

# Montague Selectboard

Held Jointly with the Montague Board of Health and Finance Committee

## Meeting Materials

August 24, 2020



# Board of Selectmen Town of Montague

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

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

Name of applicant Jan Doodly

Name of business/group sponsoring proposed event if applicable: Grandparent Support Group - The United Arc

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

Address 294 Avenue A, Turners Falls

Contact phone 978-575-0152 Contact email janetdoodly@unitedarc.org

FID 04-2267562

Dates of proposed event Sept. 8; Rain Sept 15 Location: Peskeompskut

Hours 12:00 - 1:30 Set Up: 11:30 - 12:00 Clean Up: 1:30

Approximate number of people expected to attend 12

What provisions will be made regarding clean up of site? We will pack up & remove all trash

Will the proposed event be:

- Musical
- Theatrical
- Exhibitions
- Amusements
- Wedding
- Other \_\_\_\_\_

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

This will be a gathering of our Grandparents Raising Grandchildren group. There will be a picnic lunch & amusements for children such as coloring & bubbles.

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

We will use the pavilion at the park.  
We will bring tables & chairs.

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 NA

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)

This will be a short, quiet & low key event.

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

NO need for either

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

First Aid kit will be on premises

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? NA

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

*[Handwritten Signature]*

Date

8/19/20

License fees:

Monday – Saturday = \$25.00 per day

Sunday = \$50.00

*Request waiver of fee*

BOARD OF SELECTMEN – Approval

POLICE CHIEF - Approval / Comments

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\_\_\_\_\_

Date:

\_\_\_\_\_

Date:

\_\_\_\_\_

BOARD OF HEALTH – Approval / Comments

*[Handwritten Signature]*  
\_\_\_\_\_  
*Daniel Wasick*  
\_\_\_\_\_

Date: 8/20/2020

*Safety Plan -*

*People will bring their own chairs.*

*People will sit 6 feet apart; children will be with their grand~~children~~parents.*

*People will be required to wear masks except while eating.*

*Hand sanitizer will be provided.*

*Food will be single serving sandwiches (wrapped) + single serving drinks, chips & dessert.*



UNITARC-02

MPROULX

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/19/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> HUB International New England LLC 1070 Suffield Street Agawam, MA 01001	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>(800) 243-8134</b>		FAX (A/C, No): <b>(413) 731-9539</b>
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b>  The United Arc Inc 294- Avenue A Turners Falls, MA 01376	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A : Philadelphia Insurance Company</b>		
	<b>INSURER B : Liberty Mutual Insurance Co-Assigned Work Comp</b>		
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
<b>INSURER F :</b>			

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Professional Liabili  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		PHPK2148011	7/1/2020	7/1/2021	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>3,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>1,000,000</b> <b>SEXUAL ABUSE</b> \$ <b>1,000,000</b>
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2148004	7/1/2020	7/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ <b>1,000,000</b> BODILY INJURY (Per accident) \$ <b>1,000,000</b> PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ <b>10,000</b>			PHUB727389	7/1/2020	7/1/2021	EACH OCCURRENCE \$ <b>4,000,000</b> AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC531S388853040	7/1/2020	7/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>500,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>500,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>

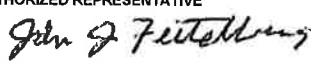
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Grandparent's Day Event, September 2020

Town of Montague is named as additional insured as respects General Liability as required by written contract or written agreement.

## CERTIFICATE HOLDER

## CANCELLATION

Town of Montague 1 Avenue A Turners Falls, MA 01376	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)

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**FY20 COVID Expense Report**

Warrant Date	Vendor #	amount	Acct#	supplies/commodities		
				barriers FEMA	Discription CARES	
3/26/2020	1335	58.64	001-5-211-5451	43.98	14.66	spray bottles, cleaner
3/26/2020	1317	166.82	001-5-420-5451-192	125.12	41.70	lots and lots of gloves, sprayers, bleach, hand sanitizer
3/26/2020	1317	44.90	001-5-420-5451-192	33.68	11.22	10 spray bottles
4/2/2020	4365	1,050.63	001-5-420-5451-192	787.97	262.66	paper towels, cleaners, trash bags
4/2/2020	1278	95.89	600-5-482-5241	71.92	23.97	gloves, cleaning supplies
4/2/2020	1562	225.00	600-5-482-5241		225.00	portable toilet rental
4/2/2020	1604	26.54	001-5-211-5580	19.91	6.63	door chime kit
4/2/2020	1604	18.00	001-5-211-5451	13.50	4.50	bleach, measuring cup
4/9/2020	1955	13.44	661-5-440-5370	10.08	3.36	spray bottles
4/9/2020	1317	33.28	001-5-420-5451-192	24.96	8.32	nozzles
4/16/2020	9011	9.38	227-5-630-5728		9.38	supplies for alternative Eggstravaganza - streamer, pinwheels, etc
4/16/2020	4154	84.00	661-5-440-5440	63.00	21.00	gloves
4/16/2020	1562	195.00	600-5-482-5241		195.00	ADA portable toilet rental
4/23/2020	1772	241.00	001-5-155-5580		241.00	10 power supplies for phones
4/30/2020	3716	102.64	001-5-420-5443-192	76.98	25.66	4 tables to hold protective plexiglass screens
4/30/2020	1270	41.50	227-5-630-5728	31.13	10.37	sani-cloth wipes
4/30/2020	2287	459.24	001-5-420-5430-192	344.43	114.81	acrylic for protective screens
4/30/2020	1979	947.82	001-5-420-5500-422	710.87	236.95	gloves, 3 N95 respirators
4/30/2020	1955	482.75	661-5-440-5440	362.06	120.69	wipes, germicidal cleaner
5/7/2020	9011	51.75	227-5-630-5702	38.81	12.94	mileage to parks for signage
5/7/2020	1604	204.00	600-5-482-5315		204.00	GoToMeeting 1 year
5/7/2020	1604	5.31	600-5-482-5315		5.31	toll free calling
5/7/2020	1604	32.25	001-5-211-5580	24.19	8.06	Family Dollar clorox wipes, lysol, spray bottles
5/7/2020	1604	99.99	001-5-211-5580	74.99	25.00	Amazon non-contact thermometer
5/7/2020	1604	34.99	001-5-211-5580	26.24	8.75	Amazon face shields
5/7/2020	1604	648.00	001-5-420-5451-192	486.00	162.00	hand sanitizer, wipes
5/7/2020	1772	2,590.00	001-5-950-5155-013		2,590.00	2 laptops for WFH
5/14/2020	2106	137.96	001-5-211-5580	103.47	34.49	prisoner spit shields
5/14/2020	1319	26.97	227-5-630-5702	20.23	6.74	caution tape
5/14/2020	1319	35.96	227-5-630-5702	26.97	8.99	caution tape
5/14/2020	9477	59.99	001-5-610-5420	44.99	15.00	medical isolation face mask
5/21/2020	9477	31.81	001-5-610-5420	23.86	7.95	soap
5/21/2020	3705	34.93	227-5-630-5728		34.93	window paint and glitter
5/21/2020	1772	1,145.25	001-5-155-5580		1,145.25	9 Zoom Pro license
5/21/2020	2146	319.80	001-5-155-5580		319.80	DPW iPad
5/21/2020	2146	26.38	001-5-155-5580		26.38	DPW iPad
5/28/2020	1955	157.48	661-5-440-5440	118.11	39.37	hospital type disinfectant
6/4/2020	3814	104.52	001-5-610-5420	78.39	26.13	totes for books
6/4/2020	3814	20.65	001-5-610-5420	15.49	5.16	paper towels
6/4/2020	3093	191.83	001-5-420-5582-422	143.87	47.96	cotton masks
6/4/2020	1604	14.00	227-5-630-5701		14.00	LogMeln
6/4/2020	1604	25.00	227-5-630-5728		25.00	Gift Card - socially distant Eggstravaganza
6/4/2020	2137	119.98	001-5-6105420	89.99	29.99	2 medical isolation face masks
6/4/2020	1871	842.50	001-5-420-5443-192	631.88	210.62	check-in protective shield for Town Clerk
6/4/2020	2586	666.00	001-5-151-5302		666.00	COVID-19 legal
6/11/2020	9090	47.65	001-5-610-5420	35.74	11.91	supplies for making masks
6/11/2020	9090	4.00	001-5-610-5420	3.00	1.00	supplies for making masks
6/11/2020	9090	7.00	001-5-610-5420	5.25	1.75	supplies for making masks
6/11/2020	2913	96.00	001-5-420-5443-422	72.00	24.00	hand sanitizer
6/11/2020	2287	174.96	001-5-420-5443-192	131.22	43.74	supplies for plexiglass shields
6/11/2020	9011	34.50	227-5-630-5702	25.88	8.62	mileage to put up caution tape
6/11/2020	1319	26.97	227-5-630-5702	20.23	6.74	caution tape
6/18/2020	1871	2,527.50	001-5-420-5443-192	1,895.63	631.87	balance of check-in protective shield for Town Clerk
6/18/2020	1317	8.07	001-5-420-5451-192	6.05	2.02	3 gallons bleach
6/18/2020	1317	11.70	001-5-420-5443-442		11.70	paint sticks for voting placards at ATM
6/18/2020	2758	9.27	001-5-420-5443-192	6.95	2.32	2x4x8s

6/25/2020	2585	85.00	001-5-420-5451-192	63.75	21.25	hand sanitizer
6/25/2020	2287	340.20	001-5-420-5443-192	255.15	85.05	acrylic sheets for barriers
6/25/2020	2287	340.20	001-5-420-5443-422	255.15	85.05	acrylic sheets for barriers
6/25/2020	2287	52.40	001-5-420-5443-192	39.30	13.10	boards for barriers
6/25/2020	2287	31.69	001-5-420-5443-192	23.77	7.92	supplies for barriers
6/25/2020	3493	600.00	001-5-113-5586	450.00	150.00	audio/sound for ATM
6/25/2020	2498	2,221.27	001-5-113-5586	1,665.95	555.32	Seek Scan
6/25/2020	2912	9,472.50	001-5-155-5247		9,472.50	computer work for COVID-19
6/25/2020	1317	6.29	001-5-420-5443-422	4.72	1.57	screws for barriers
6/25/2020	1317	14.99	001-5-420-5443-422	11.24	3.75	quart gloss for barriers
7/2/2020	9477	10.19	001-5-610-5420	7.64	2.55	vinyl exam gloves
7/2/2020	2603	618.00	001-5-630-5242	463.50	154.50	backpack sprayer, BruTabs
7/2/2020	2287	87.44	001-5-420-5443-192	65.58	21.86	industrial sprayers, germicidal bleach
7/2/2020	2287	44.24	001-5-420-5443-192	33.18	11.06	parts for barriers
7/2/2020	1317	8.98	001-5-420-5443-192	6.74	2.24	parts for barriers
7/2/2020	1604	56.58	001-5-161-5420	42.44	14.14	hand sanitizing wipes
7/2/2020	1604	81.07	001-5-610-5420	60.80	20.27	plastic for shields
7/2/2020	1604	42.99	225-5-174-5231	32.24	10.75	hand sanitzier for Farmers Market
7/2/2020	1604	27.97	225-5-174-5231	20.98	6.99	hoses for Farmers Market
7/2/2020	1604	79.99	227-5-630-5724	59.99	20.00	thermometer
7/2/2020	1604	14.00	227-5-630-5701		14.00	1 mo GoToMeeting
7/2/2020	1604	559.00	001-5-511-5500	419.25	139.75	vaccine refrigerator
7/2/2020	1772	625.50	001-5-155-5580		625.50	10 MS Exchange Licenses
7/2/2020	1772	270.80	001-5-155-5580		270.80	10 Windows user licenses 2019
				-	-	
7/9/2020	9011	63.25	227-5-630-5702	47.44	15.81	mileage
7/9/2020	2603	245.00	227-5-630-5702	183.75	61.25	disinfectant
7/15/2020	1604	8.78	001-5-610-5420	6.59	2.19	sanitizer, soap
7/15/2020	1604	39.99	001-5-610-5420	29.99	10.00	sanitizer
7/15/2020	2014	9.54	001-5-113-5490	7.16	2.38	ice for ATM water bottles
7/15/2020	1319	17.08	227-5-630-5702	12.81	4.27	caution tape
7/15/2020	1319	9.49	227-5-630-5702	7.12	2.37	safety eyewear
7/15/2020	1319	17.08	227-5-630-5702	12.81	4.27	caution tape
7/15/2020	1319	24.68	227-5-630-5702	18.51	6.17	4 terry towels
7/15/2020	2068	360.00	001-5-420-5451-192	270.00	90.00	6 gallons hand sanitizer, ind bottles
7/15/2020	1562	945.00	001-5-630-5242		945.00	ADA toilet rental
Total		32,302.57		11,446.57	20,856.00	

**FY21 COVID Expense Report**

DETAIL STATEMENT OF ACCOUNTS - EXPENDITURE  
 Itemized Appropriation, Expenditure and Encumbrance Transactions  
 Account = First thru Last; Mask = 225-5-514-####-###  
 From July 2020 to June 2021

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
225-5-514-5100-000	COVID-19 Wages	0.00	3386.31	3386.31	0.00	(3386.31)	0.00
Transaction	Period	Date	Transaction Description	Vnd#	Vendor Name	Document#	Trn Amount
010402-000058	Jul 2020	07/09/20	Payroll Manifest# PR-001328			PR	199.13
010410-000054	Jul 2020	07/16/20	Payroll Manifest# PR-001329			PR	498.04
010414-000055	Jul 2020	07/23/20	Payroll Manifest# PR-001330			PR	477.79
010422-000052	Jul 2020	07/30/20	Payroll Manifest# PR-001331			PR	415.30
010425-000049	Aug 2020	08/06/20	Payroll Manifest# PR-001332			PR	519.93
010430-000054	Aug 2020	08/13/20	Payroll Manifest# PR-001333			PR	668.43
010434-000051	Aug 2020	08/20/20	Payroll Manifest# PR-001334			PR	607.69
						Expenditure Total	3,386.31

225-5-514-5700-000	COVID-19 Expenses	0.00	8305.44	8305.44	0.00	(8305.44)	0.00
Transaction	Period	Date	Transaction Description	Vnd#	Vendor Name	Document#	Trn Amount
010413-000026	Jul 2020	07/16/20	face masks	3093	Northern Safety Co., Inc.	AP V 162205 VE	170.98
010413-000091	Jul 2020	07/16/20	bags for book pick-ups	4365	W B Mason Co, Inc	AP V 162266 VE	53.99
010421-000005	Jul 2020	07/23/20	laptop for SB remote meetings	1772	Dell Marketing.L.P.	AP V 162293 VE	1,326.00
010421-000048	Jul 2020	07/23/20	paper bags,face shields,masks	4365	W B Mason Co, Inc	AP V 162335 VE	94.85
010421-000049	Jul 2020	07/23/20	disinfectant wipes, alcohol	9477	Hickman, Linda	AP V 162336 VE	11.66
010421-000050	Jul 2020	07/23/20	rubbing alcohol	9477	Hickman, Linda	AP V 162337 VE	2.11
010421-000125	Jul 2020	07/23/20	sr Ctr board,saw blade, caster	2287	Home Depot Credit Services	AP V 162408 VE	64.55
010424-000028	Aug 2020	07/30/20	24 days svc	1562	Carsons Cans	AP V 162453 VE	720.00
010424-000029	Aug 2020	07/30/20	disinfectant	2603	Kellco Products, Inc.	AP V 162454 VE	185.00
010424-000036	Aug 2020	07/30/20	7/16-7/25 COVID bal	1616	Cheryl Volpe	AP V 162459 VE	307.50
010424-000071	Aug 2020	07/30/20	sanitizer wipes	4365	W B Mason Co, Inc	AP V 162493 VE	131.88
010424-000098	Aug 2020	07/30/20	walgreens alcohol, gloves	1604	Cardmember Services	AP V 162520 VE	11.98
010424-000099	Aug 2020	07/30/20	walgreens alcohol,gloves,H2O	1604	Cardmember Services	AP V 162521 VE	14.66
010424-000101	Aug 2020	07/30/20	Amazon thermometer	1604	Cardmember Services	AP V 162522 VE	61.20
010424-000117	Aug 2020	07/30/20	Amazon hand sanitizer refill	1604	Cardmember Services	AP V 162538 VE	49.69
010424-000118	Aug 2020	07/30/20	Amazon automatic san dispenser	1604	Cardmember Services	AP V 162539 VE	245.70
010429-000033	Aug 2020	08/05/20	July mileage	9011	Dobosz, Jonathan	AP V 162596 VE	17.25
010429-000114	Aug 2020	08/10/20	8/2-8/8 6 hours	1616	Cheryl Volpe	AP V 162670 VE	270.00
010429-000116	Aug 2020	08/10/20	7/26-8/2 6 hrs	1616	Cheryl Volpe	AP V 162671 VE	270.00
010433-000014	Aug 2020	08/13/20	notice of new polling location	1578	CityMail Incorporated	AP V 162698 VE	1,410.00
010433-000088	Aug 2020	08/17/20	Zoom license BOA	1772	Dell Marketing.L.P.	AP V 162767 VE	118.72
010433-000097	Aug 2020	08/17/20	8/9-8/15 9 hrs	1616	Cheryl Volpe	AP V 162775 VE	405.00
010433-000109	Aug 2020	08/17/20	4 boxes 50 masks	3093	Northern Safety Co., Inc.	AP V 162786 VE	90.60
010437-000091	Aug 2020	08/19/20	Exterior ballot box	1120	American Security Cabinets	AP V 162903 VE	2,218.00
010437-000133	Aug 2020	08/19/20	antibacterial wipes (2)	9477	Hickman, Linda	AP V 162941 VE	6.16
010437-000134	Aug 2020	08/19/20	nitrile gloves	9477	Hickman, Linda	AP V 162942 VE	15.93



D E T A I L   S T A T E M E N T   O F   A C C O U N T S   -   E X P E N D I T U R E  
 Itemized Appropriation, Expenditure and Encumbrance Transactions  
 Account = First thru Last; Mask = 225-5-514-####-###  
 From July 2020 to June 2021

(Continued from prior page)

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
010437-000135	Aug 2020 08/19/20 disinfectant wipes, cleaner		9477	Hickman, Linda	AP V 162943	VE	9.00
010437-000136	Aug 2020 08/19/20 alcohol, hand sanitizer		9477	Hickman, Linda	AP V 162944	VE	7.42
010437-000137	Aug 2020 08/19/20 rubbing alochol		9477	Hickman, Linda	AP V 162945	VE	5.00
010437-000138	Aug 2020 08/19/20 gloves		9477	Hickman, Linda	AP V 162946	VE	10.61
						----- Expenditure Total	8,305.44

D E T A I L   S T A T E M E N T   O F   A C C O U N T S   -   E X P E N D I T U R E  
 Itemized Appropriation, Expenditure and Encumbrance Transactions  
 Account = First thru Last; Mask = 225-5-514-####-###  
 From July 2020 to June 2021

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
	Report Totals	0.00	11691.75	11691.75	0.00	(11691.75)	0.00

## Burn Dump Cap and Solar Construction Project Discovery of Additional Uncapped Debris Area

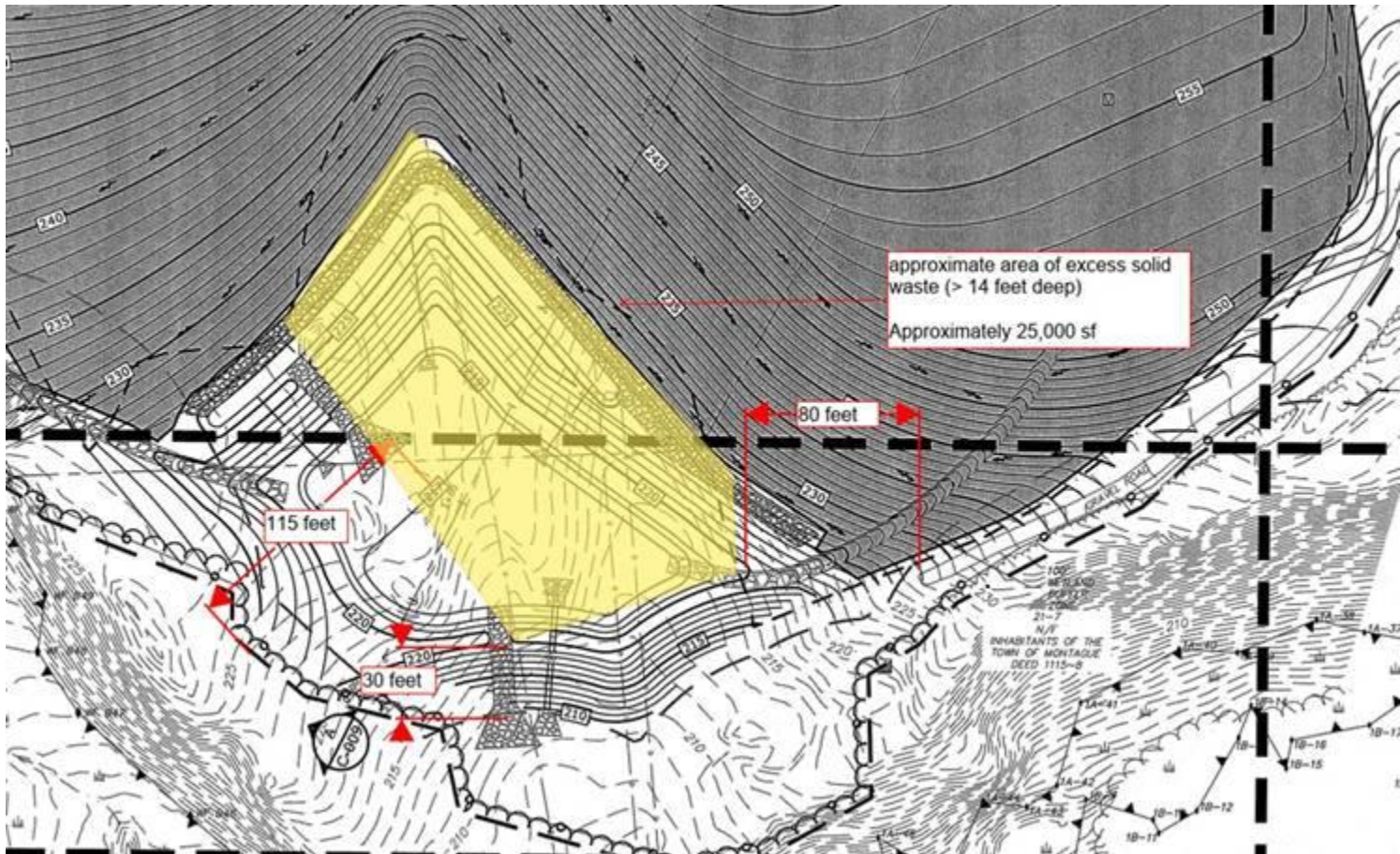
8a

**From:** Ryan DaPonte <[rdaponte@gza.com](mailto:rdaponte@gza.com)>  
**Date:** July 21, 2020 at 12:13:15 PM EDT  
**Subject:** Sandy Lane Burn Dump - Excess Solid Waste: SOUTHERN END

While excavating for the stormwater pond associated with the landfill closure, solid waste was encountered beneath the stormwater pond subgrade elevation. In the original design documents, the waste delineation showed that solid waste was not present under the stormwater pond.

Earlier today, GZA directed Bates to dig a series of test pits in order to document the areas where excess waste was present and to attempt to determine the depth of this waste. The areas where excess soil waste were determined to exist are shown in the sketch below. In these areas, solid waste appeared to continue to depths below the groundwater table. In the deepest test hole excavated, solid waste was present at depths greater than 14 feet below the ground surface. This represents a significant volume and area of solid waste that is not accounted for in the MassDEP approved Corrective Action Design (CAD).

GZA recommends that we evaluate if the solid waste can remain in place and be capped in the stormwater pond area, or if it needs to be removed in order to allow for the stormwater pond to infiltrate. In order to make this assessment, we need to review the entire CAD permit application package that was submitted to MassDEP.

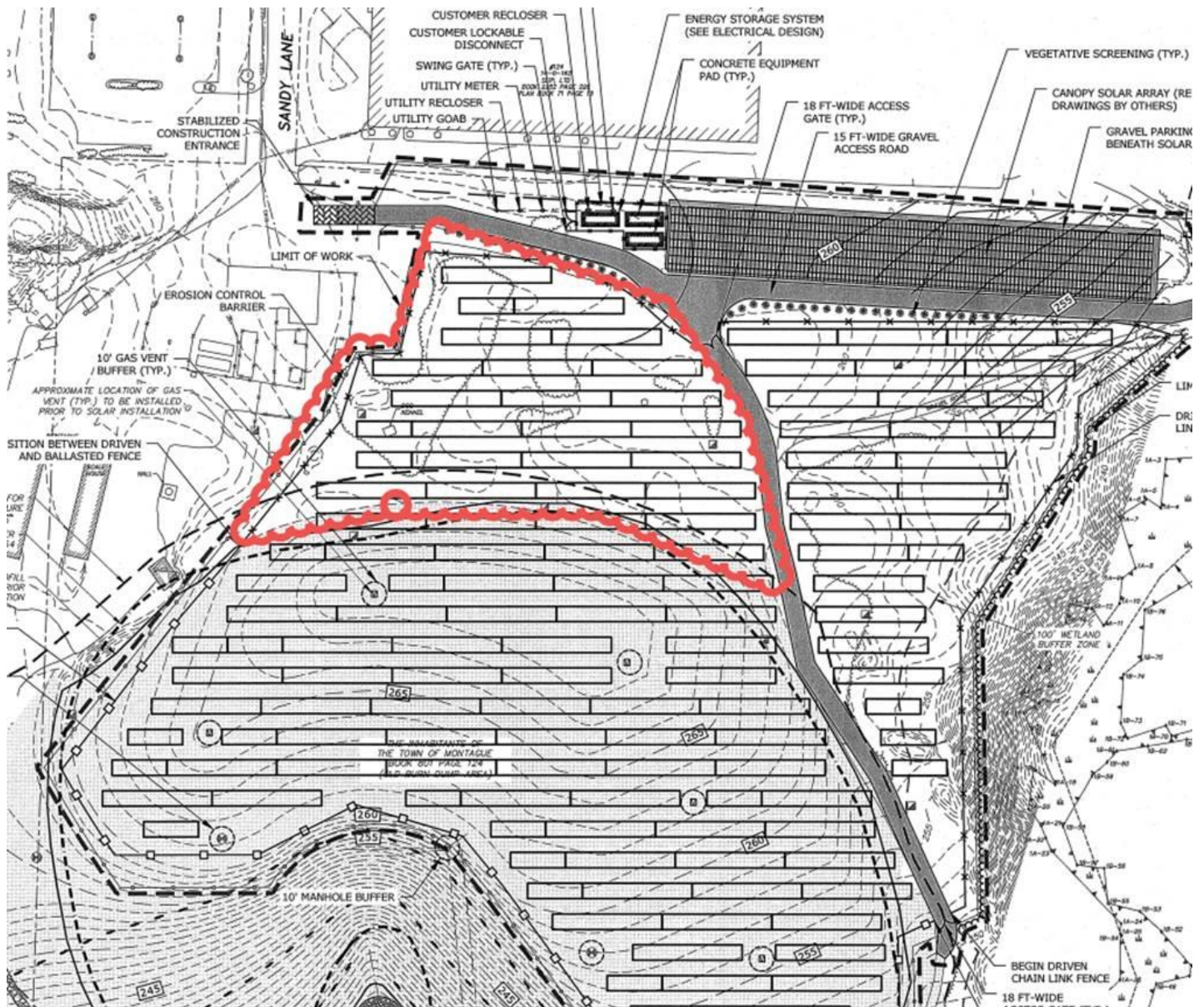


*The gray area defines the design waste footprint – the yellow area is the additional waste delineated today.*

**From:** Ryan DaPonte <[ryan.daponte@gza.com](mailto:ryan.daponte@gza.com)>  
**Date:** August 6, 2020 at 2:27:43 PM EDT  
**Subject:** Montague BD - Additional Solid Waste: Northern End

Walter,

Earlier today, Industria and Bates excavated multiple test pits in the areas of planned electrical equipment for the solar area. Solid waste was encountered in some of these test pits, which are located north of the final landfill cover design included in the CAD application. GZA and Bates performed additional test pitting to determine the extents of the solid waste. There appears to be areas of solid waste within in the clouded area below (between the current landfill cap and the car port). GZA and Bates will continue to define and survey the extents of the solid waste on Monday. I should have a better update of the waste extents by the middle of next week. It is likely that the landfill cap will need to be extended to include this area. Please let me know if you have any questions.



REQUEST FOR TRANSFER FROM THE RESERVE FUND

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6 of the Massachusetts General Laws.

- 1. Amount requested: \$ 50,000.00
- 2. To be transferred to account number 001-5-950-5420-833  
Account Title Capping Burn Dump
- 3. Present balance in said line item appropriation: \$81,414.55  
**(balance committed through contract)**

The amount requested will be used for (give specific purpose): This request will cover engineering required to extend planned Burn Dump cap following identification of about 1 acre of land containing debris. Discovery was made during ongoing capping project, as specified in the Corrective Action Design (CAD) Plan approved and required by MA DEP. The Town intends to enter into a contract with the site engineer, GZA.

This expenditure is extraordinary and/or unforeseen for the following reasons: The Town and MA DEP were surprised by this discovery, which occurred during construction of the Burn Dump cap by Kearsarge Solar, through an agreement with the Town. The capping process is partially completed and DEP requires immediate action to ensure it is completed in accordance with permit deadlines, which may only be modestly extended to comply with time needed for engineering and additional construction. The Town has sole responsibility for engineering costs associated with the project.

\_\_\_\_\_  
Steven Ellis Date: \_\_\_\_\_

ACTION OF OVERSIGHT BOARD

Date of Meeting: \_\_\_\_\_ Number present & voting: \_\_\_\_\_  
Transfer recommended in the amount of \$ \_\_\_\_\_ Transfer disapproved: \_\_\_\_\_  
Chairperson \_\_\_\_\_

ACTION OF FINANCE COMMITTEE

Date of Meeting: \_\_\_\_\_ Number present & voting: \_\_\_\_\_  
Transfer voted in the amount of \$ \_\_\_\_\_ Transfer disapproved: \_\_\_\_\_  
\_\_\_\_\_  
Chairperson, Finance Committee



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GEOTECHNICAL  
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ECOLOGICAL  
WATER  
CONSTRUCTION  
MANAGEMENT

188 Valley Street  
Suite 300  
Providence, RI 02909  
T: 401.421.4140  
F: 401.751.8613  
www.gza.com

August 20, 2020  
File No. 18-222

Walter Ramsey  
Town Planner  
Town of Montague  
1 Avenue A  
Turners Falls, MA 01376

Re: Corrective Action Design Modification  
Former Sandy Lane Burn Dump  
Montague, Massachusetts

GZA GeoEnvironmental, Inc. (GZA) is pleased to provide this proposal to The Town of Montague (Client) for engineering services to modify the Corrective Action Design (CAD) of a final cover system for the former burn dump off Sandy Lane in Montague, MA. This proposal has been prepared based on a discussion with Stephen Ellis and Walter Ramsey of the Town of Montague on August 17, 2020.

#### PROJECT BACKGROUND

As of this date, the Landfill has not received final cover and is not considered to be closed in accordance with the MassDEP regulations. Therefore, the Town submitted a CAD (prepared by Tighe and Bond) to construct the final cover system over the Landfill prior to installing the proposed solar array system. The CAD was approved and MassDEP issued the Post Closure Use Permit (PCUP) on April 5, 2019 under Authorization Number SW26-0000014 and the CAD was approved on April 5, 2019 under Transmittal Number X272789.

Bates commenced construction earthwork activities on June 29, 2020 and mobilized construction equipment to the site for use in subgrade preparation activities. Between June 30, 2020 and July 10, 2020, Bates began to prepare landfill cap subgrade surface.

Between July 20 and July 23, 2020 solid waste was encountered while preparing the subgrade for the proposed stormwater detention pond. The buried waste limits are observed to extend outside the previously identified limits of the landfill and associated proposed landfill cap area. In the CAD permit design documents, the delineated waste edge did not extend into the stormwater pond area.

GZA and Bates excavated a series of test pits in order to document the areas where excess waste was present and to attempt to determine the extent and depth of the waste area. In total, solid waste was determined to be present within an approximately 50,000 square foot area under the proposed stormwater pond. In the deepest test hole excavated, solid waste was present at depths greater than 14 feet below the ground surface. With the Town's authorization, GZA notified the MassDEP on July 23rd of the additional buried waste area underlying the pond area.

On August 10, 2020, Industria Engineering and Bates excavated multiple test pits in the areas of planned electrical equipment for the solar area. Solid waste was encountered in some of these test pits, which are located north of the final landfill cover design included in the CAD application. On August 11, 2020, GZA and Bates performed additional test pitting to determine the extents of the solid waste. The limits of solid waste were determined to encompass approximately 22,000 square feet.



GZA discussed these findings with James Scheffler of MassDEP during a site meeting on August 13, 2020. Mr. Scheffler indicated that existing CAD permit would need to be redesigned to include landfill cap design for the southern pond area and that the landfill cover system would be extended to include the northern waste area. The permit modification would require a BWP-SW-45 application submission to MassDEP including supporting design drawings and calculations.

## **OBJECTIVES**

GZA's objective is to provide engineering services associated with extension of the landfill cover system to include the southern pond area, redesign the pond to accommodate the capping system and maintain water quality treatment and capping of the northern waste area.

## **SCOPE OF SERVICES**

Our engineering services will include the following work tasks:

### **Task 1. Southern Pond Landfill Cover System Design Modification**

GZA will prepare a design to extend the landfill cap to encompass the southern pond landfill area (cap in-place) and redesign the pond and associated stormwater conveyance systems. GZA's design concept includes placing a geomembrane liner over the additional solid waste encountered in the southern waste area, which includes the entire pond area. The stormwater pond will be redesigned to include a sand filter with a lined underdrain and new outlet structure. As part of the southern pond redesign, an underdrain system will be required to ensure the pond drains and maintains its hydraulic capacity after storm events. In addition this task includes, redesign of the proposed stormwater collection swales and groundwater conveyance system. Landfill cap subgrade and final grading will be modified in certain areas as part of the design modification. The landfill cover design will be in accordance with MassDEP Landfill Technical Guidance Manual (1997) and 310 CMR 19.0000.

In order to modify the design, GZA will review the original CAD application prepared by Tighe and Bond to evaluate the compatibility of the proposed additional landfill cover system and to verify the hydrological calculations associated with CAD pond design to meet the original design intent. GZA will revise the hydrological model as needed to redesign the pond. The pond redesign will be summarized in a design report, which will be submitted to MassDEP as part of Task 3.

As part of this task GZA will prepare the following drawings for permitting and construction:

- Waste Delineation and Exploration Location Plan
- Revised Site Wide Capping limits
- Revised Cap Subgrade Grading Plan
- Revised Final Grading Plan
- Pond Cross Sections
- Pond Outlet and Underdrain Details
- Revised Erosion and Sediment Controls and Details
- Landfill Capping Details

### **Task 2. Northern Waste Area Landfill Cover System Design Modification**

GZA will prepare a drawings that show the landfill cap extending to cover this additional area of waste located to the north of the existing landfill cover design (cap in-place). As part of the design, the landfill cover system extension grading will be modified to will conform with the minimum slope requirements of the MassDEP Landfill Technical Guidance



Manual (1997). The limits of buried waste and associated explorations, grading, cap limits and details will be included as part of the drawings set developed in Task 1.

**Task 3. MassDEP BWP SW 45 Presumptive Approval Application**

GZA will prepare and submit the MassDEP BWP SW 45 Presumptive Approval Application Form to MassDEP to file for modification and extension of the original permit. GZA has assumed that application fees will be paid directly by the Town to MassDEP, if such are required. A representative from the Town will be required to sign the application. As part of this submittal GZA will prepare a cover letter summarizing the newly identified areas of buried waste, associated field investigation activities to delineate the extend of the buried waste, the expanded capping limits and a summary of the requested CAD modification. Drawings, calculations, and design reports generated as part of Task 1 above will be attached to the letter to support modification request.

**BASIS OF CHARGES AND FEE ESTIMATE**

Our estimate to complete the scope of work described above is itemized in the table below. Billings for GZA’s professional services will be on a lump sum or unit cost basis in accordance with the estimates provided in the table below.

Task		Estimated Cost
Task 1	Southern Waste Area Landfill Cover System Design Modification	\$35,000.00
Task 2	Northern Waste Area Landfill Cover System Design Modification	\$10,000.00
Task 3	MassDEP BWP SW 45	\$5,000.00
<b>Estimated total cost</b>		<b>\$50,000.00</b>

**SCHEDULE**

GZA will be able to start work immediately upon the receipt of the Notice to Proceed. We estimate that it will take approximately five (5) weeks to complete Tasks 1- 3

*GZA is submitting this proposal with the belief that we will be able to fulfill the scope requirements during this COVID-19 Pandemic crisis. If performance is rendered impossible because of the impacts of COVID-19, GZA will notify Client of that Force Majeure event.*

**TERMS AND CONDITIONS AND PROPOSAL ACCEPTANCE**

This proposal is considered an addendum to our executed agreement for services dated April 23, 2020 and is subject to the same Terms and Conditions of Engagement. Notwithstanding the foregoing, You agree to hold harmless, indemnify, and defend GZA and its affiliates and subcontractors and their employees, officers, directors and agents (collectively referred to in this paragraph as "GZA") against all claims, suits, fines and penalties, including mandated cleanup costs and attorneys' fees and other costs of settlement and defense, which claims, suits, fines, penalties or costs arise out of or are related to this Agreement or the services, except to the extent





they are caused by GZA's negligence or willful misconduct. GZA will not be responsible for the acts or omissions of engineer, contractors or others at the Site, except for its own subcontractors and employees. GZA will not supervise, direct or assume control over or the authority to stop any other party's work, nor shall GZA's professional activities nor the presence of GZA or its employees and subcontractors be construed to imply that GZA has authority over or responsibility for the means, methods, techniques, sequences or procedures of construction, for work site health or safety precautions or programs, or for any failure of other party's to comply with contracts, plans, specifications or laws.

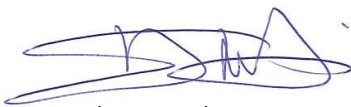
***This proposal may be accepted by signing in the appropriate spaces below and returning one complete copy (with attachments) to us.*** This Proposal for Services and Terms and Conditions shall constitute the entire agreement between the parties. The fees in this proposal may be subject to change if not accepted within 30 days from the date of issue. Issuance of a purchase order implicitly acknowledges acceptance of the attached Terms and Conditions.


Thank you for the opportunity to submit this proposal. If you have any questions, please do not hesitate to call us.

Very truly yours,

GZA GEOENVIRONMENTAL, INC.

  
Ryan DaPonte, P.E.  
Project Manager

  
Matthew Smith, P.E., LSP  
Consultant Reviewer

  
Todd R. Greene, P.E. <sup>RI</sup>  
Associate Principal

Attachments: Schedule of Fees (2020)

This Proposal for Services and Terms and Conditions of Engagement are hereby accepted and executed by a duly authorized signatory, who, by execution hereof, warrants that he/she has full authority to act for, in the name of, and on behalf of The Town of Montague.

**TOWN OF MONTAGUE**

By: \_\_\_\_\_ Title: \_\_\_\_\_

Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Billing Address (if different from above):  
\_\_\_\_\_  
\_\_\_\_\_



# Schedule of Fees – Calendar Year 2020

Client (“You”): Town of Montague  
Proposal No: 03.P000222.18  
Date: August 20, 2020

Senior Principals	\$ 230 per hour
Principals	\$ 225 per hour
Associate Principals	\$ 215 per hour
Senior Technical Consultant	\$ 215 per hour
Senior Project Manager	\$ 190 per hour
Project Manager	\$ 165 per hour
Assistant Project Manager	\$ 145 per hour
Engineer/Geologist I	\$ 115 per hour
Engineer/Geologist II	\$ 110 per hour
CAD Designer Grade I	\$ 140 per hour
CAD Designer Grade II	\$ 115 per hour
CAD Designer Grade III	\$ 105 per hour
Senior Administrative Assistant	\$ 108 per hour
Administrative Assistant	\$ 88 per hour
Project Support	\$ 75 per hour
Outside Services and Out-of-Pocket Expenses	Cost Plus 15%

The above rates for Technical and Support Personnel will be charged for actual time worked on the project. In addition there will be charges for:

- ... Time required for travel from Company office to job or meeting site and return, or from/to home if mileage is less.
- ... For work requiring out-of-town overnight stay, the minimum charge for work on the project will be eight (8) hours per day.
- ... Laboratory service charges based on standard unit prices.
- ... Communication fee charged at 3.0% of labor invoiced for total cost of local, long distance, and cellular phone equipment and connectivity; electronic data communication and transmission; facsimile and document scanning; and USPS postage.
- \* *A fifty percent (50%) premium will be added to the above rates for expert witness and other special services of Senior Principals, Principals, and Associate Principals.*
- \* *Labor rates may be adjusted on an annual basis commensurate to salary increases.*



99 Millers Falls Road  
Northfield, MA 01360  
Ph: (413) 659-4515  
FAX: (413) 659-4459

Email: [elizabeth.bazler@firstlightpower.com](mailto:elizabeth.bazler@firstlightpower.com)

**Beth Bazler**

**Senior Land and Compliance Specialist**

August 15, 2020

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

Dear Steve:

The Town of Montague has been aware of erosion on FirstLight Property between 89 and 103 Millers Falls Road caused by a Town drainage pipe since being notified by FirstLight via email on 12/3/2019. At that time, FirstLight's review of historical aerial photos led us to determine that the erosion had been ongoing for several years, and it was not threatening any roads, paths, or homes. A joint site visit occurred on 12/10/19, and after that, snow and ice hindered site access and planning by the Town. Another joint site visit occurred on 3/10/20, and on 3/15/20, FirstLight notified the Town that an engineered plan for the pipe and erosion repair would be required. In mid-March, both Town and Company resources pivoted toward COVID-19 response.

On Monday, July 30, 2020, Joe Lucas of FirstLight did a routine site visit and found the eroded area appeared to have doubled or tripled in size. FirstLight fenced off the walking path at the top of the slope to prevent public access. Tom Bergeron was notified, did a site visit, and he communicated with Walter Ramsey about the situation. Since July 30, 2020, the erosion has continued to progress, and the toe of slope on the other side of the drainage, below 89 and 83 Millers Falls Road, has also begun to erode.

There are two homes upslope of the newly observed eroding location below 89 and 83 Millers Falls Road, and the historical erosion spot is continuing to grow with each new heavy rain event, which deeply concerns FirstLight. It is FirstLight's opinion that it is essential that the Town begin work on this project immediately. Could engineered design be provided within the next couple of weeks and the work scheduled as soon as practical after that? Many thanks.

Respectfully,

A handwritten signature in blue ink, appearing to read "Beth Bazler".

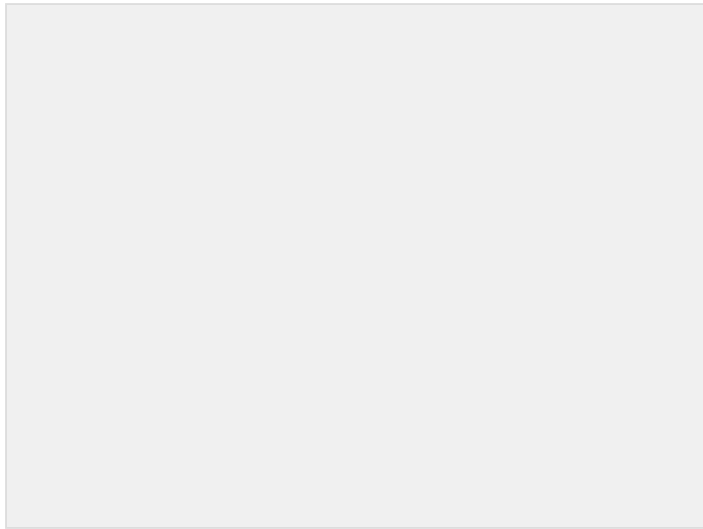
Beth Bazler



# Town of Montague, Massachusetts

## Property Record Card Card 1 of 1

ID: **11-0-048** Book / Page: **7390-169**



**Owner:** FIRSTLIGHT MA HYDRO LLC  
**Co-Owner:**  
**Mailing Address:** 111 SOUTH BEDFORD ST STE 103  
 BURLINGTON MA 01803

**Assessment:** Total: 27003  
 Building: 0, Land: 27003, Yard: 0

**Sales History**

<u>Grantor</u>	<u>Legal Reference</u>	<u>Sale Date</u>	<u>Sale Price</u>
WESTERN MASS ELECTRIC CO	7390-169	7/16/2019	1
WESTERN MASS ELECTRIC CO,	3604-21	3/14/2000	1
	856 174	2/6/1963	

MainStreetGIS, LLC  
[www.mainstreetgis.com](http://www.mainstreetgis.com)

**Land Information**  
 Land Area: 27 AC / 1176272 SQ FT Zoning: UNRESTRIC  
 Land Use: 390 -  
 Neighborhood: 3 - C3

**Building Information**  
 Units: 0  
 Year Built:  
 Style:  
 Rooms:  
 Bedrooms:  
 Baths:  
 Half Baths:

Stories:  
 Heat Fuel:  
 Heat Type:  
 Roof Structure:  
 Roof Covering:  
 Kitchens:  
 Fireplaces:

<u>Extra Feat. / Yard Items</u>	<u>Area</u>	<u>Assessment</u>
<u>Type</u>		

<u>Sub Areas</u>	<u>Area</u>	<u>Assessment</u>
<u>Type</u>		

Printed from: <http://www.mainstreetmaps.com/ma/montague/>



Stantec Consulting Services Inc.  
5 Dartmouth Drive Suite 200, Auburn NH 03032-3984

August 19, 2020  
File: 195113356

**Attention: Mr. Walter Ramsey, AICP**  
Town Planner  
Town of Montague  
1 Avenue A  
Turners Falls, MA 01376

Dear Mr. Ramsey,

**Reference: Chestnut Hill Loop Road Bridge Replacement (MassDOT Bridge No. M-28-030)  
Bidding and Engineering Services During Construction**

As previously discussed, please find enclosed for review and approval a proposed scope and fee to redesign the guardrail for bidding, to create and assist the City with obtaining Access Agreements for the associated work, obtain MassDOT approval and to perform engineering services for the Town bidding and the construction for the Chestnut Hill Loop Road Bridge Replacement Project. We have developed our scope and fee based on the anticipated costs to providing the Town with bidding services, construction inspection, construction administration and coordination with MassDOT. All, services will be performed in accordance with the requirements associated with MassDOT regulations and funding requirements. It should be noted that task#6 has already been completed by Stantec to expedite obtaining access agreements for the project. The following is an outline of our proposed scope and associated fee, a tabulated summary of the basis of these totals is also attached for your use and review:

<b>Task#4A – Final Design Updates for Bidding</b> .....	\$4,747
<ul style="list-style-type: none"> <li>• Update the MassDOT approved plans to reflect the revised guardrail configuration</li> <li>• Submit the revised plans and specifications to MassDOT to updated approval</li> <li>• Update the plans and specifications for Bidding</li> <li>• Provide updated technical specifications and include weathered guardrail</li> <li>• Provide an Owners Bid Add Alt for 'weathered' guardrail in the Specifications</li> <li>• Re-Issue Mylars to MassDOT for recording</li> </ul>	
<b>Task#6 – Access Agreements</b> .....	\$2,156
<ul style="list-style-type: none"> <li>• Create three (3) access agreements for temporary access for the project</li> <li>• Assist the town with obtaining sign off on access agreements for construction</li> </ul>	
<b>Task#7 – Bidding Services</b> .....	\$6,958
<ul style="list-style-type: none"> <li>• Coordinate with MassDOT during Bidding</li> <li>• Coordinate with the Massachusetts General Register,</li> <li>• Advertise the Bidding of the Project,</li> <li>• Create and Maintain an FTP Site for Bidding,</li> <li>• Distribute plans to potential bidders,</li> <li>• Issue Addenda during bidding (Assumes 2)</li> </ul>	

**Reference:** Chestnut Hill Loop Road Bridge Replacement (MassDOT Bridge No. M-28-030)  
Bidding and Engineering Services During Construction

- Respond to Questions during bidding,
- Attend and Run the Bid Opening for the Town,
- Review and summarize the received bids,
- Provide a formal bid summary and recommendation to award the project,
- Notify MassDOT and the Massachusetts General Register of bid results,

**Task#8 – Construction Administration.....\$23,313**

- Coordinate contract document execution,
- Attend a Pre-Construction Conference,
- Process, review and provide responses for shop drawings submittals for the project (Assumes 20)
- Process, review and provide responses to RFI's during construction (Assumes 10)
- Conduct Monthly Project Progress Meetings (Assumes 3)
- Perform labor compliance reviews per funding requirements,
- Review payment requisitions received from the Contractor during Construction (Assumes 5),
- Issue Work Change Directives (Assumes 5)
- Review and Issue Project Change Orders (Assumes 2)
- Contract Closeout and Punchlist Procedures

**Task#9 – Construction Monitoring.....\$27,958**

- Review and Confirm Construction Baseline Layout
- Perform On-site part-time construction monitoring (assumes 20 hours per week average)
- Create record drawings for the Town and MassDOT

**TOTAL – Bidding and Construction Engineering Services.....\$65,132**

We have attached for your review and execution an Authorization for Additional Services (AAS) for this scope of work which will serve as an Amendment to the Agreement for Professional Services Contract between The Town of Montague and Stantec Consulting Services Inc., executed on August 14, 2019 for the design of the replacement Chestnut Hill Loop Road Bridge (MassDOT Bridge No. M-28-030)

Should you have any questions or need any additional information please feel free to contact me.

Respectfully Submitted,

**Stantec Consulting Services, Inc.**



**Bryan Ruoff, PE**  
Associate  
Phone: 603-206-7548  
Fax: 603-669-7636  
Bryan.Ruoff@stantec.com



**Rene LaBranche**  
Senior Principal  
Phone: 603-669-8672  
Fax: 603-669-7636  
Rene.LaBranche@stantec.com

Attachment: LOE Summary  
c. Tom Bergeron, Town of Montague, MA  
Rene LaBranche, Stantec

Stantec Consulting  
 Manhour Estimate - Design Update, Bidding and Construction Services  
 Town of Montague, MA  
 Chestnut Hill Loop Bridge Replacement over Chestnut Hill Brook

19-Aug-20

Est by: BMR  
 Ckd by: RL

Bidding and Engineering Services During Construction	Principal In Charge (PIC)	Project Manager (PM) Structural Engineer	Staff Engineer	Residential Project Representative (RPR)	Hours/ Fee SubTotal
Hourly Rate	\$200.00	\$151.00	\$105.00	\$105.00	
<b>4a. Final Design Updates for Bidding</b>					
- Update Guardrail		1.0	8.0		9.0
- Submit revised plans to MassDOT		1.0	2.0		3.0
- Update Plans and Specs for Bidding	2.0	4.0	12.0		18.0
- Technical Specs for Weathered GR		2.0			2.0
- Update Bid to Provide Owners Bid Add Alt			2.0		2.0
- Update and Re-Issue Mylars to MassDOT		1.0	4.0		5.0
<b>TASK#4A HOUR SUBTOTAL</b>	<b>2.0</b>	<b>9.0</b>	<b>28.0</b>	<b>0.0</b>	<b>39.0</b>
Dollars	\$400.00	\$1,359.00	\$2,940.00	\$0.00	\$4,699.00
<b>TASK#4A SUBTOTAL</b>				Expenses (Postage)	\$48.00
					<b>\$4,747.00</b>
<b>6. Access Agreements</b>					
- Research Existing Abutters		1.0	2.0		3.0
- Create Maps for Access Agreements		1.0	3.0		4.0
- Create Three (3) Access Agreements	1.0	2.0	3.0		6.0
- Assist the Town in Obtaining Access Agreements		2.0	2.0		4.0
<b>TASK#6 HOUR SUBTOTAL</b>	<b>1.0</b>	<b>6.0</b>	<b>10.0</b>	<b>0.0</b>	<b>13.0</b>
Dollars	\$200.00	\$906.00	\$1,050.00	\$0.00	\$2,156.00
<b>TASK#6 SUBTOTAL</b>					<b>\$2,156.00</b>
<b>7. Bidding Services</b>					
- Coordinate with MassDOT during Bidding		2.0	2.0		4.0
-Coordinate with MA Gen. Reg.			4.0		4.0
- Advertise for Bidding			2.0		2.0
- Create and Maintain FTP Site for Bidding			2.0		2.0
- Distribute Plans to Bidders			4.0		4.0
- Issue Addenda (Assumes 2)	2.0	4.0	4.0		10.0
- Respond to Questions During Bidding		4.0			4.0
- Attend Bid Opening		4.0			4.0
- Review and Summarize Bids	2.0	2.0	4.0		8.0
- Provide Formal Bid Summary		2.0	4.0		6.0
- Bid Result Notifications			2.0		2.0
<b>TASK#7 HOUR SUBTOTAL</b>	<b>4.0</b>	<b>18.0</b>	<b>28.0</b>	<b>0.0</b>	<b>50.0</b>
Dollars	\$800.00	\$2,718.00	\$2,940.00	\$0.00	\$6,458.00
<b>TASK#7 SUBTOTAL</b>				Expenses (Bid Advertising)	\$380.00
				Expenses (Mileage)	\$120.00
					<b>\$6,958.00</b>
<b>8. Construction Administration</b>					
- Coordinate Contract Document Execution		2.0	4.0		6.0
- Attend Pre-Construction Conference		4.0		4.0	8.0
- Submittal Reviews (Assumes 20)	4.0	20.0	60.0		84.0
- Respond to RFIs (Assume 10)	2.0	10.0	20.0		32.0
- Conduct Monthly Project Meetings (Assume 3)		12.0			12.0
- Labor Compliance Review			8.0		8.0
- Pay Req Reviews		5.0			5.0
- Work Change Directives (WCD) (Assumes 5)	2.0	5.0	5.0		12.0
- Change Orders (Assumes 2)	2.0	4.0			6.0
- Contract Closeout	1.0	6.0			7.0
<b>TASK#8 HOUR SUBTOTAL</b>	<b>11.0</b>	<b>68.0</b>	<b>97.0</b>	<b>4.0</b>	<b>180.0</b>
Dollars:	\$2,200.00	\$10,268.00	\$10,185.00	\$420.00	\$23,073.00
<b>TASK#8 SUBTOTAL</b>				Expenses (Mileage)	\$240.00
					<b>\$23,313.00</b>
<b>9. Construction Monitoring</b>					
- Part Time Construction Monitoring				206.0	250.0
- Record Drawings	2.0	8.0	24.0		34.0
<b>TASK#9 HOUR SUBTOTAL</b>	<b>2.0</b>	<b>8.0</b>	<b>24.0</b>	<b>206.0</b>	<b>284.0</b>
Dollars	\$400.00	\$1,208.00	\$2,520.00	\$21,630.00	\$25,758.00
<b>TASK#9 SUBTOTAL</b>				Expenses (Mileage)	\$2,200.00
					<b>\$27,958.00</b>
<b>Total</b>					<b>\$65,132.00</b>



**AUTHORIZATION FOR ADDITIONAL SERVICES**

		Date	19 August 2020
"STANTEC"	STANTEC CONSULTING SERVICES INC.	STANTEC Project #	195113356
		STANTEC Pipeline #	718763
	5 Dartmouth Drive, Suite 200, Auburn, NH 03032 Ph: (603) 669-8672 Fx: (603) 669-7636 email: rene.labranche@Stantec.com		
CLIENT	TOWN OF MONTAGUE, MA	Client Project #	
	One Avenue A, Turners Falls, MA 01376 Ph: (413) 863-3200 Fx: email: Planner@Montague-ma.gov		

Project Name and Location:	Chestnut Hill Loop Road Bridge Replacement CA Services	Change Order #	1
----------------------------	---	----------------	---

This is authorization for STANTEC to perform additional services on the project as noted above.

- A. STANTEC agrees to perform the following additional service(s):  
  
Additional engineering services during construction performed to date as outlined in Stantec's August 19, 2020 letter.
- B. CLIENT agrees to compensate STANTEC for such additional services in accordance with the terms of the initial agreement for additional amount(s) stated below:  
  
A time and materials reimbursement estimated cost of \$65,132 to be invoiced and paid at the completion of work at Stantec's hourly rates and direct expense costs.
- C. All other terms and conditions of the original agreement shall remain in full force and effect.

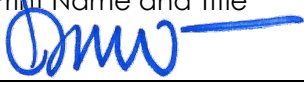
Effect on Schedule: Bid and Construct Project per the Direction of the Town for the options outlined in Stantecs August 19, 2020 bidding and construction schedule options.

By signing below, the parties agree and affirm that each has reviewed and understands the provisions set out above and that each party shall be bound by each and all of said provisions. A copy of this agreement shall serve and may be relied upon as an original.

**STANTEC CONSULTING SERVICES INC.**

**TOWN OF MONTAGUE, MA**

Bryan Ruoff, Associate  
 \_\_\_\_\_  
 Print Name and Title

Signature  \_\_\_\_\_

Date Signed: 8/19/2020

Richard Kuklewicz,  
 Chairman of the Selectboard  
 \_\_\_\_\_  
 Print Name and Title

Signature \_\_\_\_\_

Date Signed: \_\_\_\_\_





## Department of Planning and Conservation

1 Avenue A, Turners Falls, MA 01376

413-863-3200x 207

Assistant.planner@montague-ma.gov

# MONTAGUE MURAL POLICY

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### *Mural Policy Committee:*

Walter Ramsey, AICP, Town Planner and Conservation Agent

Suzanne LoManto, Assistant Planner/ Director of RiverCulture

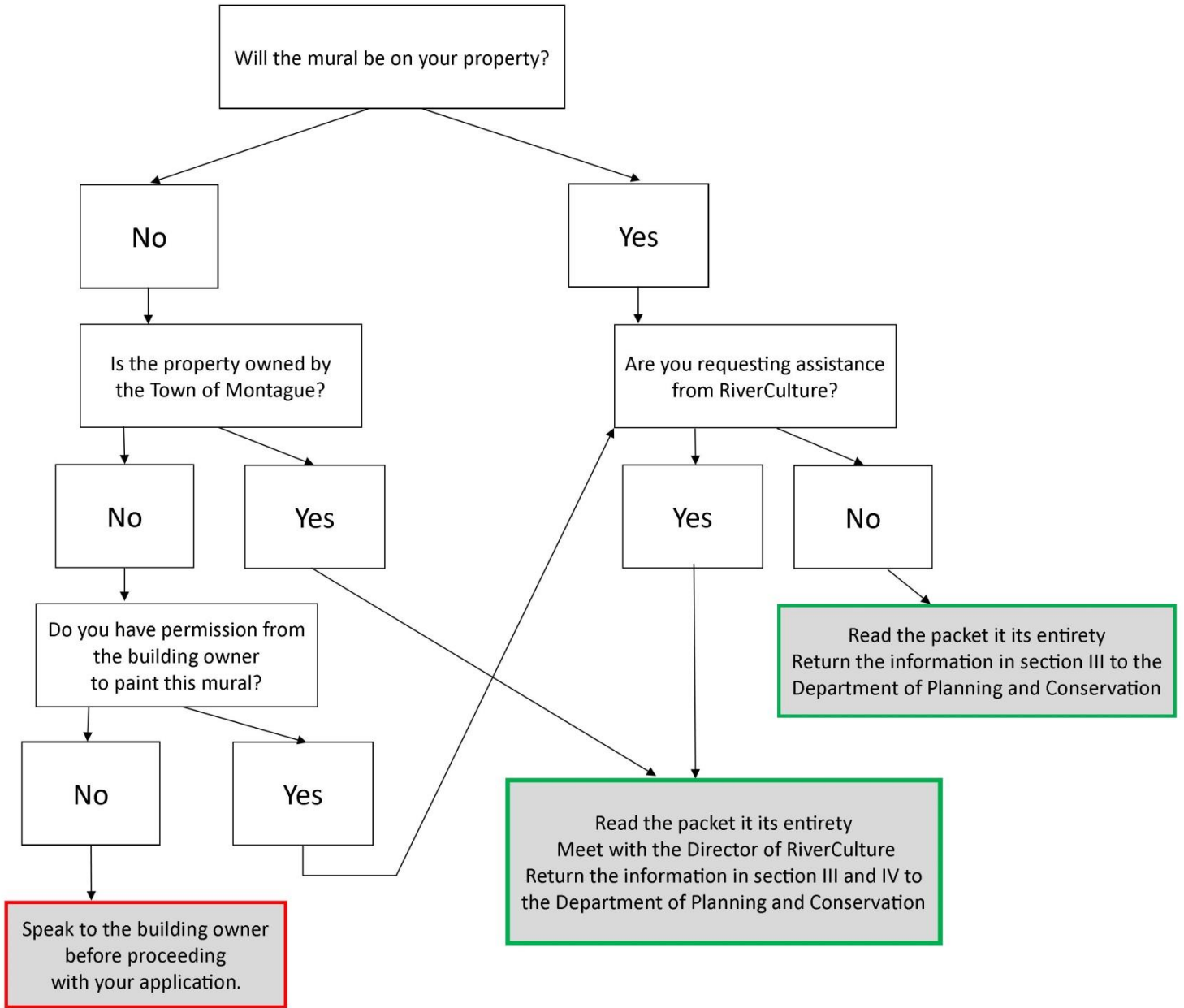
Eileen Dowd, Carriage House Designs, RiverCulture Steering Committee Chair

Lilith Wolinsky, RiverCulture Steering Committee

Kristi Bodin, RiverCulture Steering Committee

Lisa Davol, Shea Theater Board, Franklin County Chamber of Commerce

ADOPTED (DATE) 2020 BY THE MONTAGUE SELECT BOARD



## *About the Montague Mural Policy*

The purpose of the Montague Mural Policy is to encourage the creation of strong, compelling public art that is compatible with the preservation of the historical and architectural character of Montague.

This policy divides all proposals into two categories: 1.) independent projects, and 2.) projects seeking financial support and/or technical assistance from RiverCulture. All murals must meet the standards in Section I and file the application in Section III. Applicants seeking support from RiverCulture must return the additional materials listed in Section IV and receive authorization from the RiverCulture Steering Committee.

Applicants are strongly encouraged to share their plans with the surrounding properties and neighborhood groups prior to submitting a mural application. Any mural proposed for Town property must be directed through the RiverCulture Steering Committee. *Muralists are welcome to discuss any aspect of their project with the Director of RiverCulture.*

### **I. STANDARDS AND REQUIREMENTS**

These standards and requirements apply to the creation of all murals in Montague.

A mural is defined as an image that is painted or affixed directly on an exterior wall that is clearly visible from a public way. A mural is not a sign and may not advertise a specific product or business. A sign is defined as relating exclusively to the premises on which it is located, or to products, accommodations, services or activity on the premises. Zoning regulations for signs are available at [https://www.montague-ma.gov/files/Planning Board Zoning Bylaws 21919.pdf](https://www.montague-ma.gov/files/Planning_Board_Zoning_Bylaws_21919.pdf) (Section 7.1 )

Location: Murals are not permitted on the front façade of buildings. The façade is defined as the principal entrance facing a public roadway. Murals are encouraged on the side and rear of buildings, facing alleyways, public parking lots, and public parks.

The Town discourages murals on previously unpainted brick walls. If a mural is proposed on an unpainted brick wall, the Town advises that murals be painted on mountable panels or other substrates, provided the building surface is not adversely affected. Murals proposed for previously painted brick walls do not require a substrate however the artist must prepare the surface for paint adhesion and longevity. The installation of other mural materials, like mosaics, should be discussed with the Planning Department.

Murals shall not be applied on or obscure architectural features such as: windows, doors, pilasters, cornices, building trim, roof lines, feature bands, and other recessed or projecting features.

Murals/public art may be applied to public utility equipment, such as traffic cabinets or electrical boxes, provided approval is granted from the appropriate authorities.

The top of the mural may be no higher than the roofline of the structure/building.

A mural with any element that weighs more than 7 pounds per square foot (7 psf) or in total weighs more than 400 pounds (400 lbs.) requires structural review by the Building Inspector.

Murals shall be treated with a clear top coating and/or other measures that will protect the quality of the mural finish, discourage vandalism and/or facilitate repairs. Protective coatings will be reapplied every three (3) years. Building owners are responsible for reapplying the clear top coat, and ensuring that mural is maintained/ repaired in the case of vandalism or accidental destruction.

### **Life of Permit**

If no work has taken place within twelve (12) months of issuance; the permit is void until a new permit is secured. The Planning Department may extend a permit for a period of twelve months upon finding that the applicant was unable to commence or continue work for reasons beyond his or her control.

### **Suspension or Revocation**

The Town can deny a proposed mural that does not or incompletely meets the listed standards or criteria. The Planning Department may require revisions to the proposal would require an additional review, or other action voted by the committee. The Planning Department may suspend or revoke a permit if it was issued in error, on the basis of incorrect information supplied by the applicant, or is issued in violation of any of the provisions of the Mural Policy Standards.

### **Inspections and Permit Limits**

The Planning Department will conduct a final inspection of murals for which a permit has been issued to confirm that the mural is in compliance with Montague Mural Policy.

Structural and/or safety inspections will be completed by the Building Inspector as required by the permit. The Planning Department may also conduct an inspection if there is a reasonable cause to believe that the project is not in compliance.

### **Removal of a Permitted Mural**

Prior to the removal of a permitted mural, the applicant must notify the Planning Department stating an explanation of the circumstances. The removal of a permitted mural for any reason other than change of ownership and/or the substantial remodel and/or alteration of the building must be approved by staff. Any and all associated materials that were used to affix or secure the mural to the wall must be removed at the time of the removal of the mural. This includes, but is not limited to mounting hardware or brackets, caulk, adhesives, etc. Removal of materials must leave no irreparable impact to the façade. Any impact to the façade must be repaired.

## **PROCESS FOR INDEPENDENT MURALS**

- 1.) Discuss your project with the Director of RiverCulture (optional)
- 2.) Complete the Mural Permit application (Section III) including signatures.
- 3.) Email your materials to [assistant.planner@montague-ma.gov](mailto:assistant.planner@montague-ma.gov) or mail/deliver to them to Montague Town Hall for compliance with Mural Policy Standards. (Section I).
- 4.) Permit issued within 2 weeks. You may begin work!

## **II. RIVERCULTURE MURAL PROGRAM**

*Murals on municipal property or private property seeking RiverCulture support*

The goal of the RiverCulture Mural Program is to:

- Encourage mural projects that enhance the community;
- Increase connections between artists, neighborhoods and residents;
- Foster successful and impactful projects that tie-in with the redevelopment projects of the Town.

The Director of RiverCulture can help you develop your mural proposal, build a realistic budget and timeline, find painting volunteers, assist with materials, as well as planning for ongoing maintenance. Additionally, RiverCulture can help you navigate town bylaws and coordinate the presentation of your proposal to the RiverCulture Steering Committee. *Applicants are strongly encouraged to share their plans with the surrounding properties and neighborhood groups prior to submitting a mural application. The Director of RiverCulture can assist with community outreach.*

### **RIVERCULTURE ELIGIBILITY AND FUNDING CRITERIA**

Individuals/organizations intending to create a mural on an exterior wall that is visible from the public right-of-way can apply for funding through the RiverCulture mural program. Funding is limited and subject to availability. Unfortunately not all projects will be funded. Mural applicants may be:

- An individual artist or group of artists;
- A building or business owner;
- A not-for-profit group as defined as an organization whose primary purpose is to serve and provide general benefits to the public and its net earnings are not distributed to those who control the group. IRS 503(c)(3) status is not required; neighborhood association, citizen-based group and school organization are also eligible.

### **RIVERCULTURE MURAL PROGRAM APPLICATION PROCESS**

- 1.) At least one month prior to submitting your application, meet with the Director of RiverCulture for an initial review of imagery, location, funding and building owner's approval.
- 2.) Complete the Montague Mural Application (Section III) and Supplementary Materials (Section IV)
- 3.) Email your materials to [assistant.planner@montague-ma.gov](mailto:assistant.planner@montague-ma.gov) or mail/ deliver to them to Montague Town Hall for compliance with Mural Policy Standards. (Section I).
- 4.) If your application is in compliance, you will be asked to present your mural concept to the RiverCulture Steering Committee for approval.
- 5.) Permit and funding (if applicable) is issued. Work may begin as planned!

## **RIVERCULTURE MURAL PROGRAM REVIEW CRITERIA**

**ARTISTIC MERIT:** Projects that demonstrate a distinct visual language, high levels of creativity, concept, messaging and/or interpretation.

**SCALE:** Appropriateness of scale to the wall upon which the mural will be painted or attached and to the surrounding physical features.

**CONTEXT:** Architectural, geographical, socio-cultural, and/or historical relevance to the site.

**COMMUNITY SUPPORT:** General support/advocacy from the building owner/user, surrounding neighborhood, adjacent businesses, and/or arts community.

**FEASIBILITY:** Demonstrated ability to complete the proposed mural on time and within budget.

**MATERIALS:** Appropriate materials proposed to ensure the mural's longevity and durability.

**STRUCTURAL AND SURFACE STABILITY:** Commitment to prepare/repair the mural surface as necessary before painting and a plan for mitigating graffiti through design and/or graffiti coating.

**LETTER OF SUPPORT FROM BUILDING OWNER:** Commitment to keep the mural in place as approved for a minimum of 5 years and to maintain the mural during that time.

**PUBLIC ACCESSIBILITY, SAFETY, and LIGHTING:** Commitment to comply with Town regulations.

**TOWN PRIORITIES:** The mural supports the priorities and/or redevelopment projects of the Town.

**III. APPLICATION FOR ALL MURALS IN MONTAGUE**

**ARTIST INFORMATION**

Name:	
Mailing Address:	
Website:	
Artist Phone:	
Artist Email:	

**MURAL LOCATION**

Building Address:	
Building Owner:	
Owner Phone:	
Owner Email:	

In a separate attachment please include:

- Proof of permission, if you are not the owner of the building
- Sketch(s) or rendering of proposed mural, including dimensions
- JPG image(s) of site and physical surroundings
- Project timeline
- Materials list including primer, paint, mosaic, glue, and protective coatings
- Description of how panels will be fixed to a wall, if applicable
- Will any element weigh more than 7 Lbs/sqft or more than 400 Lbs?

Yes       No

*If Yes, the project will be reviewed by the Building Inspector.*

#### IV. SUPPLEMENTARY MATERIALS FOR RIVERCULTURE SUPPORT

In a separate attachment please answer the following questions:

##### ABOUT YOUR MURAL

Describe the concept, composition and purpose of the proposed mural.

Describe mural's relevance to its location and the community that will be impacted.

What is the mural's proposed dimensions?

From what intersections/viewpoints can pedestrians and motorist see the mural?

What is the composition and condition of the wall where the mural will be painted/ installed?

How will you prepare the wall appropriately?

What materials will you use?

Do you have a plan for mitigating vandalism?

##### COMMUNITY SUPPORT

Describe the public outreach that has been to date, or is planned (e.g. meetings with the neighborhood association, business community, surrounding neighbors etc.).

Is there a sponsoring organization for this mural? If so, please provide their contact information.

Attach a statement of support or email from the sponsoring organization and/or neighbors, if applicable

Attach a statement of support or email from the property owner.

##### MURAL FEASIBILITY

Describe the artist's past experience creating murals.

Describe your funding strategy for the mural project.

##### EXPENSES

Artist Fees	
Supplies/ Materials	
Insurance	
Wall Preparation	
Sealer	
Scaffolding/Ladders/Lifts	
Other	
<b>TOTAL</b>	



## V. RESOURCES TO COMPLETING A SUCCESSFUL MURAL

### **Commonwealth Murals/ Community Mural Institute**

*The Community Mural Institute combines classroom instruction and experiential learning so that by the end of the Institute, artists can independently create and install exceptional community-engaged murals. The Institute teaches how to structure and facilitate community design and painting workshops, best practices for mural design, and how to create and install murals using the parachute cloth technique. During the Institute, each artist partners with a community group to design, paint and install a 150 square foot mural.* <https://www.commonwealthmurals.org/>

### **“Mural Making 101” by the Pittsburgh Arts Council**

<https://www.pittsburghartscouncil.org/component/content/article/20-general/4295-mural-making-101>

### **“Mural Creation Best Practices” by the American Institute for Conservation**

<https://www.culturalheritage.org/docs/default-source/resources/mural-creation-best-practices-full-document.pdf?sfvrsn=4>

### **“Mural Painting Material” by Michael Townsend of Just Paint**

<https://www.justpaint.org/mural-painting/>

### **“Plywood as a Substrate for Painting” by Mark Gottsegen of Just Paint**

<https://www.justpaint.org/plywood-as-a-substrate-for-painting/>

### **“Community Murals” by the Chicago Public Art Group**

[http://www.cpag.net/guide/2/2\\_pages/2\\_1.htm#:~:text=Most%20collaborative%20murals%20are%20painted,allow%20the%20wall%20to%20breathe.](http://www.cpag.net/guide/2/2_pages/2_1.htm#:~:text=Most%20collaborative%20murals%20are%20painted,allow%20the%20wall%20to%20breathe.)

### **“How to Paint a Mural- Complete Guide for Wall Painting” by Widewalls**

<https://www.widewalls.ch/magazine/how-to-paint-mural-think-grid>

### **“Mural Notes” by The Paint Spot**

<https://paintspot.ca/wp-content/uploads/2015/01/Tips-for-Painting-Murals.pdf>

### **Mural Routes/ Toronto/ <https://muralroutes.ca/>**

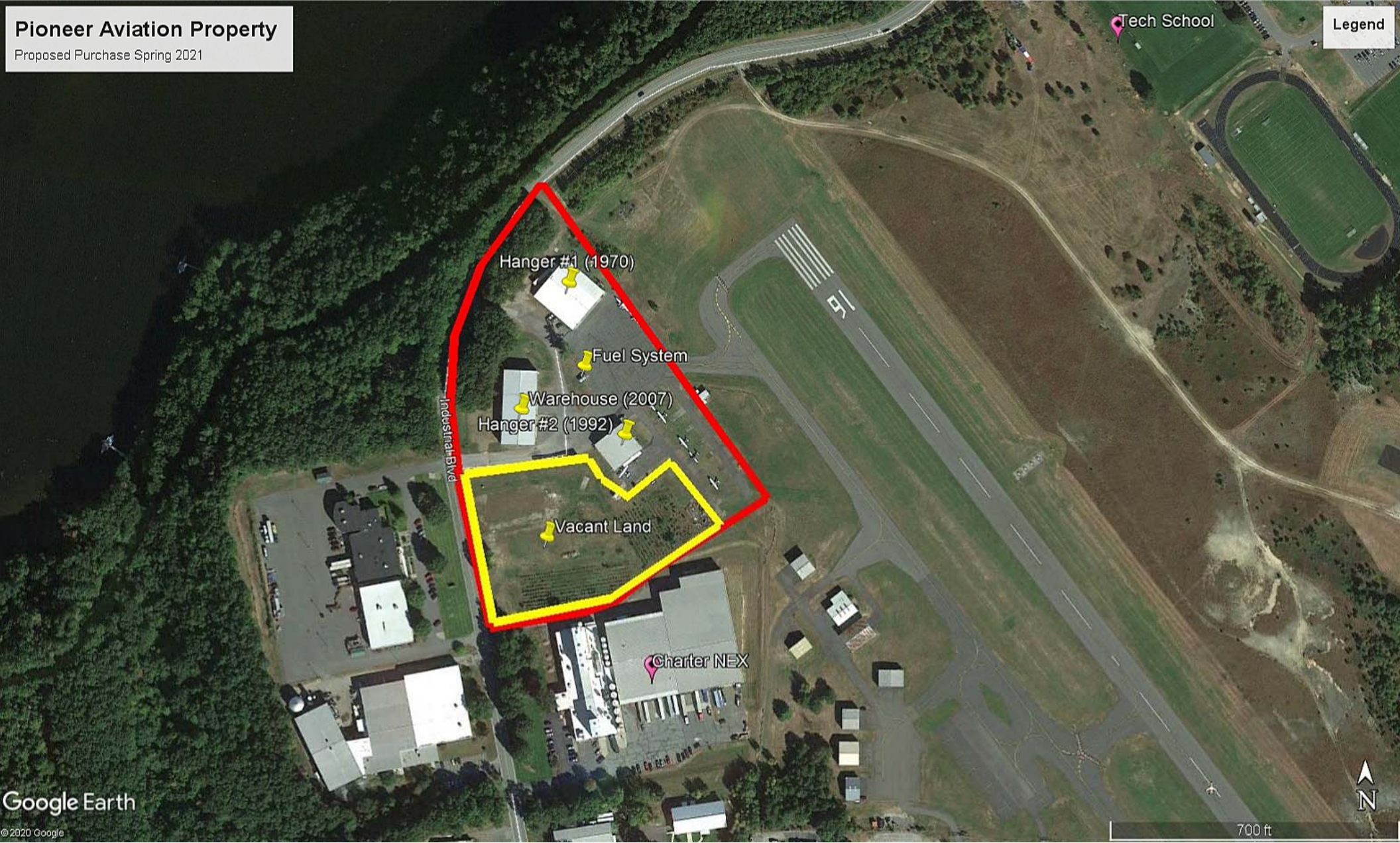
*We create, promote, educate, advise and link artists, organizations and others that are interested in the development of wall art. Mural Routes has become the primary advisor for communities engaged in producing public wall art in the Greater Toronto Area and beyond.”*

### **“Mural Production: A Resource Handbook” by Mural Routes, Toronto.**

Available to loan through the Department of Planning and Conservation

**Pioneer Aviation Property**  
Proposed Purchase Spring 2021

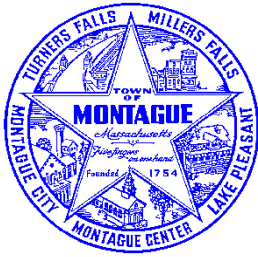
Legend



Google Earth

© 2020 Google

700 ft



# Turners Falls Municipal Airport

One Avenue A, Turners Falls MA. 01376  
 Town Hall 413-863-3204 Airport Office 413-863-0044  
 Airport FAX 413-863-0044

## Proposed Purchase of "Pioneer Aviation Property"

**Background:** The property described as "Pioneer Aviation" was originally part of the 1943 airport layout. In 1963 the Town of Montague removed several large portions of airport property to re-develop it as what is now the "Airport Industrial Park". In 1970, 3 lots were purchased by the Bohonowicz family to be developed into "Aviation related business" including fueling, maintenance, and flight instruction. In 1994-1997, the Turners Falls Municipal Airport Commission added to the airport master plan the potential purchase of the "Pioneer Aviation Property", returning it to the airport. Since then the acquisition was viewed as a critical project to secure the future of the airport, however there were no urgent plans to proceed with a purchase. In February 2018 the sole owner and operator of the business passed away in a tragic accident. Since then the airport has worked to find a temporary solution to keep "business as normal" for the airport users. With the impending potential sale of the property to a non-aviation related business, it was determined that a purchase would be needed no later than 2021.

Property that would be included in purchase:

1) #24 Industrial Blvd- Map 17-046- Currently no structure on lot, 2.99 Acres \$76,100 land value. This is a "build ready" site.

2) #36 Industrial Blvd- Map 17-045- Includes a 14,400 SQFT warehouse built in 2007, a 6,800 SQFT hanger built in 1992 (Maintenance shop). 5.26 Acres, Land Value-\$141,100, Building Value \$403,200, Other Value \$18,600

3) #40 Industrial Blvd- Map 17-033- Includes a 13,920 SQFT hanger (flight school, storage) built in 1970, Aircraft fueling station, 1992-1995 Installed, 2.14 Acres, Land Value \$129,500, Building Value \$94,100, Other Value \$16,400

Total Assessed Value- \$879,000

Total Property Size-10.39 Acres

High end potential "local contribution" borrowing totaling \$75,000 with an expected 4 year payback to the town.

**FAA and DOT:** Both the Federal Aviation Administration and MassDOT have agreed to contribute significant financial backings for the purchase, local share will need to be secured no later than November to make sure a spring 2021 purchase occurs.

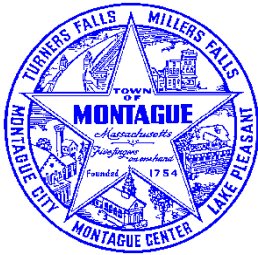
### **Revenue vs Cost:**

Current fixed revenues (as of January 2020) \$120,240.00 / year

Variable Revenues (fuel, tie downs, hanger rentals, flight training) Estimated at \$24,000 / year

**Total Annual Revenue- \$144,240**

\*Aviation Fuel typically generates a .50 to \$1.00 per gallon profit, depending on market condition. Half of all fuel profits should be retained specifically for the maintenance and upkeep of the fueling system. Remaining funds along with recovered cost (resale value less profit) should be kept in a "revolving account" allowing for the purchase of new fuel stock as needed. Currently fuel records are not available,



# Turners Falls Municipal Airport

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however an airport our size should sell 25,000 to 35,000 gallons annually, so a conservative estimate for total fuel revenues (less maintenance cost) is \$12,000 / year.

\*Hanger rentals are typically on a “month to month” basis, with a cost of \$250 / month. Since some users are seasonal there is no exact numbers on revenues, however a safe estimate is \$10,000 / year.

\*In most cases with small airports the “flight training” or “flight center” contribute greatly to both based aircraft and total fuel sales (20-25%) so and associated fees are usually waived or reduced as a “good faith” business decision.

\*Additional revenue from overnight fees, ramp fees, and catering fees can be expected to be close to \$2,000 / year.

## **Annual Expenses (estimated) FY22:**

Electricity	\$9,600
Snow Removal	\$NONE (Already Own Equipment)
Climate Control	\$3,500
Insurance	\$11,500
Grounds Maintenance	\$3,500
Building Maintenance	\$4,500
Fuel Farm Maintenance	\$----- (New Fuel System Required)
Environmental Compliance	\$5,500
Labor / Benefits	\$48,500
Telephone / Data	\$1,950
Training	\$2,000
Water	\$2,500
Grounds Improvements	\$4,000
Building Improvements	\$10,000
Fuel Farm Improvements	\$3,500
Publications / Advertising	\$2,000
Security Systems / Monitoring	\$2,500
Fire Protection / Services	\$2,000
Legal / Consultant Services	\$3,000
<b>TOTAL OPERATIONAL COST-</b>	<b>\$120,050</b>
Local Share Repayment (annual)	\$18,750
<b>TOTAL ANNUAL COST</b>	<b>\$138,800</b>

**REVENUE- Fixed and Variable \$144,240**

**Expected Surplus Revenue \$5,440**



# Turners Falls Municipal Airport

One Avenue A, Turners Falls MA. 01376  
Town Hall 413-863-3204    Airport Office 413-863-0044  
Airport FAX 413-863-0044

## **Initial Business Plan (first 6 months): July 2021 to December 2021**

- Restore fuel system to industry standard
- Repairs to all buildings including lighting, plumbing, general upkeep
- Increase Airport Manager from 19 hours / week to 40 hours / week
- Hire on full time helper (students from FCTS first option)
- Bring all buildings into fire and safety compliance
- Contract negotiations with all renters / users
- Bid out a new aviation fueling system (\$500,000)

## **6 months – 1 year: January 2022 to June 2022**

- Expand business sales including fuel and hanger space
- Move flight school into temporary accommodations until offices can be renovated
- Replace 1970's asphalt apron and tie downs
- Remove controlling obstructions on Industrial Blvd- Trees and overgrowth
- Work with professional consultant firm on long term management plan

## **1 year – 2 year: July 2022 to June 2023**

- Evaluate expected vs actual revenues, adjust as needed
- Full reconstruction of 1970 “large” hanger, including all utilities, roof, walls, foundation, ect...
- Install new aviation fueling system with 24 hour access system

**Recap:** Purchase would fully remove the airport from the tax base of the town. Although there would be a slight reduction in tax revenue as the three lots would no longer be paying taxes, the impact should be extremely minimal to the overall tax base in Montague. A loan of \$75,000 would be needed from the town, with an expected return in full over a 4 year timeline. Operational expenses would increase almost 150%, but total revenues would offset any new expenses while still generating a surplus annually. This will also allow the airport to have complete control over fueling, maintenance, and other essential operations for the foreseeable future. Initially a large portion of new labor cost would be to cover a fueling attendant needed on site daily, however once an updated self serve system is installed the time can be reallocated to other tasks.



August 20, 2020

Mr. Brian McHugh  
Director of Community Development  
Franklin County Regional Housing & Redevelopment Authority  
241 Millers Falls Road  
Turners Falls, MA 01376

Dear Brian,

Please find below a summary of the fees necessary to complete the plan modifications needed to reroute the unforeseen electric service found running under Spinner Park during construction.

The necessary modifications include rerouting the electric service to the abutting building across the park, modifying the park electric and water service and changes to the seat wall and paving layout. The Berkshire Design Group will need to adjust the Site Utilities Plan, Site Layout Plan, the Site Grading Plan and the Site Planting Plan in order to modify the raised planters, benches, curbs and brick layout, electric meter box, water valve box and adjust the proposed plaza elevations. The additional work will require an additional fee of \$3,500, to the original contract for the Spinner Park Renovation Project.

Sincerely,

A handwritten signature in blue ink that reads "Carlos Nieto". The signature is fluid and cursive, with the first name "Carlos" and the last name "Nieto" clearly distinguishable.

Carlos Nieto, Principal  
Berkshire Design Group  
4 Allen Place  
Northampton, MA 01060  
413.582.7000  
carlos@berkshiredesign.com

TOWN OF MONTAGUE  
AND  
BERKSHIRE DESIGN GROUP  
**SPINNER PARK RESTORATION PROJECT**  
**CONTRACT**  
**ADDENDUM #1**

**THIS ADDENDUM** made this 24<sup>TH</sup> day of August, 2020 by and between the TOWN of MONTAGUE hereinafter referred to as the "Owner", and BERKSHIRE DESIGN GROUP hereinafter referred to as the "Consultant".

**WITNESSETH THAT:** The "Owner" and the "Consultant" intend to amend their agreement-dated 20<sup>th</sup> day of November 2019 in the following manner:

**2. SCOPE OF SERVICES: Attachment A:**

The scope of Services is revised as follows:

- Plan Modifications to re-route the electric service running under Spinner Park, modify the electric and water service control boxes, and change the seat wall and paving layout per attached proposal by Berkshire Design Group

**7. COMPENSATION: "Method and Schedule of Compensation", found as Attachment B:**

The compensation of the CONSULTANT is increased by \$3,500.00 to a **revised fee of \$14,500.00**.

1. Billings will be on a "Per Task" percentage basis.

**Reference Attached Proposal dated August 20, 2020.**

All other terms of this AGREEMENT shall remain in effect unless expressly stated and agreed upon in writing by all parties.

**IN WITNESS WHEREOF**, the "Owner" has executed this Agreement as of the day and year first above written.

BERKSHIRE DESIGN GROUP (CONSULTANT)

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

TOWN OF MONTAGUE

\_\_\_\_\_  
Richard Kuklewicz, Selectboard – Chair

\_\_\_\_\_  
Date



4 Allen Place, Northampton, MA 01060  
413-582-7000 t • 413-582-7005 f

Town of Montague Planning Dept.  
Attn: Mr. Brian Mchugh  
241 Millers Falls Rd.  
Turners Falls, MA 01376

**INVOICE # 2019-135-9**

August 8, 2020

Project No: 2019-135

**Re: Spinner Park Bidding & Construction Administration**

For professional landscape architectural, civil engineering and land surveying services listed below for the period July 1, 2020 to July 31, 2020:

Email Invoices To: [bmchugh@fcrhra.org](mailto:bmchugh@fcrhra.org)

<b>Task</b>	<b>Fee</b>	<b>% Complete (to date)</b>	<b>% Complete (this period)</b>	<b>Amount Due (this Period)</b>
Construction Documents	\$11,000.00	60.00%	12.50%	\$1,375.00
	<u>\$11,000.00</u>			
<b>Subtotal Task Charges</b>				<b>\$1,375.00</b>
<b>Reimbursable Expenses</b>				
Bid Docs: Printing of Plans			04/20/2020	\$430.64
<b>Subtotal Reimbursable Expenses</b>				<b>\$430.64</b>
<b>INVOICE TOTAL</b>				<b>\$1,805.64</b>

**Please make check payable to: The Berkshire Design Group, Inc. Please note Project # on check.**

Terms: Due upon receipt. A 1.5% late payment charge may be applied to the balance due, if payment in full is not received in 30 days. Thank You.





**FRANKLIN COUNTY REGIONAL HOUSING & REDEVELOPMENT AUTHORITY**

214 Millers Falls Road • Turners Falls, MA 01376  
Telephone: (413) 863-9781

**12b**

**AUTHORIZATION TO DISBURSE No. 7  
Invoice # 2019-135-9  
TOWN OF MONTAGUE FY19 (6K)  
SPINNER PARK RESTORATION PROJECT  
Contractor: Berkshire Design Group. Inc.  
4 Allen Street  
Northampton, MA 01060**

Date: August 20, 2020

Original Contract Amount:	11,000.00
Addenda	-
Total Contract	11,000.00
Total Paid to Date:	4,454.60
Balance:	6,545.40
This Invoice:	<b>1,805.64</b>
Balance:	4,739.76

Work Items Complete:

See attached invoice #2019-135-9 dated: August 8, 2020	<b>FY2019 CDBG</b>
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I have reviewed this invoice on August 20, 2020 and found that the tasks have been completed, as noted. I recommend approval of this pay request for \$ 1,805.64

\_\_\_\_\_  
*Director of Community Development – HRA*

I hereby authorize the above payment

**TOWN of MONTAGUE**

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*Authorized signature*  
Chair, Selectboard

\_\_\_\_\_  
*Authorized signature*  
Selectboard

\_\_\_\_\_  
*Authorized signature*  
Selectboard