

**MONTAGUE SELECTBOARD MEETING**  
**Montague Town Hall, Upstairs Meeting Room and VIA ZOOM**  
**Monday, July 10, 2023 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; Administrative Assistant Shayna Reardon; Assistant Town Administrator Walter Ramsey; Airport Manager Bryan Camden; Town Accountant Carolyn Olsen; and Board of Health Director Ryan Paxton.

**Approve Selectboard Minutes from June 12 and 26, 2023**

*Boutwell makes the motion to approve the Selectboard Minutes from June 12 and 26, 2023. 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**

None

**Zak Nichita, Zak's Auto Sales & Repair**

**Request for Class II License at 221 Millers Falls Road, Turners Falls, Map 23, Lot 28**

*Boutwell makes the motion to approve the Request of Zak Nichita of Zak's Auto Sales & Repair for a Class II License at 221 Millers Falls Road, Turners Falls, Map 23, Lot 28; this permit is good through December 31, 2023. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

**FY21 CDBG Program, Franklin County Regional Housing and Redevelopment Authority**  
**Authorize Payment #10 to Berkshire Design Group, in the amount of \$356.40 for professional landscape architectural, civil engineering and land surveying services for the FY21 MONT CDBG Avenue A Streetscape Phase III Continuation Project**

*Boutwell makes the motion to authorize Payment #10 to Berkshire Design Group, in the amount of \$356.40 for professional landscape architectural, civil engineering and land surveying services for the FY21 MONT CDBG Avenue A Streetscape Phase III Continuation Project. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

**Trash and Recycling Collection and Disposal Services Contract**

- **Review Final Curbside Trash and Recycling Vendor Bid Prices**  
The FY25-27 Trash Bid Summary is reviewed. The three vendors are Republic Services, Casella, and USA Waste and Recycling.
- **Discuss Recent Performance of Incumbent Vendor/Low Bidder (Republic Services)**
  - Brandy Patch, DPW Office Manager shares that Republic's service in the last six months has improved and that Mark Fine from Republic makes an effort to make sure issues are corrected. She states she would like better customer service. Residents have shared with her that they are unhappy and are wondering why we are staying with Republic.
  - Lord would rather stick with the "devil we know."
  - Kuklewicz states that he has "had it with Republic Services."
  - Boutwell wonders if we can fine Republic Services for non-collection performance. Ellis responds that there is nothing in our contract that allows this.
- **Consider Award of 3-Year Contract**  
*Boutwell makes the motion to award a 3-Year Trash and Recycling Collection and Disposal Services Contract to Casella. Seconded by Lord, unanimously approved. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

**Airport FY23 Budget Shortfall, Airport Manager**

**Request to approve the Ch. 44 533b transfer of \$47,000 from General Fund Health Insurance 001-5-910-5174 to Airport Enterprise Fund 001-5-994-5964 to cover FY23 revenue shortfall**

*Boutwell makes the motion to approve the Ch. 44 533b transfer of \$47,000 from General Fund Health Insurance 001-5-910-5174 to Airport Enterprise Fund 001-5-994-5964 to cover FY23 revenue shortfall. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

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**Personnel Board**

- **Appoint Jayson Scribner, Airport Grounds Maintenance effective July 11, 2023**  
*Boutwell makes the motion to appoint Jayson Scribner, Airport Grounds Maintenance effective July 11, 2023. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- **Review and approve Job Description for Administrative Assistant, Town Clerk's Office**  
*Boutwell makes the motion to approve the Job Description for the Administrative Assistant for the Town Clerk's Office, and authorize the Chair to sign it. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- **Appoint Anne Stewart, Board of Health Administrative Assistant, Temporary Employee, effective July 12, 2023**  
*Boutwell makes the motion to appoint Anne Stewart as the Board of Health Administrative Assistant, Temporary Employee, effective July 12, 2023. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- **Review and Approve Memorandum of Agreement with UEW 274 amending Article 12 and Appendix B of the existing agreement**  
*Boutwell makes the motion to approve the Memorandum of Agreement with UEW 274 amending Article 12 and Appendix B of the existing agreement. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- **Approve reviewed job description for DPW Collections System Lead Operator**  
*Boutwell makes the motion to approve the reviewed job description for DPW Collections System Lead Operator. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- **Appoint Kyle Bessette Collection System Lead Operator, effective July 1, 2023, Grade E, Step 4, \$26.40 per hour**  
*Boutwell makes the motion to appoint Kyle Bessette as a Collection System Lead Operator, effective July 1, 2023, Grade E, Step 4, \$26.40 per hour. Seconded by Lord, approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Abstain*
- **Announce employment contract for Steven Ellis, July 1, 2023 - June 30, 2026**  
*Boutwell makes the motion to approve the contract with Steven Ellis for July 1, 2023 - June 30, 2026. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- **Acknowledgement: Walter Ramsey awarded a Graduate Certificate in Local Government Leadership and Management through the Suffolk University Graduate Certificate Program**  
*The Board and Town Administrator acknowledge Walter Ramsey's Graduate Certificate Award in Local Government Leadership and Management through the Suffolk University Graduate Certificate Program and express appreciation for his dedication.*
- **Acknowledgement: Eileen Seymour awarded a Baccalaureate Degree in Business Administration with Concentration in Public Administration, and a Minor in Finance from Southern New Hampshire University**  
*The Board acknowledges Eileen Seymour's receipt of a Baccalaureate Degree in Business Administration with Concentration in Public Administration and Minor Degree in Finance from Southern New Hampshire University, and publicly thank her for the work that she does.*
- **Brittany Tuttle hired as Town Nurse**  
*Paxton shares that Brittany Tuttle has been hired as the Town Nurse for 10 hours per week.*

**Assistant Town Administrator's Business**

- **Clean Water Facility Screw Pump Replacement Project: USDA Rural Development grant and loan award announcement. Authorize Chair to execute UPDATED agreement documents**  
*Boutwell makes the motion to authorize the USDA Rural Development grant and loan award, and authorize the Chair to execute the UPDATED agreement documents. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- **Authorize Letter of Agreement with Judd Wire and Kearsarge for occasional use, light storage, and access under Burn Dump Solar Canopy**

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*Boutwell makes the motion to authorize the Letter of Agreement with Judd Wire and Kearsarge for occasional use, light storage, and access under Burn Dump Solar Canopy. Seconded by Lord, unanimously approved.*

*Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

- **FY24 PARC Grant, request for statement of support**

*Boutwell makes the motion to support the FY24 PARC Grant request for the Montague Center Playground as discussed, and to authorize the Chair to sign the application. Seconded by Lord, unanimously approved.*

*Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

- **Montague City Road Update (not on agenda)**

Ramsey states that the restoration project is still pending application with the State. He believes we will have the Federal permit at the end of July. Ramsey has been sending photos to the officials involved to remind them that this is a public safety issue.

**Town Administrator's Business**

- **Discuss option to submit special legislation for additional Liquor Licenses**

Ellis discusses the possibility of asking for additional non-business-specific liquor licenses as we do not have any full liquor licenses available at this point in time. The Selectboard would like to look into the possibility of pursuing on-premise licenses (i.e., for restaurants).

- **Wage & Class Update Contracting Update**

Ellis states that the chief consultant who was going to be working on our study has taken a position in another organization. Ellis states that he should know who the next consultant will be by the next meeting.

- **MA Certification of Public Procurement Officials Designation Renewal**

Ellis acknowledges that he will get the Public Procurement Officials Designation Renewal done and that he intends to maintain that licensure.

- **Topics not anticipated within the 48 hour posting**

None

**Executive Session in accordance with G.L. c.30A, §21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining to litigating position of the public body and the Chair so declares**

- The Chair deems that holding this discussion in open session would be detrimental to the Town's position.

- *Boutwell makes the motion to enter into Executive Session in accordance with G.L. c.30A, §21(a)(3) to discuss strategy with respect to collective bargaining or litigation. Seconded by Lord, unanimously approved.*

*Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

**OTHER:**

**Next Meeting:** Selectboard, Monday, July 24, 2023 at 6:30 PM, via ZOOM