

**MONTAGUE SELECTBOARD MEETING
VIA ZOOM
Monday, October 24, 2022 at 6:30 PM**

Meeting was opened at 6:30 PM. Present were Selectboard members Rich Kuklewicz, Chris Boutwell, and Matt Lord; Town Administrator Steve Ellis; Executive Assistant Wendy Bogusz; Police Chief Chris Williams; Airport Manager Bryan Camden; BOH Chair Melanie Zamojski; FCRHRA Director of Community Development, Brian McHugh; and Assistant Town Administrator Walter Ramsey.

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

Approve Minutes of October 3, 4, and 17, 2022

Boutwell makes the motion to approve the minutes of October 3, 4, and 17, 2022 as presented. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - 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

Personnel Board

Appointments:

- **Shayna Reardon, Selectboard's Administrative Assistant, NAGE, Grade B, Step 1, 20/hrs/wk; effective 11/2/22**
Boutwell makes the motion to appoint Shayna Reardon, Selectboard's Administrative Assistant, NAGE, Grade B, Step 1, 20/hrs/wk; effective 11/2/22. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye
- **Promote Jacob Dlugosz to Police Sergeant, NEPBA, Grade P, Step 4, 37.69 hr/wk, effective 11/6/22**
Boutwell makes the motion to promote Jacob Dlugosz to Police Sergeant, NEPBA, Grade P, Step 4, 37.69 hr/wk, effective 11/6/22. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye
- **Kendra Campbell, Airport Grounds Maintenance, FCTS Co-op, 16 hr/wk, temporary, 7 months, effective 10/24/22**
Boutwell makes the motion to appoint Kendra Campbell, Airport Grounds Maintenance, FCTS Co-op, 16 hr/wk, temporary, 7 months, effective 10/24/22. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye
- **Jeffrey M. Bache, Alternate Gas/Plumbing Inspector, \$35 per inspection, effective 10/25/22**
Boutwell makes the motion to appoint Jeffrey M. Bache, Alternate Gas/Plumbing Inspector, \$35 per inspection, effective 10/25/22. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye
- **Deborah Frenkel, Cultural Council, 3 years, until June 30, 2025, effective 10/25/22**
Boutwell makes the motion to appoint Deborah Frenkel, Cultural Council, 3 years, until June 30, 2025, effective 10/25/22. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye
- **Solar Planning Committee, until June 30, 2023, effective 10/25/22; Sally Pick, Bob Rueter, Pam Hanold, Peter Chilton, Greg Garrison**
Boutwell makes the motion to appoint the following to the Solar Planning Committee until June 30, 2023, effective 10/25/22; Sally Pick, Bob Rueter, Pam Hanold, Peter Chilton, Greg Garrison. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye

Melanie Ames Zamojski, Chair, Board of Health

- **COVID-19 Updates**
The Health Collaborate has come up with a traffic-light situation of trying to let people know what the risk factors are. We are looking at numbers of cases, clusters that are being recorded by nurses, hospitalizations, case trends, and wastewater trends for the communities to determine whether we are in the red, yellow, or green category. We are currently in the yellow category (masks are encouraged).
- **Other Board of Health Updates**
 - The BOH is working on the preliminary details of the Valley Health Collaborative Grant. We have received the grant and will be getting the money and a Memorandum of Agreement soon. Each community in that group will be identifying what their needs are. The State is looking to fund health departments that have not been funded previously to get them up to speed.
 - We are in the process of hiring a Health Director.

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Suzanne LoManto, Assistant Town Planner

Music in the Bandshell (Co-sponsored by RiverCulture)

- **Peskeompskut Park, Lightly amplified Montague Musicians, Saturday, 10/30/22, Noon - 6:00 PM**
Boutwell makes the motion to approve the use of Peskeompskut Park, Lightly amplified Montague Musicians, Saturday, 10/30/22, Noon - 6:00 PM. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye
- **Discuss new event for Turners Falls, a 300+ vintage car show**
Some residents would like to have a vintage car show on September 24, 2023 where 300+ vintage cars are displayed.
 - LoManto reviews a map explaining how the cars would be parked.
 - The event would take place at 10:00 a.m. to 4:00 p.m. and would be a free to the public.
 - Food trucks would be present at Nova Motorcycle.
 - Nova Motorcycle would also display vintage motorcycles and have a parts swap.
 - The Police and Fire Chiefs have been consulted.

Judith Lorei, Cemetery Commission

- **Caretaker's Retirement**
Lorei states that Mike Fleming, the cemetery caretaker, is retiring. He will finish up his work this fall.
- **Need to procure new contractor and increase funding**
The budget for the caretaker is \$12,000, but the Commission will likely request an increase at the Winter Town Meeting to cover the spring as well as request an increase at the Annual Town Meeting for the cost of a new contract for FY24. The Cemetery Commission will also be thinking of a longer-term strategy looking forward.

Brian McHugh, Director of Community Development, FCRHRA

- **Authorize Payment #3 to Berkshire Design Group in the amount of \$1,076.80 for Bidding Services on FY21 MONT CDBG Avenue A Streetscape Phase III Continuation Project**
 - *Boutwell makes the motion to authorize Payment #3 to Berkshire Design Group in the amount of \$1,076.80 for Bidding Services on FY21 MONT CDBG Avenue A Streetscape Phase III Continuation Project. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
 - Boutwell and Lord agree that the Chair can sign the Notice to Proceed next week if Berkshire Design has all of their documents ready.
- **Authorize Payment #3 to Berkshire Design Group in the amount of \$450.00 for Construction Documents on FY20 MONT CDBG Hillcrest Neighborhood Playground Design Project**
Boutwell makes the motion to authorize Payment #3 to Berkshire Design Group in the amount of \$450.00 for Construction Documents on FY20 MONT CDBG Hillcrest Neighborhood Playground Design Project. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye

Walter Ramsey, Assistant Town Administrator

- **Building #10 loan to sub grant conversion**
 - Ramsey states that the Franklin County Regional Brownfields Program committee is offering to forgive the current balance of the loan given towards cleaning up the debris following the arson event with Building #10 (\$77,765.77).
 - *Boutwell makes the motion to approve the modification of the loan agreement as discussed, and to authorize the Chair to sign it. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- **Issue notice to proceed for Montague City Road Flooding Relief Project to CD Davenport \$326,495**
Postponed for now
- **Other (not on agenda)**
 - **Canal District Workshop**
Ramsey states there is going to be a third and final Canal District Workshop meeting this Thursday at the Great Falls Discovery Center at 6:30 PM. There will be a zoom link.
 - **Demolition Day Hearing**

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The Historic Commission met this morning and have determined a date for the demolition delay hearing regarding the Farren Care Center. The hearing will occur on Wednesday, November 16 at 6 PM.

Town Administrator's Business

- **General Pierce Bridge Update**
 - According to DOT, the General Pierce Bridge will be able to reopen in March.
 - The safety of the bridge will be greatly improved by the pedestrian lighting.
- **Discuss adoption of e-signature software**

The Selectboard members give their support to move forward with adopting e-signature software.
- **IT Coordinator Position Vacancy effective 1/1/23 (Stipend Position)**

Carolyn Olsen will be leaving her position as IT Coordinator on 1/1/23. Ellis states he would like to appoint a new individual to that role by the beginning of December.
- **Advance Scheduling for GMRSD Budget Meeting (January 31, 2023)**

The Town of Gill has suggested Tuesday, January 31, 2023 as a meeting date. The Finance Committee and the Selectboard are okay with that date.
- **Montague Center Emergency Roof Repair; Request to use FY23 Legislative earmark for funding**

Lord makes the motion to authorize the Town Administrator to spend up to \$10,000 out of the FY23 Legislative State earmark funds for the repair of the Montague Center Library roof. Seconded by Boutwell, unanimously approved. Lord - Aye, Boutwell - Aye, Kuklewicz - Aye
- **Pre-authorize any necessary change order for Town Hall Roof Project up to \$10,000**
 - The contractor will be on-site staging materials, dumpsters, etc., beginning on Thursday. They will begin work on Friday. They will likely have a debris chute on the 1st Street side of the building, and a dumpster will be in the four parking spaces along the side of Town Hall. If we need to have a dumpster on the other side of the building, we would have to designate temporary ADA parking spaces.
 - *Boutwell makes the motion to give the Town Administrator the authority to make any necessary change orders to the Town Hall Roof Project, not exceeding a combined total of \$10,000; and in his absence authorize the Assistant Town Administrator to fill that role. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- **Topics not anticipated in the 48 hour posting/11th Street Bridge**

We have received word that DOT has some significant concerns that the Town will need to address in the near term on the 11th Street Bridge. We will likely see this issue lead to a Capital Improvements request at this winter's Special Town Meeting.

Other (not on agenda)

Kuklewicz states that Bergeron has been struggling to get a painting contractor to paint the lines on the newly paved roads.

Boutwell makes the motion to adjourn the meeting. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye