

**JOINT SELECTBOARD, and BOARD OF HEALTH
MEETING NOTICE**

Due to COVID-19 Public Participation will be by:
Join Zoom Meeting: <https://zoom.us/j/97381544400>

Meeting ID: 973 8154 4400 Password: 421126

Dial into meeting: +1 646 558 8656 or +1 312 626 6799 or +1 301 715 8592

Monday, November 9, 2020

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

Meeting Being Taped

Votes May Be Taken

1. 6:30 PM Selectboard Chair opens the meeting, including announcing that the meeting is being recorded and roll call taken
2. 6:30 Board of Health Chair opens the meeting, roll call taken
3. 6:31 Approve Minutes:
 - Joint Selectboard and Board of Health, November 2, 2020
4. 6:32 Public Comment Period: Individuals will be limited to two (2) minutes each and the Selectboard will strictly adhere to time allotted for public comment
5. 6:35 Personnel Board
 - Approve Cell Phone Stipend Authorization Request for Shawna Williams effective 11/1/20
 - 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)
6. 6:40 COVID-19 Updates and Action Items
 - Report of Emergency Management team relative to state guidance
 - Review of any Updated State Guidance or Orders
7. 6:50 Brian McHugh, FCRHRA
 - 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)
 - Update on Spinner Park Restoration Project
8. 7:05 Authorize Rich Kuklewicz and Steve Ellis to serve as Towns negotiating team for Cannabis related business host community agreements
9. 7:10 Town Administrators Report
 - Present recommendations to facilitate execution of capital projects and
 - Remote Town Meeting Update

Upcoming Meetings:

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



Montague Police Department
180 Turnpike Road
Turners Falls, MA 01376

(413) 863-8911
 (413) 863-3210 (fax)



CELL PHONE STIPEND AUTHORIZATION REQUEST

Application Date: 11-1-2020

Employee Name: Shawna Williams

Department: **Montague Police**

Please estimate work time percentage spent "out of office" weekly/monthly.

30 - ____ % (weekly)

50 - ____ % (monthly)

Prioritize those situations which are critical to your being reached while out of the office. It will be expected that cell phones are on while away from your office.

A lot of Sensitive information that can't be shared by radio is communicated by cell phone. Cell phones are also necessary so the officer can be reached when there is an emergency taking place or vacant shifts that need to be filled.

Supervisors need to be able to make contact with the officers at all times to discuss cases, investigations and share pertinent information so cell phones are a very important piece of electronic communication equipment for our agency.

Chief of Police [Signature]

Do you currently use a cell phone for work purposes?

YES ✓

NO ____

If yes, estimate how many minutes per month? ____

Reserved for use by Board of Selectmen:

Approved by Selectmen:



Effective Date: ____

Disapproved by Selectmen:



Voted: ____

Current Rate: \$5.77 a week

5B

Town of Montague
Personnel Status Change Notice

Authorized Signature: C. Smith

Employee # 1905

General Information:

Full name of employee: Adam Kleeburg Department: WPCF

Title: Laborer/Operator Effective date of change: 11/09/2020

New Hire:

Permanent: Y N If temporary, estimated length of service:

Hours per Week: Union:

Pay: Grade Step Wage Rate: (annual/ hourly)

Board Authorizing: Date of Meeting:

Grade/Step/COLA Change:

Union: UE

Old Pay: Grade B Step 2 Wage Rate: 18.34 (annual/ hourly)

New Pay: Grade D Step 1 Wage Rate: \$20.68 (annual/ hourly)

Notes: Promotion to Wastewater Tech

Termination of Employment:

Resignation: Layoff: Involuntary Termination:

Other:

 Unpaid Leave of Absence Termination Date:

 Unpaid Sick Leave Termination Date:

 Other/Specify: Termination Date:

Copies to:

 Employee
 Treasurer

 Department
 Accountant

 Board of Selectmen
 Retirement Board

WendyB-Montague Board of Selectmen

From: Brian McHugh <bmchugh@fcrhra.org>
Sent: Thursday, November 05, 2020 11:45 AM
To: WendyB-Montague Board of Selectmen
Subject: Selectboard Agenda Items
Attachments: FY19 MONT SP ATD Berkshire Design #10.pdf; Spinner Park BDG Invoice #10.pdf; Spinner Park Electrical CO#1.pdf

Hi Wendy,

I would like to be on Monday's agenda for the following items:

1. Brian McHugh, FCRHRA: Approve payment of \$850 to Berkshire Design Group for architectural services rendered for the Spinner Park Restoration Project.
2. Brian McHugh, FCRHRA and Carlos Nieto, Berkshire Design Group: Discussion and Approval of Change Order #1 in the amount of \$24,942.26 to Sciaba Construction Corporation for additional electrical work on the Spinner Park Restoration Project.
3. Update on Spinner Park Restoration Project schedule.

I've attached the pay request documents and the change order.

Thank you.

I'll be down in a little while to pick up the FY18 CDBG paperwork.

Brian

Brian P. McHugh
Director of Community Development
Franklin County Regional Housing & Redevelopment Authority
241 Millers Falls Road, Turners Falls, MA 01376
(413) 223-5224



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AUTHORIZATION TO DISBURSE No. 10
Invoice # 2019-135-12
TOWN OF MONTAGUE FY19 (6K)
SPINNER PARK RESTORATION PROJECT
Contractor: Berkshire Design Group. Inc.
4 Allen Street
Northampton, MA 01060

Date: November 9, 2020

Original Contract Amount:	11,000.00
Addenda	6,500.00
Total Contract	17,500.00
Total Paid to Date:	13,780.68
Balance:	3,719.32
This Invoice:	850.00
Balance:	2,869.32

Work Items Complete:

See attached invoice #2019-135-12 dated: November 4, 2020	FY2019 CDBG
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I have reviewed this invoice on November 5, 2020 and found that the tasks have been completed, as noted. I recommend approval of this pay request for \$ 850.00

Director of Community Development – HRA

I hereby authorize the above payment

TOWN of MONTAGUE

Authorized signature
Chair, Selectboard

Authorized signature
Selectboard

Authorized signature
Selectboard



Berkshire Design Group

4 Allen Place, Northampton, MA 01060
413-582-7000 t • 413-582-7005 f

Town of Montague Planning Dept.
Attn: Mr. Brian Mchugh
241 Millers Falls Rd.
Turners Falls, MA 01376

INVOICE # 2019-135-12

November 4, 2020

Project No: 2019-135

Re: Spinner Park Bidding & Construction Administration

For professional landscape architectural, civil engineering and land surveying services listed below for the period October 1, 2020 to October 31, 2020:

Email Invoices To: bmchugh@fcrhra.org

Task	Fee	% Complete (to date)	% Complete (this period)	Amount Due (this Period)
Construction Documents	\$11,000.00	70.00%	5.00%	\$550.00
Additional Services - Electric	\$3,500.00	100.00%	0.00%	\$0.00
Additional Services - Electric II	\$3,000.00	100.00%	10.00%	\$300.00
	<u>\$17,500.00</u>			
Subtotal Task Charges				\$850.00
INVOICE TOTAL				\$850.00

Please make check payable to: The Berkshire Design Group, Inc. Please note Project # on check.

Terms: Due upon receipt. A 1.5% late payment charge may be applied to the balance due, if payment in full is not received in 30 days. Thank You.

Statement of Accounts

Invoice	Invoice Date	0 - 30	31 - 60	61-90	Over 90	Balance
2019-135-5	4/10/2020	\$0.00	\$0.00	\$0.00	(\$0.04)	(\$0.04)
2019-135-11	10/13/2020	\$3,250.00	\$0.00	\$0.00	\$0.00	\$3,250.00
Total Prior Billing		\$3,250.00	\$0.00	\$0.00	(\$0.04)	\$3,249.96

Total Due \$4,099.96

7B

RECAPITULATION CHART

PROJECT NAME
CONTRACT NUMBER
CHANGE ESTIMATE NUMBER
GENERAL CONTRACTOR
SUBCONTRACTOR
DESCRIPTION OF WORK

Spinner Park Restoration
1
Sciaba Construction Corporation
Electrical Line protection

Page: 1
Date: 10/28/20

1.	LABOR	\$ 4,350.24
2.	MATERIAL	\$ 812.00
3.	EQUIPMENT	\$ 5,030.00
3a.	SUBTOTAL (Lines 1 + 2 + 3)	\$ 10,192.24
4.	OVERHEAD (5% of line 3a)	\$ 509.61
5.	PAYROLL TAXES (SEE BELOW)	\$ 839.60
6.	HEALTH & WELFARE (SEE BELOW)	\$ 1,218.24
7.	G/L UMB & WC INSURANCE (SEE BELOW)	\$ -
7a.	SUBTOTAL (Lines 3a + 4 + 5 + 6 + 7)	\$ 12,759.69
8.	PROFIT (10% of line 7a)	\$ 1,275.97
8a.	SUBTOTAL (Lines 7a + 8)	\$ 14,035.66
9.	SUBCONTRACTOR COSTS	\$ 9,580.00
10.	10% of Line 9	\$ 958.00
10a.	SUBTOTAL (Lines 8a + 9 + 10)	\$ 24,573.66
11.	BOND (1.5% of Line 10a)	\$ 368.60
11a.	TOTAL (Lines 10a + 11)	\$ 24,942.26

(LINES 5 & 7)
INSURANCE & PAYROLL TAXES

FICA	7.65%
FED. UNEMPLOY. INS.	0.60%
STATE UNEMPLOY. INS.	11.05%
GL/UMB/WC INS.	0.00%
TOTAL %	19.30%
GROSS LABOR (LINE 1)	\$ 4,350.24
Total GL/UMB/WC INS.	\$ -
Total FICA/FUTA/SUTA	\$ 839.60

HEALTH & WELFARE (LINE 6)

TRADE	HOURS	RATE	AMOUNT
Laborer	24.00	\$ 24.05	\$ 577.20
Operator	24.00	\$ 26.71	\$ 641.04
Carpenter	-	\$ 28.92	\$ -
Ironworker	-	\$ 31.17	\$ -
	48.00		\$ 1,218.24

NOTES:

This CO excludes police details and Premium time labor.

PROJECT NAME
CHANGE ESTIMATE NUMBER
SUBCONTRACTOR
DESCRIPTION OF WORK

Spinner Park Restoration
1
0
Electrical Line protection

Page: 2
Date: 10/28/20

DESCRIPTION	QUANTITY		LABOR		EQUIPMENT		MATERIAL		SUBCONTRACTOR		TOTAL
	Quan.	Unit	U.P.	Total	U.P.	Total	U.P.	Total	U.P.	Total	
Labor											
Laborer	24	hrs	\$ 54.38	\$ 1,305.12							\$ 1,305.12
Laborer	24	hrs	\$ 54.38	\$ 1,305.12							\$ 1,305.12
Operator	24	hrs	\$ 72.50	\$ 1,740.00							\$ 1,740.00
Equipment											
Excavator	24	hrs			\$ 195.00	\$ 4,680.00					\$ 4,680.00
Mob & Demob	1	ea			\$ 350.00	\$ 350.00					\$ 350.00
Materials											
Concrete	2.9	Cy					\$ 280.00	\$ 812.00			\$ 812.00
Subcontractor								\$ -			\$ -
Massbay Electrical Work	1	LS							\$ 9,580.00	\$ 9,580.00	\$ 9,580.00
TOTALS				\$ 4,350.24		\$ 5,030.00		\$ 812.00		\$ 9,580.00	\$ 19,772.24

WendyB-Montague Board of Selectmen

9

From: StevenE - Montague Town Administrator
Sent: Thursday, November 05, 2020 3:56 PM
To: WendyB-Montague Board of Selectmen
Cc: Rich Kuklewicz
Subject: TA Report - Addition

Hi Wendy

Please add the following under TA's Business

Discuss recommendations to facilitate execution of capital projects and repairs. With the Selectboard's approval, it would be my intention to submit the following articles for consideration at the Annual Town Meeting. I am scheduled to discuss these with the Capital Improvements Committee on Tuesday, November 10.

- a. Unsafe/Unhealthy Buildings (\$25,000)
- b. Engineering and Survey Services (\$25,000)
- c. Bid/Project Overrun Contingency Funds (\$25,000)
- d. Town Building Assessment and Capital Plan Study (\$50,000)

Steven Ellis
Town Administrator
Town of Montague
One Avenue A
Turners Falls MA 01376
(413) 863-3200 x110