

SELECTBOARD AND BOARD OF HEALTH MEETING
Due to COVID-19 Public Participation is by Zoom
November 9, 2020

Remote Zoom Meeting was opened at 6:30 PM in the Upstairs Meeting Room. Present were Selectpersons Rich Kuklewicz, Michael Nelson, and Chris Boutwell, Town Administrator Steve Ellis, Executive Assistant Wendy Bogusz, WPCF Superintendent Chelsey Little, Director of Public Health Daniel Wasiuk, and FCRHRA Director of Community Development Brian McHugh.

Selectboard Chair opens the meeting, including announcing that the meeting is being recorded and roll call taken.

Board of Health Chair opens the meeting, roll call taken.

Approve Minutes:

Joint Selectboard and Board of Health, November 2, 2020

- *Boutwell makes the motion to approve the minutes of the Joint Selectboard and Board of Health, November 2, 2020 as corrected. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to approve the minutes of the Joint Selectboard and Board of Health, November 2, 2020 as corrected. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Cummings - Aye*

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

None

Personnel Board

- **Approve Cell Phone Stipend Authorization Request for Shawna Williams effective 11/1/20**
Boutwell makes the motion to approve the Cell Phone Stipend Authorization Request for Shawna Williams effective 11/1/20. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye
- **Adam Kleeburg, Promotion to WPCF Tech, UE Grade D, Step 1, \$20.68/hr (Previous position, Laborer/Operator, Grade B, Step 2, \$18.34/hr)**
Boutwell makes the motion to promote Adam Kleeburg to WPCF Tech, UE Grade D, Step 1, \$20.68/hr (Previous position, Laborer/Operator, Grade B, Step 2, \$18.34/hr). Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye

COVID-19 Updates and Action Items

- **Report of Emergency Management Team relative to State guidance**
Ellis reports that the members of the Emergency Management Team met this morning in the wake of the recently released order and evolving situations in the Town of Montague. There are eight new COVID cases in Montague since October 24. Among the things discussed in the meeting were (1) new guidance relative to the classification of communities in Massachusetts, (2) enforcement of the new outdoor order in particular, and (3) whether it is necessary to change Town of Montague operational practices.
- **Review of any Updated State Guidance or Orders**
Wasiuk reviewed the updated orders as interpreted by the Emergency Management Team:
 - There is a stay-at-home advisory from 10 PM and 5 AM
 - Restaurants and liquor stores should close at 9:30 PM
 - Face coverings need to be worn in municipal buildings (this will be further clarified)

SELECTBOARD AND BOARD OF HEALTH MEETING
Due to COVID-19 Public Participation is by Zoom
November 9, 2020

- In a private residence indoor gatherings are limited to 10 people and outdoor gatherings are limited to 25
- Indoor gatherings in public settings are limited to 25, and in low risk communities there can be no more than 100 people.
- The Board of Health needs to determine how to move forward with compliance and enforcements.
- Wasiuk feels that education is more important than fining at this point.
- Ellis reports that the Emergency Management Team members feel that our responsibility is to proactively advise and educate the public; and intervene in a polite, respectful, but clear way relative to what the State orders are.
- Ellis reviews the new key from DPH that outlines the standards for establishing community levels (City & Town Metrics document). We currently fit in the gray category.
- The EMT is going to be meeting every other week by schedule (more frequently if necessary).
- David Harmon expresses his frustration at the Board of Health's lack of communication to the residents. He reports that he has seen several people outdoors without masks. He also states that other Towns seems to have made more effort (i.e., via signs and FB posts).
- Discussion ensues about different ways of getting more signs to put up in different public places (i.e., the bike path, the basketball court, and the skate park)

Boutwell makes the motion to adjourn the Board of Health. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Cummings - Aye

Brian McHugh, FCRHRA

- **Approve payment of \$850 to Berkshire Design Group for architectural services rendered for the Spinner Park Restoration Project**
Boutwell makes the motion to approve the payment of \$850 to Berkshire Design Group for architectural services rendered for the Spinner Park Restoration Project. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye
- **Discussion and approval of Change Order #1 in the amount of \$24,942.26 to Sciabia Project (with Carlos Nieto, Berkshire Design Group)**
 - Nieto gives a breakdown of the Change Order (about \$12,000 for the site part of the work and \$9,580 for the electric part of the work) and reviews the reasons for the added costs. He feels that what they are asking for seems within reason.
 - Kuklewicz asks for assurance that the lights on Avenue A toward 2nd Street are going to be continued, and that the antiquated wiring coming down the pole and feeding the lights from 4th Street to 5th street is discontinued. Nieto explains that their electrical engineer increased the size of the circuit box to include several more circuits than before.
 - Nieto suggests having a meeting with the electrical engineer, McHugh, Nieto, and Kuklewicz at some point in the future.
 - *Boutwell makes the motion to approve Change Order #1 in the amount of \$24,942.26 to Sciabia Project (with Carlos Nieto, Berkshire Design Group). Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*
- **Update on Spinner Park Restoration Project**
 - Some of the fencing blew over during a particularly windy day last week. The area has been enclosed to protect it.
 - The Town has agreed to install a temporary walkway this fall. Sciabia will demolish it in the spring.
 - Sciabia will do some of the Change Order work in the next two to three weeks.

SELECTBOARD AND BOARD OF HEALTH MEETING
Due to COVID-19 Public Participation is by Zoom
November 9, 2020

- They may be able to start setting the granite in January.

Authorize Rich Kuklewicz and Steve Ellis to serve as Town's negotiating team for Cannabis related business host community agreements

Boutwell makes the motion to authorize Rich Kuklewicz and Steve Ellis to serve as Town's negotiating team for Cannabis related business host community agreements. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye

Town Administrator's Report

• **Present recommendations to facilitate execution of capital projects**

- Ellis reviews his recommendations to facilitate execution of capital projects and repairs:
 - Unsafe/Unhealthy Buildings (\$25,000); Engineering and Survey Services (\$25,000); Bid/Project Overrun Contingency Funds (\$25,000)
 - Town Building Assessment and Capital Plan Study (\$50,000)
- *Boutwell makes the motion to endorse the four proposed projects to be included on the next Annual Town Meeting Warrant. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*

• **Remote Town Meeting Update**

Ellis reports that he has followed up with the Town Moderator, who is open to the concept of having a remote Town Meeting. They will be having a remote meeting to go through what this would entail.

Other/State-Required Annual Drill

Nelson reports that the Board of Health will be conducting an emergency dispensing site drill on Wednesday, November 18, at 2 PM. This is an annual drill that the State requires to test each municipality's readiness for mass vaccination. Due to the pandemic situation, the Board of Health decided to conduct that drill in the Town Hall parking lot.

Upcoming Meetings: Selectboard Meeting, **MONDAY, November 16, 2020, 6:30 PM** via Zoom

Boutwell makes the motion to adjourn the meeting at 7:49 PM. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye

Documents and Exhibits:

- Joint Selectboard and Board of Health, November 2, 2020
- Cell Phone Stipend Authorization Request for Shawna Williams effective 11/1/20
- Appointment: Adam Kleeburg, Promotion to WPCF Tech, UE Grade D, Step 1, \$20.68/hr (Previous position, Laborer/Operator, Grade B, Step 2, \$18.34/hr)
- Approve payment of \$850 to Berkshire Design Group for architectural services rendered for the Spinner Park Restoration Project
- Discussion and approval of Change Order #1 in the amount of \$24,942.26 to Sciabia Construction Corporation for additional electrical work on the Spinner Park Restoration Project. (with Carlos Nieto, Berkshire Design Group)