



Town of Monterey Memorandum

TO: All Boards, Committees and Departments

FROM: Select Board

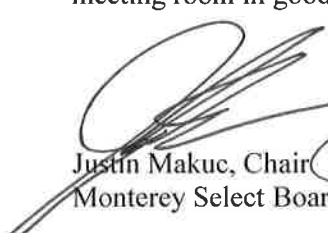
DATE: October 12, 2022

SUBJ: Responsible Use of the Town Hall Meeting Room

The Town Hall meeting room is an important public room. Maintaining commons can be a difficult proposition. Yet, it is important that it be maintained in reasonable order, and that those using it take due responsibility for its proper maintenance. The Select Board's goal is to ensure that the Town Hall meeting room is kept in good and working order for the use of the Town.

To achieve this goal, the Select Board asks that when any individual, Board, Committee or any other official uses the Town Hall meeting room for any authorized purpose, they do their best to return the room to its original state, returning all furniture and other items in the room to their pre-use position, ready to go for its next use. Please contact the Town Administrator with any questions or comments about the use of the Town Hall Meeting Room (scheduling, equipment malfunctions, etc.). To minimize difficulties in communication, we ask that one individual from any use group takes lead on ensuring the state of the room is documented before its use, and further that should anything be accidentally misplaced, act as contact person to ensure that the item(s) is (are) restored. This individual should identify themselves to the Town Administrator, so that the town has a means of contacting them should it be necessary.

We thank everyone who serves the Town in any capacity for their good will in keeping the meeting room in good condition.


Justin Makuc, Chair
Monterey Select Board


Susan Cooper



Winter Recovery Assistance Program Reimbursement Request

City/Town: Monterey

Project Name: Fog Sealing


Contract # 118290

The municipality was apportioned \$160,684.00 in Winter Recovery Assistance Program (WRAP) funding of which \$91,863.12 is requested for reimbursement now.

- 1) Attached are forms which document payment of approved expenditures totaling \$ 91,863.12 for which we are requesting \$ 91,863.12 at the approved reimbursement rate of 100%.
- 2) The total WRAP funding expended to date is \$ 119,637.86 including this payment.
- 3) Has the WRAP Project Report been submitted for this reimbursement? Yes No
If no: complete the [WRAP Project Report online](#)¹ before submitting this request.
- 4) Remarks:

CERTIFICATION

A. I hereby certify under penalties of perjury that the charges for labor, materials, equipment, and services itemized and summarized on the attached forms are true and correct, and were incurred on this project in conformance with the MassDOT Highway Division Policies and established Municipal Standards that were approved for this project.



(Signed)

(Municipal Highway Official Title)

10/5/2022

(Date)


B. I/we certify under penalties of perjury that the items as listed or summarized on the attached forms were examined; that they are in conformity with our existing wage schedule, equipment rates, and all applicable statutes and regulations; that they are properly chargeable to the appropriation(s) designated for this work; and that Executive Order No. 195, dated April 27, 1981 and Chapter 11, Section 12 is acknowledged as applicable.

REVIEWED AND APPROVED FOR TRANSMITTAL

by Lisa Kelly / Eric Kinsler CPA

Town Accountant

(Accounting Officer's Title)

Signed: 

(Duly Authorized)

DATE: 10/6/2022

Submit this form to the District State Aid Engineer and Highway Director.

¹ <https://www.mass.gov/forms/project-report-form-winter-recovery-assistance-program-wrap>

Town Administrator

From: Town Administrator
Sent: Friday, October 7, 2022 11:10 AM
To: hr montereyma.gov
Subject: Police Full Time Officer Hiring Schedules

Sophia,

Brian and I like the following for a schedule for hiring officers for the 2 positions we will have come Jan 1, does this work for you?

1. Advertise beginning 10/19/22
2. Interviews on November 16th
3. Make recommendations to Select Board November 17
4. Select Board interviews to be held by December 7th
5. Appointments to be made December 14th
6. Start date January 1

Initial interviews to be done by newly appointed Chief, Town Administrator and HR.

Any suggestions other than what I have here?

Melissa

TOWN OF MONTEREY
HELP WANTED: FULL TIME OFFICERS

The Town of Monterey (pop 957. \$4.8million budget) seeks two responsible and experienced law enforcement professionals for the full time officer positions. Applicants must be presently certified as a police officer by the MA Municipal Police Training Council. The ideal candidates must be motivated, driven individuals that are committed to community policing philosophy and police best practices ; support 21st century policing principles; successful experience with community policing programs and; expertise in effective community relations and customer service programs. The preferred candidates will have a minimum of one year experience as a certified police officer. Military experience is a plus. The candidate must be 21 years of age or older; a U.S. Citizen; possess a valid operator's license and possess a Mass firearms license, possess a high school diploma , and maintain current CPR/1st Responder certification. The applicant must be a graduate of the Massachusetts Municipal Police Training Committee Basic Recruit Officer and/or be enrolled or have completed the Bridge Academy requirements set forth by the Massachusetts Peace Officer Standards and Training Commission for certification as a Police Officer in the Commonwealth of Massachusetts. Relocation to within fifteen (15) miles of the town center within one year of appointment will be required.

Interested applicants should forward a cover letter, resume, and application to: Town Administrator, 435 Main Road, P.O. Box 308, Monterey, MA 01245 or via email to: admin@montereyma.gov. Monterey is an equal opportunity employer. Position will remain open until filled.

Town Administrator

From: Town Clerk
Sent: Saturday, October 8, 2022 6:17 PM
To: Justin Makuc; Susan Cooper; Scott Jenssen; Town Administrator; hr.montereyma.gov
Subject: early voting

Hi,

I cut my vacation short in order to make all corrections with Early Voting and deal with the email that was sent to my registrars. I am meeting with my registrars to clear up the confusion from the email they received when I was on vacation. I am in the office today, Saturday, October 8th, not making up time but doing my job. I realized today I cannot take any vacation days off nor can I take days off to relieve stress and anxiety. 19.75 hours per week is not nearly enough hours to do my job, that is why I asked the Board of Selectmen to **make up hours** in order to keep my office running smoothly. I love my job; I want to make sure everything is done to perfection; I take pride in my job and that is why I am working today.

I received an answer from Elections and there are a few changes highlighted.

This is the updated schedule- approved by Elections in Boston. Please approve on Wednesday, Oct 12th.

Sunday, October 23rd	8-12	4 hours on both weekends mandated by VOTES Act
Wed, Oct 26th	10-7	
Fri, Oct 28th	11-7	
Sat. Oct 29th	9-5	Voter registration 9-11 plus 3-5 so I will stay the entire day and EV will be 9-5
Wed. Nov 2nd	10-7	
Fri. Nov 4 th	11-7	

Melissa please post to website! I have posted on VRIS computer and will post on town hall bulletin board.

I will be working all these days and will hire help as needed.

Terry Walker
Monterey Town Clerk

Town Administrator

From: Justin Makuc
Sent: Wednesday, October 12, 2022 4:12 PM
To: Susan Cooper; Scott Jenssen
Cc: Town Administrator
Subject: Fw: Special Town Meeting Warrant DRAFT
Attachments: Itt from Pollard re Hume Lake Christian Camp Appeal[38].pdf; Appellate Brief of Plaintiff-Appellee[28].pdf

For tonight's meeting:

From: Donna Brewer <dbrewer@miyares-harrington.com>
Sent: Wednesday, October 12, 2022 11:38 AM
To: Justin Makuc <justin@montereyma.gov>
Cc: Alexandra Rubin <arubin@miyares-harrington.com>
Subject: Re: Special Town Meeting Warrant DRAFT

Thank you, Justin. Yes, I am available by phone if you need to reach me during the Town Meeting. You should call my cell, 617-797-8690.

As for Jeremia, his response came while I was on vacation. I attach it. Alex confirmed that your understanding of the representations made by Jeremia is correct and Jeremia's statement in his letter is incorrect. In addition, you'll see that he did not answer my questions regarding the lack of time entries for each task in his block billing. Unfortunately, the Town now is in a difficult position. The camp has filed a 64 page brief that must be answered by the end of the month. I've attached it. Jeremia is willing to do the response but will want to be paid for it. I am willing to take this over from him but I have none of the background and would need to put in a significant amount of time to get up to speed. The most cost effective approach, I think, would be to attempt to get a commitment from Jeremia to not charge over a firm amount, such as \$2,000, to do the opposition brief, but I leave that to you and the other board members to decide. If he does not agree to a firm amount, then you either pay him whatever he charges or retain me and pay for me to get educated and draft the response. No good choices.

I put no stock into his comments as to why he did this all himself. The rules requiring online filing have been in place for years and if he had to buy software to do so, that is his cost of doing business, not on the Town.

Once the opposition brief is completed, you can consider filing a complaint against him with the Board of Bar Overseers. His representations at the May meeting concerning cost could not be clearer.

Donna Brewer
dbrewer@miyares-harrington.com
(617) 804-2423 dd

From: Justin Makuc <justin@montereyma.gov>
Date: Wednesday, October 12, 2022 at 6:53 AM
To: Donna Brewer <dbrewer@miyares-harrington.com>
Cc: Alexandra Rubin <arubin@miyares-harrington.com>
Subject: Re: Special Town Meeting Warrant DRAFT

Hi Donna,

Here is a link to the signed and posted Special Town Meeting Warrant. Typically my recollection is that there are not lengthy motions on the floor of our Town Meeting unless there are amendments to be made. The moderator usually asks if there is a motion and a second on the article, assuming, unless specified otherwise, that the motion is for the amount on the Warrant, for the accounts mentioned on the Warrant, etc. Is there a way that you prefer that motions be made?

Also, sorry I am late to ask—but are you available to call in for Saturday's meeting in case there are any questions? We are expecting a non-controversial meeting, but if you are available that would be great.

Lastly, have you received a response from Jeremia Pollard?

Thanks,
Justin

From: Donna Brewer <dbrewer@miyares-harrington.com>
Sent: Tuesday, October 11, 2022 3:08 PM
To: Justin Makuc <justin@montereyma.gov>
Cc: Alexandra Rubin <arubin@miyares-harrington.com>
Subject: Re: Special Town Meeting Warrant DRAFT

Hi Justin, can you please send to me the motions for Saturday's meeting? Thanks.

Donna Brewer
dbrewer@miyares-harrington.com
(617) 804-2423 dd

From: Justin Makuc <justin@montereyma.gov>
Date: Saturday, September 24, 2022 at 7:26 AM
To: Donna Brewer <dbrewer@miyares-harrington.com>
Cc: Alexandra Rubin <arubin@miyares-harrington.com>
Subject: Re: Special Town Meeting Warrant DRAFT

Great, thanks!

Justin

From: Donna Brewer <dbrewer@miyares-harrington.com>
Sent: Thursday, September 22, 2022 5:19 PM
To: Justin Makuc <justin@montereyma.gov>
Cc: Alexandra Rubin <arubin@miyares-harrington.com>
Subject: Re: Special Town Meeting Warrant DRAFT

Hi Justin, yes we should amend Article 14 in the way that you have presented it for Article 4.

Something for you to consider. The article is only to put town voters on notice of the subject matter to be addressed at Town Meeting and need not be verbatim what the motion will be. I recommend flexibility in the wording of warrant

articles to prevent a situation where the moderator calls a motion to be beyond the four corners of the article and rules it out of order. For that reason, I recommend that the article read “to see if the Town will vote to raise and appropriate or transfer from available funds” rather than specifying Free Cash. The motion will specify the funding is from Free Cash. If you prefer to leave it the way that you have it, you can do so, understanding the potential limitation on flexibility.

Donna Brewer

dbrewer@miyares-harrington.com

(617) 804-2423 dd

From: Justin Makuc <justin@montereyma.gov>
Date: Thursday, September 22, 2022 at 4:58 PM
To: Donna Brewer <dbrewer@miyares-harrington.com>
Cc: Alexandra Rubin <arubin@miyares-harrington.com>
Subject: Special Town Meeting Warrant DRAFT

Hi Donna,

The Select Board is planning to call a Special Town Meeting for October to deal with a few matters: some unexpected tree work at a Town park, unpaid bills from last Fiscal Year that were submitted to the Town late, legal fees (regarding the Hume appeal, we are hoping to negotiate them down but will amend on the floor as necessary), and one other issue. We are hoping to sign next week, otherwise we will have to postpone in order to meet the 14 day posting criteria.

Could you please review the attached Warrant draft as to legal form?

I have another particular question about Article 4 in this draft Warrant. Annual Town Meeting this past May approved the following article:

ARTICLE 14. To see if the Town will vote to appropriate the sum of \$160,000 to purchase and outfit a F550 truck, and to authorize the Select Board to trade in or sell at auction the Town’s 2014 F550, and that to meet this appropriation, the Town Treasurer with the approval of the Select Board is authorized to borrow said amount or take any other action relative thereto.

Our highway superintendent has since learned that it is very difficult to purchase the F550 model truck, but that it is possible to purchase similar trucks from other brands. The article, as it was passed at Town Meeting, specifies an F550 made by Ford. Is there a way to allow more flexibility to the highway department to purchase a similar truck from another brand for the same amount of money? If it would require a Town Meeting vote, is the draft Article 4 the proper wording?

Thank you,

Justin

I am cc'ing Alex in the case that she is going to be taking this on.