

MONTAGUE SELECTBOARD MEETING
1 Avenue A, Turners Falls and VIA ZOOM
Monday, December 9, 2024 at 6:00 PM

Meeting was opened at 6:00 PM. Present were Selectboard members Rich Kuklewicz, Matt Lord, and Chris Boutwell; Town Administrator Walter Ramsey; Executive Assistant Wendy Bogusz; Assistant Town Administrator Chris Nolan-Zeller; CWF Superintendent Chelsey Little; and Town Planner Maureen Pollock.

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

Approve Minutes: Selectboard Meeting November 25 and December 2, 2024

Boutwell makes the motion to approve the minutes of November 18 and December 2, 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

Chelsey Little, CWF Superintendent with Sewer Commissioners

- **Discuss upgrading the CWF Administrative Assistant position to CWF Office Manager position**
 - Little explains the need to upgrade the CWF Administrative Assistant position to a CWF Officer Manager position.
 - In response to a question by Lord, Little explains that the education and experience requirements are graphed from the DPW Officer Manager's job description.
 - In response to a question by Lord, Little states that she feels that EPA and DEP would be happy to have somebody with at least an Associate's Degree for the reporting requirements.
 - Little explains that she is the only one managing programs (i.e. stormwater pollution prevention program, industrial pre-treatment program); the Office Manager would be helping her manage them.
 - In response to a question by Boutwell about the salary range for the position, Little states that it would be the same Step and Grade as the DPW's Officer Manager. The budget impact would be approximately \$6,700 in additional wages.
 - The Selectboard will look at all the department budgets to look at the bigger picture.
- **Update on the \$105,641.09 water bill issued 11/01/2024**
 - Little explains how the Water Department came up with the \$105,641.09 water bill.
 - The Water Department scheduled a third party to verify the meter.
 - Little met with the Water Commissioner, who amended the bill to reflect a new average daily usage of 96,000 gallons/day.
 - Little gives some options of adjustments for next year.
 - Some options for the bill include the following:
 - 1) Overdrafting the operating budget line item for water.
 - 2) Requesting current retainment earnings to cover the bill at Town Meeting.
 - 3) Splitting the difference between the two options.
 - Ramsey gives two options:
 - 1) We could cover this through the deficit spending and pay for it out of elsewhere in the budget.
 - 2) We could consider bringing it to Special Town Meeting to fund it out of some of this year retained earnings.
 - In response to a question by Lord, Little states that in her budget, she increased the water usage from \$15,000/year to \$30,000. She states that we would use recycled plant water to keep it low.

Personnel Board

- **Announce contract extension and amendment with Police Chief Chris Williams through June 30, 2025**

Ramsey announces the contract extension and amendment with Police Chief Chris Williams through June 30, 2025.
- **Appoint Andrew Nicoletti, Full-Time Dispatcher, NAGE, Grade B, Step 1, \$19.76/hour, effective 1/5/2025**

Boutwell makes the motion to appoint Andrew Nicoletti as a Full-Time Dispatcher, NAGE, Grade B, Step 1, \$19.76/hour, effective 1/5/2025. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye
- **Appoint Jared Sarnie, Library Assistant, NAGE, Grade A, Step 1, \$16.76/hour, 6 hours per week, effective 12/10/24**

Boutwell makes the motion to appoint Jared Sarnie as a Library Assistant, NAGE, Grade A, Step 1, \$16.76/hour, 6 hours per week, effective 12/10/24. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye
- **Substitute Library Assistants**
 - **Appoint Anne Louise Moore, Substitute Library Assistant, \$15.00/hour, effective 12/10/2024**
 - **Appoint Merlin Waldron, Substitute Library Assistant, \$15.00/hour, effective 12/10/2024**
 - **Appoint Rowan Lupinwood, Substitute Library Assistant, \$15.00/hour, effective 12/10/2024**

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- *Boutwell makes the motion to appoint Anne Louise Moore, Merlin Waldron, and Rowan Lupinwood as Substitute Library Assistants, \$15.00/hour, effective 12/10/2024. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
- **Appoint Raymond Sebold, Montague Energy Committee, effective until 6/30/2025**
Boutwell makes the motion to appoint Raymond Sebold to the Montague Energy Committee, effective until 6/30/2025. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye
- **Appoint Julie Morse, Tree Advisory Committee, effective until 6/30/2025**
Boutwell makes the motion to appoint Julie Morse to the Tree Advisory Committee, effective until 6/30/2025. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye

Maureen Pollock, Planning Director

Review Endorsement of Planning Board approved 5 Villages: One Future Comprehensive Plan

- Pollock reviews One Future Comprehensive Plan:
 - Planning Process from early 2022 to this year
 - Land Use, Zoning and Open Space
 - Housing
 - Transportation
 - Community Facilities and Services
 - Economic Development and Cultural and Historic Resources
 - Next Steps
- Lord encourages Pollock to figure out which are priorities and actively work on them.
- In response to some comments by Jeff Singleton, Ramsey states that nothing in this plan is binding.
- *Boutwell makes the motion to endorse the 5 Villages: One Future Comprehensive Plan for the Town of Montague as reviewed and discussed. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*

Assistant Town Administrator's Business

- **Authorize Contract of Materials with SSI Aeration, Inc. for Clean Water Facility Aeration System Fine Bubble Diffusers. Contract value is \$58,000 to be funded by Gap III Grant**
Boutwell makes the motion to authorize the Contract of Materials with SSI Aeration, Inc. for Clean Water Facility Aeration System Fine Bubble Diffusers, and authorize the Town Administrator to sign it; contract value is \$58,000 to be funded by Gap III Grant. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye
- **Authorize Change Order #2 with General Contracting Solutions, Inc. for Carnegie Library Basement Rehabilitation. Change order value is \$1,400 to be funded by Library Building Repair/Maintenance account**
Boutwell makes the motion to authorize Change Order #2 with General Contracting Solutions, Inc. for Carnegie Library Basement Rehabilitation; and authorize the Chair to sign it; Change order value is \$1,400 to be funded by Library Building Repair/Maintenance account. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye
- **Authorize Contract Amendment with PowerOptions, Inc. to include Building Decarbonization Roadmap at Montague Senior Center. Amendment value is \$3,000 to be funded by legislative earmark for Council on Aging**
Boutwell makes the motion to authorize the Contract Amendment with PowerOptions, Inc. to include Building Decarbonization Roadmap at Montague Senior Center; and authorize the Chair to sign it; Amendment value is \$3,000 to be funded legislative earmark for Council on Aging. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye
- **Review of ARPA expenditures, approval of memoranda of understanding for the following accounts with unspent funds**
 - Nolan-Zeller reviews the memo he had given to the Board regarding ARPA expenditures.
 - *Boutwell makes the motion to endorse and allocate the remaining \$1,590.00 of ARPA funds to the 11th Street Bridge Project as has been discussed and outlined. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye*
 - **225-5-128-5800-019 - Cultural Council Match FY25 - \$5,289.00**
Boutwell makes the motion to execute the MOU with the Cultural Council in the amount of \$5,289.00 to be covered with ARPA funds and authorize the Chair to sign it. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye
 - **225-5-128-5800-030 - Sheffield Afterschool Program - \$75,000.00**
Boutwell makes the motion to approve the MOU between the Town of Montague and the Gill-Montague Regional School District to provide \$75,000 for the Sheffield Afterschool Program; and authorize the Chair to sign it. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye

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- **Other Project Updates**

- The Winter Parking rules are now in effect.
- We received three bids for Phase I of the Turners Falls Manhole Rehabilitation.

Town Administrator's Business

- **FY26 Budget development status updates**

- The budgets are still coming in.
- Ramsey has been working with the Town Accountant to bring them all together and get a big picture.
- Ramsey will be meeting with the Finance Committee on Wednesday and will be discussing the first compilation.

- **Discuss plan to review Selectboard and Building Permit fee schedules**

Some of our liquor licenses fees are lower than what other towns in the area are charging. Ramsey is recommending that we do a review in January of Selectboard-issue permits and fees.

- **Topics not anticipated in the 48-hour posting/Flu Clinic**

There is going to be another flu clinic on the 17th between 4:00 and 7:00 PM.

Next Meeting:

Selectboard, Monday, December 16, 2024 at 6:30 pm via ZOOM

Boutwell makes the motion to adjourn at 7:22 PM. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye