

Monterey Town Administrator

From: Contact form at Monterey MA <cmsmailer@civicplus.com>
Sent: Wednesday, May 18, 2022 8:56 PM
To: Select Board
Subject: [Monterey MA] ARPA funds (Sent by Laurie Shaw, [REDACTED])

Hello Select Board,

Laurie Shaw ([REDACTED]) has sent you a message via your contact form (<https://www.montereyma.gov/user/671/contact>) at Monterey MA.

If you don't want to receive such e-mails, you can change your settings at <https://www.montereyma.gov/user/671/edit>.

Message:

May 18, 2022

Select Board, Town of Monterey
435 Main Rd
P.O. Box 308
Monterey, MA 01245

Dear Select Board,

I am the Chair of the Monterey Community Center Committee, and on behalf of the committee I am writing to you with regard to the use of ARPA funds for a project that would benefit the community.

As you know, since its opening 5 years ago, the Monterey Community Center has become a hub for activities in the town, with everything from yoga and ping pong groups to town committee meetings and frequent weekday use for Council on Aging activities. During the height of the Covid -19 pandemic, the MCC was necessarily closed which created a huge void in the social life of the town. In order to provide some activities in a safe manner, the MCC committee has in the past two years rented tents so that people could gather for classes and activities without being confined to an indoor space. This summer, a tent will again be rented at a substantially increased cost. The cost of the tent rental for 3 months has been between \$4,000 - \$6,000, including this year. This is not a sustainable way to provide outdoor activities for the citizens of our town.

Therefore, we are proposing the construction of a pavilion on the property, which would allow the people of Monterey to engage in outdoor activities year round. While the expenditure would initially be a large one, perhaps in the range of \$85,000, it would be a one-time expenditure and would provide decades of use. We feel this would be an excellent and appropriate use of the ARPA funds as it applies to the public health aspects of the spending requirements. As the Covid pandemic shows no signs of abating and will most likely take on the status of an endemic health issue, a pavilion on the property of the Monterey Community Center would allow people to gather in a safe environment, providing opportunities for exercise and social interaction, both of which are critical to physical and mental well being.

We understand that the cost of such a project may seem a bit daunting. However, we feel that the long-term benefits make it worthwhile. It has been suggested by Melissa Noe and Michele Miller that purchasing our own

tent might be a better alternative. They did some research and found an appropriate sized tent online, which was much appreciated. However, there are several reasons why our committee feels that this is not the best long term solution.

*The tent in question is wind rated for gusts of up to only 38 miles per hour. We have had more severe wind gusts in the

recent past and as our climate continues to change, these strong wind gusts are predicted to be more frequent.

*The tent would need to be installed each spring and taken down each fall. Who would be responsible for this and would they

have the expertise to install it safely and correctly?

*Where would the bulky tent be stored when not in use?

*How many years would a tent last before it needed to be replaced?

*Would the tent require annual maintenance to protect the surface from sun damage or to repair tears from fallen tree limbs,

etc.?

For these reasons, we feel that a permanent structure would be more appropriate. A pavilion would expand the use of the existing building and would have the ability to generate rental income from small events. There would be no need for annual installation and removal and it would require virtually no maintenance.

Our committee members have done some research into pavilions and the figure of \$85,000 is based on an 800 sq. ft. structure with a cement slab. There is the possibility of erecting a slightly smaller structure placed on cement piers, which would lower the cost but would also be less attractive and less useful due to the decreased size. However, all these options are up for discussion.

The Monterey Community Center Committee would appreciate your consideration of erecting a pavilion on the MCC site and using ARPA funds to finance it. We would welcome the opportunity to meet with you to further discuss the benefits of this project.

Sincerely,

Laurie Shaw, MCC Committee Chair

bc

DRAFT Job Description

Title: Office Assistant

Supervision: Reports to the Town Administrator

Hours/Compensation: This position is a part time, hourly exempt position for 9 hours per week. Hourly rate will be determined by annual town meeting.

Benefits: As this position requires less than 20 hours per week, no Town benefits, including health care and retirement are offered.

Job Environment: Typical office environment; operates computers, printers, calculators, phones and the copier. The position requires frequent contact with other Town Hall employees, State agencies and the general public.

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.

- Assist with walk in, email & phone inquiries
- filing
- Fulfilling transfer station permits, collection of fees
- Maintain the active alarm and false alarm databases
- Respond to and handle all requests, inquiries, and complaints from the general public and town officials, directing when necessary, to appropriate departments
- Transcribe minutes, manage correspondence and assist with filing, misc correspondence and other office duties for the Building Commissioner, Planning Board, Finance Committee and Parks ~~Committee~~ *Commission*
- Additional duties as assigned by the Town Administrator

Recommended Minimum Qualifications

Education & Experience:

High School Diploma

Knowledge, Ability and Skill:

Knowledge of a computer and the Microsoft Office programs. Good organizational and communication skills. Ability to work with minimal supervision and use good judgment and guidance.

Minimal physical effort required performing duties under typical conditions. Position requires ability to operate a keyboard.

SM 17

Job Description

Title: Select Board Secretary

Supervision: Reports to the Select Board

Hours/Compensation: This position is a part time, hourly exempt position for 6 hours per week. Hourly rate will be determined by annual town meeting.

Benefits: As this position requires less than 20 hours per week, no Town benefits, including health care and retirement are offered.

Job Environment: Typical office environment; operates computers, printers, calculators, phones and the copier. The position requires frequent contact with other Town Hall employees, State agencies and the general public.

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.

- Prepare and submit to the Select Board draft minutes for each Select Board meeting.
- Coordinate the posting of Select Board agendas with the Chair, members of the Select Board, and the Town Administrator.
- Correspond with Town Departments, employees, staff, and others as directed by the Select Board, on behalf of the Select Board through the Town Administrator.
- Attend meetings of the Select Board, or, in some instances, use the video/audio recording of meetings to draft the minutes.
- Record Select Board meetings and post the recordings to the Town's YouTube channel.

JA
SC

delete

Commented [M1]: I think if you start having too many people acting on behalf of the Board it will become confusing

• Additional duties as assigned by the Select Board

Recommended Minimum Qualifications

Education & Experience:

High School Diploma

Knowledge, Ability and Skill:

Knowledge of a computer and the Microsoft Office programs. Good organizational and communication skills. Ability to work with minimal supervision and use good judgment and guidance.

Minimal physical effort required performing duties under typical conditions. Position requires ability to operate a keyboard.

SM
SC



TOWN OF MONTEREY

435 Main Rd. P.O. Box 308
Monterey, MA 01245

Dear Resident,

It has come to the attention of the Select Board that phone service on some sections of Beartown Mountain Road can sometimes be garbled or entirely unavailable. As land line phone service is currently also the only means of 911 communication for this area of town, the Select Board is concerned about this situation.

The Select Board wishes to try to intervene with Verizon on behalf of the residents of Beartown Mountain Road. To that end, it would be very helpful to have better information regarding the frequency and severity of these phone outages. If you have been having difficulty with the phone service at your house on Beartown Mountain Road, we would greatly appreciate as much of the following information as you can provide:

- 1) The home's physical address.
- 2) The phone number associated with that address.
- 3) An estimate of how often phone service has been unavailable to you in the past year.
- 4) Any Verizon Repair Ticket numbers you may have regarding phone service difficulties.

Thank you for any information you can provide that may help us pursue this matter on your behalf. Please send this information to the Select Board either by US Postal Mail or via email, addresses provided below.

Susan Cooper, Monterey Select Board
Town of Monterey
P.O. Box 308
Monterey, MA 01245

Email: susan@montereyma.gov

Sincerely
Susan Cooper
Monterey Select Board

Phone: 413.528.1443 x114 Fax: 413.528.9452
admin@montereyma.gov
www.montereyma.gov

Proposal to the Monterey Select Board
From Mary Kate Jordan
June 3, 2022

In 1997 a group of quilters banded together at Barbara Tryon's urging and created a wall quilt for Monterey's 150th anniversary, based on Edith Wilson's Town Seal design. We made it as a gift to the town, and it's been hanging in a hallway at Town Hall ever since. Thanks to all who have been involved in keeping the Town Seal Quilt safe for the last 25 years!

Monterey's gone through a lot of changes in the last quarter century – haven't we all? – and we'd like to initiate a shift that feels in tune with the times. The Piecemakers have decided to "go out as we came in" so, as our last group project, we've made another wall quilt to honor Monterey's 175th. We're calling it The Greenwoods Quilt.

We've been invited to have both quilts on display in the Knox Gallery during the Historical Monterey exhibit Rob Hoogs is involved in creating for the month of July. We hope you will agree to have me move the quilt for the show, and also agree to our second proposal.

Before we started The Greenwoods Quilt, we scouted around for a place where it would be at home and also easily available to the public. One of the "study rooms" in the new Library fit the bill perfectly, even to the large glass window and glass door into the hallway and the persimmon color paint on the walls.

It occurred to us that people might be very moved by seeing the two quilts together, both as an historical statement and because they complement each other visually. We hope that you will release the Town Seal Quilt from its current place in Town Hall to this new spot where so many townsfolk and visitors can enjoy it. The Library Board has agreed to hosting both quilts.

If you agree, I'll remove the quilt from Town Hall well before the Knox Gallery show begins on July 1. Not only will Rob and others need time to hang the show, but I'll need to find the right hardware to hang it on after its move. I plan to leave the hardware it's hanging on now in place, rather than damage the wall by trying to remove it.

With many thanks for your consideration, I look forward to hearing from you about this matter.

Sincerely,

Mary Kate Jordan

[REDACTED]

[REDACTED]



TOWN OF MONTEREY

435 Main Rd. P.O. Box 308
Monterey, MA 01245

Terry Walker
[REDACTED]
[REDACTED]

June 8, 2022

Re: Memo regarding workplace mediation offered to Ms. Walker

Ms. Walker,

As part of our ongoing effort to improve working conditions in Town Hall, the Select Board offered to engage a mediator to help improve the working relationship between the Town Administrator and the Town Clerk.

Both Ms. Walker and Ms. Noe were present at the Select Board meeting on June 1, 2022. Ms. Walker declined to participate in mediation, and advised the Board to speak only with her counsel regarding this matter.

Sincerely,

Justin Makuc, Chair
Monterey Select Board

Susan Cooper

SB/mn