JOINT SELECTBOARD, BOARD OF HEALTH and FINANCE COMMITTEE
MEETING NOTICE

Due to COVID-19 Public Participation will be by:

Join Zoom Meeting: https://zoom.us/j/93527165158

Meeting ID: 935 2716 5158 **Password:** 862595

Dial into meeting: **+1 646 558 8656** **or** **+1 312 626 6799** **or** **+1 301 715 8592**

Monday, February 22, 2021

Topics may start earlier than specified, unless there is a hearing scheduled

Meeting Being Taped **Votes May Be Taken**

1. 6:30 PM Selectboard Chair opens the meeting, including announcing that the meeting is being recorded and roll call taken

2. 6:30 Board of Health Chair opens the meeting, roll call taken

3. 6:31 Approve Minutes:
   - Joint Selectboard and Board of Health: February 8, 2021

4. 6:32 Public Comment Period: Individuals will be limited to two (2) minutes each and the Selectboard will strictly adhere to time allotted for public comment

5. 6:35 Event Application: Use of Peskeompskut Park, Vicki Citron, Musica Franklin, recurring 1st & 3rd Tuesday of Month, 2/2/21 – 6/30/21 (Snow dates: 1st & 3rd Thursday) 3:00 PM 4:15 PM

6. 6:40 Brian McHugh, Director of Community Development, FCRHRA
   - Authorize submission of extension request for the FY19 Community Development Block Grant to June 30, 2021

7. 6:45 COVID-19 Updates and Action Items
   - Update on Montague COVID case counts
   - Update on Vaccine Eligibility
   - Review of County and Montague Vaccination Clinic schedule
   - Review of any Updated State Guidance or Orders

8. 7:00 Finance Committee Chair opens the meeting, roll call taken

9. 7:01 Bryan Camden, Airport Manager
   Airport Commission proposed purchase of Pioneer Aviation
   - Review of updated project financials
   - Consider any further recommendations

10. 7:20 Personnel Board
   - Appoint Robert Bessette, DPW Lead Mechanic, UE Grade D, Step 3, $21.73/hr, 40 hrs wk, Effective 3/8/21
   - Discuss Town Staffing Needs and Budget Requests
   - Consider recommendations relative to pending requests from the DPW, Treasurer/ Collector and WPCF

11. 7:50 Walter Ramsey, Town Planner
- Burn Dump Solar Project: Project updates and Execute Landowner Consent Agreement with Eversouce Energy

12. 8:00 Jeff Singleton
- FRTA Updates

13. 8:10 Town Administrator's Report
- Special Town Meeting Updates
- General Pierce Bridge Response
- Power Canal Outage Notice
- Consider Key Topics for meeting with Legislative Delegation
- Topics not anticipated in 48 hour posting

Upcoming Meetings:

- Special Town Meeting, **THURSDAY, February 25 2021, 6:30 PM** via Zoom
- Selectboard Meeting, **MONDAY, March 1, 2021, 6:30 PM** via Zoom
- French King Bridge Public Hearing Webinar: February 25, 2021, 8:00 AM https://www.mass.gov/event/ervinggill-design-public-hearing-webinar-and-comment-period-2021-02-25t000100-0500-2021-02

5

WendyB-Montague Board of Selectmen

From:	Vicki Citron <vicki@musicafranklin.org>
Sent:	Monday, February 08, 2021 2:26 PM
To:	WendyB-Montague Board of Selectmen
Subject:	Musica Franklin, again
Attachments:	Peske snowperson.jpeg; ATT00001.htm; Musica Peske request.jpeg; ATT00002.htm; Musica insurance.pdf; ATT00003.htm

Hi Wendy,
Last Thursday was such a great success, Musica Franklin is now hoping to meet twice a month at Peske on the first and third Tuesday of each month, with Thursday as a snow dates. The kids were ecstatic to be outside in the snow. Some of them said they hadn't played outside all winter. I attached a photo of the snow person they made.

I wish I had anticipated how much the kids needed safe social time when I submitted the first request. Please extend my thanks to you to all the members of the select board for considering this request for a second Tuesday with snow date on Thursday at Peske each month.

Kind regards,

Vicki

Board of Selectmen
Town of Montague

1 Avenue A
Turners Falls, MA 01376
(413) 863-3200 xt. 108
FAX: (413) 863-3231

Event Application for use of
PESKEOMPSKUT PARK and MONTAGUE CENTER TOWN COMMON

Name of applicant Vicki Citron

Name of business/group sponsoring proposed event if applicable: Musica Franklin

If applicable, number of years your organization has been running this event in Montague? fall 2020

Address 180 Smead Hill Rd Colrain 01340

Contact phone 617-610-2601 Contact email Vicki@musicafranklin.org

FID N/A

Dates of proposed event 1st +3rd Tues. of month Location: Peske Park
1st +3rd Thurs snow date Feb 1 - June 30

Hours 3:30-4:00 Set Up: 3:00-3:30 Clean Up: 4:00-4:15

Approximate number of people expected to attend 10-15

What provisions will be made regarding clean up of site? we will sweep/shovel bandstand & do general cleanup

Will the proposed event be:
- ☒ Musical / educational
- ☐ Theatrical
- ☐ Exhibitions
- ☐ Amusements
- ☐ Wedding
- ☐ Other

Fully & specifically describe content of the proposed exhibition, show and/or amusements:

Fully & specifically describe the premises upon which the proposed event is to take place.

In the bandstand + in the park

Use back of form or attach a map of the premises indicating parking area(s), entertainment area(s), vendor area(s), location & number of toilets, location & number of garbage receptacles, garbage storage area, camping area(s), and location of first aid/medical stations.

Will vendors be selling:

- ☐ merchandise
- ☐ food/beverage
- ☐ alcohol
- ☐ other services N/A

Fully & specifically describe the extent to which the event and/or premises would affect public safety, health, or order. If serving alcohol, indicate separate serving area, approved server i.e. TIPS trained. (separate license required to serve alcohol)

students will wear masks + physically distance to sing + socialize with Musica Franklin staff.

Describe the appropriate level and nature of security and/or traffic control that would be needed and what provisions have been made.

N/A

What provisions will be made regarding first aid and emergency medical care?

We have a first aid kit + will call 911, if needed.

Are you also applying to place signs within Montague to advertise or give directions to your event? (See the Montague Building Inspector)

If so, at which locations? no

Attach a copy of your insurance policy or liability binder indicating a minimum policy of $1Million Individual/$3Million Group.

I attest that to my knowledge the information provided in this application is accurate and not misleading.

Signature of applicant ________________

Date ____ [illegible] / 2021 ____

License fees:

Monday – Saturday = $25.00 per day
Sunday = $50.00

BOARD OF SELECTMEN – Approval

____

____

____

Date: ________________

BOARD OF HEALTH – Approval / Comments

____

____

____

Date: ________________

POLICE CHIEF - Approval / Comments

____

____

____

Date: 2-18-21

6

WendyB-Montague Board of Selectmen

From:	Brian McHugh <bmchugh@fcrhra.org>
Sent:	Wednesday, February 17, 2021 11:50 AM
To:	WendyB-Montague Board of Selectmen
Cc:	Sharon Pleasant
Subject:	FY19 CDBG Extension

Hi Wendy,

Can I be on the agenda next week for the following item:

Authorize submission of extension request for the FY19 Community Development Block Grant to June 30, 2021.

We will send the extension form in a follow-up email.

Thanks.

Brian

Brian P. McHugh
Director of Community Development
FCRHRA
241 Millers Falls Road
Turners Falls, MA 01376
(413) 223-5224

Budget and Program Revision Form

Community/Grantee: MONTAGUE	**Original Award:** $ 612,065.00
Program Name/Year: FY19 **Grant #:** CDF-G-2019-Montague-00854	**Revision #:** P-number (program revision) B-number (budget revision) E-number (extensions) E #1
Contract End Date: 03 / 31 / 21	**Date Revision Submitted:** 02 / 23 / 21

This request is for the following change(s). Grantee check all "Requested" that apply; DHCD will initial those that are approved in the approved column

Grantee Requested	An X in the left column indicates the item is included by the Grantee, an X in the right hand column indicates DHCD approval of the item when the form is signed.	DHCD Approved
	Budget Amendment to increase the grant award to $ ______	
	Budget Revision for: • Change in administrative dollars	
	• Transfer of funds from construction to non-construction or vice versa	
	• Cumulative transfers among separately budgeted activities which exceed or are expected to exceed 10% of the approved grant award if the grant award exceeds $100,000	
X	**Program Extension (to increase period of availability of funds/period of performance) to** 06 / 30 / 21	
	• This extension will extend period of performance beyond the end of the term of the current grant agreement	
	Program Revision for: • Revision in scope or effectiveness of a project/program design or significant change in the accomplishment of the national objective or beneficiaries to be served.	
	• Changes in key personnel	
	• For non-construction projects, contracting out or subgranting or otherwise obtaining services of a third party to perform activities which are central to the purposes of the award if not specified in the application or grant award	
	• Other, specify	

This request is submitted and all relevant information specified on page 4 is provided in attachments. I understand that th revision or extension requested is not approved unless and until this form is countersigned as "approved" or "approved with revisions" by the Associate Director and returned to me.

	02/23/21 Richard Kuklewicz; Selectboard Chair
Authorized Signature for Grantee:	**Date / / Print Name & Title:**
Program Rep. initial and date:	**Program manager signature and date:**
This request # ______ **is** ______ **approved with the modifications shown on the following pages numbered** ______.	______ **approved as requested** ______ **denied**
______ **Authorized signature for Mass. CDBG**	Sandra L. Hawes, Associate Director, DCS **Print name, title, and date**

9

TOWN OF MONTAGUE

$1,518,000 Airport (Taxable) - 20 Years

	20 Level Debt Schedule			Airport Share*		
Year	**Principal**	**Interest 3.00%**	**Total**	**Principal (5%)**	**Interest (72%)**	**Total**
1	58,000	45,540	103,540	2,900	32,789	35,689
2	60,000	43,800	103,800	3,000	31,536	34,536
3	60,000	42,000	102,000	3,000	30,240	33,240
4	60,000	40,200	100,200	3,000	28,944	31,944
5	65,000	38,400	103,400	3,250	27,648	30,898
6	65,000	36,450	101,450	3,250	26,244	29,494
7	65,000	34,500	99,500	3,250	24,840	28,090
8	70,000	32,550	102,550	3,500	23,436	26,936
9	70,000	30,450	100,450	3,500	21,924	25,424
10	75,000	28,350	103,350	3,750	20,412	24,162
Total Years 1-10		**372,240**	**1,020,240**		**268,013**	**300,413**
11	75,000	26,100	101,100	3,750	18,792	22,542
12	80,000	23,850	103,850	4,000	17,172	21,172
13	80,000	21,450	101,450	4,000	15,444	19,444
14	80,000	19,050	99,050	4,000	13,716	17,716
15	85,000	16,650	101,650	4,250	11,988	16,238
16	90,000	14,100	104,100	4,500	10,152	14,652
17	90,000	11,400	101,400	4,500	8,208	12,708
18	95,000	8,700	103,700	4,750	6,264	11,014
19	95,000	5,850	100,850	4,750	4,212	8,962
20	100,000	3,000	103,000	5,000	2,160	7,160
Total Years 11-20		**150,150**	**1,020,150**		**108,108**	**151,608**
Grand Totals	**1,518,000**	**522,390**	**2,040,390**	**75,900**	**376,121**	**452,021**

Note: Assumptions include federal payment for interest up to 22% and state coverage up to 6%.
These were the minimums of the ranges described by the FAA to the Airport Manager.

* This obligation rests on the Airport Enterprise Fund. If that fund were to have insufficient funds, responsibility would come back to the Town

10A

Town of Montague
Personnel Status Change Notice
New Hires

Employee #________

Board Authorizing **Appointment**: Selectboard Meeting Date: 2/22/21

Authorized Signature: ______________________________

Board Authorizing **Wages**: Selectboard Meeting Date: 2/22/21

Authorized Signature: ______________________________

General Information:

Full name of employee: Robert Bessette Department: DPW

Title: Lead Mechanic Effective date of hire: 3/8/21

New Hire:

Permanent: X Y ____N If temporary, estimated length of service: ________

Hours per Week: 40 Union: U.E.

Wages:

Union: U.E.

Wages: Grade D Step 3 Wage Rate: $21.73 (annual/ hourly)

Notes:

Copies to:

______ Employee ______ Department ______ Board of Selectmen
______ Treasurer ______ Accountant ______ Retirement Board
______ Town Clerk

Revised 9-25-18

10B+C

Town-wide Staffing Considerations

Feb 18, 2021

Specific Departmental Budget Requests to Consider:

- DPW – Add two grounds staff
- WPCF - restore Admin Assistant to full time
- Assistant Treasurer (change a Treasurer/Collector Specialist position to Assistant Treasurer/Collector

Interest Previously Expressed:

- Facilities Management
- Human Resources
- Procurement
- Project management/engineering capacity
- Information Technology
- Police staffing
- Nurse Staffing

Here are other possible needs/topics:

- Clerk's Office (elections)
- Part-time Department Heads (Airport, COA)
- Any other department

Related/Other Topics:

- Succession planning strategy
- Regional programs/services
- Surge staffing/shared staffing

Town of Montague
Department, Board, Committee, Commission
BUDGET NARRATIVE

FY 22

Complete this form electronically! Be clear and concise!

Department: **MONTAGUE DPW** Submitted by: Tom Bergeron

1. **Please describe and provide the rationale for any substantial changes in your FY21 line item budget submission.**

   Hire two new employees, these two employees will be a part of the grounds crew they will do all aspects of the grounds maintenance crew dose as well as needed in the DPW dept. Part of there reasonability will be to keep the public side walks open during the day while its snowing and plow at night if needed. They will also need to trim trees for extended amounts of time.

2. **Did you receive funding for any special articles in FY20? What is the status of those expenditures/investments?**

   YES Discretionary, active

3. **Did you receive funding for a discretionary account in FY20? What have you purchased to date, at what cost? Looking forward in FY21, what do you expect to purchase at what cost?**

   YES we purchased a 2020 KOITI tractor for the grounds crew to replace a 1997 John Deere, this tractor cost $37,766
   We also purchased 2 storage containers for the new DPW for $9,000, the hope is to purchase a new pick up in the spring.

4. **To-date in FY20, has your department experienced any notable successes, such as improving or providing new programs or services, or implementing new technologies? If so, please describe.**

   The DPW continues to do road maintenance and improvements, and take on new and excising problems as they show up.

5. **Are there challenges to your department's ability to meet its goals and objectives that are due to its FY20 operating budget? If so, offer your recommendation(s) for improving the situation.**

   All Financial goals are being meet, with hiring of two more employee's the parks and recreation will meet many more goals.

General Category: Public Works — Department — **PUBLIC BUILDINGS** — **Dept # 192**

	EXPENDITURES	Actual FY2019	Actual FY20	Budget FY21	Expended thru 12/31/2020	FY22 Level Services Request	FY22 BOS & Fin Comm Recommend
5112	F/T Wages	110,121.80	120,932.30	125,128	61,067.40	130,019	
5132	F/T Wages OT	2,574.35	2,495.06	4,000	2,242.62	4,000	
5142	Shift Differential	63.06		250		250	
	TOTAL PERSONAL SERVICES	112,759.21	123,427.36	129,378	63,310.02	134,269	-
5241	Siemens annual monitoring	2,508.00	2,583.00	3,000		3,000	
5242	Buildings R & M	14,854.66	18,102.38	16,000	10,436.73	18,000	
5243	HVAC Equip R & M	33,925.94	27,147.34	25,000	3,132.72	25,000	
5251	Other Equipment R & M	-	1,260.65	800		800	
5430	Building R & M Supplies	2,059.59	2,932.38	4,000	331.70	4,000	
5443	Misc. Parts & Accessories	2,866.67	7,294.42	4,000	1,774.26	4,500	
5451	Cleaning Supplies	7,961.22	7,547.15	8,000	3,164.44	9,000	
	TOTAL EXPENSES	64,176.08	66,867.32	60,800	18,839.85	64,300	-
	TOTAL PUBLIC BUILDINGS	176,935.29	190,294.68	190,178	82,149.87	198,569	198,569

	EXPENDITURES	Budget FY21	Request FY22	$ Change	% Change	Explanation
5112	F/T Wages	125,128	130,019	4,891	3.91%	contractual agreement
5132	F/T Wages OT	4,000	4,000	-		
5142	Shift Differential	250	250	-		
5241	Siemens annual monitoring	3,000	3,000	-		
5242	Buildings R & M	16,000	18,000	2,000	12.50%	reflects current spending

General Category: Public Works Department **PUBLIC BUILDINGS** **Dept # 192**

	EXPENDITURES	**Actual FY2019**	**Actual FY20**	**Budget FY21**	**Expended thru 12/31/2020**	**FY22 Level Services Request**	**FY22 BOS & Fin Comm Recommend**
5243	HVAC Equip R & M	25,000	25,000	-			
5251	Other Equipment R & M	800	800	-			
5430	Building R & M Supplies	4,000	4,000	-			
5443	Misc. Parts & Accessories	4,000	4,500	500	12.50%	reflects current spending	
5451	Cleaning Supplies	8,000	9,000	1,000	12.50%	reflects current spending	

Main TOC

General Category: Public Safety Department **TREE WARDEN** **Dept # 299**

	EXPENDITURES	Actual FY2019	Actual FY20	Budget FY21	Expended thru 12/31/2020	FY22 Level Services Request	FY22 BOS & Fin Comm Recommend
5115	Elected Officials	1,500.00	1,575.00	1,575	773.28	1,575	
	TOTAL PERSONAL SERVICES	1,500.00	1,575.00	1,575	773.28	1,575	-
5253	Tree Removal	14,750.00	13,800.00	17,000	6,600.00	17,000	
5344	Postage	-		100		100	
5345	Advertising	292.50		500		500	
5588	Trees and related supplies	418.00	250.00	1,000		1,000	
5730	Dues and Memberships	85.00	85.00	110		110	
	TOTAL EXPENSES	15,545.50	14,135.00	18,710	6,600.00	18,710	-
	TOTAL TREE WARDEN	17,045.50	15,710.00	20,285	7,373.28	20,285	20,285

	EXPENDITURES	Budget FY21	Request FY22	$ Change	% Change	Explanation
5115	Elected Officials	1,575	1,575	-		
5253	Tree Removal	17,000	17,000	-		
5344	Postage	100	100	-		large aging trees needing
5345	Advertising	500	500	-		professional removal
5588	Trees and related supplies	1,000	1,000	-		
5730	Dues and Memberships	110	110	-		

Main TOC

General Category: Public Works | Department | DPW COMBINED | Dept # 420

EXPENDITURES		Actual FY2019	Actual FY20	Budget FY21	Expended thru 12/31/2020	FY22 Level Services Request	FY22 BOS & Fin Comm Recommend
5112	F/T Wages	819,356.52	876,217.06	923,808	439,964.21	1,036,496	-
5124	Part Time Temp Wages	3,720.00	9,017.63	6,000	6,735.19	6,000	-
5132	F/T Wages OT	14,364.10	14,736.50	18,000	19,720.00	22,000	-
5142	Shift Differential	11,139.42	13,959.15	15,250	8,513.13	18,250	-
5144	Longevity	3,640.00	3,400.00	3,000	1,300.00	3,600	-
5144	Cell Phone Stipends	1,488.66	1,500.20	1,525	750.10	1,525	-
5193	Vacation Buy Back	8,358.00	5,172.64	-	-	11,292	-
5194	Sick Leave Buy Back	3,500.00	709.20	-	-	4,200	-
	TOTAL PERSONAL SERVICES	865,566.70	924,712.38	967,583	476,982.63	1,103,363	1,103,363
5241	Siemens annual monitoring	2,508.00	2,583.00	3,000	-	3,000	-
5242	Buildings R & M	16,599.11	18,229.58	19,500	15,706.10	21,500	-
5243	HVAC R & M	33,925.94	27,147.34	25,000	3,132.72	25,000	-
5245	Vehicles R & M	17,661.33	27,018.75	30,000	18,866.44	35,000	-
5247	Computer R & M/Support	-	88.00	4,200	-	4,200	-
5251	Other Equipment R & M	7,246.89	6,657.27	5,300	6,117.03	7,800	-
5277	Rental/Lease Vehicles	-	-	-	-	-	-
5278	Uniform Rental/Cleaning	12,262.49	9,959.70	-	-	-	-
5310	DOT Testing	5,775.00	4,765.00	5,000	1,958.00	5,000	-
5314	Seminars	210.00	100.00	200	-	200	-
5315	Other Professional & Technical	22,930.35	10,841.60	18,000	6,110.25	18,000	-
5320	Street Line Painting	19,083.58	27,622.11	22,000	25,903	28,000	
5341	Telephone/Internet/Pagers	1,750.20	1,771.20	3,500	1,101.65	3,500	-
5344	Postage	31.22	22.00	100	-	100	-
5345	Advertising	3,390.59	1,518.32	2,500	-	2,500	-
5420	Office Supplies	1,793.40	861.64	1,750	1,138.62	4,000	-
5430	Building R & M Supplies	2,579.16	3,482.20	6,500	436.58	6,500	-
5432	Electrical	-	-	-	-	-	-
5435	Hand Tools	3,971.26	9,171.73	5,000	1,863.05	5,000	-
5440	Oil & Lubricants	5,721.25	9,061.22	7,000	2,382.24	8,000	-
5443	Misc. Parts & Accessories	38,715.33	56,626.25	48,000	26,368.70	52,500	-
5451	Cleaning Supplies	7,961.22	7,547.15	8,000	3,164.44	9,000	-
5460	Groundskeeping Supplies	-	-	2,000	-	2,000	-

General Category: Public Works   Department   **DPW COMBINED**   **Dept # 420**

	EXPENDITURES	Actual FY2019	Actual FY20	Budget FY21	Expended thru 12/31/2020	FY22 Level Services Request	FY22 BOS & Fin Comm Recommend
5481	Gasoline	32,961.73	24,671.91	45,000	12,943.15	45,000	-
5482	Diesel	50,089.25	42,648.88	60,000	10,145.00	60,000	-
5484	Vehicle Parts & Accessories	89,573.71	93,738.67	80,000	34,745.41	85,000	-
5500	Medical Supplies	127.13	947.82	150	381.74	150	-
5530	Public Works Supplies	30,491.41	29,182.49	55,000	18,042.47	55,000	-
5534	Sidewalk Materials	-	-	-	-	-	-
5580	Equipment < $5K	12,646.36	-	-	-	-	
5582	Uniforms/Clothing	5,887.39	12,423.84	14,000	9,486.46	14,000	-
5588	Trees	-	-	1,000	-	1,000	-
5710	Travel	-	-	125	-	125	-
5730	Dues/Memberships	125.00	125.00	500	256.00	500	-
5783	Hoister & Other Licenses	1,056.00	1,204.95	1,500	169.00	1,500	-
	TOTAL EXPENSES	427,074.30	430,017.62	473,825	200,418.31	503,075	503,075
5800	Flail Mower Lease FY18-22	21,320.41	21,320.41	24,090	-	21,321	21,321
	TOTAL CAPITAL OUTLAY	21,320.41	21,320.41	24,090	-	21,321	21,321
	TOTAL	1,313,961.41	1,376,050.41	1,465,498	677,400.94	1,627,759	1,627,759

rec'd 11/25   162,261.00   11.07%

General Category: Public Works | Department | DPW COMBINED | Dept # 420

EXPENDITURES	Actual FY2019	Actual FY20	Budget FY21	Expended thru 12/31/2020	FY22 Level Services Request	FY22 BOS & Fin Comm Recommend

Staffing - Base Wages excluding Overtime/Shift/Holiday

Date of Hire	Title		Grade/Step	Hourly Rate	Rate #2 Hours	Total Annual	Longevity	DOH
2/4/2004	Superintendent	TB	H11			97,250.00		2/4/2004
12/14/1997	**Office Manager**	**MC**	E11	28.44	2,090	59,439.60	900	12/14/1997
10/9/2018	Working Foreman	WS	F5	30.15	2,090	63,013.50		10/9/2018
8/21/2018	Shop Foreman	JM	E4	24.28	2,090	50,745.20		8/21/2018
6/25/2019	Lead Mechanic	AM	D4	22.59	2,090	47,213.10		6/25/2019
1/31/2011	Building Maintenenance	JW	C9	23.23	2,090	48,550.70	300	1/31/2011
7/18/2016	Building Maintenenance	MN	C6	21.80	2,090	45,562.00	200	7/18/2016
9/6/2018	Custodian	BK	A6	17.18	2,090	35,906.20		9/6/2018
7/6/2004	**Grounds Maintenance**	**AS**	C7	22.33	2,090	46,669.70	400	7/6/2004
5/1/1984	Grounds Maintenance	MS	D10	25.83	2,090	53,984.70	700	5/1/1984
1/6/2014	Grounds Maintenance	DP	C9	23.23	2,090	48,550.70	200	1/6/2014
12/7/2016	Landfill Assistant 14 hrs/wk	DW	A2	15.56	742	11,545.52	200.00	12/7/2016
3/27/2017	Heavy Equipment Oper	DA	D3	22.06	2,090	46,105.40	200	3/27/2017
11/14/2016	Heavy Equipment Oper	KB	D3	22.06	2,090	46,105.40	200	11/14/2016
3/28/2016	Heavy Equipment Oper	JD	D4	22.59	2,090	47,213.10	200	3/28/2016
4/23/2019	Truck Driver/Laborer	BR	C3	20.23	2,090	42,280.70		2/26/2019
12/14/2016	Truck Driver/Laborer	AJD	C3	20.23	2,090	42,280.70	200	12/14/2016
4/16/2019	Truck Driver/Laborer	PR	C3	20.23	2,090	42,280.70		12/18/2017
5/1/2007	Truck Driver/Laborer	BH	C9	23.23	2,090	48,550.70	300	5/1/2007
7/6/2020	Truck Driver/Laborer	LH	C3	20.23	2,090	42,280.70		
	New Parks Employee #1		C2	19.74	2,090	41,256.60		
	New Parks Employee #2		C2	19.74	2,090	41,256.60		
				Using NAGE			4000	
	Bold positions retiring in FY22				Total	1,048,041.52		
					433	(11,546.00)		
	4 day schedule week				420	1,036,495.52		780,476.00

General Category: Public Works | Department | DPW COMBINED | Dept # 420

EXPENDITURES	Actual FY2019	Actual FY20	Budget FY21	Expended thru 12/31/2020	FY22 Level Services Request	FY22 BOS & Fin Comm Recommend

A few notes about the DPW Budgets:

- The Department 420 is a summary tab that combines 192 (Public Buildings Maintenance, 422 Streets) and 652 (Parks). Wages for all DPW employees
- The wages for the part-time Landfill Assistant appear in Department 433, Solid Waste.
- Budgets for departments 192 and 652 each have 3 full-time employees.
  - The budget for Department 422 includes wages for 11 full-time employees.

General Category: Public Works

CONSTRUCTION/MAINTENANCE

Dept # 422

EXPENDITURES		Actual FY2019	Actual FY20	Budget FY21	Expended thru 12/31/2020	FY22 Level Services Request	FY22 BOS & Fin Comm Recommend
5112	F/T Wages	575,220.32	614,836.76	653,676	310,394.26	674,759	
5132	F/T Wages OT	8,376.17	8,075.79	9,000	13,266.35	12,000	
5142	Shift Differential incl Beeper Pay 07+	11,076.36	13,959.15	15,000	8,513.13	18,000	
5144	Longevity	3,640.00	3,400.00	3,000	1,300.00	3,600	
5145	Cell Phone Stipends	1,488.66	1,500.20	1,525	750.10	1,525	
5193	Vacation Buy Back	8,358.00	5,172.64			11,292	
5194	Sick Leave Buy Back	3,500.00	709.20			4,200	
	TOTAL PERSONAL SERVICES	611,659.51	647,653.74	682,201	334,223.84	725,376	-
5242	Buildings R & M	1,744.45	127.20	3,500	5,269.37	3,500	
5245	Vehicles R & M	17,661.33	27,018.75	30,000	18,866.44	35,000	
5248	Computer R& M/ Support	-	88.00	4,200		4,200	
5251	Other Equipment R & M	7,246.89	5,396.62	4,500	6,117.03	7,000	
5278	Uniform Rental/Ceaning	12,262.49	9,959.70	-		-	
5310	DOT Testing	5,775.00	4,765.00	5,000	1,958.00	5,000	
5314	Seminars	210.00	100.00	200		200	
5315	Other Professional & Technical	22,930.35	10,841.60	18,000	6,110.25	18,000	
5320	Street Line Painting	19,083.58	27,622.11	22,000	25,903.26	28,000	
5341	Telephone/Internet/Pagers	1,750.20	1,771.20	3,500	1,101.65	3,500	
5344	Postage	31.22	22.00	100		100	
5345	Advertising	3,390.59	1,518.32	2,500		2,500	
5420	Office Supplies	1,793.40	861.64	1,750	1,138.62	4,000	
5430	Building R & M Supplies	519.57	549.82	2,500	104.88	2,500	
5435	Tools	3,971.26	9,171.73	5,000	1,863.05	5,000	
5440	Oil & Lubricants	5,721.25	9,061.22	7,000	2,382.24	8,000	
5443	Misc. Parts & Accessories	26,714.95	43,697.94	35,000	21,294.45	39,000	
5481	Gasoline	32,961.73	24,671.91	45,000	12,943.15	45,000	
5482	Diesel	50,089.25	42,648.88	60,000	10,145.00	60,000	
5484	Vehicle Parts & Accessories	89,573.71	93,738.67	80,000	34,745.41	85,000	
5500	Medical Supplies	127.13	947.82	150	381.74	150	

General Category: Public Works CONSTRUCTION/MAINTENANCE **Dept # 422**

EXPENDITURES		Actual FY2019	Actual FY20	Budget FY21	Expended thru 12/31/2020	FY22 Level Services Request	FY22 BOS & Fin Comm Recommend
5530	Public Works Supplies	30,491.41	29,182.49	55,000	18,042.47	55,000	
5580	Equip < $5K	12,646.36					
5582	Uniforms/Clothing	5,887.39	12,423.84	14,000	9,486.46	14,000	
5588	Trees	-		1,000		1,000	
5710	Travel	-		125		125	
5730	Dues & Memberships	125.00	125.00	500	256.00	500	
5783	Hoister & Other Licenses	1,056.00	1,204.95	1,500	169.00	1,500	
	TOTAL EXPENSES	353,764.51	357,516.41	402,025	178,278.47	427,775	-
5800	Flail Mower Lease FY18-22	21,320.41	21,320.41	24,090		21,321	
	TOTAL CAPITAL OUTLAY	21,320.41	21,320.41	24,090	-	21,321	21,321
	TOTAL CONSTRUCTION/MAINT	986,744.43	1,026,490.56	1,108,316	512,502.31	1,174,472	1,174,472

EXPENDITURES		Budget FY21	Request FY22	$ Change	% Change	Explanation
5112	F/T Wages	653,676	674,759	21,083	3.23%	contractual agreement
5132	F/T Wages OT	9,000	12,000	3,000	33.33%	contractual agreement
5142	Shift Differential incl Beeper Pay 07+	15,000	18,000	3,000	20.00%	contractual agreement
5144	Longevity	3,000	3,600	600	20.00%	contractual agreement
5145	Cell Phone Stipends	1,525	1,525	-		
5193	Vacation Buy Back	-	11,292	11,292	100.00%	2 retirements
5194	Sick Leave Buy Back	-	4,200	4,200	100.00%	2 retirements
5242	Buildings R & M	3,500	3,500	-		
5245	Vehicles R & M	30,000	35,000	5,000	16.67%	reflects current spending
5248	Office Equipment R & M	4,200	4,200	-		
5251	Other Equipment R & M	4,500	7,000	2,500	55.56%	reflects current spending
5277	Rental/Lease Vehicles	-	-	-		

General Category: Public Works CONSTRUCTION/MAINTENANCE **Dept # 422**

	EXPENDITURES	Actual FY2019	Actual FY20	Budget FY21	Expended thru 12/31/2020	FY22 Level Services Request	FY22 BOS & Fin Comm Recommend
5278	Uniform Rental/Ceaning	-	-	-			
5310	DOT Testing	5,000	5,000	-			
5314	Seminars	200	200	-			
5315	Other Professional & Technical	18,000	18,000	-			
5320	Street Line Painting	22,000	28,000	6,000	27.27%	reflects current spending	
5341	Telephone/Internet/Pagers	3,500	3,500	-			
5344	Postage	100	100	-			
5345	Advertising	2,500	2,500	-			
5420	Office Supplies	1,750	4,000	2,250	128.57%	reflects current spending	
5430	Building R & M Supplies	2,500	2,500	-			
5432	Electrical Supplies	-	-	-			
5435	Tools	5,000	5,000	-			
5440	Oil & Lubricants	7,000	8,000	1,000	14.29%	reflects current spending	
5443	Misc. Parts & Accessories	35,000	39,000	4,000	11.43%	reflects current spending	
5481	Gasoline	45,000	45,000	-			
5482	Diesel	60,000	60,000	-			
5484	Vehicle Parts & Accessories	80,000	85,000	5,000	6.25%	reflects current spending	
5500	Medical Supplies	150	150	-			
5530	Public Works Supplies	55,000	55,000	-			
5534	Sidewalk Materials	-	-	-			
5580	Equipment < $5K	-	-	-			
5582	Uniforms/Clothing	14,000	14,000	-			
5588	Trees	1,000	1,000	-			
5710	Travel	125	125	-			
5730	Dues & Memberships	500	500	-			
5783	Hoister & Other Licenses	1,500	1,500	-			

General Category: Public Works | Department | **PARKS** | **Dept # 652**

EXPENDITURES		Actual FY2019	Actual FY20	Budget FY21	Expended thru 12/31/2020	FY22 Level Services Request	FY22 BOS & Fin Comm Recommend
5112	F/T Wages	134,014.40	140,448.00	145,004	68,502.55	231,718	
5124	Part Time Temp Wages	3,720.00	9,017.63	6,000	6,735.19	6,000	
5132	F/T Wages OT	3,413.58	4,165.65	5,000	4,211.03	6,000	
5142	Shift Differential				-		
	TOTAL PERSONAL SERVICES	141,147.98	153,631.28	156,004	79,448.77	243,718	-
5315	Other Services				400.00		
5443	Misc. Parts & Accessories	9,133.71	5,633.89	9,000	3,299.99	9,000	
5460	Groundskeeping Supplies	-		2,000		2,000	
	TOTAL EXPENSES	9,133.71	5,633.89	11,000	3,699.99	11,000	-
	TOTAL PARKS	150,281.69	159,265.17	167,004	83,148.76	254,718	254,718

EXPENDITURES		Budget FY21	Request FY22	$ Change	% Change	Explanation
5112	F/T Wages	145,004	231,718	86,714	59.80%	add 2 FT employees
5124	Part Time Temp Wages	6,000	6,000	-		
5132	F/T Wages OT	5,000	6,000	1,000	20.00%	reflects current spending
5315	Other Services	-	-	-		
5443	Misc. Parts & Accessories	9,000	9,000	-		
5460	Groundskeeping Supplies	2,000	2,000	-		

Town of Montague
Department, Board, Committee, Commission
BUDGET NARRATIVE

FY 22

Complete this form electronically! Be clear and concise!

Department: **WPCF** Submitted by: Chelsey Little 12/15/20

1. **Please describe and provide the rationale for any substantial changes in your FY22 line item budget submission.**
The facility anticipates a 1% increase in operations expenses. This estimate is generated based off of normal yearly cost increases to supplies and equipment, and to the current FY21 budget and the facility's ability to maintain the budget in the green. This is also to aid in offsetting the changes in the staffing and wages expenses described below.

   Staffing: As the facility requires a heavy amount of filing, reporting, data entry, work order review, billing, septage, and other substantial administrative work, the facility requests that the part time admin asst position return to a full time position, as it was prior to the previous superintendent. The facility also anticipates beginning to compost solids in house, which is manpower intensive, and would require another laborer position. (Composting in house will eventually aid in reducing the cost of solids disposal.)

   Professional Services: The facility anticipates an increase in engineering services for multiple upcoming projects.

   The facility is looking into a lease-to-own option for a new screw press, used for removing sludge/waste. The lease payments need to be factored into the budget over the next several years if that option is ultimately chosen.

2. **Did you receive funding for any special articles in FY21? What is the status of those expenditures/investments?**
$51,000 Oil Tank and Vault Removal: Project was completed in September, with no issues.

   $100,000 Aeration Course Bubble: In correlation with DEP Gap II Grant, still in progress defining project scope.

   $40,000 Primary Sludge Pump: In progress, new controls for pump have been installed, new pump to come next.

3. **Did you receive funding for a discretionary account in FY21? What have you purchased to date, at what cost? Looking forward in FY22, what do you expect to purchase at what cost?**

   The facility currently does not have a discretionary account.

4. **To-date in FY21, has your department experienced any notable successes, such as improving or providing new programs or services, or implementing new technologies? If so, please describe.**
With CARES ACT funding, the facility was able to complete a fiber optics network and communications project, which links phones and internet from the admin building to the operations building. This not only keeps information passing more efficiently between buildings, but also protects staff members who can now remain distant of each other without the loss of communication.

Pump Station controls have been updated for Tech School, Lake Pleasant, and Denton street pump stations. These controls aid in remotely viewing and accessing information from pump stations by operators.

A new pump station remote server for communications is now utilized through the WPCF, and without third party interference.

Primary Sludge Pump #2 had controls installed in preparation of the new replacement pump.

The removal of a compromised 6000-gallon underground oil tank and vault, located at the front of the admin building, was completed. As part of the project, new fuel oil tanks and storage were installed inside the admin building prior to the removal of the old underground tank.

The iconic spinning screw pump covers were cleaned and re-painted blue with white stripes.

The obsolete alarm panel system from the 80's was disassembled and removed from the administrative building's office.

The facility was able to purchase a milling machine, which it uses to rehab and build critical parts for facility and pump station repairs, saving significant expenses that originate with customized parts.

The facility continues to work with Erving, and Millers Falls in order to minimize inflow and infiltration issues experienced in that town.

5. **Are there challenges to your department's ability to meet its goals and objectives that are due to its FY21 operating budget? If so, offer your recommendation(s) for improving the situation.**

Solids removal is always a challenge for the facility as it is expensive and limited to a small number of disposal options and sites. This creates a fine line where the facility needs to waste solids in order to maintain permit compliance, but also needs to be cognizant with the budget restrictions. In order to improve the situation, the facility plans on securing a new press which will dewater and thicken sludge into cake, then compost the waste cake in order to both offset the disposal cost of solids, while continuing to conserve the environment through nutrient recycling.

Main TOC

General Category: Public Works - WPCF Department WPCF **Dept # 661-440**

EXPENDITURES		Actual FY2019	Actual FY20	Budget FY21	Expended thru 12/31/2020	FY22 WPCF Supt Request	FY22 BOS & Fin Comm Recommend
5110	Regular Wages	363,005.83	374,517.52	402,257	175,170.30	432,332	
5132	Overtime	37,235.25	30,286.33	45,000	23,026.56	45,000	
5140	Other Wages	10,978.62	11,145.71	14,000	4,260.02	14,000	
5193	Vacation Buy Back	-	1,022.80		2,878.39		
5194	Sick Leave Buy Back	-	3,500.00				
	TOTAL PERSONAL SERVICES	411,219.70	420,472.36	461,257	205,335.27	491,332	491,332
5211	Electricity TP	131,404.39	117,881.62	140,000	61,782.16	140,000	
5211.1	Electricity PS	22,051.08	20,843.27	23,000	8,826.35	23,000	
5213	Heating Oil	16,367.06	16,335.31	16,000	907.12	16,500	
5280	Solid Waste Disposal	245,056.56	211,337.24	170,000	113,591.94	170,000	
5300	Professional Services	119,904.53	84,086.18	90,000	64,822.92	84,000	
5301	Contracted Lab				1,829.67	6,000	
5310	Safety Expenses	7,562.31	3,632.98	6,000	4,497.36	6,000	
5320	Professional Development	3,057.15	8,948.39	5,000	3,584.23	5,000	
5340	Computer/Office Exp	5,122.66	7,895.55	5,500	1,662.11	6,500	
5360	Grounds	2,535.92	370.47	4,000		2,500	
5370	Buildings	3,300.07	6,677.25	18,000	15,597.20	13,500	
5371	HVAC				5,676.40	6,000	
5390	Equipment	108,153.09	130,627.74			-	
5400	Other Equipment			120,000	3,732.66	116,000	
5404	Sludge Equipment			20,000	2,746.26	20,000	
5406	Water & Hydrants				802.25	3,000	
5407	Primary Effluent Screw Pumps				387.62	-	
5408	Septage Handling				248.02	1,000	
5409	Odor Control				2,085.84		
5410	Pump Station	31,174.57	57,417.25	30,000	17,876.31	30,000	
5411	Communications				6,584.81	10,000	
5412	Building R & M				667.86	-	
5415	Oil & Lubricants				1,695.50	-	
5418	Chlorination					-	
5430	CSO	2,195.85	16,468.03	20,000	1,275.00	20,000	
5440	Other operational Supplies	47,745.72	31,422.40	35,000	2,700.84	29,000	
5446	Lab Supplies				3,158.98	6,000	
5450	Sludge Equipment	2,276.17	61,810.96			-	
5470	Chemicals (orig budg incl in 5280, 5440)	29,042.00	52,923.28	60,000	14,707.80	60,000	

Main TOC

General Category: Public Works - WPCF Department WPCF **Dept # 661-440**

EXPENDITURES		Actual FY2019	Actual FY20	Budget FY21	Expended thru 12/31/2020	FY22 WPCF Supt Request	FY22 BOS & Fin Comm Recommend
5480	Vehicle Supplies Pickups	2,718.38	4,500.56	6,000	1,062.01	6,000	
5582	Uniforms/Clothing	220.23	952.64	4,000	2,425.14	4,200	
5740	General Insurance	17,776.00	18,246.73	20,000	21,360.00	20,000	
5790	Town Overhead	48,296.00	48,712.00	51,506	51,506.00	54,285	
5791	TFFD Overhead	5,500.00	11,000.00	5,500		5,500	
5795	Millers Falls Assessment	208,795.72	214,015.00	220,000	164,524.05	220,000	
5796	Millers Falls Overage Charge	51,870.41		55,000		55,000	
	Retained Earnings					68,172	
	TOTAL EXPENSES	1,112,125.87	1,126,104.85	1,124,506	582,324.41	1,207,157	1,207,157
5800	Screw Pump Lease Payment					58,500	58,500
	TOTAL CAPITAL OUTLAY						
	TOTAL WPCF	1,523,345.57	1,546,577.21	1,585,763	787,659.68	1,756,989	1,756,989

Staffing - Base Wages excluding Overtime/Shift/Holiday

Proposed Staffing

Date of Hire	Title		Grade/Step	Annual/Hrly Rate	Rate #1 Wks/Hrs	Total Annual	Yrs Svc FY22	Longevity
3/16/2020	Superintendent	CL	H6			87,227.00		
10/5/2020	Admin Asst	CF	B3	18.71	2,088	39,066.48		
	Chief Operator		F2	28.02	2,088	58,505.76		
9/17/2018	Lead Operator	TL	E9	27.34	2,088	57,085.92	3	
4/11/2012	Lead Mechanic	TP	E10	27.89	2,088	58,234.32	10	300
5/20/2019	Wastewater Tech	PM	D3	22.06	2,088	46,061.28	3	
9/3/2019	Wastewater Tech	AK	D2	21.51	2,088	44,912.88	3	
9/21/2020	Laborer	SS	B5	19.75	2,088	41,238.00		
						-		
	Temporary Wages							
						432,331.64		

Note: Verizon Wireless pays for 2 cell phones (used by on call staff instead of pagers) and the service for the tablet (used in the field)

Main TOC

General Category: Public Works - WPCF Department WPCF Dept # 661-440

EXPENDITURES	Actual FY2019	Actual FY20	Budget FY21	Expended thru 12/31/2020	FY22 WPCF Supt Request	FY22 BOS & Fin Comm Recommend

EXPENDITURES		Budget FY21	Request FY22	$ Change	% Change	Explanation
5110	Regular Wages	402,257	432,332	30,075	7.48%	increase AA to FT
5132	Overtime	45,000	45,000	-		
5140	Other Wages	14,000	14,000	-		
5211	Electricity TP	140,000	140,000	-		
5211.1	Electricity PS	23,000	23,000	-		
5213	Heating Oil	16,000	16,500	500	3.13%	based on trending use
5280	Solid Waste Disposal	170,000	170,000	-		
5300	Professional Services	90,000	84,000	(6,000)	-6.67%	moved 6K to 5301
5301	Contracted Lab	-	6,000	6,000	100.00%	breakout from 5300
5310	Safety Expenses	6,000	6,000	-		
5320	Professional Development	5,000	5,000	-		
5340	Computer/Office Exp	5,500	6,500	1,000	18.18%	based on trending use
5360	Grounds	4,000	2,500	(1,500)	-37.50%	cut to reflect use
5370	Buildings	18,000	13,500	(4,500)	-25.00%	some to 5371
5371	HVAC	-	6,000	6,000	100.00%	from 5370, current use
5400	Other Equipment	120,000	116,000	(4,000)	-3.33%	reallocated to 5406,5408
5404	Sludge Equipment	20,000	20,000	-		
5406	Water & Hydrants	-	3,000	3,000	100.00%	from 5400
5408	Septage Handling	-	1,000	1,000	100.00%	from 5400
5409	Odor Control	-	-	-		
5410	Pump Station	30,000	30,000	-		
5411	Communications	-	10,000	10,000	100.00%	based on current use
5430	CSO	20,000	20,000	-		
5440	Other operational Supplies	35,000	29,000	(6,000)	-17.14%	moved to 5446
5446	Lab Supplies	-	6,000	6,000	100.00%	moved from 5440
5470	Chemicals (orig budg incl in 5280, 5440)	60,000	60,000	-		
5480	Vehicle Supplies Pickups	6,000	6,000	-		
5582	Uniforms/Clothing	4,000	4,200	200	5.00%	expected contract increase
5740	General Insurance	20,000	20,000	-		
5790	Town Overhead	51,506	54,285	2,779	5.40%	
5791	TFFD Overhead	5,500	5,500	-		
5795	Millers Falls Assessment	220,000	220,000	-		
5796	Millers Falls Overage Charge	55,000	55,000	-		

Town of Montague
Department, Board, Committee, Commission
BUDGET NARRATIVE

FY 22

Complete this form electronically! Be clear and concise!

Department: **Treasurer/Collector** Submitted by: Eileen Seymour

1. **Please describe and provide the rationale for any substantial changes in your FY22 line item budget submission.**

   N/A

2. **Did you receive funding for any special articles in FY21? What is the status of those expenditures/investments?**

   N/A

3. **Did you receive funding for a discretionary account in FY21? What have you purchased to date, at what cost? Looking forward in FY22, what do you expect to purchase at what cost?**

   N/A

4. **To-date in FY21, has your department experienced any notable successes, such as improving or providing new programs or services, or implementing new technologies? If so, please describe.**

   Despite COVID, our collection rates remain stable currently, although we have seen an increase in the number of sewer liens to real estate this year, however, the dollar amount being placed as a lien is slightly lower this year. We made many adjustments to accommodate the public during COVID, including, but not limited to, lengthening due dates, and waiving interest for specific bills. We tried to always put the citizens first to ease concerns that they may have had, and continue to have. FY20 also featured another bonding for $8.9M with the Town procuring a very competitive rate and maintaining our outstanding AA rating with Standard & Poors.

5. **Are there challenges to your department's ability to meet its goals and objectives that are due to its FY21 operating budget? If so, offer your recommendation(s) for improving the situation.**

   The challenge this year will be determining staffing levels and office needs as we had a long-term employee retire in December of 2020. I will not be hiring a part-time associate to fill Tina's position (she moved to full-time with the retirement) until we know the budget impacts and how that will affect each department. I will be using this time to analyze the department needs and see what our staffing model should be both currently and for succession planning.

Main TOC

General Category : General Government | Department | **TREAS/COLLECTOR** | **Dept # 145**

	EXPENDITURES	Actual FY2019	Actual FY20	Budget FY21	Expended thru 12/31/2020	FY22 Level Services Request	FY22 - BOS & Fin Comm Recommend
5111	Wages Full Time	137,937.80	144,351.59	153,813	71,649.11	151,796	
5113	Wages Part Time	26,904.96	27,083.00	22,052	18,249.63	23,575	
5113	Additional P/T Hours (see note below)			1,200		1,200	
5144	Longevity	2,000.00	2,000.00	2,000	900.00	1,300	
5145	Cell Phone Stipend	300.04	300.04	300	150.02	300	
5193	Vacation Buy Back			3,875	4,649.40		
5194	Sick Leave Buy Back			3,500	3,500.00		
	TOTAL PERSONAL SERVICES	167,142.80	173,734.63	186,740	99,098.16	178,171	-
5306	Software Maint, charges	5,233.80	6,184.00	7,200	7,184.00	6,200	
5314	Seminars	345.00	95.00	200		200	
5315	Financial Advisor Services	550.00	1,650.00	2,200	1,650.00	2,200	
5344	Postage	13,397.79	12,794.75	14,000	11,880.40	14,000	
5345	Advertising			750		-	
5420	Office Supplies	6,197.54	6,097.70	6,600	3,403.27	6,400	
5710	Travel	687.04	606.72	750	119.03	750	
5730	Dues & Memberships	90.00	60.00	120	90.00	120	
5740	Insurance	2,960.00	2,960.00	3,000	100.00	3,100	
5781	Tax Title Foreclosure	10,222.24	15,229.29	18,000	8,764.79	20,000	
	TOTAL EXPENSES	39,683.41	45,677.46	52,820	33,191.49	52,970	-
	TOTAL TREASURER/COLLECTOR	206,826.21	219,412.09	239,560	132,289.65	231,141	231,141

13-Nov Received

Staffing - Base Wages excluding Overtime/Shift/Holiday

Date of		Grade/Step	Hourly		Total	Svc

Hire	Title	Anniv	Rate	Hours	Annual	DOH	FY22
10/31/2016	Treasurer/Collector	G8			71,396.00		
	Treasurer MGL Ch41:108P Stipend						
4/9/2012	Treasury & Collections Spec (35/wk)	B9	21.50	1,828.50	39,312.75	4/9/2012	10
4/12/2004	Treasury & Collections Specialist	B11	22.47	1,828.50	41,086.40	4/12/2004	18
	Treasury & Collections Spec (25/wk)	B3	18.71	1,260.00	23,574.60		
	P/t hours based on 6.5,6,6,6.5 schedule					Total	

EXPENDITURES		Budget FY21	Request FY22	$ Change	% Change	Explanation
5111	Wages Full Time	153,813	151,796	(2,017)	-1.31%	
5113	Wages Part Time	22,052	23,575	1,523	6.90%	
5113	Additional P/T Hours (see note below)	1,200	1,200	-		
5144	Longevity	2,000	1,300	(700)	-35.00%	FY21 retirement
5145	Cell Phone Stipend	300	300	-		
5193	Vacation Buy Back	3,875	-	(3,875)		FY21 retirement
5194	Sick Leave Buy Back	3,500	-	(3,500)		FY21 retirement
5306	Software Maint, charges	7,200	6,200	(1,000)	-13.89%	FY21 had one time charge for c
5314	Seminars	200	200	-		
5315	Financial Advisor Services	2,200	2,200	-		
5344	Postage	14,000	14,000	-		
5345	Advertising	750	-	(750)	-100.00%	FY21 ad for replacement staff
5420	Office Supplies	6,600	6,400	(200)	-3.03%	
5590	Equipment < $5K	-	-	-		
5710	Travel	750	750	-		
5730	Dues & Memberships	120	120	-		
5740	Insurance	3,000	3,100	100	3.33%	increase in charges
5781	Tax Title Foreclosure	18,000	20,000	2,000	11.11%	current usage trends

11

STANDARDS FOR INTERCONNECTION OF DISTRIBUTED GENERATION

Exhibit I–Landowner Consent Agreement

(Note: This Consent is to be signed by the owner of the land where the distributed generation installation and interconnection will be placed, when the owner or operator of the distributed generation installation is not also the owner of the land, and the landowner's electric facilities will not be involved in the interconnection of such distributed generation installation.)

This Consent is executed by the Town of Montague, Massachusetts, (the "Landowner"; as used herein the term shall include the Landowner's successors in interest to the Property), as owner of the real property situated in the City/Town of Montague, Franklin County, Massachusetts, known as 12 Sandy Lane, Montague, MA 01376 (the "Property"), at the request of Kearsarge Montague BD LLC (the "Interconnecting Customer"; as used herein the term shall include the Interconnecting Customer's successors and assigns) and for the benefit of NStar Electric Company d/b/a Eversource Energy a Massachusetts corporation with a principal place of business at 800 Boylston Street, 17th Floor, Boston, MA 02199 (the "Company"); as used herein the term shall include the Company's successors and assigns). This pertains to Project Application ID# 6A3081-2018.

1. The purpose of this Consent is to provide the Company with assurance that the installation of a distributed generation facility (the "Facility") by the Interconnecting Customer on the Property has been approved by the Landowner.

2. The Landowner hereby acknowledges that it has authorized the Facility to be installed and operated by Interconnecting Customer on the Property pursuant to agreements between the Landowner and the Interconnecting Customer that are in full force and effect as of the date hereof.

3. The Landowner hereby acknowledges that the Landowner shall look solely to the Interconnecting Customer for the performance of and compliance with all of the terms of any agreements between the Landowner and the Interconnecting Customer, and that the Company shall not, by virtue of any agreement between the Company and the Interconnecting Customer, be deemed to have assumed any obligation or liability to the Landowner.

4. The Company hereby acknowledges that the Company shall look solely to the Interconnecting Customer for the performance of and compliance with all of the terms of any agreements between the Company and the Interconnecting Customer , and that the Landowner shall not, by virtue of any agreement between the Landowner and the Interconnecting Customer, be deemed to have assumed any obligation or liability to the Company.

5. The Landowner hereby grants the Company access as necessary to the Property for Company personnel, contractors or agents, to perform Company's duties under the agreements with the Interconnecting Customer.

6. Landowner acknowledges and agrees that the Company shall have no liability to the Landowner, whether in tort or contract, or under any other legal theory, and specifically excluding any indirect, incidental, special, consequential, or punitive damages of any kind whatsoever, for any loss, cost, claim, injury, liability, or expense, including court costs and reasonable attorney's fees, relating to or

STANDARDS FOR INTERCONNECTION OF DISTRIBUTED GENERATION

arising from (a) the installation or operation of the Facility on the Property, or (b) any act or omission in the Interconnecting Customer's performance of its agreements with the Landowner or the Company, except to the extent caused solely by the negligence or willful misconduct of the Company, its agents, contractors or employees.

7. This Agreement shall be interpreted, governed, and construed under the laws of the Commonwealth of Massachusetts without giving effect to choice of law provisions that might apply the law of a different jurisdiction.

IN WITNESS WHEREOF, the Landowner and the Company have caused this Consent to be executed under seal by its duly authorized representatives.

LANDOWNER

By: ______________________________

By: ______________________________

Name: Town of Montague, Massachusetts

Title: Landowner

Date: ______________________________

COMPANY

By: B.A. J. [signature]

Name: Brett A. Jacobson
Eversource Energy

Title: Manager Distributed Generation

Date: ______________________________

13B

Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Jamey Tesler, Acting Secretary & CEO
Jonathan L. Gulliver, Highway Administrator

massDOT
Massachusetts Department of Transportation
Highway Division

February12, 2021

SUBJECT: Greenfield, Montague, Gill
General Pierce Bridge
Contract# 111028

Steven Ellis
Montague Town Administrator
One Avenue A
Turners Falls, MA 01376

Dear Mr. Ellis:

MassDOT acknowledges receipt of your correspondence dated February 3, 2021 pertaining to the Subject Project and, more specifically, the Select Board's request for MassDOT to consider three proposed alterations to the Project.

MassDOT has requested a formal proposal from Northern Construction pertaining to a single phase, complete closure, in exchange for an expedited project. Once received, the District will contact you to discuss.

The remaining two requests will be discussed when the District has a better understanding of the available funds necessary to undertake this work. There is no Federal Funding contained in this Contract.

Sincerely,

Peter Cavicchi

Peter J. Cavicchi, P.E.
District Highway Director

JPH/
JJD
RM
DAV

811 North King Street, Northampton, MA 01060
Tel: (857) 368-2000 Fax: (857) 368-0200
www.mass.gov/massdot

13c

FirstLight

99 Millers Falls Road
Northfield, MA 01360
Ph: (413) 659-4489
FAX: (413) 659-4459
E-mail: nick.hollister@firstlightpower.com
Nicholas Hollister
Senior Operations Manager, North

February 8, 2021

Town Administrator
c/o Mr. Steven Ellis
Town of Montague
1 Avenue A
Turners Falls, MA 01376

Dear Mr. Ellis,

The Turners Falls Power Canal service outage will take place Monday, September 20, 2021 through Saturday, September 25, 2021. The canal will be drained by 0700 hours, Monday, September 20, 2021 and remain so until Saturday, September 25, 2021. During this time, the canal will be dewatered to perform inspection and maintenance work along the canal at a number of locations.

We will be performing maintenance activities in and around the canal throughout the week. If you have any projects or activities, pertaining to the power canal, scheduled during this period, please contact me regarding coordination and accessibility issues.

It may become necessary to cancel or reschedule this outage due to system load conditions during this period. You will be notified of changes as they occur. If you have any comments or questions regarding this schedule, please call me so we can discuss them.

Very truly yours,

Nick Hollister

Nicholas Hollister
Senior Operations Manager, North

NH:la