

**SELECTMEN'S MEETING
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
MONDAY, January 11, 2016**

Meeting was opened at 7:00 PM in the Upstairs Meeting Room. Present were Selectpersons Chris Boutwell, Mike Nelson, and Rich Kuklewicz. Town Administrator Frank Abbondanzio and Executive Assistant Wendy Bogusz were absent. Carolyn Olsen, Town Accountant

Approve minutes of December 14, 2015 and January 4, 2016

Kuklewicz makes the motion to approve the minutes of December 14, 2015, seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson - Aye

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

Charles Kelly notified the Selectmen that he will be filing a second open meeting law violation complaint. Article #30 of the May 4, 2013 Annual Town Meeting established the Montague Broadband Committee, which was to investigate the Town's town-wide broadband needs and to develop a plan to support future growth in technology in the area of telecommunication. Mr. Kelly said that this group has morphed into the Broadband Advisory Committee and there's nothing in this group's agenda to create a town-wide policy. Article #21 of the October 1, 2015 Special Town Meeting was the first of two votes required to create a Municipal Lighting Plant. Mr. Kelly is concerned that money is being invested in the Municipal Lighting Plant without a town-wide policy, and thinks it's important to get this straightened out.

Mr. Nelson advised Mr. Kelly to speak to Town Clerk Deb Bourbeau.

Laura Arruda, IT Administrator/Coordinator

Request for Reserve Fund Transfer for battery backup units, extra work station, Patriot Server extended warranty, additional backup software for new server and additional Microsoft Office software licenses, \$3,000

Ms. Arruda provided an update on computer services and stated that there is not enough funding in place to take care of all of the immediate needs.

Kuklewicz makes the motion to recommend a reserve fund transfer of \$3,000 for Article #23 of the May 2, 2015 Annual Town Meeting for the Finance Committee's approval, seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

Tom Bergeron, DPW Superintendent and Jan Ameen, FCSWMD

Request to accept \$7,500 grant for a cardboard and paper compactor, plus cost of installation

FCSWD annually applies for DEP grants. The town usually gets a small grant that is used to buy recycling bins. This is different as it is an equipment grant. A compactor would allow the town to have paper and cardboard recyclables hauled once a month rather than once a week. Estimated savings are \$4,500 annually on hauling. Town also received another incentive payment for \$4,400 from another program that can be applied to this. Ms. Ameen is going out to bid this week for cost of compactor. They usually cost around \$15,000. Additional cost will include approximately \$3,000 for a concrete pad and \$2,000 for electrical work. The Town will have to come up with about \$8,000 in total. The Town has until November of 2016 to complete the project. The Town's share of the cost could be incorporated into the Fiscal Year 2017 budget.

Nelson asked how easy it would be to relocate. It could be done, but would be difficult. But even if the Town has to relocate the compactor, it will still save the Town money over time.

Kuklewicz makes the motion to accept a \$7,500 grant from the Massachusetts DEP towards a cardboard and paper compactor, seconded by Nelson, approved by majority. Boutwell - Abstained, Kuklewicz – Aye, Nelson – Aye

CoRaJus

Discussion regarding possible trainings for Town Staff

Mr. Madison requested that this topic be tabled until January 25th.

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Update of Inclement Weather Policy

Mr. Bergeron had requested a review of this policy. Mr. Kuklewicz explained that the current policy and the UE contract allow a compensatory day off for certain employees when the town hall is closed for inclement weather, but four other DPW employees do not receive this benefit. In expanding the discussion, Mr. Kuklewicz noted how the policy affects other departments like the WPCF and Police. The suggestion was to add language to the policy so that those employees who come to work when town hall is closed also get a compensatory day off. The request is to amend the second paragraph to add the following language shown in bold/underlined:

Essential employees are exempt from this policy and are expected to report to work as scheduled. No additional compensation will be granted unless specified by a union contract **except that, if Town Hall is declared closed for a full workday, essential personnel who worked during the time between 8:30 AM on the day of closing through 8:29 AM of the following day will receive compensatory time equal to the hours actually worked during that period. It is further understood that this compensatory time may not be taken unless the employees shift can be left vacant or filled by a means other than paying overtime.**

Additional language adds the Libraries, Parks and Recreation department and Senior Center as declared closed when Town Hall is closed for inclement weather.

Mr. Bergeron asked that the draft language be changed to reflect that DPW employees would have already been at work for 2.5 hours before the Town Hall is open for business, and the current wording would not provide them compensatory time for that period. A friendly amendment was made to replace "8:30AM-8:29AM" with "6:00AM to 5:59AM".

Kuklewicz makes the motion to adopt the Town's Inclement Weather Policy as updated, seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

Amend policy for future liquor license transfers

Mr. Nelson said it's been brought to this board's attention that the current policy requires that the total annual amount is due from the owner. If a business is owned by two different parties, the town receives full payments from each party. Mr. Nelson understands the reason for the new owner to pay part of the annual fee, but feels that it is excessive for both owners to pay the full annual amount.

Mr. Boutwell is in favor of each owner paying for the number of months the owner has the property. Kuklewicz suggested pro-rating the amount due by the new owner based on ownership on the 1st of each month.

Kuklewicz makes the motion to amend the town's policy for future liquor license transfers by stating that a new owner will only be responsible for the number of full months that they owned the business, seconded by Nelson, approved by majority. Boutwell – Abstained, Kuklewicz – Aye, Nelson – Aye

Michael J. McCarthy, Riff's North

Request refund for payment of 2015 Liquor License, \$950

Mr. Nelson understands the concerns of some who ask why the town should do this now when it was never done in the past, but Mr. Nelson feels it's important to support our businesses, and since the full payment was made by the previous owner he feels it's unfair for the new owner to also have to pay for a full year.

Kuklewicz makes the motion to abate the amount of \$870.83 for the 2015 Liquor License fee paid by Riff's North, seconded by Nelson, approved by majority. Boutwell – Abstained, Kuklewicz – Aye, Nelson – Aye

Personnel Board and Chief Chip Dodge

Adopt Job Description for Lieutenant Position

Chief Dodge presented the proposed job description, which has been reviewed by the board members. Kuklewicz asked if Police Officers are required to have physical exams for promotions. Chief Dodge said that police officers are not required to take a physical exam except when first hired as an officer. After that it's up to the individuals to stay healthy.

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Kuklewicz makes the motion to accept the job description for Police Lieutenant as presented, seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

Walter Ramsey, Town Planner

Authorize Chairman to execute mass Works Grant Contract for \$352,785 for the development of the Canal Street parking Lot

The Town has received a grant for this project. The Town has until December 31, 2016 to complete the project. Mr. Ramsey is requesting the board to authorize the Chairman to execute the contract as soon as the contract is complete.

Kuklewicz makes the motion to authorize the chair to sign the Mass Works Grant Contract for \$352,785 for the development of the Canal Street parking lot, seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

Award Design and Engineering Contract for Canal Street parking lot \$26,320

Mr. Ramsey noted that the Town used best practices to solicit quotes. The Berkshire Design Group, which was the second- lowest bidder, was selected. The lowest bidder was not awarded the bid because they could not demonstrate experience with municipal parking lots. This contract will be paid for from the mass Works grant.

Kuklewicz makes the motion to award the Design and Engineering contract for Canal Street parking lot project to The Berkshire Design Group in the amount of \$26,320, seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

Authorize Walter Ramsey, Town Planner to be Environmental Compliance Officer in Town Administrator's Absence.

In order to proceed with the Community Development Block Grant requests, Mr. Ramsey is requesting the this authority in order to get the grant application under way. Once Mr. Abbondanzio returns to work, he can resume this responsibility.

Kuklewicz makes the motion to authorize Walter Ramsey, Town Planner, to be the Environmental Compliance Officer in the Town Administrator's absence, seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

Town Administrators Report

Change Order No. 5, Avenue A Streetscape Enhancement Project, Mountain View Landscapes & Lawncare, Inc., credit of \$3,644

This is tabled until the next meeting.

Authorization for Robert Trombley and John Little to sign Discharge Monthly Report (DMR) to Department of Environmental Protection and EPA

This is an annual authorization.

Kuklewicz makes the motion to authorize Robert Trombley and/or John Little to sign Discharge Monthly Reports to the Department of Environmental Protection and the EPA in lieu of the governing body , seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

Topics not anticipated in the 48 hour posting requirements- none

Kuklewicz makes the motion to adjourn the meeting at 7:50 PM. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

The next meeting is January 25, 2016.

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List of Documents and Exhibits:

- Minutes of December 14, 2015
- Reserve Fund Transfer: IT Administrator
- Inclement Weather Policy
- Job Description – Lieutenant
- Change Order #5
- Mass Works Infrastructure Program Pre-Contact Info Sheet
- Designation of Environmental Compliance Officer