Information Technology Consulting Contract with Moody Consulting, \$36,000 annually; \$90/hour for work outside of the specifications

Boutwell makes the motion to Award and Execute FY19 Information Technology Consulting Contract with Moody Consulting, \$36,000 annually; \$90/hour for work outside of the specifications. Seconded by Nelson, approved unanimously. Boutwell – Aye, Nelson - Aye

Award and Execute contract for replacement of the Council on Aging front porch to LaRochelle Construction, Inc., South Hadley \$28,500

Boutwell makes the motion to Award the contract for replacement of the Council on Aging front porch to LaRochelle Construction, Inc., South Hadley in the amount of \$28,500. Seconded by Nelson, approved unanimously. Boutwell – Aye, Nelson - Aye

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Update on DPW Owner Project Manager RFQ

DPW Building facility meeting is scheduled for tomorrow afternoon. I will be sharing the owner project manager RFQ. This is the first step in the process.

Update on Colle and Shea Projects

I previously shared with the board the difficulty getting the right specs for Shea Theater Roof project and the complications associated with renovating the windows in the Colle Building. We were able to get representatives of the Gayco Firestone Company that brought a lot of roofing expertise to help us with specifications for the roof, to guarantee a warranty. I feel confident we will be able to bid that project this summer. Approach with Colle will be to have the windows adjacent to Shea Theater Roof worked on this summer and solicit a quote to get them finished then we will work on getting the roof repaired.

Execute Letter to the Clean Energy Extension Program

Letter offered by Montague Energy Committee and they are asking the Board send the letter on their behalf. You might recall the UMASS Clean Energy Extension provided a valuable service to the Town of Montague in conducting an inventory and energy-status assessment of all of the town-owned properties in 2017. CEE's inventory and assessment spells out the history, status of current energy infrastructure, possibilities for improvement, and specific recommendations for each town owned building and facility. The report also includes a wealth of data pointing us to the best investments to conserve energy and save on costs, and resources to help in deeper analysis and implementation. We expect to use this document as a resource for prioritizing capital expenditures as well as for guiding future energy improvements and retrofits.

Boutwell makes the motion to execute the letter to the UMASS Clean Energy Extension Program as presented. Seconded by Nelson, approved. Boutwell – Aye, Nelson - Aye

Civil Service Police Chief Assessment Center RFQ Update

We sent out an RFQ which is under \$10,000 and responses are due back on Thursday. Positions us well to bring back a recommendation to the Board's meeting on July 9th

J. Golrick asks that bidders do a public presentation so the public can hear. Ellis responds that he doesn't think a firm will come do a presentation for that amount of money and it was not included in the RFQ request

Ellis explains the RFQ procedure for John Reynolds.

Updates will continue as the process moves along

Topics not anticipated in the 48 hour posting requirements

- Mass DOT will be shutting down the General Pierce bridge overnight tomorrow. The White Bridge will stay closed through the end of July. Mass DOT does not feel the bridge is a risk to the public.

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- MVP Grant was announced at a previous meeting and we received word on Friday that the contract has to be executed before the end of the fiscal year or forfeit the money.

Boutwell makes the motion to execute the Municipal Vulnerability Preparation Program Action Grant for the Montague City Road Flooding Protection Project: Design and Permitting in the amount of \$33,750. Seconded by Nelson, approved unanimously. Boutwell – Aye, Nelson - Aye

- Reynolds asks about money for repairs to the Montague Center Bridges. Ellis responds that this was one of the projects applied for but the Town was not awarded a grant. Tom Bergeron will be asked about the project and to give an update at an upcoming meeting.

Boutwell makes the motion to adjourn the meeting at 9:00 PM. Seconded by Nelson, approved. Boutwell – Aye, Nelson – Aye

Documents and Exhibits:

- Lisa Davol, Franklin County Chamber of Commerce, Cider Days at Unity Park, November 3, 2018 3:00 PM to 6:45 PM, 1 Day All Alcoholic Beverages or Beer & Wine
- Wild Child Cellars, LLC, dba Wild Child Cellars, April Dawn Woodard, Manager Annual Farmer Series Pouring Permit, Farmer – Wine License, 44 Canal Street, Turners Falls
- Substantive changes made by the Joint Committee on Consumer Protection and Professional Licensure to H4462 for An Act authorizing the Town of Montague to grant 1 additional license for the sale of all alcoholic beverages to be drunk on the premises
- Roberta Potter, Council on Aging Director; Use of Public Property: Montague Senior Center Parking Lot, Western Mass. Food Bank; Beginning July 18th; 3rd Wednesday afternoons monthly, 12:30 PM to 2:00 PM
- Authorization to Disburse No. 1, Invoice #061890083, FY17 Strathmore Mill Demolition Design Project, Contractor: Tighe & Bond, \$4,600
- Airport Manager Job Description
- Open Meeting Law complaint from Jeanne Golrick Dated May 23, 2018 regarding the Boards procedure for conducting employment evaluations
- Approve Annual Appointments as set forth in the attached list
- Execute FY19 Information Technology Consulting Contract with Moody Consulting, \$36,000 annually; \$90/hour for work outside of the specifications
- Letter to the Clean Energy Extension Program

Board of Selectmen **Appointments**

Expiration: 6/30/2018

ASSISTANT TOWN CLERK	1 YEAR	6/30/19
Madelyn Hampp		
BATTLEFIELD GRANT ADVISORY COMMITTEE	1 YEAR	6/30/19
David Brule Joe Graveline Doug Harris Peter Miller John Nove Paul Robinson Ivan Ussach Bettina Washington David Tallpine White		
BROADBAND TELECOMMUNICATIONS COMMITTEE	1 YEAR	6/30/19
Lisa Enzer Kenn Hannah Kevin Hart Robert Steinberg		
CABLE ADVISORY COMMITTEE	1 YEAR	6/30/19
Jason Burbank Richard Kuklewicz John McNamara		
CEMETERY COMMISSION	1 YEAR	6/30/19
Judith Lorei		
CIVIC CENTER COMMISSION	1 YEAR	6/30/19
Pam Allan Suzanne LoManto		

Board of Selectmen Expiration Report

Expiration: 6/30/2018

CONSTABLE	1 YEAR	6/30/19
Wendy Bogusz David Dion Christopher Williams		
COUNCIL ON AGING	1 YEAR	6/30/19
Debra Bourbeau Juanita (Bunny) Caldwell Barbara Kuklewicz Teresa Miner Larry Parker		
COUNCIL ON AGING DIRECTOR	1 YEAR	6/30/19
Roberta Potter		
DPW SUPERINTENDENT	1 YEAR	6/30/19
Tom Bergeron		
EMERGENCY MANAGER	1 YEAR	6/30/19
John Zellmann		
ENERGY COMMITTEE	1 YEAR	6/30/19
Jason Burbank Ariel Elan Pam Hanold Chris Mason Sarah (Sally) Pick Tim Van Egmond		
F. C. SOLID WASTE MANAGEMENT DISTRICT 2	1 YEAR	6/30/19
Christopher M. Boutwell, Sr. Michael M Nelson		
FOREST WARDEN	1 YEAR	6/30/19
Richard Sawin Jr.		

Board of Selectmen Expiration Report

Expiration: 6/30/2018

FOREST WARDEN - DEPUTY	1 YEAR	6/30/19
John Zellmann		
FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS	1 YEAR	6/30/19
Steven F Ellis		
Richard Kuklewicz		
FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS - PLANNIN	1 YEAR	6/30/19
Bruce Young		
FRTA ADVISORY BOARD	1 YEAR	6/30/19
Richard Kuklewicz		
Jeffrey Singleton	Alternate	
GAS & PLUMBING INSPECTOR	1 YEAR	6/30/19
Herbert F. Hohengasser		
GAS & PLUMBING INSPECTOR - ALTERNATE	1 YEAR	6/30/19
Timothy J. Hartnett		
John Letourneau		
Library Director	1 YEAR	6/30/19
Linda Hickman		
MONTAGUE ENERGY POLICY LIAISON	1 YEAR	6/30/19
Ariel Elan		
PARKS & RECREATION DIRECTOR	1 YEAR	6/30/19
Jonathan Dobosz		
PLANNING AND CONSERVATION AGENT	1 YEAR	6/30/19
Walter F Ramsey		

Board of Selectmen Expiration Report

Expiration: 6/30/2018

PIANNING BOARD - ALTERNATE	1 YEAR	6/30/19
Elizabeth Irving	Alternate	
REGIONAL EMERGENCY PLANNING COMMITTEE (REPC)	1 YEAR	6/30/19
John Zellmann		
TOWN COUNSEL	1 YEAR	6/30/19
Kopelman & Paige, PC		
TREE ADVISORY COMMITTEE	1 YEAR	6/30/19
Leslie Brown		
David Detmold		
Charles Walker Korby		
Michael Marcotrigiano		
Roberta Potter		
Tom Sullivan		
Zhaohong Wen		
TURNERS FALLS ATHLETIC CLUB	1 YEAR	6/30/19
Christian Couture		
Nancy Barry Yankowski		
VETERAN'S GRAVES OFFICER	1 YEAR	6/30/19
John T. Murphy		
WASTEWATER POLLUTION CONTROL SUPERINTENDENT	1 YEAR	6/30/19
Robert McDonald		
WELLS TRUST	1 YEAR	6/30/19
Ron Sicard		

2
YR.

GILL-MONTAGUE TRANSIT AUTHORITY

2 YEARS

6/30/20

Steven F Ellis
Carolyn Olsen

3
YR.

AIRPORT COMMISSION

3 YEARS

6/30/21

Peter Golrick Chair

CONSERVATION COMMISSION

3 YEARS

6/30/21

Justin T. Fermann Vice-Chair
Alex Peterkin Member

ECONOMIC DEVELOPMENT AND INDUSTRIAL CORPORATION 3 YEARS

6/30/21

John Furbish

HISTORICAL COMMISSION

3 YEARS

6/30/21

Suzanne LoManto
Mary Melonis

PLANNING BOARD

3 YEARS

6/30/21

Bruce Young Member

REGISTRAR OF VOTERS

3 YEARS

6/30/21

Jay DiPucchio

5
YR.

ZONING BOARD OF APPEALS

5 YEARS

6/30/23

Ernest Brown Chair