

MONTAGUE SELECTBOARD MEETING

VIA ZOOM

Monday, April 8, 2024

AGENDA

Join Zoom Meeting <https://us02web.zoom.us/j/81641624059>

Meeting ID: 816 4162 4059 Passcode: 200182 Dial into meeting: +1 646 558 8656

Topics may start earlier than specified, unless there is a hearing scheduled

Meeting Being Taped

Votes May Be Taken

- 1.6:00PM Selectboard Chair opens the meeting, including announcing that the meeting is being recorded and roll call taken
2. 6:00 Approve Minutes: Selectboard Meeting April 1, 2024
3. 6:02 Public Comment Period: Individuals will be limited to two (2) minutes each and the Selectboard will strictly adhere to time allotted for public comment
4. 6:04 **Chelsey Little, CWF Superintendent**
- Sewer Bill Abatements for 2nd Half of FY2024
 - MA Department of Labor Standards (DLS) Safety Inspection Report
 - CWF Ongoing Projects Update
 - CWF Facility Planning Update
 - Permitted Discharge Summary for March 2024
 - Blended Discharge Summary for March 2024
5. 6:35 **Tom Bergeron, DPW Superintendent**
- CSO Discharge Summary for March 2024
 - ADS Report for February 2024
 - Update on DPW's Monthly Maintenance Activities for the CSOs and Collection System
6. 6:45 **Kyle Cogswell, Newt Guilbault Community Baseball**
- Use of Public Property: New Guilbault Baseball League Opening Day Parade April 21, 2024(Rain Date 4/28/24), 11:00am-12:00pm, beginning at TFHS, taking a right on Montague Street, and ending at our Complex. Approximately 100-110 people in attendance
7. 6:50 **Brian McHugh, Community Development Block Grant Business**
- Revise FY22.23 CDBG Budget to add \$44,386 in Program Income Funds to the (6C Activity) Hillcrest Neighborhood Park Construction Project
8. 6:55 **Maureen Pollock, Town Planner**
- Use of Public Land / Closure of the Third Street Alley between Avenue A and the Municipal Parking Lot for up to two hours, 2:00pm to 4:00pm, on Sunday April 22, 2024 (4/28 rain date) to film a music video
 - Installation of bicycle racks and bicycle repair station in downtown
 - Shea Theater mural project updates

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9. 7:05 **Personnel Board**
- Appoint Joshua Anderson to Upper Pioneer Valley Veteran's Services District as Veteran's Advisory Board Representative, effective April 8, 2024. Term expiring June 30, 2025
 - Assistant Town Administration Hiring update
 - Planning Discussion for DPW Superintendent hiring process
10. 7:15 **Annual Town Meeting**
- Town Meeting Warrant-To Approve and Execute May 4, 2024 warrant, as attached hereto
 - Town Meeting Motions-To consider any further recommendations related to the motions of the Annual Town Meeting
 - Pre-Town Meeting Coffee Hour
11. 7:25 **Assistant Town Administrators Business**
- Recommendation to Adjust Operating Budget Capital Outlay Threshold to \$25,000
 - Announce [FY25-30 Capital Plan](#)
 - FY25 Grantmaking Strategy
 - First Street Housing Project Environmental Assessment Updates
 - FERC updates
 - Topics not anticipated in the 48 hour posting

Next Meeting:

- Selectboard, Monday, April 22, 2024 at 6:30PM via ZOOM

**ANNUAL TOWN MEETING
TOWN OF MONTAGUE
COMMONWEALTH OF MASSACHUSETTS
MAY 4, 2024**

Franklin, ss.

To either of the Constables of the Town of Montague in the County of Franklin:

GREETING:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the Inhabitants of the Town of Montague qualified to vote in Town affairs to meet in the Turners Falls High School Theater, 222 Turnpike Road, Turners Falls, Massachusetts, on Saturday, May 4, 2024, at 9:00 A.M. and to act on the following articles and any motions which may be presented.

ARTICLE 1: To see if the Town will vote to receive the reports of the Officers of the Town and any committees, or pass any vote or votes in relation thereto.

(Selectboard Request)

ARTICLE 2: To see if the Town will vote to authorize the Selectboard, or other Town departments with the approval of the Selectboard, to apply for and accept grants from the Federal Government, Commonwealth of Massachusetts, or any other source, and to expend the same for purposes received without further appropriation, or pass any vote or votes in relation thereto.

(Selectboard Request)

ARTICLE 3: To see if the Town will vote to fix the salaries of all elected officials as required by law for the fiscal year beginning July 1, 2024, as set forth in Schedule I, Elected Officials, or pass any vote or votes in relation thereto.

**SCHEDULE I
Elected Officials**

<u>TITLE</u>	<u>FY24 BUDGET</u>	<u>FY25 REQUEST</u>	<u>FY25 RECOMMEND</u>
MODERATOR	500	500	500

**SCHEDULE I
Elected Officials**

<u>TITLE</u>	<u>FY24 BUDGET</u>	<u>FY25 REQUEST</u>	<u>FY25 RECOMMEND</u>
SELECTBOARD			
Chairman	2,355	2,640	2,640
Second/Third Members	2,140	2,400	2,400
BOARD OF ASSESSOR			
Chairman	1,765	1,980	1,980
Second/Third Members	1,605	1,800	1,800
TAX COLLECTOR/TREASURER	78,423*	82,394**	82,394
*Step 9			
**Step 10			
TREE WARDEN	1,575	1,764	1,764
BOARD OF HEALTH			
Chairman	1,765	1,980	1,980
Second/Third Members	1,605	1,800	1,800

(Selectboard Request)

ARTICLE 4: To see if the Town will vote to fix the salaries of all appointed officials as required by law for the fiscal year beginning July 1, 2024, as set forth in Schedule II, Appointed Officials, or pass any vote or votes in relation thereto.

**SCHEDULE II
Appointed Officials**

<u>TITLE</u>	<u>FY24 BUDGET</u>	<u>FY25 REQUEST</u>	<u>FY25 RECOMMEND</u>
ANNUAL STIPENDS			
BOARD OF REGISTRARS (3)	625	625	625
BOARD OF REGISTRARS Town Clerk	900	900	900
EMERGENCY MGMT DIRECTOR	5,765	6,444	6,444
ANIMAL INSPECTOR	1,575	1,764	1,764
BARN INSPECTOR	1,050	1,400	1,400

**SCHEDULE II
Appointed Officials**

<u>TITLE</u>	<u>FY24 BUDGET</u>	<u>FY25 REQUEST</u>	<u>FY25 RECOMMEND</u>
<u>ANNUAL STIPENDS</u>			
IT COORDINATOR	2,100	2,352	2,352
POLICE IT ADMINISTRATOR	3,000	6,000	6,000
FOREST WARDEN	1,710	1,882	1,882
HEARING OFFICER	2,500	2,500	2,500
FARMERS MARKET MANAGER	4,000	4,000	4,000
<u>RATES PER INSPECTION</u>			
ASST. BUILDING INSPECTOR	35.00	45.00	45.00
GAS INSPECTOR	35.00	45.00	45.00
PLUMBING INSPECTOR	35.00	45.00	45.00
ELECTRICAL INSPECTOR	35.00	45.00	45.00
SEXTON/PER BURIAL		100.00	100.00
<u>HOURLY RATES</u>			
EXTRA CLERICAL	15.00-16.75	15.00-18.75	15.00-18.75
ELECTION WORKERS	15.00-17.75	15.00-19.75	15.00-19.75
SUMMER HIGHWAY	15.00-16.75	15.00-18.75	15.00-18.75
SNOW PLOW DRIVERS	15.00-25.00	15.00-27.00	15.00-27.00
PART TIME POLICE OFFICERS	25.00-28.00	29.00-35.00	29.00-35.00
PART TIME DISPATCHERS	22.00-25.00	22.00-27.00	22.00-27.00
PARKS & RECREATION	15.00-21.50	15.00-24.25	15.00-24.25
AIRPORT INTERN	15.00-16.00	15.00-18.75	15.00-18.75
<u>SHIFT DIFFERENTIALS</u>			
<u>PART TIME POLICE OFFICERS</u>			
SECOND SHIFT		1.00	1.00
THIRD SHIFT		1.25	1.25
<u>PART TIME DISPATCHERS</u>			
SECOND SHIFT		0.75	0.75
THIRD SHIFT		1.00	1.00
<u>PART TIME CLERICAL/LIBRARIES</u>		0.75	0.75

**SCHEDULE II
Appointed Officials**

NON-UNION EMPLOYEES NOT SHOWN ABOVE (placed on NAGE Scale)

	<u>Grade</u>	<u>Range FY2024</u>		<u>Range FY2025</u>	
		Start	End	Start	End
<u>SALARIED</u>					
TOWN ADMINISTRATOR	J	100,946	124,233	103,470	127,339
ASSISTANT TOWN ADMIN	I	91,770	112,940	94,064	115,764
TOWN ACCOUNTANT	G	65,636	80,384	67,277	82,394
TAX COLLECTOR/TREASURER	G	65,636	80,384	67,277	82,394
TOWN CLERK	G	65,636	80,384	67,277	82,394
CHIEF OF POLICE	I	91,770	112,940	94,064	115,764
DPW SUPERINTENDENT	H	83,428	102,672	85,514	105,239
DIRECTOR OF HEALTH	G	65,636	80,384	67,277	82,394
LIBRARY DIRECTOR	G	65,636	80,384	67,277	82,394
CWF SUPERINTENDENT	H	83,428	102,672	85,514	105,239
<u>HOURLY</u>					
EXECUTIVE ASSISTANT	E	24.40	30.02	25.01	30.77
POLICE LIEUTENANT	G+8.5%	40.11	44.50	40.95	45.44
POLICE CUSTODIAN	A	16.35	20.12	16.76	20.62

(Selectboard Request)

ARTICLE 5: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$12,409,728, or any other amount, for the maintenance of the several departments of the Town, said sum to be allocated in accordance with Schedule III, Budget, and for any other necessary charges, or pass any vote or votes in relation thereto.

**Schedule III
Town Operating Budget**

DEPT NO.		BUDGET FY24	REQUEST FY25	SELECTBOARD
				FIN COMM RECOMMEND FY25
	GENERAL GOVERNMENT			
113	TOWN MEETING	2,980	3,180	3,180
122	SELECTBOARD	330,581	326,230	326,230
131	FINANCE COMMITTEE	2,000	600	600
132	RESERVE FUND	50,000	50,000	50,000
135	TOWN ACCOUNTANT	90,500	93,000	93,000
141	ASSESSORS	189,801	186,059	186,059
145	TREASURER/COLLECTOR	231,048	206,965	206,965
151	TOWN COUNSEL	80,000	87,475	87,475

**Schedule III
Town Operating Budget**

DEPT NO.	BUDGET FY24	REQUEST FY25	SELECTBOARD	
			FIN COMM RECOMMEND FY25	
GENERAL GOVERNMENT				
155	INFORMATION TECHNOLOGY	80,500	92,252	92,252
159	SHARED COSTS	85,907	93,499	93,499
161	TOWN CLERK	243,041	237,224	237,224
175	PLANNING	134,429	140,788	140,788
176	ZONING BOARD OF APPEALS	700	700	700
190	PUBLIC BLDG UTILITIES	155,932	140,050	140,050
197	FARMERS MARKET	5,000	5,200	5,200
	TOTAL GENERAL GOVT	1,682,419	1,663,222	1,663,222
PUBLIC SAFETY				
211	POLICE	1,970,054	2,067,608	2,067,608
211	POLICE CRUISER	68,100	60,000	60,000
212	DISPATCH	395,588	410,768	410,768
241	BUILDING INSPECTOR	148,621	155,082	155,082
244	SEALER OF WEIGHTS	7,182	7,182	7,182
291	EMERGENCY MANAGEMENT	6,265	6,944	6,944
292	ANIMAL CONTROL	23,112	23,658	23,658
294	FOREST WARDEN	1,710	1,882	1,882
299	TREE WARDEN	30,285	30,474	30,474
	TOTAL PUBLIC SAFETY	2,650,917	2,763,598	2,763,598
PUBLIC WORKS				
420	DEPT OF PUBLIC WORKS	1,747,506	1,772,006	1,772,006
423	SNOW & ICE	311,250	321,250	321,250
433	SOLID WASTE	679,221	802,776	802,776
480	CHARGING STATIONS	7,380	11,980	11,980
491	CEMETERIES	30,150	32,150	32,150
	TOTAL PUBLIC WORKS	2,815,507	2,940,162	2,940,162
HUMAN SERVICES				
511	BOARD OF HEALTH	175,444	168,004	168,004
541	COUNCIL ON AGING	58,593	59,272	59,272
543	VETERANS' SERVICES	76,500	77,897	77,897
	TOTAL HUMAN SERVICES	310,537	305,173	305,173

**Schedule III
Town Operating Budget**

DEPT NO.	BUDGET FY24	REQUEST FY25	SELECTBOARD FIN COMM RECOMMEND FY25
CULTURE & RECREATION			
610 LIBRARIES	503,336	518,233	518,233
630 PARKS & RECREATION	160,703	164,826	164,826
691 HISTORICAL COMMISSION	500	500	500
693 WAR MEMORIALS	1,600	1,600	1,600
TOTAL CULTURE/RECREATION	666,139	685,159	685,159
DEBT SERVICE			
700 DEBT SERVICE	1,154,319	1,158,857	1,158,857
INTERGOVERNMENTAL			
840 INTERGOVERNMENTAL	113,924	116,874	116,874
MISCELLANEOUS			
910 EMPLOYEE BENEFITS	2,490,334	2,657,083	2,657,083
946 GENERAL INSURANCE	120,600	119,600	119,600
TOTAL MISCELLANEOUS	2,610,934	2,776,683	2,776,683
TOTAL TOWN BUDGET	12,004,696	12,409,728	12,409,728

(Selectboard Request)

ARTICLE 6: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$3,119,324, or any other amount, for the purpose of operating the Clean Water Facility and associated pumping stations, said sum to be allocated in accordance with Schedule IV, CWF Budget, or pass any vote or votes in relation thereto.

**Schedule IV
Clean Water Facility Budget**

DEPT NO.	BUDGET FY24	REQUEST FY25	SELECTBOARD FIN COMM RECOMMEND FY25
CLEAN WATER FACILITY			
440 Wages & Expenses	2,015,729	2,116,590	2,116,590
440 Capital Outlay	58,500	58,500	58,500

**Schedule IV
CWF Budget**

DEPT NO.	BUDGET FY24	REQUEST FY25	SELECTBOARD FIN COMM RECOMMEND	
			FY25	
CLEAN WATER FACILITY				
700	Debt Service	483,614	478,365	478,365
910	Employee Benefits	363,631	380,719	380,719
	SUBTOTAL CWF	2,921,474	3,034,174	3,034,174
449	DPW SUBSIDIARY			
	Wages & Expenses	84,650	85,150	85,150
	SUBTOTAL DPW SUBSIDIARY	84,650	85,150	85,150
	TOTAL CWF	3,006,124	3,119,324	3,119,324

(Sewer Commission Request)

ARTICLE 7: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$419,677, or any other amount, for the purpose of operating the Turners Falls Airport, said sum to be allocated in accordance with Schedule V, Airport Budget, or pass any vote or votes in relation thereto.

**Schedule V
Airport Budget**

DEPT NO.	BUDGET FY24	REQUEST FY25	SELECTBOARD FIN COMM RECOMMEND	
			FY25	
AIRPORT				
482	Wages & Expenses	274,915	255,238	255,238
482	Capital Outlay/Local Share	10,000	-	-
700	Debt Service	101,535	102,775	102,775
910	Employee Benefits	40,515	61,664	61,664
	TOTAL AIRPORT	426,965	419,677	419,677

(Airport Commission Request)

ARTICLE 8: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$52,250, or any other amount, for the purpose of funding the operations and maintenance of the Colle Building, or pass any vote or votes in relation thereto.

(Selectboard Request)

ARTICLE 9: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$837,356, or any other amount, for the purpose of paying the Franklin County Technical School District for Montague’s share of the assessment for the yearly operation of the Franklin County Technical School, or pass any vote or votes in relation thereto.

(Franklin County Technical School Request)

ARTICLE 10: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$12,143,442, or any other amount, for the purpose of paying the Gill-Montague Regional School District for Montague’s share of the assessment for the yearly operation of the Gill-Montague Regional Schools, or pass any vote or votes in relation thereto.

(Gill-Montague Regional School District Request)

ARTICLE 11: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$24,000, or any other amount, for the purpose of reconfiguring the Sheffield School main office, including all incidental and related costs , or pass any vote or votes in relation thereto.

(Gill-Montague Regional School District Request)

ARTICLE 12: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$175,500, or any other amount, for the purpose of repairing and upgrading the Hillcrest pavement and sidewalks, including any and all incidental and related costs, and to meet this appropriation to authorize the Treasurer, with the approval of the Selectboard, to borrow said sum under General Laws Chapter 44, or any other enabling authority and issue bonds or notes of the Town therefor; and to authorize the Selectboard to execute any such documents and/or agreements necessary to effectuate the purposes of this vote; or pass any vote or votes in relation thereto.

(Gill-Montague Regional School District Request)

ARTICLE 13: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$36,000, or any other amount, for the purpose

of providing tuition and transportation for a Montague resident attending Smith Vocational School, or pass any vote or votes in relation thereto.

(Town Accountant Request)

ARTICLE 14: To see if the Town will vote to accept the provisions of M.G.L. Chapter 59 Section 57C, for the purpose of establishing a quarterly tax payment system to be effective beginning July 1, 2025 (Fiscal year 2026), or pass any vote or votes in relation thereto.

(Tax Collector Request)

ARTICLE 15: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$260,000, or any other amount, for the purpose of paying for legal fees and valuation expert testimony before the Appellate Tax Board, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

(Board of Assessors Request)

ARTICLE 16: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$283,800, or any other amount, for the purpose of upgrading the Montague Center Pump Station, including any and all incidental and related costs, and to meet this appropriation to authorize the Treasurer, with the approval of the Selectboard, to borrow said sum under General Laws Chapter 44, or any other enabling authority and issue bonds or notes of the Town therefor; and to authorize the Selectboard to execute any such documents and/or agreements necessary to effectuate the purposes of this vote; or pass any vote or votes in relation thereto.

(Clean Water Facility Request)

ARTICLE 17: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$150,000, or any other amount, for the purpose of funding the planning and design phase of the Massachusetts Public Library Construction Program, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

(Library Request)

ARTICLE 18: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$64,218, or any other amount, for the purpose of purchasing, equipping, and making major repairs to DPW vehicles and equipment, including all incidental and related costs, or pass any vote or votes in relation thereto.

(Department of Public Works Request)

ARTICLE 19: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$40,402, or any other amount, for the purpose of purchasing and equipping a 20-ton trailer for the DPW, including all incidental and related costs, or pass any vote or votes in relation thereto.

(Department of Public Works Request)

ARTICLE 20: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$365,000, or any other amount, for the purpose of purchasing and equipping a ten-wheel dump truck, including plow, sander, and all incidental and related costs, and to meet this appropriation to authorize the Treasurer, with the approval of the Selectboard, to borrow said sum under General Laws Chapter 44, or any other enabling authority and issue bonds or notes of the Town therefor; and to authorize the Selectboard to execute any such documents and/or agreements necessary to effectuate the purposes of this vote; or pass any vote or votes in relation thereto.

(Department of Public Works Request)

ARTICLE 21: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$78,500, or any other amount, for the purpose of lining sewer manholes and relining sewer pipes, including all incidental and related costs, or pass any vote or votes in relation thereto.

(Department of Public Works Request)

ARTICLE 22: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$30,000, or any other amount, for the purpose of paving the First Street alley, including all incidental and related costs, or pass any vote or votes in relation thereto.

(Department of Public Works Request)

ARTICLE 23: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$296,000, or any other amount, for the purpose of rehabilitating the public parking lot at One Avenue A, including any and all incidental and related costs, and to meet this appropriation to authorize the Treasurer, with the approval of the Selectboard, to borrow said sum under General Laws Chapter 44, or any other enabling authority and issue bonds or notes of the Town therefor; and to authorize the Selectboard to execute any such documents and/or agreements necessary to effectuate the purposes of this vote; or pass any vote or votes in relation thereto.

(Department of Public Works Request)

ARTICLE 24: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the following sums, or any other amount, for the purpose of increasing the special purpose funds set forth below, or pass any vote or votes in relating thereto.

Fund	Amount (\$)
Henry Waidlich Conservation Trust Fund	10,000
Town Capital Stabilization Fund	119,653
GMRSD Stabilization Fund	34,323
OPEB Trust Fund	50,000
Total:	213,976

(Finance Committee Request)

ARTICLE 25: To see if the Town will vote to authorize the Selectboard to enter into a five (5) year lease agreement for a printer/copier in accordance with the provisions of M.G.L. c.44, §21C, said sum to be included in the Shared Services departmental budget, and to take any vote or votes in relation thereto.

(Selectboard Request)

And you are directed to serve this warrant by posting attested copies thereof in some conspicuous place in each of the Post Offices, Libraries, Website, and Town Hall of the Town, at least fourteen days before said meeting.

Hereof fail not and make due return of this document with your doings thereon to the Town Clerk fourteen days before said meeting.

Given under our hands this 8th day of April in the Year of Our Lord Two Thousand and Twenty-Four.

Matthew Lord

Christopher M. Boutwell, Sr.

Richard Kuklewicz, Chairman
Selectboard, Town of Montague

Franklin, ss Montague, MA April ____, 2024

Pursuant to the within warrant, I have warned the Inhabitants of the Town of Montague by posting attested copies of the same in a conspicuous place in each of the Post Offices, Libraries, and the Town Hall of the Town of Montague at least seven days before said meeting as within directed.

Constable of Montague