

**MONTAGUE SELECTBOARD MEETING  
VIA ZOOM  
Monday, February 26, 2024 at 6:30 PM**

Meeting was opened at 6:00 PM. Present were Selectboard members Rich Kuklewicz, Chris Boutwell, Matt Lord; Town Administrator Steve Ellis; Assistant Town Administrator Walter Ramsey; Executive Assistant Wendy Bogusz; Parks and Recreation Director Jon Dobosz; Police Chief Chris Williams; Police Lieutenant Chris Bonnett; and FCRHA Director of Community Development Brian McHugh.

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

**Approve Minutes of February 12, 2024**

*Boutwell makes the motion to approve the Minutes of February 12, 2024 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**

None

**Chris Williams, Police Chief**

**Request to execute MOA to be a part of the Franklin County Regional Special Response Team**

*Boutwell makes the motion to execute the MOA to be a part of the Franklin County Regional Special Response Team, and authorize the Chair to sign it. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

**Personnel Board**

**Personnel Status Change Form: James Ruddock, Incentive pay increase to 10% (\$121.93/week) effective 02/05/2024**

*Boutwell makes the motion to approve the Personnel Status Change Form: James Ruddock, Incentive pay increase to 10% (\$121.93/week) effective 02/05/2024 and authorize the Chair to sign it. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

**Execute side letter of agreement between Town of Montague and the New England Police Benevolent Association Local 183 regarding vacation time for Officer Smerz**

*Boutwell makes the motion to execute the side letter of agreement between Town of Montague and the New England Police Benevolent Association Local 183 regarding vacation time for Officer Smerz. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

**Appoint Jen Viencek to Montague Historical Committee, 3 year term, until 6/30/27**

*Boutwell makes the motion to appoint Jen Viencek to the Montague Historical Committee, 3 year term, until 6/30/27. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

**Assistant Town Administrator Position: Review Job Description and Establish Hiring Committee**

- *Boutwell makes the motion to set the Assistant Town Administrator Hiring Committee (Selectboard member Chris Boutwell, current ATA Walter Ramsey, Selectboard Executive Assistant Wendy Bogusz, Planning Director Maureen Pollock; Town Accountant Carolyn Olsen, CIC Rep Greg Garrison, and Citizens At Large Dorinda Bell-Upp and Michael Nelson). Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to approve the Assistant Town Administrator Job Description as presented. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

**Public Hearing**

**FY24 Community Development Block Grant Application**

- Kuklewicz reads the notice aloud.
- McHugh reviews the programs of the four applicants (Montague Catholic Social Ministries, Wildflower Alliance, and two Lifepath programs).
- The Board agrees to increase the amount to be funded to \$25,000 each.

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- McHugh reviews the Montague Parking Lot Repaving Project and Housing Rehabilitation activities.
- In response to a question by Dobosz, McHugh states that we can revive Phase II of the Rutter's Park Project and include it in future applications. An income survey would need to be done.
- *Boutwell makes the motion to move forward with the CDBG application in the amount of \$950,000. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to authorize the Chair to sign the appropriate CDBG application documents as required. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to authorize the execution of the CDBG contract between Montague and EOHLC if awarded, and authorize the Chair to sign it. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- Kuklewicz closes the hearing.

**Special Town Meeting Warrant - To make recommendations approved and execute draft of the March 14, 2024 Special Town Meeting warrant, attached hereto**

Below Motions to Recommend and place article on the March 14, 2024 Special Town Meeting Warrant:

- *Boutwell makes the motion to recommend adding the position of Truck Driver/Laborer at Grade B. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to recommend adding the position of Sexton to Schedule II, with a stipend of \$100 per burial. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to recommend increasing the hourly wage for Part-Time Police Officers on Schedule II from \$25-\$28 to \$29-35. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to recommend revocation of the provisions of the former Section 48 Chapter 31 of the MGL voted under Article 16 of the 1932 Annual Town Meeting. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to recommend appropriating \$1,974 for prior year out of grade pay in the Treasurer's department, to be raised from Free Cash. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to recommend appropriating \$300 for prior year longevity pay in the Library Department, to be raised from Free Cash. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to recommend appropriating \$8,481 to increase the FY25 Building Inspector budget, to be raised from Free Cash. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to recommend appropriating \$23,000 to increase the FY25 Selectboard budget, to be raised from Free Cash. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to recommend appropriating \$10,000 to increase the FY25 Airport Wages & Expenses budget, to be raised from the FY25 Airport Capital Outlay budget. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to recommend transferring \$24,261 to the Airport Enterprise Fund, to be raised from RRA Sale of Real Estate. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to recommend transferring \$128,000 to the Airport Enterprise Fund, to be raised from Free Cash. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to recommend appropriating \$152,315 for the Town's share of the Pioneer Ramp project, to be raised from the Town Capital Stabilization Fund. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to recommend appropriating \$125,000 for a Wastewater Asset Vulnerability Inventory, to be raised from the CWF Retained Earnings. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

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- *Boutwell makes the motion to recommend appropriating \$90,000 to purchase and equip a skid steer for the DPW, to be raised from the Town Capital Stabilization Fund. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to recommend appropriating \$222,880 to replace the South Ferry Road Culvert, to be raised from the Town Capital Stabilization Fund. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to recommend revoking the authorization for the Opioid Stabilization Fund and the automatic deposits of opioid settlement funds therein. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

**Executive Assistant Business**

**Execute TMGC LLC Licensing Authority Certification for Reconsideration**

*Boutwell makes the motion to execute the TMGC LLC Licensing Authority Certification for Reconsideration. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

**Execute March 5, 2024 Warrant for Presidential Primary**

- *Kuklewicz reads aloud the 2024 Warrant for Presidential Primary.*
- *Boutwell makes the motion to execute the March 5, 2024 Warrant Presidential Primary. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

**Turners Falls Power Canal Service outage will take place September 22, 2024 through September 28, 2024**

We received notification from Firstlight that they will be draining the TF Power Canal from Sunday, September 22 at 1800 hours through Saturday, September 28 at 1800 hours. This is for the purpose of performing maintenance activities in and around the canal throughout the week.

**Assistant Town Administrator's Business**

**Acceptance of the American Library Association's *Libraries Transforming Communities (LTC), Accessible Small and Rural Communities* grant in the amount of \$20,000**

*Boutwell makes the motion to accept the American Library Association's Libraries Transforming Communities (LTC), Accessible Small and Rural Communities grant in the amount of \$20,000. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

**South Street Bridge Replacement: Project update and authorize waiver of pedestrian and bicycle accommodations during and after construction**

- *Ramsey explains that the project has been changed to a winter project due to environmental concerns.*
- *The State anticipates issuing a Notice to Proceed at the end of July.*
- *There will be a bridge closure from mid-November 2024 through mid-June 2025. The bridge will have to be fully closed to pedestrians, bicyclists, and vehicles during this time.*
- *The DOT is not planning a permanent sidewalk on this bridge.*
- *Boutwell makes the motion to acknowledge and accept the communication from Mass DOT regarding the South Street Bridge and authorize Assistant Town Administrator Walter Ramsey to send a letter to that effect. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

**Montague City Road Flooding Relief Project: Request grant agreement extension from 3/1/2024 to 5/30/2024**

*Boutwell makes the motion to authorize a grant agreement extension from 3/1/2024 to 5/30/2024 for the Montague City Road Flooding Relief Project. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

**Authorize Change orders #1 and #2 for the Old Town Hall Slate Roof Repair Project. #1 is replace side entrance canopy roof - \$3,300, and #2 will replace up to 97 additional damaged slates identified during construction - \$8,245**

*Boutwell makes the motion to authorize Change orders #1 and #2 for the Old Town Hall Slate Roof Repair Project; #1 is replace side entrance canopy roof - \$3,300, and #2 will replace up to 97 additional damaged slates identified*

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*during construction - \$8,245. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

**Discuss Old Town Hall Window Replacement Bid Results**

We had a bid opening last week for the Town Hall Window Replacement Project. We received six bids, and the low bid came in from Diversified Construction Services LLC at \$132,829. Ramsey will bring the recommendation to award next week.

**Discuss options for Clean Water Facility temporary workshop space**

- Ramsey states that we received a quote to rehabilitate the Farren garage building as a temporary workspace for the CWF. A budget of \$50,000 would cover that.
- The Town Hall Annex is also an option.
- There is \$169,000 left in ARPA funds that is unencumbered.
- Boutwell states that prefers using the Town Hall Annex.
- Lord would like to know how this workspace fits in with the overall improvement plan for the CWF. What is the timeline?
- Kuklewicz would like the Town Hall Annex to be ultimately used for Town Hall use but is willing to explore the costs for using it temporarily for the CWF.

**Declaration of Surplus Equipment from DPW per attached list.**

- DPW is posting three surplus pieces of equipment that they are going to put out for disposition and sale: (1) 1988 Bowmag BW154, 6-8 Ton Roller, (2) 2008 Ford F350 1 Ton Dump Truck, and (3) 2010 Ford F350 SRW Cab and Chassis.
- *Boutwell makes the motion to declare said vehicles and equipment as surplus. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

**Town Administrator's Business**

**Consider Any Updates to Cannabis Control Commission Guidance Relative to a Model Host Community Agreement or Social Equity Provisions**

- The Model Host Community Agreement is not ready.
- Ellis reminds the Board that there are a set of social equity provisions. There are two broad dimensions to it: (1) ensuring that communities are showing preference towards social equity applicants, and (2) making certain that Town processes are very clear and transparent.

**Authorize Steve Ellis to sign FY24 Safety Grant from the Executive Office of Labor and Workforce Development**

*Boutwell makes the motion to authorize the Town Administrator to sign the FY24 Safety Grant from the Executive Office of Labor and Workforce Development. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

**Topics not anticipated in the 48 hour posting**

- **Public Information Session on Airport Budget**  
There will be a Public Information Session regarding the Airport Budget on Thursday, March 7 at 6:00 PM via ZOOM.
- **March 13 Joint Meeting with the Finance Committee**  
There will be a Joint Meeting with the Finance Committee on March 13 where we will hear the CIC report on Capital Project request recommendations.
- **March 20 Joint Meeting with the Finance Committee**  
There will be a Joint Meeting with the Finance Committee on March 20 where we plan to have the Budget Reconciliation Hearing. The Selectboard and Finance Committee will have an opportunity to vote recommendations on all elements of the budget and consider whether to reconcile any differences.

*Boutwell makes the motion to adjourn at 8:34 PM. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*