

**SELECTMEN'S MEETING
JOINT MEETING WITH THE BOARD OF HEALTH
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
MONDAY, March 16, 2020**

Meeting was opened at 7:00 PM in the Upstairs Meeting Room. Present were Selectpersons Chris Boutwell, Michael Nelson (via telephone), and Rich Kuklewicz, Town Administrator Steven Ellis, Executive Assistant Wendy Bogusz, Board of Health Chairman Al Cummings, and Director of Public Health Dan Wasiuk

Call to Order: Selectboard Chair announces that the meeting is being recorded by MCTV (if applicable) and asks if anyone else is recording the meeting

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

Approve Selectboard Minutes of March 2 and 9, 2020

- *Nelson makes the motion to approve the Selectboard Minutes of March 2, 2020. Seconded by Boutwell, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*
- Selectboard Minutes of March 9, 2020 not available

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

Personnel Board

- **Appoint Chelsey Little, WPCF Superintendent, Non-Union, Grade H, Step 4, \$80,588 a year, 40 hrs/wk, effective 3/30/2020**
Boutwell makes the motion to appoint Chelsey Little, WPCF Superintendent, Non-Union, Grade H, Step 4, \$80,588 a year, 40 hrs/wk, effective 3/30/2020, and execute related documents as a friendly amendment. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye
- **Return Kevin Boissonnault to WPCF Chief Operator, NAGE, Grade F, Step 2, \$26.83/hr., 40 hrs, effective 3/30/2020**
 - *Nelson makes the motion to return Kevin Boissonnault to WPCF Chief Operator, NAGE, Grade F, Step 2, \$26.83/hr., 40 hrs, effective 3/30/2020. Seconded by Boutwell, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*
 - *Nelson makes the motion to authorize the Town Administrator to send a letter of thanks to Kevin Boissonnault and for the letter to go into his personnel file. Seconded by Boutwell, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*
- **Appoint Chandra Maronn, DPW Truck Driver/Laborer, U.E. Grade C, Step 1**
Nelson makes the motion to appoint Chandra Maroon, DPW Truck Driver/Laborer, U.E. Grade C, Step 1. Seconded by Boutwell, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye

Tom Bergeron, DPW Superintendent

Request Declaration of surplus equipment from DPW

- Ellis reads aloud a list of surplus equipment from DPW
- *Nelson makes the motion to declare the list that the Town Administrator just read as surplus equipment from DPW, and allow the DPW Superintendent to put them out for bid. Seconded by Boutwell, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*

Bryan Camden, Airport Manager

- **Execute MassDOT grants as follows:**
 - 1) **ASMP #2020-0B5-20 Totaling \$62,500.00 Parking Lot Improvements - Phase 1 of 3**
 - 2) **ASMP #2020-0B5-30 Totaling \$9,910.23 Purchase and Install Solar LED Wind Cone**
 - 3) **ASMP #2020-0B5-31 Totaling \$18,638.92 Purchase and Install Retrofit LED Runway Lights**
- Kuklewicz reads aloud the three Mass DOT grants.

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- *Nelson makes the motion to execute MassDOT grants that the Chair just read (as listed above), and authorize him to sign off on the appropriate documentation. Seconded by Boutwell, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye*

Town Guidance and Response re: Coronavirus

- **Share and discuss measures taken and information disseminated to date**
 - An emergency meeting took place yesterday in which the Selectboard and the Board of Health declared a State of Emergency.
 - If at some point in time Federal or State monies are available to reimburse extraordinary expenses, the State of Emergency enables the Boards to have access.
 - A set of emergency measures primarily related to Town buildings was adopted.
 - Ellis and the department heads met this morning to discuss operational planning.
 - All Town employees continue to be on the job and working, and the focus is on continuity of services.
 - The Governor's Office, working with the State Legislature, is looking at a emergency measures that will provide new flexibility regarding government agendas and deadlines.
 - We are going to look at every way we can to support residents, business owners, etc., through this difficult time.
 - All of the Town buildings should have notices on the doors or entry foyers with phone numbers for the public to contact Town employees when necessary.
 - Documents will be made available in the front foyer in Town Hall and the website. Documents may be dropped off in the mail slot.
 - Inspections will continue to be done (i.e., electrical, plumbing, building, health) to the extent possible, but health inspections will have to be prioritized.
 - There is a state-wide 211 number that has been activated for information on the virus.
 - Franklin and Hampshire Counties do not have any COVID-19 cases to date. However, Holyoke confirmed that they have one case, so the reality is that it is coming in this direction.
 - There is no disruption in FRTA services.
- **Consider and adopt any additional guidance, directives, and/or policies relative to town operations to mitigate spread of the virus**
 - The Town website will continue to be updated with links regarding information on the virus.
 - Kuklewicz urges the public to take seriously the orders that have been issued regarding closings, restaurant take-out orders, proper hygiene, social distancing, etc.
 - Ellis states that we are working on a comprehensive set of points with changes that can be summarized and listed in one document that will be available for any community member to access.
 - Elan expresses her wish to have a community meeting to determine which specific changes we as a town need to implement.
 - Ellis reports that should the State order further closure restrictions, we may have to purchase laptops so that the staff can work remotely if needed.
 - Yesterday the Governor of Massachusetts issued an order that all schools will be closed for a three-week period, all gatherings should be limited to 25 individuals, and on-premises consumption of food and drink at bars and restaurants is prohibited.
 - Until further notice the Selectboard and Board of Health will continue with joint meetings on Monday nights.
 - The Chairs of other Boards will work with the Town Administrator to determine what meetings will continue.

Consider waiving Chapter 61 Right of First Refusal for 1.1 acre building lot on corner of Sunderland Road and Gunn Road (Assessor's Parcel ID 51-0-100)

- Nelson recuses himself.
- *Boutwell makes the motion to waive the Chapter 61 Right of First Refusal for 1.1 acre building lot on the corner of Sunderland Road and Gunn Road (Assessor's Parcel ID 51-0-100). Seconded by Kuklewicz, approved. Boutwell - Aye, Kuklewicz - Aye, Nelson - Abstain*

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Wendy Bogusz, Executive Assistant Report

EDIC Appointments, 3 Years, Term ends 6/30/22, Richard Ruth and Moon Morgan

Nelson makes the motion to appoint Richard Ruth and Moon Morgan to 3-year seats on the Montague Economic Development and Industrial Corporation with the term that should've started 07/1/19 and ends on 6/30/22.

Seconded by Boutwell, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye

Town Administrator's Report

- **Authorization to Disburse No. 2, Invoice #2019-135-4, Spinner Park Restoration Project, Berkshire Design Group, Inc., \$1,100.00**

Nelson makes the motion to authorize Disbursement No. 2, Invoice #2019-135-4, Spinner Park Restoration Project, Berkshire Design Group, Inc., \$1,100.00. Seconded by Boutwell, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye

- **Approve Change order submitted by Larochelle Construction for \$7,800.97 to replace and paint fascia trim on Unity Park Fieldhouse**

Nelson makes the motion to approve the Change order submitted by Larochelle Construction for \$7,800.97 to replace and paint fascia trim on Unity Park Fieldhouse. Seconded by Boutwell, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye

- **Execute contract with H. M. Nunes & Sons Construction for Complete Streets Project in the sum of \$326,833. Authorize Town Administrator to issue Notice to Proceed**

Nelson makes the motion to execute the contract with H. M. Nunes & Sons Construction for Complete Streets Project in the sum of \$326,833, and to authorize Town Administrator to issue the Notice to Proceed. Seconded by Boutwell, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye

- **Topics not anticipated in 48 hour posting**

None

Nelson makes the motion to adjourn the meeting at 7:54 PM. Seconded by Boutwell, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye