

**SELECTMEN'S MEETING
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
MONDAY, January 4, 2016**

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

Approve minutes of December 7, 2015

Boutwell makes the motion to approve the minutes of December 7, 2015. Seconded by Kuklewicz, 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 Kelley: File public records complaint regarding Cable Renewal Contract (information given to the Board). Charles will bring this in tomorrow to be time stamped by the Town Clerk

Walter Ramsey, Town Planner

1676 Battle of Great Falls Archeological research project Phase II grant application to the National Park Service American Battlefield Protection Program

Ramsey: This is a request for the Board to apply for the National Park Service American Battlefield Protection Program for a second phase of the Great Falls Battle research project. We are currently in the first phase that was awarded in 2014 (which will end in August) to study the battle that happened here, King Phillips War in 1676. We have an advisory board which meets monthly and is very well attended and very productive and there are four tribes on the Board. We have had two public meetings which was attended by over 100 people at each meeting. The point where we are now is we received the draft report from the archeological research teams and it is in the public comment phase. The tribes that are participating are working on their own independent narrative and investigation of sites identified in the first phase. Phase I was desktop research only; Phase 2 will primarily be metal detection on parcels of land where land owners have given explicit written permission. Because most of the study area lies in Gill and Greenfield, we are relying heavily on our neighbors to implement the second phase. I'm here asking you to support the application and grant permission for survey research to be done on Town of Montague property which is in the study area. Staff time will be at same level which is about \$3,000 over a period of 2 years, its minimal time. This will require less of my time than the current grant.

Kuklewicz makes the motion to authorize the Great Falls Archeological Research Project permission to survey and do archeological work on any town owned properties that might be included in their project. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye.

Kuklewicz makes the motion to proceed with the grant application and authorize the Town Planner to continue with the work towards Phase II grant for the Battlefield of Great Falls identification and evaluation project and sign any documents related thereto. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Nelson – Aye, Kuklewicz - Aye

Skate Park Update

Progress is moving forward, they took a break for the holidays and we will be cutting the ribbon in the spring.

Public Hearing

FY 2016 Community Development Block Grant (CDBG) Application

Meeting opened at 7:10 PM

Ramsey states purpose of the meeting will be to discuss and solicit public response to the Housing Rehabilitation, Social Service and Infrastructure activities to the FY2016 Massachusetts Community Development Block Grant application to the Department of Housing and Community Development. Local citizens are requested to attend and discuss the activities which the Town is applying for in this application.

Hunter gives updates on the FY2014 CDBG Program and FY2015 CDBG

2014: Housing Rehabilitation – Montague Target Area 1: 2 units completed, 3 units are in construction; Town will meet goal of 5 units for Housing Rehabilitation Activity. Social Services - Town wide: MCSM – 45 Children and adults have been served with CDBG funds; MCSM exceeded their goal for this activity. Avenue A Streetscape

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Enhancement – Phase 1: Project is substantiality complete, total project cost \$454,000. Avenue A Streetscape
Enhancement – Phase 2: This project is complete, Bid Ready plans and specifications are prepared

2015: Housing Rehabilitation – Montague Target Area 2 (Lake Pleasant): The program has started, 6 households have submitted applications and are in review stage. Social Services – Town Wide: MCSM: Program startup phase – goal is to serve 20 of children and 15 adults; FC Home Care: Program startup phase – goal is to serve 35 additional elders. Planning for Lake Pleasant Park Improvements: Committee is being established for Lake Pleasant selection and project input

Parmakian goes over context of FY2016 CDBG: the Mass. Community Development Block Grant program is a federally funded, competitive grant program designed to help small cities and towns meet a broad range of community development needs. Assistance is provided to qualifying cities and towns for housing, community, and economic development projects that assist low and moderate-income residents, or by revitalizing areas of slum or blight. Eligible applicants are municipalities with a population of under 50,000 that do not receive CDBG funds directly from the federal department of housing and urban development (HUD) are eligible for CDBG funding. Towns are required to submit a Community Development Strategy with the CDBG application. The CDS is good for three years. Montague's CDS is good for use until 2019. The Town can update periodically new information and/or projects. Eligible CDBG projects included but are not limited to housing rehabilitation, infrastructure, community/public facilities, public social services, planning, removal of architectural barriers to allow access by persons with disabilities and downtown or area revitalization. All FY2016 applications including regional applications, must propose project activities that are targeted to a geographic area. Communities with populations under 5,000 may define their entire community as a target area. The FY2016 allocation is \$14,381,944 statewide and Montague is applying for the maximum \$900,000 in FY2016

Ramsey goes over Proposed FY2016 activities: Housing Rehabilitation, Montague Target Area – 6 households with a maximum loan of \$35,000, Total activity: \$210,000; Social Services, Montague Catholic Social Ministries: Family literacy (ESOL), Total activity: \$27,000; FC Home Care: Home delivered meals: \$35,000; The Brick House: Youth Opportunities for Leadership, Organizing and Living Skills: Total activity \$25,000. Infrastructure: Avenue A & Peskeompskut Park pedestrian lighting improvements, 15 new pedestrian street lights along Ave A between 5th and 7th streets and 5 in Peskeompskut Park. Probable Cost: LA \$22,500; Construction \$314,702. CDBG Applications are due February 12, 2016

Kuklewicz makes the motion to accept proposed activities for FY16 CDBG Grant and apply for the amount of \$900,000. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson - Aye

**Personnel Board and Robert Trombley, WPCF Superintendent
Succession Plan for the retirement of the WPCF Superintendent in December 2016**

Trombley: I will be retiring from the superintendent's position in December 2016. Concern is when dept head leaves you want to have succession plan. In an effort to smooth out the process, we are recommending a process where the Superintendent position be eliminated. You would have the WPCF Administrator and WPCF Operator being equal. Want to get sense from Selectboard that we should move forward with the plan. This would be a neutral effect on the budget. Taken Supt. Job description and divided it up by 3 ways. It is my and the WPCF staff's great desire to make this as smooth a transition as possible and so we have developed and recommend a plan that was previewed at the recent joint meeting of the Selectboard, Finance and Capital Improvement Committees meeting. The plan involves:

- Restructuring of the WPCF staff whereby the Superintendent position will be removed.
- Institution of a new position titled WPCF Administrator.
- Reintroduction of the position of Chief Operator (formerly Assistant Superintendent).
- Creation of an Assistant Chief Operator position.
- Modification of one WPCF Operator position to WPCF Operator & Fabricator.
- Change of The Secretary and Assistant Lab Technician position to Lab Technician/Industrial Pretreatment Coordinator.
- WPCF Laborers – no change.

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- A progressive step and compensation/pay approach to the advancement in grade of personnel to Waste Water Treatment Plant Operators. An ABC rated system keyed into the Massachusetts Operator grade designation of license levels I through VII.

I ask for approval of our recommendation to complete the process with the support of the Personnel Board, Sewer Commission and Selectboard. We have spent substantial time and effort to draft new job descriptions. The sewer rates will not be negatively impacted by this arrangement. As part of the effort to make the change, training has begun and will continue until my departure. Since the training requires considerable time and effort to make the transition go smoothly, compensation needs to be considered as well as an increase in hours for Kate Jones from 25 to 40 hours per week. Due to the absence of one WPCF Operator, funds are available in the budget to support this.

Kuklewicz feels comfortable with the concept, seems like a better way to keep flow moving in the department.

Kuklewicz makes the motion to accept in concept the reorganization recommendation by Supt. Trombley and authorize him to continue on the path of reorganization with the appropriate parties. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz - Aye, Nelson – Aye

**Robert Trombley, WPCF Superintendent
Sewer Abatements, First ½ FY2016**

Kuklewicz makes the motion to abate the FY2016 First Half sewer bill for 15 School Street, Montague in the amount of \$648.00. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

Kuklewicz makes the motion to abate the FY2016 First Half sewer bill for 104 Federal Street, Montague in the amount of \$298.68. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

Kuklewicz makes the motion to abate the FY2016 First Half sewer bill for 4 Craig Avenue in the amount of \$205.20. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

Kuklewicz makes the motion to abate the FY2016 First Half sewer bill for 370 Avenue A, Turners Falls in the amount of \$123.12. Seconded by Boutwell, approved unanimously. Boutwell – Nay, Kuklewicz – Nay, Nelson – Nay

Kuklewicz makes the motion to abate the FY2016 First Half sewer bill for 15 Old Northfield Road, Montague in the amount of \$90.50. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

Kuklewicz makes the motion to abate the FY2016 First Half sewer bill for \$77 Eleventh Street, Turners Falls in the amount of \$36.00. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

Kuklewicz makes the motion to abate the FY2016 First Half sewer bill for 3 Charron Street in the amount of \$380.78. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

Kuklewicz makes the motion to abate the FY2016 First Half sewer bill for 51 Montague Avenue in the amount of \$50.16. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

Kuklewicz makes the motion to abate the FY2016 First Half sewer bill for 268 Montague City Road (no amount given). Seconded by Boutwell, approved unanimously. Boutwell – Nay, Kuklewicz – Nay, Nelson – Nay

Kuklewicz makes the motion to abate the FY2016 First Half sewer bill for 55 Montague Avenue in the amount of \$300.96. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

Kuklewicz makes the motion to abate the FY2016 First Half sewer bill for 394 Montague City Road in the amount of \$738.72. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

Kuklewicz makes the motion to abate the FY2016 First Half sewer bill for 389 Montague City Road in the amount of \$180.20. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

Jason Burbank, Cable Advisory Committee

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Disbursement of Comcast collected capital funds to MCCI

Burbank: This represents change in Comcast contract we recently completed which changes the capital disbursement of capital funds to MCTV/MCCI. Originally the last contract this capital funding would go directly to the public access provider and in keeping with other towns, our lawyer suggests funding go to the Town first so it can then be disbursed to the cable provider. This sum has accrued during the interim period when we were without a contract, where there was no mechanism for disbursing capital funds and Comcast was slow in changing their book keeping and this money was taken from the rate payers. MCCI has been without capital funding since last payment in 2009. Current contract is arranged for capital payments to MCCI for \$12,000 per year. Payments would be made to the Town first and the CAC voted to recommend disbursing the amount to MCCI. They provided the request for capital funding that exceeds that number. The next capital payment would be for 1 year from the contract.

Kuklewicz stated that the majority of the money is to be spent in the Selectmen's meeting room

Mike Langknect submitted the request from MCCI

Kuklewicz: Since we authorized new contract we are now paying a small fee every month that is funding into this \$12,500 which can be allocated to the station once a year. These were inadvertently collected even though contract expired.

Discussion and Garry Earls brings up question of whose money is the uncollected fees

Kuklewicz makes the motion to authorize disbursement amount of \$34,089.76 to MCCI for the specific purpose of funding capital improvements to the system as outlined in the document provided. Seconded by Boutwell. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

Peter Golrick, Airport Commission

Request to reduce size of Airport Commission from 7 members to 5 members

Golrick gives history of Airport Commission size, changing size will make it easier to make quorum for meetings.

Kuklewicz makes the motion to set the size of Montague Airport Commission to a 5 member board. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

Town Administrators Report

Other

Nelson gives update on Frank and that he plans to return in a month or so.

Request to change Pumpkinfest event date from October 15, 2016 to October 29, 2016

Boutwell makes the motion to approve the request to change the date of Pumpkinfest from October 15, 2016 to October 29, 2016. Seconded by Kuklewicz, approved. Boutwell – Aye, Kuklewicz – Aye, Nelson – Abstain

Establish Public Works Facility Planning Committee to advise the Selectboard regarding the design and planning of a new DPW off Sandy Lane.

Ramsey: At last Town meeting money was set aside to design new Public works facility and we need to set up a citizens advisory committee and I recommend committee be of 7 people. Staff would be myself, DPW Superintendent, and Building Inspector

Kuklewicz makes the motion to form a Public Works Facility Planning Committee. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

Appoint Pam Hanold, Jason Burbank, Jay DiPucchio, Deb Radway to a one year term on the DPW Facility Planning Committee starting January 4, 2016

Kuklewicz makes the motion to appoint Pam Hanold, Jason Burbank, Jay DiPucchio, Deb Radway, Mark Williams and Mark Fairbrother to the Public Works Facility Planning Committee effective immediately and ending 6/30/16. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

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Topics not anticipated in the 48 hour posting requirements

Nelson: There was a meeting this morning regarding the Strathmore buildings. It was a very productive discussion. Walter is working on a very strategic plan of the buildings that would include demolition of a few buildings, removal of hazardous waste from the buildings and the potential direction towards rehabilitation of the buildings. Tom is working on a plan to get the buildings cleaned out and secured and in particular building 11 which is the biggest concern of Chief Escott. Walter will be working on a plan to bring to Town meeting to look for funding. In order for anything to happen on that property, we have to eliminate some buildings and downsize. Access is restricted

Executive Session under G.L. c 30A, Section 21 (a)(3) to discuss potential litigation, Regarding Kinder Morgan Pipeline, Votes may be taken

Nelson declares it is detrimental to have this in open session

Executive Session under G.L. c 30A, Section 21 (a)(3) to discuss potential litigation, Regarding Millers Falls Road Embankment Project, Votes may be taken

Nelson declares it is detrimental to have this in open session

Kuklewicz makes the motion to go into Executive Session at 8:40 PM under G.L. c 30A, Section 21 (a)(3) to discuss potential litigation, Regarding Kinder Morgan Pipeline, and the Millers Falls Road Embankment Project, Votes may be taken. Having this in open session may be detrimental to the Town's position. Seconded by Boutwell, approved. Boutwell – Aye, Kuklewicz – Aye, Nelson – Aye

List of Documents and Exhibits:

- Minutes of December 7, 2015
- Montague FY 2016 Public Hearing CDBG Context
- Letter to Kristin McMasters
- Battle of Great Falls/Wissantinnewag-Peskeompskut Landowner Permission to Conduct Archaeological Research
- Sewer Abatement FY2016 First Half Billing Period
- MCTV Background Information for capital funds request
- Memo from Peter Golrick, TF Airport Chairman