

**MONTAGUE SELECTBOARD MEETING
VIA ZOOM
Monday, December 12, 2022 at 6:00 PM**

Meeting was opened at 6:00 PM. Present were Selectboard members Rich Kuklewicz, Chris Boutwell, and Matt Lord; Town Administrator Steve Ellis; Executive Assistant Wendy Bogusz; Assistant Town Administrator Walter Ramsey; Clean Water Facility Superintendent Chelsey Little; and Assistant Planner Suzanne LoManto.

Selectboard Chair opens the meeting at 6:30 AM, including announcing that the meeting is being recorded and roll call taken

Approve minutes of November 21 and 28 and December 5, 2022 if available

Boutwell makes the motion to approve the minutes of November 21 and 28 and December 5, 2022 as presented. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye

Chelsey Little Clean Water Superintendent

- **Discuss Permit monthly results**
 - Little displays and summarizes the Permit monthly results.
 - Numbers are well within the parameters.
 - Chelsey states we were able to remove a lot of solids with the new press that we have.
 - Results will be reported by Little every month.
- **Discuss EPA's New England Regional Industrial Pretreatment Conference held on October 26**

Little reports that she attended the EPA's New England Regional Industrial Pretreatment Conference on October 26, where she discussed our process control and how industrial users can impact process in a negative way. She discussed the importance of sampling industries and being aware of the industries because they can impact your process control. Losing the paper mills has improved our numbers.
- **Update on Sludge Cake Hauling Contract IFB**

Little reports that we received three bids. Synagro is the low bidder.
- **Authorize and approve additional task order with Wright-Pierce for Industrial Blvd Pump Station upgrade project \$20,000**

Boutwell makes the motion to authorize and approve an additional task order with Wright-Pierce for Industrial Blvd Pump Station upgrade project \$20,000, and authorize Chelsey Little to sign it. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye
- **Chelsey Little selected as recipient of the 2022 WEF: William D. Hatfield Award through New England Water Environment Association**
 - Little humbly shares that she has been selected as recipient of the 2022 WEF: William D. Hatfield Award through New England Water Environment Association. She will be attending an award ceremony in Boston.
 - The members of Board congratulate her and express their appreciation of her work.

Suzanne LoManto, Assistant Planner

Use of Montague Center Town Common, annual May Date event, May 7, 2023 9 a.m. - 1 p.m.

Boutwell makes the motion to approve the use of Montague Center Town Common, annual May Date event, May 7, 2023 9 a.m. - 1 p.m. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye

Ann Fisk

Use of Public Property (proposed route of travel on permit) Santa Parade 12/17/22 2 p.m. - 3:30 p.m.

Boutwell makes the motion to approve the Use of Public Property (proposed route of travel on permit) Santa Parade 12/17/22 2 p.m. - 3:30 p.m. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye

Pole Location Hearing

Request to add on full owned Eversource pole on Fosters Rd. in Montague to provide 328 Fosters Rd. with Power

Boutwell makes the motion to approve the request to add on full owned Eversource pole on Fosters Rd. in Montague to provide 328 Fosters Rd. with Power. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye

Personnel Board

MONTAGUE SELECTBOARD MEETING

VIA ZOOM

Monday, December 12, 2022 at 6:00 PM

- **Cell Phone Stipend for Christopher Smerz, \$5.77 per week effective 12/5/22**
Boutwell makes the motion to authorize the Cell Phone Stipend for Christopher Smerz, \$5.77 per week effective 12/5/22. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye
- **Update on Health Director Hiring**
 - Ellis shares that we did not identify a candidate to join the Town staff for the Health Director position. The search has been re-opened and re-advertised. The new deadline for applicants is January 9.
 - Gina McNeely, our former Health Director, is willing to come back and assist us during the gap.
- **Update on applications for IT Coordinator Position**
Boutwell makes the motion to appoint Wendy Bogusz as the IT Coordinator as described effective January 1, and authorize the Chair to sign the document.. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye

Wendy Bogusz, Executive Assistant

- **Establish 2023 License Fees**
Lord makes the motion to set the Alcohol License Fees for the Town of Montague for Calendar Year 2023 for the following subtypes: Restaurant, All Alcohol \$1,050; Restaurant, Beer & Wine \$580; Club, All Alcohol \$725; Brewery/Winery Pouring Permit \$110; General On Premises - Beer & Wine \$580; Package Store, All Alcohol \$975; Package Store, Beer & Wine \$550; Common Victualler \$40; Entertainment \$55; and Automatic Amusement \$45; recognizing the last three do not necessarily involve alcohol permitting. Seconded by Kuklewicz, approved. Lord - Aye, Lord - Aye, Boutwell - Abstain
- **Update on Sealer Fees Schedule**
Bogusz displays the Sealer Fees Schedule. This topic will be placed on a future agenda in January.
- **License Sale (not on agenda)**
Bogusz reports that Hubies has sold his alcohol license to the Shea Theater. Kristi Bodin from the Shea Theater states that the completed application will be done by the end of the year. Kuklewicz and Lord share that they are not enthusiastic about this transfer. The Board will discuss the renewal at a future meeting.

Budget Request for Farmers Market Coordinator Stipend

- Ellis reiterates that two months ago, a Farmers Market Coordinator proposal was presented to the Town.
- The Planning Department presented this role as a possible matter of consideration for ARPA standing.
- Ellis provides three different logical options:
 - 1) The Town can choose not to be involved or providing funding to support this position.
 - 2) The Town can choose to source this out to a vendor/organization.
 - 3) We could create a new appointed position. This would involve going to Town Meeting to create and define a position and secure a budget for it.
- Ramsey states that the Agriculture Commission has not been active in two to three years. They are in a position to disband.
- The Selectmen would like to support the concept of a Farmers Market.
- Lord asks what are the efforts outside of the Town that have been made to support this position, and what are other towns doing with their Farmers Markets?
- Carolyn Olsen shares what other towns all across Massachusetts are doing (i.e., some run it through their Parks and Rec departments, some only offer use of a space for it, and some do it as a town program). Olsen shares her feeling that it makes sense to make the Farmers Market a Town function.
- Annie Levine explains that the market in Turners Falls is in a walkable neighborhood and provides options for people with food access issues. In addition, our Farmers Market is the only HIP vendor around Town.
- Levine explains that the market is small and having it being funded by vendor fees is not necessarily an option. She has been thinking about moving it to a Saturday morning to try and increase customers and vendors.
- Kuklewicz feels that agriculture is a difficult business to be in, and if we raise the fees to make it self-sustaining, we would have no vendors.
- Kuklewicz agrees that the Farmers Market a good service for the community. He feels that some funding by the Town makes sense, although he is not too enamored with the idea of funding it with ARPA.
- In response to a question by Kuklewicz, Levine clarifies that \$4,000 would cover the individual running it, but does not include costs for marketing, supplies, or the potential hiring of an assistant manager.

**MONTAGUE SELECTBOARD MEETING
VIA ZOOM
Monday, December 12, 2022 at 6:00 PM**

- Kuklewicz suggests hearing a proposal at a future meeting.

Walter Ramsey, Assistant Town Administrator

- **Town Hall Annex Feasibility Study-Architect's Report**
 - Dan Bonham from Thomas Douglas Architects summarizes the results of the Feasibility Study for the Town Hall Annex.
 - The existing restrooms will be converted to storage.
 - The line between Phase I and II will be determined once the budget is fine-tuned.
 - For 80 people, there would need to be four restrooms (two per gender).
 - Any building that is going through a major renovation that constitutes more than 30% of its assessed value needs to be upgraded completely insofar as fire protection.
 - Kuklewicz believes it would be prudent for us to consider getting sprinklers in Town Hall.
 - The next step would be for the Selectmen to determine which elements we want to tackle.
 - Funding resources would need to be looked into (i.e., ARPA, CDBG).
 - This issue will be re-visited in January.
- **Award Town Hall Boiler Replacement Project to Jamrog HVAC Inc. for a lump sum fee of \$34,850**

Boutwell makes the motion to award the Town Hall Boiler Replacement Project to Jamrog HVAC Inc. for a lump sum fee of \$34,850. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye
- **Topics not anticipated within the 48 hour posting/Downtown Development Study**

Ramsey states that we are going to be doing a study to see if there is an opportunity for a shared regional service to support the economic development in our downtowns.

Town Administrator's Report

- **Contract for Colle/Shea Roof Design Services**

Boutwell makes the motion to award the Contract for Colle/Shea Roof Design Services to Helene Karl Architects, and authorize the Chair to sign it. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye
- **Authorization to submit grant proposal to Mass Broadband Institute (MBI) for digital equity planning project**

Boutwell makes the motion to authorize the Town Administrator to submit a grant proposal to Mass Broadband Institute (MBI) or any other organization for digital equity planning project. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye
- **Update on adoption of Docu-Sign E-Signature Program**

Ellis shares that we have gone through the product purchase of the Docu-Sign E-Signature Program. We will begin piloting this in January.
- **Topics not anticipated within the 48 hour posting/Planner Candidate Schedule**

Ellis reports that the Planner candidate has requested to maintain Friday hours. None of the Selectmen have any objections.

Executive Sessions

- **Executive Session in accordance with G.L. c.30A, §21(a)(6) to consider the possible purchase, exchange, taking, lease or value of real property - First Light Power, votes may be taken**
- **Executive Session to discuss with respect to potential litigation where an open meeting may have detrimental effect on the bargaining or litigating position of the Town, pursuant to G.L. c.30A, §21(a)(3)**
- The Chair deems that holding either of these discussions in open session would be detrimental to the Town's position.
- *Boutwell makes the motion to go into Executive Session. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

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