

**SELECTMEN'S MEETING MINUTES
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
MONDAY, July 30, 2012**

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Meeting was opened at 7:00 PM in the Upstairs Meeting Room. Present were Selectpersons, Mark Fairbrother, Chris Boutwell, Patricia Allen; Town Administrator, Frank Abbondanzio; Administrative Secretary, Wendy Bogusz; Chris Curtis, Recorder

Boutwell announces meeting is being taped

Approve Minutes of June 18, July 2 and 16, 2012

Fairbrother makes the motion to approve the minutes of June 18, 2012. Seconded by Allen, approved unanimously. Allen – Aye, Fairbrother – Aye, Boutwell – Aye

Fairbrother makes the motion to approve the minutes of July 2, 2012. Seconded by Allen, approved unanimously. Allen – Aye, Fairbrother – Aye, Boutwell - Aye

Fairbrother makes the motion to approve the minutes of July 16, 2012. Seconded by Allen, approved unanimously. Allen – Aye, Fairbrother – Aye, Boutwell - Aye

Accept Petition regarding handicap accessibility issues

Fairbrother makes the motion to accept the handicap accessibility petition from Sandy Facto. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Lew Collins, Between the Uprights, Block Party Event

Allen makes the motion that Mark Fairbrother be chair for this item on the agenda. Seconded by Boutwell, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother – Abstain

Allen: Collins is back before the Board because I asked if he could come back before us because we had some questions regarding the Block Party event and all the signs and hats. There had also been concerns because the event didn't start as an event focusing on children but it is now sort of evolved into that.

Collins: There was a situation last year with someone making a comment over the microphone and that was handled that day and will not happen again. Our mission is not to let anyone up there again.

Allen feels if there are issues again this year, she will have a problem voting for this event again in the future.

Lew looked into signage and the expense is enormous. Over \$8,000 in sign set up, umbrellas are \$250 each. Asked supplier how they would feel if he turned barricades around and they didn't seem to be pleased.

Boutwell returns to meeting and is granted his Chairmanship back.

Bob Trombley, WPCF Superintendent, Continuation of FY13 Sewer Rate discussion from July 2, 2012 meeting

Trombley: Last meeting we talked about sewer rates and retained earnings. The state certified amount is \$429,996. Rates have been flat for the last 4 years. I have concerns that sometime in the future, we may not have the retained earnings available at a significant level to affect the rates positively and keep them stable. We have the largest in retained earnings that I can recall. Southworth is interested in the rates remaining flat as I'm sure many of the other industries in town are. It is my suggestion that the Selectboard consider an increase between 3 and 6 percent in the sewer rates for FY 2013. I estimated an increase of 5.2% using \$100,000 of retained earnings. I make this suggestion because should we have a year in which RE are low, the sewer rate increase could run 10 to 20% all in one FY. By allowing small increases over time this can be mitigated. The use of RE must be approved by Town Meeting for which there is no current schedule. Statewide sewer rate figures, calendar year 2010 the last year for which data was available: The statewide 2010 range is \$193 - \$1,455, with an average of \$638 per household. Using the residential rate of \$6.30/1,000 gallons the Montague average household bill based on the state usage figure of 90,000 gallons of usage = \$567; using the actual Montague average flow of 63,260 gallons per residence then the average annual bill becomes \$399 and the increase to the homeowner over FY 2012 is \$19.00 a 5% increase in 2012. There may be some changes as I review my work and discuss with the Town Treasure and Accountant. Retained earnings are funds

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certified by the Commonwealth Department of Revenue. The funds concern the Town's enterprise accounting system for the operation of the WPCF, Treasurer's Subsidiary, Highway Subsidiary, Personnel Benefits and Debt Service Budgets. The amount in the fund from a previous fiscal year comes from revenues in excess of those estimated and from unspent appropriations. Use of RE has enabled the Town to mitigate increases in the sewer rates. The agreement between the Southworth Manufacturing Company and the Town (section 4 (e)) notes, "surplus revenues accumulated from Normal Sewer User Fees shall be used to reduce the billing rate of all Normal User Fees in the following fiscal year".

Allen, Boutwell and Fairbrother feel we should not use retained earnings and should keep rate flat

Abbondanzio: This is more than we usually have and I looked at it as a 3 year plan; spend it down in 3 years gradually.

John: Southworth: Feel with retained earnings available should be able to use them. Feels Bob works a good operation and always pulls things together well, our preference would be to have no increase and feel it is in keeping with the agreement that exists between the Town and Southworth

Dave Poirier: Supporting what John said and thinks it makes sound assessment for us to ask that the rates stay the same. Using \$160,000 still leaves quite a bit in emergency funds.

John Hanold: Aware although there have been a lot of process improvements at the plant, the plant is getting older and we have the Erving connections ahead of us. In favor of not dropping rates and not do give backs now in case something happens in the future.

Abbondanzio: Have a meeting with Erving Selectmen on September 17.

Trombley: I miss spoke earlier, we do need to have a public hearing. Use of retained earnings has to be approved by Town Meeting

Fairbrother makes the motion to maintain the previous years rates which would be category I \$5.56/1000; Category II \$6.00/1000; Category III \$334/fiscal year; Category IV \$6.00/1000; Septage – no change: In Town & Town of Gill = \$75/1,000 gallons; Out of Town \$80/1,000 gallons; Other – no change, Interest Rate – 14% per Annum, Demand Charge - \$5.00, Minimum Bill - \$36.00 to use the necessary amount of retained earnings to achieve this rate.

Draft Report Sanitary Sewer Pump Station Survey, Paul Gilbert and Craig Wagner, CDM

CDM went through and did a survey of all pump stations and provided a report (which Selectmen were given copies of) This is for information purposes at this time. Location of pump stations are: Poplar Street, G Street, Tech School, First Street, Lake Pleasant, Montague Center, Denton Station and J Street varying ages of stations.

Wagner: Gives out handout which is an overview of the booklet passed out previously. Upgrade stations for reliable sustainable operations for the next 20 years, meet projected capacity needs for the next 20 years; improve overall reliability, including permanent bypass pumping provisions; improve infrastructure security; reduce maintenance and labor; improve monitoring and alarm capability; standardize equipment; comply with applicable codes and standards and eliminate confined space entry. Systems Reviewed: Hydraulic conditions and capacity, pipelines and site considerations, architectural, structural, process mechanical, plumbing, HVAC, electrical, standby power systems, and instrumentation and controls. Key Findings: Capacity limitations, Structural integrity problems, Common Mode Failure; Grandfathered Code Issues, Need for Minor repairs; Confined Space Entry. Recommendations: Replacement with a new precast concrete wet well structure with an integrated valve vault with bypass pumping provisions. Submersible pumps are recommended to address confined space entry. Project Costs: Anticipated planning level project cost for all eight stations ranges from \$6.1 million to \$7.3 million.

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Discussion

Trombly thinks G Street force main pipe might be full of sand and debris, but will be looking into this further. No indication there is a problem other than being dirty and filled up

Susan Mareneck, Director, Montague Catholic Social Ministries, Proposal to include Families Learning Together in the FY2013 CDBG Grant (with Laurie Millman-Center for New Americans)

Mareneck: The reason we are here tonight, I received from you the notice on the 13th that you were going to be talking about the CDBG, but I won't be here. I wanted to come tonight to explain our thinking and our hope about this program. I spoke to Bruce Hunter about this last fall, but we were too late to apply. I explained to him that we were still partnering with the Center for New Americans trying to find funding to do this and many people from this community have been at focus groups and community meetings over the past two years talking about how much they wanted these kind of classes. I explained to him how we were hoping there would be funding in the new contract for the Center for New Americans was going to be applying for this year to make Turners Falls a sight for ESOL classes. Transportation and child care prevented people from getting to the Greenfield sight. This winter the Center for New Americans had an opportunity to apply for some additional funding from the DESE and they decided to try a pilot in Turners Falls

Millman: It was tremendous! Our program has always grown in response to what people need, we don't dictate it, we respond. There was additional money from the state and we said lets see if it fly's, if people come, lets see if we can accommodate people, it was phenomenal.

Mareneck: We were asked to do a census to see if people would be interested and we found over 70 people in Turners Falls that were interested.

Millman: We didn't want to fail in front of the Dept. of Education, they are our primary funder. One of the reasons we are funded so well from them is because our performance record is very good. As much as we wanted to serve the community, we didn't want to risk our reputation, because that is our bread and butter.

Mareneck: It started in February, they did testing and the classes were between 15 and 20 adults. We had a small grant we received from a private foundation and we ran childcare simultaneously for this pilot. It turned out, our theory was right, they had the best attendance at that sight of any of their sights. It really makes a big difference.

Millman: We run the child care not just as child care, but also as early education because the children of parents whose first language is not English also don't have English as their first language and they enter school at a disadvantage. Either we invest in them now and try to get them comfortable in English or we invest in them when they get into the schools.

Mareneck passes out background material

Allen: It sounds like there is an incredible need.

Millman: I think if you look at the cost benefit of helping children before age 3, but certainly pre-school to become literate and fluent in English, the benefits that will accrue to the town from all the rest of the schooling all the way through High School and employability. It's pretty clear, the research is there.

Sally Pick, Solar Update

Pick: We have new t-shirts, lawn signs and brochures. Go to www.solarizemass.com/montague to get all the happenings of what is going on regarding the program. Starting August 7, every other Tuesday from 6:30 – 8:00 PM there will be a representative to answer questions regarding the solar program at the Safety complex. On Wed. August 15th I will do a presentation to the Board of Health and we will also have a clean energy meeting for Farmers on the same night. We will be participating in a lot of events. The more people that participate, the lower the price.

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Application to Place Sign: Montague Center Common: Solarize Montague Banner

Fairbrother makes the motion to approve the request for application to place banner on the Montague Center Town Common to Sally Pick from Solarize Montague, 2 x 6 vinyl banner, starting 7/30/12 until 7/31/12. Seconded by Allen, approved unanimously. Allen- Aye, Boutwell – Aye, Fairbrother - Aye

Application to Place Sign: Peskeompskut Park: Solarize Montague Banner

Fairbrother makes the motion to approve the request for application to place banner on the band shell at Peskeompskut Park to Sally Pick from Solarize Montague, 2 x 6 vinyl banner, starting 7/31/12 until 8/14/12. Seconded by Allen, approved unanimously. Allen- Aye, Boutwell – Aye, Fairbrother - Aye

Town Administrators Report, Frank E. Abbondanzio, Execute FY2012 CDBG – Community Development Fund I (CDFI) contract

Fairbrother makes the motion to authorize the chair to sign the contract and cover letter regarding the FY2012 CDBG Community Development Block Grant Fund I for Housing Rehabilitation and the Unity Park Improvement Phase II between the Town of Montague and the Massachusetts Department of Housing and Community Development for an amount not to exceed \$865,509 with a start date of July 1, 2012. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother – Aye

Execute Agreement with TOMEA (7/1/11 to 6/30/13)

Fairbrother makes the motion to accept the presented contract between the Town of Montague and the Town of Montague Employee Association, term of contract is July 1, 2011 to June 30, 2013. Seconded by Allen approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Vote to allocate sum of \$1,800 for Community Development Discretionary work for Canal I.P. Bridge Title Search

Fairbrother makes the motion to approve the request to allocate \$1,800 from the Community Development Discretionary Account for the purpose of a title search for the Canal Road IP Bridge area. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Vote to accept Quitclaim Deed for St. Anne's Rectory when finalized.

Fairbrother makes the motion to authorize the Board to sign the revised Quitclaim deed between the Town of Montague and CitiMortgage, Inc. 1000 Technology Drive, O'Fallon Missouri for the consideration of \$10 for the parcel commonly known as 25 Sixth Street, Turners Falls, MA, Assessors Parcel Number 3 – 22. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

To Discuss the resignation of Chris Williams as Acting Police Chief and consider SSgt Dodge as his replacement

Fairbrother makes the motion to accept the resignation of Chris Williams as Acting Police Chief with regret, effective midnight July 30, 2012. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Dodge was interviewed previously for this position

Fairbrother makes the motion to appoint Charles E. Dodge as acting Police Chief for the Town of Montague effective at 12:01 AM, July 30, 2012 at Grade 10, Step 6, wage rate of \$260.82/daily. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Fairbrother makes the motion to appoint Christopher Williams as Staff Sergeant at \$30.70/hour, permanent full time effective at 12:01 PM at Grade 8, Step 13 and authorize the Chair to sign necessary paperwork. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

To consider the process for selecting a permanent Police Chief

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Abbondanzio: As you know we just went through a process with civil service and would have used the Regional Assessment Center to select a permanent chief but that didn't work out when none of the candidates were able to move forward with the Assessment Center, that process ended; what we would have had to do is wait until next year for another written exam. We have an alternative and we're proposing tonight that you go with that alternative and that is to use the Sole Assessment Center and that is a process whereby Civil Service delegates the responsibility to the Town and the Town hires a consultant to do the Assessment Center and that is done in accordance with the delegation agreement. It is a very closely coordinated between the consultant and civil service so they are not totally out of the process but it is a much expedited process, I'm told by the consultant it will be done within two months overall. Tonight, I'm asking that we start that process. Last week I put out a request for quotes, we knew the work would cost less than \$10,000; I talked to the Inspector General's Office to see if there was anyway we could exempt it from Chapter 30B, which is the procurement law, and I was told no. We had to get three quotes. Since it was under \$10,000 we don't have to go out to bid. I got three quotes: Booth Research - \$9,900; MMA Consulting Group - \$7,200 for 5 candidates and \$6,950 for 3 candidates; the low bid was from Badgequest - \$6,600 for 5 candidates. We worked with Badgequest before, we used them in 2004, they are certified with Civil Service and come highly recommended. The money will come out of the Police budget then when we go to Town Meeting we will have to ask for money to restore the funds.

Allen makes the motion to go with Sole Assessment Center process through a delegated agreement and use Badgequest at a cost \$6600 for 5 candidates. Seconded by Fairbrother, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother – Aye

Detmold asks if Greenfield was approached about joining forces and Abbondanzio stated they are going with a different process that will involve a written test and an assessment center.

Vote to authorize chair to sign Civil Service Forms: Civil Service Requisition (Form 13), Request for Reinstatement or Re-Employment (Form 10), Provisional Promotion (Form 15A)

Fairbrother makes the motion to authorize the Chair to sign Civil Service Requisition (Form 13) and Request for Reinstatement or Re-Employment (Form 10), Provisional Promotion (Form 15A) for elevating Sgt. Dodge and returning Sgt. Williams to previous positions. Seconded by Fairbrother

Fairbrother makes the motion to authorize the Chair to sign Civil Service Requisition (Form 13) which would be the Town of Montague's request for a Delegated Sole Assessment Center for the Police Chief position. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Topics Not Anticipated Covered in the 48 hour Posting Requirements

There will be a grand opening – ribbon cutting for Phase 1 of the summer playground equipment on Friday, August 17 at 4:00 PM

Other

Event Application for use of: Peskeompskut Park: Montague Community Band, 8/13/12

Fairbrother makes the motion to grant the event permit for the use of Peskeompskut Park to Lauren Clough representing the Montague Community Band for Monday, August 13, 2012 at the Band Shell from 7 – 9:00 PM, with a set up from 6:00 PM – 7:00 PM and clean up from 9:00 PM to 10:00 PM and approximate number attending 100 people and the fee to be waived, and the Police Chief has signed off on it. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Registration for Assembly, Public Demonstration, or Use of Public Property: Bruce's Run/Walk for Hospice

Fairbrother makes the motion to approve the use of public property (Burnham Street, Turners Falls) on September 9, 2012 from 8:00 AM to 12:00 PM, certificate of insurance has been received and Acting Chief Dodge has signed off on it and authorize the Chair to sign it. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

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Topics not anticipated

Fairbrother: There is a situation in Town that has been ongoing for years and has involved countless meetings and legal fees and thousands of dollars involving an important thing I get asked about more than anything in Town. You can imagine my surprise when last Friday night I opened the Recorder and found there had been a major development in the Railroad Salvage Building ownership situation, and it had been ongoing for most of last week. I think you can tell by now I was pretty frosted that I had not been told about this before then. David Jensen, Walter Ramsey and Barbara Miller are all quoted in the article so clearly they knew about it probably a while before the paper came out. I'm very unhappy that we were not informed with this in a timelier manner. I don't think that is how we should be getting the news, important developments in our town; especially one that involves years of litigation. I would like for that not to happen again.

Fairbrother makes the motion to adjourn the meeting 9:01: PM. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye Fairbrother – Aye.