

**SELECTBOARD, FINANCE COMMITTEE, AND
BOARD OF HEALTH MEETING
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
MONDAY, June 8, 2020**

PRESENT VIA ZOOM: Selectboard: Chair Rich Kuklewicz, Vice-Chair Michael Nelson, Clerk Chris Boutwell; Town Administrator Steven Ellis; Executive Assistant Wendy Bogusz; Board of Health: Chair Al Cummings (*plus Chris Boutwell and Michael Nelson*), Director of Public Health Dan Wasiuk; Finance Committee: Chair Jen Audley, John Hanold, Francia Wisnewski, Greg Garrison; Parks & Recreation Commissioners: Barbara Kuklewicz, Dennis Grader (*plus Al Cummings*), Parks and Recreation Director Jon Dobosz; Fire Chief John Zellman; Town Planner Walter Ramsey

Link to Zoom meeting: <https://vimeo.com/427492891>

Meetings are opened:

- Selectboard Chair opens the meeting at 6:30 PM, including announcing that the meeting is being recorded and roll call taken.
- Board of Health Chair opens the meeting, roll call taken.
- Finance Committee Chair opens the meeting, roll call taken. Greg Garrison joins the meeting later on, so the Finance Committee has a quorum.

Approve Selectboard and Board of Health Minutes of June 1, 2020

- *Boutwell makes the motion to approve the Selectboard and Board of Health Minutes of June 1, 2020. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to approve the Selectboard and Board of Health Minutes of June 1, 2020. 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 Board of Selectmen will strictly adhere to time allotted for public comment

None

Annie Levine, Great Falls Farmers Market

Use of Peskeompskut Park: Farmers Market, Every Wednesday, June - October, 2020, 1:00 PM to 6:15 PM

Boutwell makes the motion to approve the Use of Peskeompskut Park: Farmers Market, Every Wednesday, June - October, 2020, 1:00 PM to 6:15 PM. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye

COVID-19 Updates and Action Items

- **Review Montague's COVID Case Trends**
Wasiuk reports that the numbers of cases have not changed substantially over the last three weeks.
- **Review of any Updated State Guidance and Orders relative to Phase 2 and take any action thereto**
Ellis reports that 3 of the 6 indicators that the governor's team looks at (testing rates, number of patients in hospitals, and testing capacity) were green, with positive trends in evidence. The other 3 (fatalities, health care system readiness, and contact tracing capabilities) were yellow - still in progress. None came up with a red indicator.
- **Discuss Town Reopening Steps**
 - Dobosz reviews the following Phase 2 recommendations by the Governor: social gatherings cannot exceed 10 people and face coverings are required at the Unity Skate Park, at the Unity basketball court, at the sand volleyball court, and on outdoor fitness equipment. Social gathering at playgrounds has not been clearly defined.
 - Wasiuk states that gatherings of 10 or more people cannot take effect unless segregation and social distancing are enacted in conjunction with use of masks.
 - Fire Chief Zellman recommends not opening up the basketball court.
 - Decisions regarding summer camps and other summer programs are still not finalized.
 - All touch points at playgrounds are to be cleaned with soap and water. Wasiuk suggests cleaning mechanically, which would expedite the task.

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- Barbara Kuklewicz wonders if all the playground parks in Montague will be cleaned. She also emphasizes the importance of parents teaching their children to wash their hands.
- Audley would like to see the playgrounds open in the summer, especially if summer camps are not going to be run. In addition, she thinks it's important for the Town to provide restrooms, handwashing, trash cans, etc. even though there's added cost and liability if we provide those things.
- Zellman suggests mounting hand-sanitizing machines and posting signage with disclaimers.
- The Selectboard would like the parks to reopen, but with some necessary precautions.
- Zellman requested that the Parks & Rec reopening plan (and all plans for re-opening town facilities to the public) be reviewed by the Emergency Management Team
- Dobosz will start by putting together and posting appropriate signage, as well as putting information on social media.
- **Discussion of Skate Park**
 - Kuklewicz suggests reopening the skate park, but putting up signage. If guidelines on signs are not followed, then it may be necessary to reclose the park.
 - Nelson feels that since the skate park is already being used, it should be opened.
- *Boutwell makes the motion to endorse reopening the skate park tomorrow with all safety protocols to be followed, but keeping the remainder of the park closed until the Emergency Management Group can meet to have a discussion and endorse a plan and come up with some criteria. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Cummings - Aye*
- *Boutwell makes the motion to authorize the Director of Parks and Recreation to close the skate park at his discretion. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Cummings - Aye*

Submission of 1/12th Budget to DLS as Contingency Measures

Ellis explains the reason behind having a 1/12th Budget to DLS: a contingency plan is needed should the Town fail to convene at Town Meeting or fail to pass the operating budget or the operating budgets of one of the enterprise funds in the community at Town Meeting. He reports that the Town Accountant has made some significant progress based on past expenditure patterns of our 1/12th budget.

Garrison makes a motion to adjourn the Finance Committee meeting. Seconded by Wisnewski, approved. Garrison - Aye, Wisnewski - Aye, Hanold - Nay, Audley - Aye

Steve Ellis, Town Administrator

- **Execute Grant Agreement with the Commonwealth of Massachusetts in the Amount of \$20,000 in Support of the Purchase of Technical Assistance in the Review and Development of Financial Policies and Related Professional Development**

Boutwell makes the motion to execute the Grant Agreement with the Commonwealth of Massachusetts in the Amount of \$20,000 in Support of the Purchase of Technical Assistance in the Review and Development of Financial Policies and Related Professional Development. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye
- **Execute Grant Agreement with the Commonwealth of Massachusetts in the amount of \$15,000 in Support of the Purchase of Technical Assistance in the Development of a Five-Year Financial Forecast and Planning**

Boutwell makes the motion to execute the Grant Agreement with the Commonwealth of Massachusetts in the amount of \$15,000 in Support of the Purchase of Technical Assistance in the Development of a Five-Year Financial Forecast and Planning. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye
- **Execute Agreement with the University of Massachusetts Collins Center in the Amount of \$35,000 for Technical Assistance and the Development of Financial Policies and a Five-Year Forecast and Professional Development Related Thereto**

Boutwell makes the motion to execute the Agreement with the University of Massachusetts Collins Center in the Amount of \$35,000 for Technical Assistance and the Development of Financial Policies and a Five-Year Forecast and Professional Development Related Thereto. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye

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Walter Ramsey, Town Planner

- **Execute Joint Application (with Town of Orange) Authorization Form for FY19 CDBG-Covid19 to the Mass. Dept. of Housing and Community Development**

Boutwell makes the motion to execute the Joint Application (with Town of Orange) Authorization Form for FY19 CDBG-Covid19 to the Mass. Dept. of Housing and Community Development. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye

- **Consider Contract Amendment to Extend Schedule and Amend Scope of MassWorks Canal District Gateway Improvement Project**

Boutwell makes the motion to approve the Contract Amendment to the Extend Schedule and Amend the Scope of MassWorks Canal District Gateway Improvement Project as presented. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye

Review and Vote Relative to PILOT Agreement with Kearsarge Solar, LLC for "Burn Dump" Solar Installation

Boutwell makes the motion to execute and sign the PILOT Agreement with Kearsarge Solar, LLC for "Burn Dump" Solar Installation as presented. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye

Outdoor Restaurants and Retail Licensing

- **Discussion and possible vote to adopt the outdoor dining policy titled "Town of Montague Selectboard Policy Procedures and Rules for Use of Outdoor Space for Food and Alcohol Service", as presented by the Town Administrator**

Boutwell makes the motion to adopt the outdoor dining policy titled "Town of Montague Selectboard Policy Procedures and Rules for Use of Outdoor Space for Food and Alcohol Service", as presented by the Town Administrator. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye

Nelson makes the motion to adopt the Governor's COVID-19 Guidelines and Checklist as presented. Seconded by Boutwell, unanimously approved. Seconded by Boutwell, unanimously approved. Nelson - Aye, Boutwell - Aye, Cummings - Aye

- **Discussion and possible vote to approve the use of outdoor space for the service of food and non-alcoholic drinks, an amendment to the description of the licensed premises in the liquor licenses and/or the granting of a license to use Town property, all to facilitate outdoor drinking and dining at the following establishments (and others that may come to the Chair's attention after posting), subject to the terms and conditions in the Board's Outdoor Dining Policy and License for Extended Use of Public Property for Outdoor Retail and Dining and such other terms and conditions as may be imposed by the Town Administrator:**

o Riff's North/Riff's Inc., Richard Lyman, 166 Avenue A, Turners Falls (food, liquor and use of Town Property)

o The Rendezvous, Marks Wisnewski, 78 Third Street, Turners Falls (liquor)

o The Alvah Stone, Howard Wein, 440 Greenfield Road, Montague (food and liquor)

o Element Brewing, Daniel Kramer, 16 Bridge Street, Millers Falls (food and liquor)

o North Village Smokehouse (No application has been received)

o Boutwell makes the motion to approve the use of outdoor space for Riff's North/Riff's Inc., Richard Lyman, 166 Avenue A, Turners Falls (food, liquor and use of Town Property), The Rendezvous, Marks Wisnewski, 78 Third Street, Turners Falls (liquor), The Alvah Stone, Howard Wein, 440 Greenfield Road, Montague (food and liquor), and Element Brewing, Daniel Kramer, 16 Bridge Street, Millers Falls (food and liquor) for the service of food and non-alcoholic drinks, an amendment to the description of the licensed premises in the liquor licenses and/or the granting of a license to use Town property, all to facilitate outdoor drinking and dining at the following establishments (and others that may come to the Chair's attention after posting), subject to the terms and conditions in the Board's Outdoor Dining Policy and License for Extended Use of Public Property for Outdoor Retail and Dining and such other terms and conditions as may be imposed by the Town Administrator; these permits are to be granted contingent upon the final

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approval if necessary of the Board of Health and the Building Inspector, as well as upon receipts of certifications of insurance. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye

- **Other Applications that may be received**
- **Consider delegation of approval of additional requests to the Town Administrator**
Nelson makes the motion to delegate approval of additional requests for the above permit to the Town Administrator, with ratification by the Selectboard at the next meeting. Seconded by Boutwell, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye

Town Administrator's Report

- **General Pierce Bridge Updates**
Bids are expected to be open on June 15. Mass DOT has responded to the Town's comments regarding getting the entirety of the bridge stripped and painted, adding lighting as part of the construction project, and adding some signage, along with other minor adjustments.
- **Town Meeting Outreach Updates**
 - Follow-up letters with the updated safety plan went out last week.
 - The letter mentions an information session to be held at 6:30 PM on Wednesday for Town Meeting members who have any questions.
 - About two-thirds of the members have indicated that they plan to attend on the 13th.
 - The outreach will continue with targeted follow-up calls to non-respondents. Volunteers willing to make calls may obtain a list from the Executive Assistant or the Town Clerk.
- **Topics not anticipated in 48 hour posting**
None

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

Boutwell makes the motion to adjourn the Selectboard Meeting. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye