

**SELECTMEN'S MEETING
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
MONDAY, September 24, 2018**

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

Approve Selectboard Minutes of September 10 and 17, 2018

- *Nelson makes the motion to approve the minutes of September 10, 2018 with minor adjustments. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*
- *Nelson makes the motion to approve the minutes of September 17, 2018. 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

Pam Tierney, Black Cow Burger Bar, 127 Avenue A, Turners Falls, MA

- Nelson recuses himself.
- **Use of Public Property, 127 Avenue A, Turners Falls on October 20, 2018**
Boutwell makes the motion to approve the Assembly for a Public Demonstration/Use of Public Property, 127 Avenue A, Turners Falls on October 20, 2018. Kuklewicz seconded, approved. Boutwell - Aye, Kuklewicz - Aye, Nelson - Abstain
- **One Day Beer & Wine License on October 20, 2018, 2:00 PM - 9:00 PM**
Boutwell makes the motion to authorize a special One Day License to Pam Tierney of the Black Cow Burger Bar for the Great Falls Festival on October 20, 2018 from 2:00 PM to 9:00 PM; it has been signed off by the Police Chief, insurance has been provided, and this event is formerly known as Pumpkinfest. Kuklewicz seconded, approved. Boutwell - Aye, Kuklewicz - Aye, Nelson - Abstain

Paul Voiland, Red Fire North, 485 Federal St., Montague, MA

- **One Day Beer & Wine License, October 14, 2018, 9:00 AM - 8:00 PM**
Nelson makes the motion to approve the One Day Beer & Wine License to Red Fire North, 485 Federal Street for an event taking place on October 14, 2018 from 9:00 AM - 8:00 PM pending receipt of a TIPS certificate for on-premise serving and an insurance certificate. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye
- **Entertainment Permit, October 14, 2018, 12:00 PM - 5:00 PM**
Nelson makes the motion to approve the Entertainment Permit to Red Fire North on October 14, 2018, 12:00 PM - 5:00 PM. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye

Bruce Hunter

Execute Agreement with GZA GeoEnvironmental, Inc., Rutter's Park Design - Phase One Modifications, \$3,100

Nelson makes the motion to execute the Agreement with GZA GeoEnvironmental for Phase One Modifications in the amount of \$3,100. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye

Request Declaration of surplus equipment from DPW

2004 Chevy 2500 HD, 1984 Leroi Compressor, 8 ft. Service Body, 9 ft. MM2 Straight Blade

Nelson makes the motion to declare the following items as surplus equipment from DPW: 2004 Chevy 2500 HD, 1984 Leroi Compressor, 8 ft. Service Body, and a 9 ft. MM2 Straight Blade. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye

Mike Langknecht, MCTV

- **Updates**
 - Ray Sebold has joined the MCCI Board of Directors.
 - The contract has lapsed. For the next contract, Langknecht suggests having the MCCI Board report directly to the Selectboard.
- **Facility Needs**

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- Langknecht reads aloud an invitation to the Selectboard, Town Administrator, Town Planner, and Capital Improvements Committee to attend a concept meeting regarding a possible media center.
- Nelson volunteers to be the Selectboard's representative.
- Kuklewicz suggests a group meeting sometime after the 1st of the year.

October 10, 2018 Special Town Meeting Warrant - To approve and execute Draft Warrant, attached hereto

- Nelson reads aloud the warrant.
- *Nelson makes the motion to post the October 10, 2018 Special Town Meeting Warrant. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*

Annual Town Administrator Evaluation

- Kuklewicz reads aloud the summary of the Performance Appraisal System for the Town Administrator. Performance criteria evaluated and commented on by the Selectmen include Communication, Managing Personnel, Financial Management, Planning and Organization, and Innovation.
- Nelson expresses appreciation for Ellis's great work and the hours that he has put in, but asks him to make sure he continues to take care of himself and his family.
- Boutwell agrees with Nelson, and states that he believes things will only get better in the future.
- Kuklewicz expresses appreciation for how Ellis has dealt with the challenges that have come up, and echoes Nelson's comments about family.
- Kuklewicz expresses appreciation for the capability of the staff.
- Nelson reads aloud his notes listing priorities for the Town Administrator to be working on for the FY19 Evaluation.
- The Selectmen discuss possible modifications/additions to the key performance factors of the FY19 evaluation.

Town Administrator's Business

- **Discuss ADA Project Grant Submission**
Ellis reviews the focus of the ADA Project Grant Submission, stating that we are requesting roughly \$44,000 to repair the gap between Spinner Park and where the Streetscape ends.
- **Ribbon Cutting for Kearsarge Solar Field, October 1, 2018, 10:00 AM**
Kearsarge is sending out invitations for the Ribbon Cutting for Kearsarge Solar Field. According to Ellis, we are casting as broad a net as possible for invitees, including our congressional delegation at the federal level, as well as the potential electees for the State Senate's and the State Representative's seats. In the event of inclement weather, the Ribbon Cutting will be held at the public safety complex.

Topics not anticipated in 48-hour posting

- **Request for Mutual Aid/Lawrence, MA**
 - Nelson states that after the multiple explosions in the city of Lawrence and adjacent towns on September 13, there are still 8600 residents in need of plumbing, gas, and electrical inspections before they can return home. In addition, there are 120 food establishments that are in need of food inspections in order to reopen. As a result of this disaster and with winter approaching, they have put out a request for mutual aid and are requesting towns from throughout the Commonwealth to potentially give staff to help (specifically plumbing, gas, electrical, building, housing, or food inspectors).
 - *Nelson makes the motion to allow Town staff, specifically the Building Inspector and the Health Inspectors, to provide up to three days of services to the City of Lawrence to aid in their recovery if they are willing and able to do so based on their work needs. The Town will cover their travel if there is no federal reimbursement. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*
- **TF Fire and Water District Meeting**
On Wednesday evening at 7:00 PM, the Turners Falls Fire and Water District is having a meeting at the high school. Among the agenda items is the discussion of a new aerial ladder truck.

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The next regularly scheduled Selectmen's Meeting will be held on October 1, 2018 at the Montague Town Hall, 1 Avenue A, Turners Falls, MA

Nelson makes the motion to adjourn the meeting at 8:31 PM. Boutwell seconded, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye

Documents and Exhibits:

- Pam Tierney, Black Cow Burger Bar, Use of Public Property, 127 Avenue A, Turners Falls, MA, 127 Avenue A, Turners Falls on October 20, 2018, 2:00 PM – 9:00 PM and One Day Beer & Wine License
- Paul Voiland, Red Fire Farm, 485 Federal St., Montague, MA One Day Beer & Wine License, October 14, 2018, 9:00 AM – 8:00 PM and Entertainment Permit
- Agreement with GZA GeonEnvironmental, Inc., Rutter's Park Design Phase One Modifications, \$3,100
- Declaration of surplus equipment from DPW; 2004 Chevy 2500 HD, 1984 Leroi Compressor, 8ft. Service Body, 9ft. MM2 Straight Blade
- October 10, 2018 Special Town Meeting Warrant – To approve and execute Draft Warrant, attached hereto

Final Version
prepared by
Wendy Bogusz

TOWN OF MONTAGUE
PERFORMANCE APPRAISAL SYSTEM
(FOR MANAGERS)

Name Steve Ellis
Position _____
Appraisal year FY2018
Mid-Year _____ Annual XX

BOS Meeting
9/24/18

PERFORMANCE CRITERIA

		E	M	D
1.	Communication			
A.	Presents plans, ideas, and issues in a clear concise and persuasive manner to diverse audiences.	<u>X X</u>	<u>X</u>	___
B.	Listens intently to others. Is open to and solicits reactions and ideas.	<u>X X</u>	<u>X</u>	___
C.	Cooperates with (and insures that his or her staff cooperates with) other departments by consistently meeting commitments, freely sharing information, informing them about actions that will affect them, and seeking their input where appropriate.	<u>X X X</u>	___	___
D.	Handles conflict situations calmly and constructively by reducing tensions, getting at the real issue and (where possible) reconciling differences.	<u>X X</u>	<u>X</u>	___
E.	Written reports are clear, well organized, And accurate.	<u>X X</u>	<u>X</u>	___
	Summary Appraisal:	<u>X X</u>	<u>X</u>	___

Comments:

- Communicates Well
- Steve does an excellent job of communicating with the Board and myself. His interactions with staff and the public are always thoughtful and accurate. He has done an excellent job handling several very difficult and delicate situations over the past 18+ months. Always careful and thoughtful in his approach to others yet able to get his point across, I feel is one of his several strengths.
- Exceptionally good communicator – including publicly and to the Board. Eloquently able to discuss delicate conversations and public statements

E M D

2. Managing Personnel

A.	Develops staff into competent professionals; promotes and organizes appropriate training and development opportunities.	___	XXX	___
B.	Fully delegates responsibility and authority to employees who are able to accept it.	XX	X	___
C.	Through a combination of training, guidance, and coaching, achieves quality performance from his or her employee.	XX	X	___
D.	Does a thoughtful and complete appraisal of each employee's performance, focusing on specific job-related behavior.	___	___	XX
E.	Deals quickly and skillfully with performance issues or situations that might adversely affect the morale of the staff, the quality of services, or the image of the town.	X	XX	___
Summary Appraisal:		___	XXX	___

to be done

Comments:

- Job performance appraisals to be done in the future of department heads under his jurisdiction
- Employee appraisals is an area that needs more attention and rigor as we move forward. It is important to sit with the staff and review the past year looking at all the challenges presented and the results of their handling. If done with care and on a regular basis, will help staff to develop and benefit all.
- Need to conduct staff reviews in line with this new TA review process. Strong working relationship with department heads, most notably town planner and executive assistant.

3. **Financial Management**

A. Prepares budget requests on schedule. Requests reflect the department's major objectives and are accurate and well-substantiated.

XXX

B. Consistently operates within budgeted amounts; no overruns occur without prior justification and approval.

XXX

C. Seriously attempts to develop and implement cost reductions.

XX X

D. Make cost-effective use of overtime

XX X

Summary Appraisal:

XX X

Comments:

- Watches the bottom line closely
- Steve has done an excellent job of working on our municipal budget and has prepared thoughtful and thorough budget scenarios for us to consider. Working with the Finance committee through many long meetings with even more time preparing is appreciated.
- The Town Administrator works closely with the Finance Committee and Capital Improvement Committee to build an affordable budget.

4. **Planning and Organization**

- | | | | | |
|----|---|-----|-----|-----|
| A. | Anticipates problems before they arise and | ___ | XXX | ___ |
| B. | Each year, produces a well-thought out plan of action to implement major departmental objectives. | X | XX | ___ |
| C. | Clearly establishes priorities and communicates, those to the staff, insures that important things are completed first. | X | XX | ___ |
| D. | Involves staff and others in the planning process, helping them to become better planners. | X | XX | ___ |
| E. | Insures that objectives are achieved as efficiently as possible by the way he/she organizes the work, assigns personnel, marshals resources, and follows through. | X | XX | ___ |
| | Summary Appraisal: | X | XX | ___ |

Comments:

- One cannot anticipate all the situations that can come up
- Steve's attention to detail is to be commended. However, this can lead to many long days and at times interferes with other tasks. I would like to see Steve delegate a bit more to his capable staff. This will, I feel foster a sense of teamwork and by challenging others will help them in the development of their skills and talents. There is simply too much for one person to handled.

I would like to see a plan that encompasses all departments within the Town looking forward 1, 2, and 5 years. Much of the base exists within various departments and committees but needs to be assembled in one cohesive concise plan.

- Continue working with town planner to identify priority projects. Consider budgeting for additional staff or intern to absorb some duties to be able to focus on larger priorities.

E M D

5. Innovation

A.	Comes up with fresh, new approaches to departmental problems, or to serving citizens or users of the department's services.	___	XXX	___
B.	Actively involves and supports others in the search for innovative ideas.	XXX	___	___
C.	Finds creative ways to secure non-tax, resources.	XX	___	___
D.	Finds creative ways to produce higher levels of service at the same cost or maintain the same services at a reduced cost.	X	XX	___
	Summary Appraisal:	X	XX	___

Comments:

- Picks up on issues very fast
- Steve has worked to solve a myriad of challenges as is evidenced with his many and varied accomplishments. Building stronger relationships with regional and state officials. Looking for grant opportunities and moving forward on submission. Economic growth with potential investors and business interested in growing or moving their business to Montague. His work with the Capital Improvements Committee to address many outstanding issues. The list of areas and accomplishments is varied and sometimes not appreciated until one reflects at the enormity of the task at hand.

One final thought and comment is how Steve and Staff have handled several records requests. All of which occupy much time and effort to complete. While working to be fully compliant and transparent in the Town's actions. Whether these are necessary and in the public interest or simply frivolously motivated. Steve takes the "high road" and transmits this attitude to staff. Providing accurate information in a timely manner

- Work closely with WWTP super to find innovative ways to address the budget woes there.