

10

Town Clerk Weekly Status Report

Beginning Date:	10-1-22
Ending Date:	10-14-22
Department/Position:	Town clerk
Today's Date:	10-14-22

Town Clerk Responsibilities	Time spent on each activity	Total Number Issued This Week
Vital statistics including births, deaths and marriages		6
DBA's/Business Certificates		4
Dog Licenses		14
Swearing in newly elected and appointed officials		3
Voter Registration	RNV	40 + 8
Date stamping Zoning Appeals Applications		-
Printing, posting and filing agendas and minutes		12
Election pre and post prep	20 hr.	N/A
Mailing Ballots	15 hr.	175
Maintaining boards and commissions list	10 hr.	N/A
Town Meeting items; minutes, items sent to AG		N/A
Annual Street Census	4.5	N/A
Updating Bylaws (zoning and town)		N/A
Voicemails		30
Emails + VRIS		300 +

Information requests

Please list types of request outside of norm and amount of time spent

Tax Recap	Filing and organizing voters in office	3
Notary	website Bd/Commissions	
Enter EV in VRIS	Campaign Finance	
Staff Meeting	Enter Absentee ballots in VRIS	

Special Projects in progress	% Complete	Items left to complete activity
Board + Commissions Module	20%	
Dog Module	90%	
DBA	81%	

Upcoming projects/activities

Boards + Commissions Module update Election + EU STM Report Finalize Recap Sheet	Post office Zip Codes for 700 people Mailing Census
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Do you need any assistance with any current or upcoming projects? Please explain:

Ongoing assistant duties

Goals/Priorities

Security tests
organizing + filing
State Election

Thoughts, ideas, suggestions, questions

In the past, I voluntarily emailed the BOS with my Weekly accomplishments and Goals for the next week. I resent this form + ~~feel~~ feel singled out because I am the only one forced to fill out form. This is a way for T.A. Noe to micromanage me and continue harassing me. I feel that I am treated unfairly which causes more anxiety and stress.

Please submit form at the end of each work week to the Town Administrator via email to admin@montereyma.gov

Jeany Walker
Town Clerk

Town Administrator

From: Justin Makuc
Sent: Friday, October 14, 2022 9:07 AM
To: Director of Operations
Cc: Town Administrator
Subject: Re: Temporary Transfer Station Changes

Hi Jim,

Thank you for alerting us to these problems. Sorry to hear that it has been a rough transition.

We will take it up at our next regular meeting on Wednesday.

Thanks,
Justin

From: Director of Operations <dpw1@montereyma.gov>
Sent: Thursday, October 13, 2022 11:47 AM
To: Justin Makuc <justin@montereyma.gov>; Susan Cooper <susan@montereyma.gov>; Scott Jensen <scott@montereyma.gov>
Cc: Melissa Noe <melissa@montereyma.gov>
Subject: Temporary Transfer Station Changes

Hello.

The recent acquisition of Valley Waste Transfer by Casella has been far from seamless. A new issue surfaced yesterday. We collect tires, refrigerated appliances, pressure vessels (propane tanks and fire extinguishers), and automotive batteries. We would dispose of these items by loading and transporting to Valley's facility in Lenox. They no longer take these.

I have started reaching out to my colleagues in neighboring towns to see how they are reacting. In the meantime I suggest not collecting these items. My concern is that we will be stuck with a pile of stuff that we are having trouble disposing of. I would instruct attendants to politely ask users to hold on to these for a few weeks until we source a solution. This will prove to be an important effort so as that we do not find more trash on the roadsides and we reduce the chances of increased solid waste.

With your blessing, I would like to implement this right away with the hopes that we secure a source soon.

Thank you.

Jim

Town of Monterey
Highway Department
40 Gould Monterey, MA 01245
413-528-1734

Job Description

Title: Police Officer

Supervision: This position reports directly to the Police Chief.

Hours/Compensation: This position is a full time, FSLA, non-exempt position. Due to the nature of the job additional, hours beyond the normal workweek may be necessary.

Benefits: Full benefits. Please see the Employee Manual for more details.

Job Summary:

We are looking for a responsible Police Officer to maintain law and order, protect members of the public and their properties, prevent crime and improve citizens' quality of life. The goal is to achieve community safety, crime reduction, as well fostering good public relations.

Duties/Responsibilities:

The essential duties and responsibilities listed include the minimum requirements for the position. This position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.

- Deter crimes and assure community through high-visibility policing
- Patrol assigned areas and monitor activities to protect people/property
- Investigate crimes and apprehend suspected law violators
- Observe and respond to various situations or emergencies
- Follow rules, guidelines and protocols
- Conduct initial investigations
- Gather evidence and ensure successful prosecutions
- Produce internal reports and provide feedback on case status
- Deal with case paperwork and administrative procedures
- Foster good public relationships and liaise with community groups or individuals
- Coordinate operations with other emergency services
- Attend and provide evidence in court

Required Skills/Abilities:

- Proven working experience in law enforcement
- Proficiency in using police equipment
- Excellent knowledge of standard operating procedures, judicial procedures, civil and constitutional laws

- Working knowledge of interrogation techniques and scene management
- Knowledge and skills of law enforcement principles and practices
- Adequate interpersonal and communication skills
- Ability to build effective working relationships
- Sound judgement along with effective decision making skills
- Conflict resolutions and problem solving skills
- Responsibility, dependability, honesty and integrity
- Willing to submit to extensive medical and criminal background checks
- Valid driving license
- High school degree; BS degree in police science or related field is desirable

Education and Experience:

Applicants must have completed a full-time MPTC approved Police Academy or completion or enrollment and active fulfillment of the BRIDGE Academy of Full Time Police Academy. Considerations will also be given to officers currently enrolled in the BRIDGE Academy. The Town of Monterey is an Equal Opportunity Employer and does not discriminate against any applicant because of race, color, religion, sex marital status, national origin, age, disability, sexual orientation, or any other class protected by federal, state or local law.

Physical Requirements:

Administrative work is performed in an office setting subject to continuous interruptions. There is unusual stress in performing the role of Police Officer in a rapidly changing social environment. Must be able to work under stress from demanding deadlines and changing priorities and conditions. Ability to work in poor weather conditions, including heat, cold, rain or snow. There is exposure to life-threatening situations in police investigations for which precautionary measures must be taken.

Operates motor vehicles, all police equipment, computer, Microsoft Office software, IMC software and other standard office equipment; required to wear appropriate uniform and equipment.

Town Administrator

From: Giannotti, David (ETH) <david.giannotti@state.ma.us>
Sent: Thursday, October 6, 2022 5:21 PM
To: Town Administrator
Subject: Response Required: New Conflict of Interest Law Online Training Program

To All Cities and Towns:

The State Ethics Commission is pleased to announce the upcoming launch of a new conflict of interest law online training program. For the first time, the program will be hosted on our own learning management system (LMS) so that cities and towns will no longer be required to collect and store records or keep track of deadlines. All records will be stored within the LMS and each city and town will be able to use a local administrator account to view the database for their city or town to verify whether employees have completed the online program and acknowledged receipt of the summary of the conflict of interest law. Local administrators will also be able to send our reminder notices and other notifications to their employees.

Please take a few moments to view a brief promotional [information page](#) describing the new online training program and the many benefits of using the new LMS. Note that the current conflict of interest law online training program will not be available once the new program is launched later this year. If you are currently hosting the online program on your own city and town LMS or intranet site, you will need to discontinue its use. **Thereafter, you will only have two options for employees to complete conflict of interest law education requirements: using our LMS or hosting the program on your own LMS or intranet site.**

Your city or town must decide whether to use the Commission's new learning management system. You are being notified about the new program and LMS so you can coordinate with the appropriate officials to decide whether to use the Commission's LMS and who to designate as your local administrator. **Please use [this form](#)** to inform the Ethics Commission of your decision, even if you choose not to participate in using the Commission's new LMS. **A response is requested within 30 days.**

If you have any questions, you can email the State Ethics Commission at EthicsTraining@mass.gov or contact David Giannotti at 617-371-9505.

Thanks,

David

David Giannotti
Public Education and Communications Division Chief
State Ethics Commission
One Ashburton Place, Room 619
Boston, MA 02108
617-371-9505
email: David.Giannotti@mass.gov
www.mass.gov/orgs/state-ethics-commission

Town Administrator

From: Town Administrator
Sent: Wednesday, October 19, 2022 4:29 PM
To: 'susan@montereyma.gov'; 'justin@montereyma.gov'; Scott Jenssen
Cc: hr@montereyma.gov
Subject: Police Chief Recommendation

We interviewed two candidates for the position of Chief and feel that both applicants presented very well and with strong answers to our questions.

After much deliberation and post interview review we are confident that candidate Brian Fahey showed a more specific understanding of Monterey's current and future needs and challenges and his experience with current department operations and extensive certifications is invaluable. Brian demonstrated a strong rapport with our current officers which we find to be a most beneficial asset. We recommend that the Board meet with Brian and consider offering the position of Police Chief to Brian Fahey.

Please do not hesitate to reach out to us should you have any questions on our recommendation.

Sophia Bletsos, HR Director

Melissa Noe, Town Administrator

Gareth Backhaus, Police Chief

Job Description

Title: Chief of Police

Supervision: This position reports directly to the Town Administrator acting under the direction of the Select Board.

Hours/Compensation: This position is a full time, FSLA, exempt position. Due to the nature of the job additional hours beyond the normal workweek may be necessary.

Benefits: Full benefits. Please see the Employee Manual for more details.

Job Summary:

This position oversees, directs, and administers the activities and operations of a municipal police department. The Chief of Police performs administrative and supervisory work in directing the operations of the Police Department, in the protection of life and property and in the prevention and suppression of crime in accordance with M.G.L. Chapter 41, Section 97.

Supervisory Responsibilities:

- Oversees the ongoing operations of all Police Department employees.
- Manages and directs the Police Department toward its primary goals and objectives.
- Collaboratively oversees employment decisions with the Town Select Board.
- Promotes communication and cooperation among the Police department and other departments to create a spirit of unity in the organization.

Duties/Responsibilities:

The essential duties and responsibilities listed include the minimum requirements for the position. This position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.

- Oversees the activities of all employees (civilian and non-civilian) engaged in departmental operations.
- Sets general policy and administrative standards for the department.
- Prepares and submits an annual budget and is responsible for the proper allocation of department funds and other resources.
- Circulates rules and regulations of the department in order to provide for improved departmental efficiency and effectiveness.
- Ensures the implementation and enforcement of all departmental rules and regulations.

- Is responsible for all matters of fiscal management, policy, operations and discipline.
- Represents the Police Department and maintains a positive working relationship with other departments, elected officials, media, and outside agencies.
- Administers performance evaluations for all members of the department.
- Acts as hearing officer upon disciplinary charges brought against any department employees.
- Respond and resolve difficult and sensitive citizen inquiries and complaints.
- Serves as a resource for law enforcement personnel and coordinates information, resources and work teams necessary to support a positive, productive, and harmonious work environment.
- Is on call at all times for police emergencies.
- Plans, supervises, trains and evaluates subordinates; assigns members of the force to shifts and establishes daily routines; supervises special police assignments; determines disciplinary action as required; interviews and recommends appointment or promotion of all applications for positions within the police department.
- Provides regular reports to the select board for the purpose of reporting various aspects of the police department's operations; participates in meetings, conferences and regional discussions for the purpose of information gathering and exchange.
- Prepares grants to apply for federal and state funding; administers grants.
- Has town-wide access to all types of confidential information regarding criminal investigations, personal information about citizens, as well as personnel records, law suits, and other department-related confidential information.
- Acts as the Animal Control Officer
- Acts as the Town's Harbormaster
- Performs related duties as needed.

Required Skills/Abilities:

- Thorough knowledge of the laws, rules, regulations and procedures governing the operations and activities of a municipal police department.
- Thorough knowledge of the principles and practices of law enforcement organization, administration and budgeting; ability to communicate effectively, both orally and in writing.
- The ability to plan, direct and evaluate employee performance through subordinate supervisors.
- The ability to identify critical operating problems and formulate realistic solutions.
- The ability to make appropriate, effective and timely decisions based on available information.
- The ability to act with integrity, stability, intelligence, sound and mature judgment, tact, initiative, and resourcefulness.

- Physical condition commensurate with the duties of the position.
- Training and qualification in the use of firearms and radar equipment.
- Possession of a Massachusetts Class D motor vehicle operator's license.
- Certified as a police officer by the Ma Municipal Police Training Council
- The applicant must be a graduate of the Massachusetts Municipal Police Training Committee Basic Recruit Officer and he/she must satisfy all requirements set forth by the Massachusetts Peace Officer Standards and Training Commission for certification as a Police Officer in the Commonwealth of Massachusetts.

Education and Experience:

Either (a) ten years of experience in law enforcement, including two years at a rank higher than that of Police Officer; or (b) graduation from a recognized college or university with a Bachelor's Degree in police science, management, business, public or government administration and six years of experience as specified above, including the two years of specialized experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Physical Requirements:

Administrative work is performed in an office setting subject to continuous interruptions. There is unusual stress in performing the role of the Chief of Police in a rapidly changing social environment. Must be able to work under stress from demanding deadlines and changing priorities and conditions. Ability to work in poor weather conditions, including heat, cold, rain or snow. There is exposure to life-threatening situations in police investigations for which precautionary measures must be taken.

Operates motor vehicles, all police equipment, computer, Microsoft Office software, IMC software and other standard office equipment; required to wear appropriate uniform and equipment.

Must have the ability to attend Select Board meetings as requested.



Town of Monterey Memorandum

TO: Town Clerk, Police Chief, Building Inspector, Council on Aging Outreach Worker, Director of Operations, Fire Chief, Community Center Administrative Staff, Office Assistant and all appointed Boards and Commissions

FROM: Select Board

CC: Town Administrator, Human Resource Director

DATE: 10/26/22

SUBJ: Direct Supervision and Reporting

As part of the ongoing process to clarify town policies and procedures, as well as distance the Board from human resource functions allowing us to stay focused on policy setting and those responsibilities assigned to us under Massachusetts General Laws, the following memo outlines the procedures for immediate supervision.

As one of the departments named above you report directly to the Town Administrator who is responsible on a town-wide basis for success of programs accomplished through others. The Town Administrator will work with you to analyze program objectives, review work operations, assist with estimates and allocations for the financial and staff resources required, including recommendations to the Select Board for the hiring, training, and disciplining of employees. The Town Administrator is tasked with supervising and the efficient administration of all departments, commissions, boards and officers.

Effective immediately all day to day operational items, including but not limited to: time off requests, benefit concerns or questions, financial questions and staffing should be reported directly to the Town Administrator whether in person or via email (admin@montereyma.gov). If you have a concern that involves a negative interaction with the Town Administrator you would contact the Human Resource Director for guidance by phone (413-854-3213) or email (hr@montereyma.gov).

The Town Administrator and Human Resource Director will be reaching out to you to schedule a meeting to review your current job description as well as any comments, concerns or suggestions you may have with regard to your department.

We thank you for your cooperation on this matter.

Sincerely,

Justin Makuc, Chair
Monterey Select Board

Susan Cooper

Scott Jenssen

Attachments: Organizational Chart

Town Administrator

From: Justin Makuc
Sent: Sunday, October 16, 2022 5:33 PM
To: Scott Jenssen; Susan Cooper; Town Administrator
Subject: Fw: Recent road work

From: Carol Edelman <[REDACTED]>
Sent: Sunday, October 16, 2022 1:36 PM
To: Director of Operations <dpw1@montereyma.gov>
Cc: Justin Makuc <justin@montereyma.gov>
Subject: Recent road work

To the Monterey highway department and Select Board,
We appreciate the efforts of the department to serve the needs of the town while maintaining our extensive road system. This message is my observation and comments on the recent work done on Hupi Road and some other town roads. The gravel/ asphalt (?) material spread on the roads was annoying to drive on, very unpleasant to walk on, smelled noticeably bad for weeks especially on warm days and was constantly tracked into the house on people's shoes and pets' paws. We had to stop walking our dog on the road; Hupi road has many walkers, and they noticed it too. I did read Kenn Basler's explanation of the process, but I don't see any visible benefits. Even now that much of the loose material has been rained and brushed away, it lingers and much of the material has washed into the growth along the road, which look yellowed as if treated with chemical runoff.

Understanding the need for diverse solutions to ongoing road maintenance, my suggestion would be to find another way and not use this preparation again.

Thank you for your consideration.

Carol Edelman

Sent from Carol Edelman's iPad



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL

CENTRAL MASSACHUSETTS DIVISION
10 MECHANIC STREET, SUITE 301
WORCESTER, MA 01608

MAURA HEALEY
ATTORNEY GENERAL

(508) 792-7600
(508) 795-1991 fax
www.mass.gov/ago

October 11, 2022

Terry L. Walker, Town Clerk
Town of Monterey
P.O. Box 277
Monterey, MA 01245

**Re: Monterey Annual Town Meeting of May 7, 2022 -- Case # 10709
Warrant Article # 24 (General)**

Dear Ms. Walker:

Article 24 - We approve Article 24 from the May 7, 2022 Monterey Annual Town Meeting.

Note: Pursuant to G.L. c. 40, § 32, neither general nor zoning by-laws take effect unless the Town has first satisfied the posting/publishing requirements of that statute. Once this statutory duty is fulfilled, (1) **general** by-laws and amendments take effect on the date these posting and publishing requirements are satisfied unless a later effective date is prescribed in the by-law, and (2) **zoning** by-laws and amendments are deemed to have taken effect from the date they were approved by the Town Meeting, unless a later effective date is prescribed in the by-law.

Very truly yours,

MAURA HEALEY
ATTORNEY GENERAL

Nicole B. Caprioli

By: Nicole B. Caprioli
Assistant Attorney General
Municipal Law Unit
10 Mechanic Street, Suite 301
Worcester, MA 01608
(508) 792-7600 ext. 4418

cc: Town Counsel Donna Brewer