

**MONTAGUE SELECTBOARD MEETING
VIA ZOOM
Monday, January 23, 2023 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; Assistant Town Administrator Walter Ramsey; Town Clerk Deb Bourbeau; Franklin County Solid Waste Management District Executive Director Jan Ameen; CWF Superintendent Chelsey Little; and FCRHA Director of Community Development Brian McHugh.

Chair opens the meeting at 6:00 PM, including announcing that the meeting is being recorded and roll call taken

Approve Selectboard Minutes from January 9 and 17, 2023 if available

- *Boutwell makes the motion to approve the minutes from January 9, 2023 as presented. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- *January 17 minutes postponed until next week.*

Public Comment Period: Individuals will be limited to two (2) minutes each and the Selectboard will strictly adhere to time allotted for public comment

None

Personnel Board

Appoint Jamie Fuller and Jo-Ann Prescott to the Montague Cemetery Commission until June 30, 2023

- *Boutwell makes the motion to increase the number of members of the Montague Cemetery Commission to five. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to appoint Jamie Fuller to the Montague Cemetery Commission until June 30, 2023. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to appoint Jo-Ann Prescott to the Montague Cemetery Commission until June 30, 2023. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

Designate Montague Franklin County Solid Waste Management District Representative and Alternate Representative as Special Municipal Employees

- *Kuklewicz makes the motion to designate the position of Franklin County Solid Waste Management District Representative as a Special Municipal Employee position for the Town of Montague pursuant to Mass G.L. c. 268A section 1(n). Seconded by Lord, approved. Kuklewicz - Aye, Lord - Aye, Boutwell - Abstain*
- *Kuklewicz makes the motion to designate the position of Franklin County Solid Waste Management District Alternate Representative as a Special Municipal Employee position for the Town of Montague pursuant to Mass G.L. c. 268A section 1(n). Seconded by Lord, approved. Kuklewicz - Aye, Lord - Aye, Boutwell - Abstain*

Execute Mass DEP, Jan Ameen

Mass DEP Annual Report for the Yard Waste Area at the Transfer Station

Boutwell makes the motion to approve and submit the Mass DEP Annual Report for the Yard Waste Area at the Transfer Station, and authorize the Chair to sign it. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz

Budget

Hear Budget and Personnel Request - Town Clerk

- Bourbeau explains that her budget is cyclical due to the election cycle.
- Bourbeau requests for an extra person in her office as the daily tasks in her office are currently not being accomplished. The process for vote-by-mail entails a lot of precision, data entry, deadlines, etc.
- Discussion ensues regarding the Grade and Step designation for the new position.
- Bourbeau would like the new position to be a 35-hour-per-week position. Benefits are provided at 20 hours per week.
- Kuklewicz suggests starting with a part-time position, with a provision for additional hours when necessary.
- Facility space is an important topic for a future discussion.
- Lord states that with excess capacity, he is more comfortable putting \$50,000 into hiring a new person plus acquiring more equipment.

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Discuss Budget Requests - New or Previously Discussed

- Little, Kuklewicz, and Ellis will have a conversation on February 1st about a collection system personnel position.
- Little shares that Greenfield has eight people in their collection system team. She feels that having a person or a team dedicated to collection system would be a move forward.

Consider Next Steps in Review and Recommendation Process

- The Board is satisfied with the information they have received regarding personnel-related requests by the other departments.
- Kuklewicz suggests having some kind of chart that keeps track of the total number of staff in each department.

Sewer Commissioner:

Chelsey Little, Clean Water Superintendent

Barnhardt Facility Closure/Wastewater Treatment Update

- Little shares that she has heard back from the Colrain Sewer District. They are looking for 3-6 months of hauling from storage tanks located on the Barnhardt property. They are looking for a more long-term solution and are looking at planning and construction grants. They are thinking of having a small facility in place.
- Little advises offering assistance for a trial period, including having additional fees for weekends and holidays.
- Kuklewicz and Lord agree that this plan is reasonable, though Lord feels that 3-6 months will actually be more like a year or two.

CWF Generator Replacement Project Status Update, procurement strategy

- All the engineering for the generator procurement project is done. Wright-Pierce completed the 90% design for the big package.
- A new main circuit breaker and a new automatic transfer switch have been included.
- Little will be looking into doing future upgrades to the MCCs.
- The MCCs and the generator will be moved outdoors, which will free up some space for meetings.
- The staff plans on doing some prep work and pouring of the pad for the generator, as well as some site work.
- The cost is approximately \$320,000. We have \$130,000 from Town Meeting and \$100,000 from the State House. The original quote did not include several things (concrete materials, the crane to place the generator, the electrical lever, the insulation of the new generator, the new switch, the conduit, the wiring, and the engineering).
- The State funds need to be spent by the end of June.
- With regard to putting it out to bid, Little states it will be posted on February 15 with a March 23rd bid submission and opening.
- Ramsey states that the difference between the opinion of cost and what we have is about \$165,000. We have two options to meet the budget gap: (1) go to Special Town Meeting for additional appropriation, or (2) look towards ARPA funds, which right now has a balance of \$800,000 left in it.
- Kuklewicz requests that the engineers design a protective structure for the equipment that will be moved outside.
- Lord suggests the Stabilization Fund as a funding source.
- Discussion ensues about whether there are vendors who would be willing to bid on the project if the Town supplies the generator.

Brian McHugh, FCRHRA

Authorize Payment #1 to H.M. Nunes & Sons Construction, Inc., in the amount of \$287,271.00 for Construction on FY21 MONT CDBG Avenue A Streetscape Phase III Continuation Project

Boutwell makes the motion to authorize Payment #1 to H.M. Nunes & Sons Construction, Inc., in the amount of \$287,271.00 for Construction on FY21 MONT CDBG Avenue A Streetscape Phase III Continuation Project.

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

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Authorize Payment #5 and #6 to Berkshire Design Group, in the combined amount of \$10,164.00 for Construction Administration on FY21 MONT CDBG Avenue A Streetscape Phase III Continuation Project
Boutwell makes the motion to authorize Payment #5 and #6 to Berkshire Design Group, in the combined amount of \$10,164.00 for Construction Administration on FY21 MONT CDBG Avenue A Streetscape Phase III Continuation Project. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye

Walter Ramsey, Assistant Town Planner

2023 Direct Local Technical Assistance Requests to Franklin Regional Council of Governments

- Ramsey displays and goes through the 2023 Technical Assistance Request Form for Montague. Items checked include:
 - (Priority #1) Feasibility study towards shared ambulance and EMT services amongst communities in the region
 - (Priority #2) Update Municipal Sidewalk Inventory
 - (Priority #3) Diversity, Equity, and Inclusion Training for Municipal Officials and Staff
 - The Northfield Mountain Pumped Storage Project/Turners Falls Dam FERC relicensing and Mass DEP 401 Certification of Water Quality Process
 - Rural Policy Plan Implementation
 - Collective Purchasing relating to Regional Electricity Bidding
 - Support, advocacy and technical assistance to move water and sewer projects forward
 - Northern Tier Rail Study expert assistance
 - Open Space and Recreation Plan (OSRP) Update

Discussion:

- With regard to electricity, Kuklewicz suggests including school districts.
- With regard to rail service, Kuklewicz comments that our country starting a rail system would cost billions of dollars.

Town Administrator Business

Share draft of March 2, 2023 Special Town Meeting Warrant

- Ellis shares that our warrant has 20 items on it, many of which are timely.
- High stakes matters include the authorization for borrowing \$2.5 million that would allow us to apply for the USDA Grant and Loan Program for the screw pumps.
- Ellis highlights the following precautionary: \$660,000 that would be authorized to raise and appropriate, borrow, or otherwise provide for installation of the building on the airport property. We are waiting for the State to provide new grant language that would show that any costs that the Airport Commission might need to bear during the course of that construction project will be funded through the grant so that we don't need an appropriation.
- The warrant will be brought back in the coming weeks for a stronger draft reading, and then for final approval.

Mass Procurement official recertification process

Ellis shares that he will be taking a few days to take a recertification course.

Consider Amendment to 253 Organic, LLC Host Community Agreement

Boutwell makes the motion to approve the First Amendment to the Host Community Agreement between the Town of Montague and 253 Organic, LLC. Seconded by Lord, with a friendly amendment to correct the clerical error. Unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye

Boutwell makes the motion to adjourn the meeting at 8:26 PM. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye