

**SELECTBOARD AND BOARD OF HEALTH
MEETING NOTICE
UPSTAIRS MEETING ROOM, 1 AVENUE A, TURNERS FALLS, MA**

Due to COVID-19 Public Participation will be by:

Join Zoom Meeting: <https://zoom.us/j/82088587603>

Meeting ID: 82088587603 Password: 601055

Dial into meeting: +1 929 205 6099 or +1 312 626 6799 or +1 301 715 8592

MONDAY, May 4, 2020

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

Meeting Being Taped

Votes May Be Taken

1. 7:00 PM Chairs open the meeting, including announcing that the meeting is being recorded and roll call taken
2. 7:00 Approve Selectboard Minutes of April 27, 2020 if available
3. 7:01 Public Comment Period: Individuals will be limited to two (2) minutes each and the Selectboard will strictly adhere to time allotted for public comment
4. 7:02 COVID-19 Updates and Action Items
 - Revisit vote on release of Community COVID Date Reporting
 - Information about Seek Scan Temperature Measurement System Kit
 - Discussion and response to any new State Guidance or Development
5. 7:20 Personnel Board
 - Appoint Brian Poirier, Airport Grounds Maintenance, 12 hours/wk, \$13.00/hr Temporary 4 – 6 months, effective 4/20/20
6. 7:25 Bryan Camden, Airport Manager
 - 2020 CARES ACT, FAA Allocation of \$30,000
7. 7:35 Deb Bourbeau, Town Clerk
 - Reducing Polling Hours for Town Election on June 22, 2020
8. 7:45 Brian McHugh, FCRHRA
 - Execute contract for the Spinner Park Restoration Project between the Town and Sciaba Construction Corporation in the amount of \$282,200 of which 100% of the cost is funded by the Town's FY19 Community Development Block Grant

**SELECTBOARD AND BOARD OF HEALTH
MEETING NOTICE
UPSTAIRS MEETING ROOM, 1 AVENUE A, TURNERS FALLS, MA**

MONDAY, May 4, 2020

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9. 7:50 Walter Ramsey, Town Planner
- Updates regarding small business forgivable loan program and review of options for reprogramming a portion of FY19 CDBG funds for COVID emergency relief purposes
 - Approve 30 day extension for FY19 Brownfield Redevelopment fund agreement with MassDevelopment
10. 8:00 Town Meeting
- Location of Town Meeting
 - Review and Discussion of Current Town Meeting Warrant
11. 8:10 Request for Transfer from the Reserve Fund
- Transfer \$94 to Vet's District Assessment, #001-5-840-5670-000, present balance (\$93.69) (Actual Assessment paid was slightly greater than the amount budgeted)
 - Transfer \$4,000 to Town Mtg Other Prof, #001-5-113-5315-000, present balance \$115.00 (For rental of tent, chairs, stage, and other items necessary to hold ATM in a tent)
12. 8:15 Town Administrators' Report
- Montague Historic Commission requests letter of Support to DOT for removal of plaque on the Turners Falls/Gill Bridge
 - Tax Collection Update
 - General Pierce Bridge Update
 - Topics not anticipated in 48 hour posting
13. 8:30 Executive Session in accordance with G.L. c. 30A, §21(a)(6), to consider the possible purchase, exchange, taking, lease or value of real property - First Light Power, votes may be taken

Upcoming Meetings:

- Joint Selectboard with Finance and Capital Improvements Committee will be held on **Wednesday, May 6, 2020, 6:00 PM** via Zoom
- Joint Selectboard and Board of Health Meeting, **Monday, May 11, 2020, 7:00 PM** via Zoom

**SELECTBOARD AND BOARD OF HEALTH MEETING
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
MONDAY, April 6, 2020**

Remote Zoom Meeting was opened at 7:00 PM in the Upstairs Meeting Room. Present: Town Administrator Steven Ellis, Executive Assistant Wendy Bogusz. Participating remotely were Selectpersons Rich Kuklewicz, Chris Boutwell, and Michael Nelson, , Acting Director of Public Health Gina McNeely, Board of Health Chair Al Cummings, Finance Committee Chair Jen Audley, Administrative Assistant Ann Stuart, Town Planner Walter Ramsey, and Fire Chief John Zellman.

Meeting Being Taped

Votes May Be Taken

Chairs open the meeting, including announcing that the meeting is being recorded and roll call taken.

Approve Joint Selectboard, Finance Committee and Board of Health Minutes of March 30, 2020 if available

Boutwell makes the motion that the Selectboard approve the Joint Selectboard, Finance Committee and Board of Health Minutes of March 30, 2020 . Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye

Boutwell makes the motion that the Board of Health approve the Joint Selectboard, Finance Committee and Board of Health Minutes of March 30, 2020 . Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Cummings - Aye

Public Comment Period: Individuals will be limited to two (2) minutes each and the Board of Selectmen will strictly adhere to time allotted for public comment

None

Personnel Board

Approve Cell Phone Stipend Authorization Request for Chelsey Little effective 03/30/20

Nelson makes the motion to approve the standard Cell Phone Stipend Authorization Request of \$5.77/wk for Chelsey Little retroactively effective to 03/30/20. Seconded by Boutwell, unanimously approved. Nelson - Aye, Boutwell - Aye, Kuklewicz - Aye

Discussion of Article 32 on the May 2, 2020 Annual Town Meeting Warrant regarding increasing the liquor license quota. Consider Rationale, licensing and number being requested

- Ellis states that the request for three additional licenses in the Town's central business district would be too limiting. He, Bogusz, and Ramsey met last week to discuss this issue.
- Ramsey explains that the central business district only covers the strip of Avenue A, the center of Millers Falls, and Montague City by the fair. Other communities (i.e., Palmer, North Attleboro, Athol) are requesting for licenses that are not limited to specific locations, and Ramsey feels that it is within our reason to do the same.
- Boutwell asks for clarification regarding on-premise or off-premise licenses; Ramsey states that they are on-premise and can be tied specifically to restaurants if that is the goal of the community.
- We still have four available licenses for Liquor Stores, Beer & Wine; we are over quota on All-Alcohol licenses, two of which are petitioned by legislature.
- Ellis states that Article 31 is for an All-Alcohol permit for The Upper Bend, and suggests asking for four licenses rather than asking for two pieces of legislation to be pushed through.
- Ellis will work with Counsel and recast Articles 31 and 32 into a new article on the Annual Town Meeting Warrant.

Update on Town response to COVID-19

- **Operational Updates**
 - Ellis states that when reporting COVID-19 episodes, the Town can create a "counter," but cannot say a specific individual or a person in a building has been confirmed as positive.
 - According to McNeely, DPH's preferred practice with regard to data reporting includes maintaining confidentiality of positive cases.
 - Chief Zellman states that more tests sites are coming out, but the numbers are likely inaccurate as not every case is formally tested.
 - Ellis suggests having the BOH determine whether or not to post the Maven data with a caveat that there is a potential that there is an understatement of the prevalence of the disease.
 - *Nelson makes the motion to continue to share the Massachusetts Department of Public Health county level numbers, but avoid releasing local level numbers due to the fact that they may be under-reported and inaccurate, that there probably are a lot more cases, and that the better route to go is to instead focus on continuing to give the message to the community about the precautions they should be taking to prevent the virus from spreading. Seconded by Boutwell, unanimously approved. Nelson - Aye, Boutwell - Aye, Cummings - Aye*

sample policies or procedures they could share on how they're intending to responsibly reopen their town halls once it is safe to do so. While no one has responded that they have anything written yet, we did hear that the MA Interlocal Insurance Agency (MIIA) is working on guidance in collaboration with the CDC and MA Dept. of Public Health. For a list of items to consider when writing policies, click [here](#).

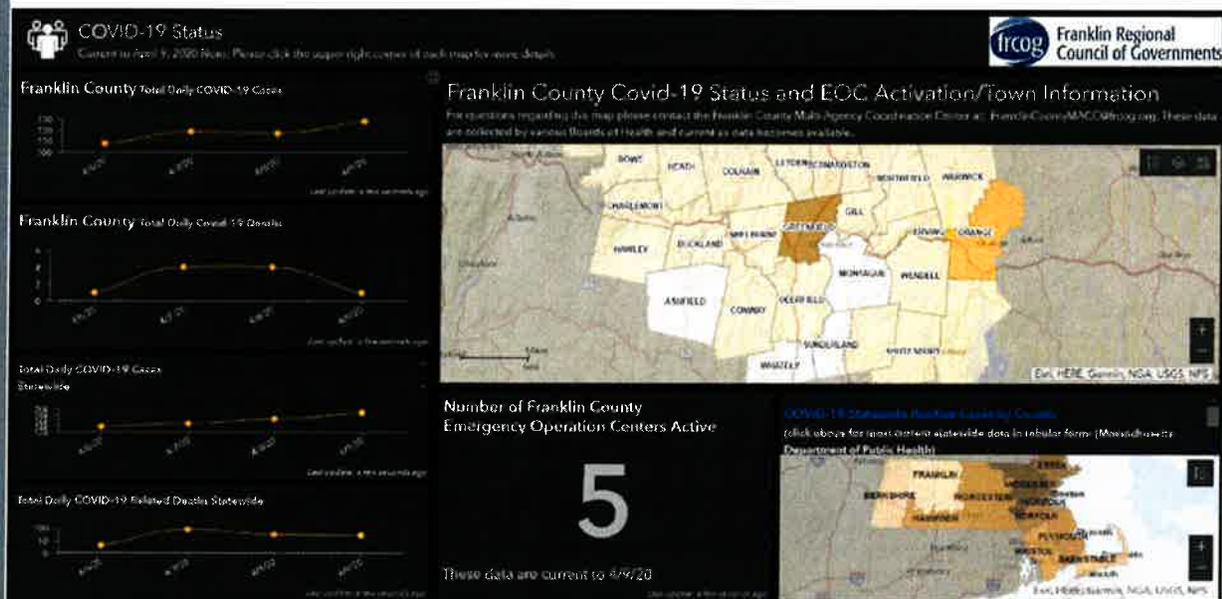
Franklin County Sheriff's Office

The same service and programming changes as reported last week continue. The FCSO has sufficient PPE for the next month and has secured a supply chain to acquire more in the future. FCSO has sufficient testing kits. There are 0 confirmed cases of COVID-19 amongst inmates. There remain three confirmed cases of COVID-19 amongst staff. At least 15 other staff have been tested and all were negative.

Service changes include:

- Behavioral health groups within the jail have stopped due to social distancing
- Incarcerated clients are completing individual work on their recovery with workbooks which are reviewed by staff
- Post-release reentry support occurs over the phone
- Staff continue to support clients in navigating resources and finding shelter
- Regional lockup is on hold
- House of Correction is accepting new inmates through courts only

Franklin County MACC - COVID-19 Dashboard



The FC-MACC Dashboard, created by FRCOG, is meant to provide important information at your fingertips. It contains a map of COVID-19 cases in the County and other COVID statistics. It is updated throughout the week as checks

Town	Count	Currently Isolated or Quarantined	Recovered	Deceased
Ashfield	0-5	0-5	0-5	0-5
Bernardston	0-5	0-5	0-5	0
Buckland	7	0-5	0-5	1
Charlemont	0-5	0-5	0-5	0
Colrain	0-5	0-5	0-5	0
Conway	0-5	0-5	0-5	0
Deerfield	0-5	0-5	0-5	0
Erving	0-5	0-5	0-5	0
Gill	0-5	0-5	0-5	1
Greenfield	122	36	63	29
Heath	0-5	0-5	0-5	0
Hawley	0-5	0-5	0-5	0
Leverett	0-5	0-5	0-5	0
Leyden	0-5	0-5	0-5	0
Monroe	0-5	0-5	0-5	0
Montague	14	no data shared	no data shared	no data shared
New Salem	0-5	0-5	0-5	0
Northfield	0-5	0-5	0-5	0
Orange	25	24	8	1
Rowe	0-5	0-5	0-5	0
Shelburne	0-5	0-5	0-5	1
Shutesbury	0-5	0-5	0-5	1
Sunderland	7	no data shared	no data shared	no data shared
Warwick	0-5	0-5	0-5	0
Wendell	0-5	0-5	0-5	0
Whately	0-5	no data shared	no data shared	no data shared

Emergency Medical Services

Reporting EMS agencies are Colrain Ambulance, Greenfield Fire/EMS, Northfield EMS, Turners Falls Fire/EMS, South County EMS.

- They have transported laboratory confirmed COVID-19 patients since the last situational update
- They have nine employees who are in quarantine due to community exposure.
- Some of the reporting agencies are reporting they may be running short on PPE.

back for updated information.

[CLICK HERE TO ACCESS THE DASHBOARD](#)

In the corner of each square there are buttons to add or remove the layers of data you are interested in and one to see the legend. You can also click directly on the map to get information about any particular community.

COVID-19 Case Reporting

Data Reporting Changes: The MACC will be reporting COVID case data as follows: Weekly cumulative town cases are drawn from the DPH website, unless corrected by local public health. All communities with five or fewer cases are reported as having 0-5 cases. Communities with more than five cases will continue to be grouped by color, for the purposes of our “heat map,” but will also have the actual number of positive lab-tested cases added to the data shared. Where available, we will also share number of patients recovered, people in isolation and quarantine, and numbers deceased, as reported by the local health department. Communities with no data listed have chosen not to share this data at this time.

Seek Scan

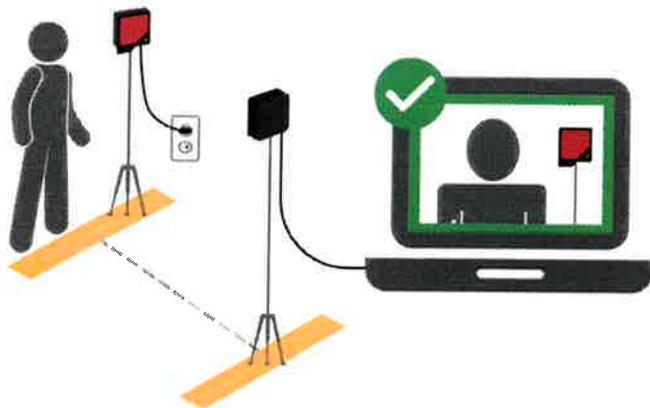
**AUTOMATICALLY SCAN AND
MEASURE SHIN TEMPERATURE**



- Software displays an alert when someone is above or below the customizable alarm temperature
- Easy to set up in building entrances, hallways and doorways
- Start screening in minutes

Seek
thermal

thermal.com



Seek Scan is an infrared thermal imaging system designed to measure human skin temperature. The system will automatically detect a face, measure the person's facial skin temperature and display an alert if they are above or below the customizable alarm temperature. Set up in minutes with two tripods and a Windows PC.

Not for sale in countries requiring governmental approval or for purchase by military users. Please ask your sales representative for the latest information as specs are subject to change.

**Tripods and Windows PC not included.*

APPLICATIONS

- Small, Medium & Large Businesses
- Factories & Warehouses
- Hotels
- Restaurants
- Venues, Theaters & Arenas
- Nursing Homes
- Schools & Daycare
- Gyms & Sports Facilities

KEY FEATURES

Non-Contact, Non-Invasive Screening

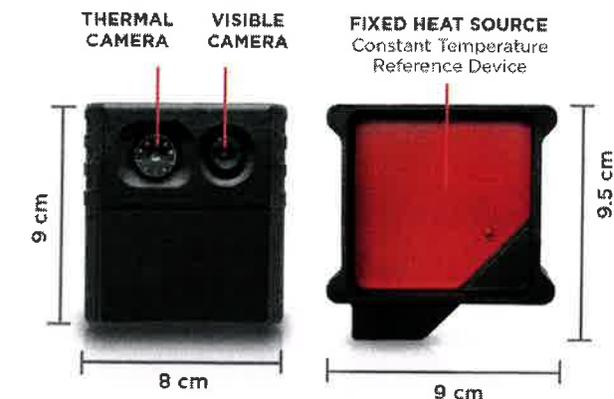
Reduces contact between screening personnel and those being screened

Clear Visual Alerts

Displays a clear pass or fail alert for each scan based on the alarm temperature

Fast Evaluation Time

Each scan takes only one second allowing queues to move quickly during evaluation



Automated Screening

The system automatically scans and measures skin temperature once a face is detected in the frame

Image and Data Capture

Temperature data is automatically saved along with a JPEG displaying a visible & thermal image with a pass/fail alert

Easy Setup

Plug into any Windows PC and start screening in minutes



ANALYZING SKIN TEMPERATURE



BELOW ALARM TEMPERATURE



ABOVE ALARM TEMPERATURE



WHAT'S IN THE BOX

- Camera
- Camera USB-A Cable
- Fixed Heat Source
- Fixed Heat Source USB-A Cable
- Wall Wart for Power Outlet
- USB Stick with Seek Scan Software
- Quick Start Guide

TECHNICAL SUMMARY

Camera Specifications		Description
Thermal Sensor Resolution		206 (h) x 156 (v)
Visible Light Camera Resolution		1280 x 1024
Horizontal / Vertical Field of View		35° (h) / 26° (v)
Lens Focal Length / F-Number		4.0mm / f/1.20
Frame Rate		<9Hz
Power		USB 5V (Plugs into Computer USB-A port)
Dimensions (L x W x H)		3 x 8 x 9 cm
Weight		140 g
Thermography Specifications		
Temperature Accuracy		± 0.5°F (0.2°C) between 96°F to 104°F (36°C to 40°C) @ 5 Feet (1.5 meters) Using Fixed Heat Source
Sensor Sensitivity		40 mK (typical), <50 mK (max) @ 25°C (Post Signal Processing)
Fixed Heat Source Specifications		
Constant Temperature		Emits a constant reference temperature
Power		110V to 220V 50/60Hz (Plugs into Wall Outlet)
Dimensions (L x W x H)		3 x 9 x 9.5 cm
Weight		80 g
System Specifications		
System Requirements		Supported Operating Systems: Windows 7 and 10
Environmental Usage		
Operating Temperature		Optimal temperature accuracy in conditions below 106°F (41°C) ambient
Output		
Scan Time		1 Second
Image Capture Format		JPEG
Data Capture		Event Trigger with JPEG and Thermal Spot Temperature
Data Output		Ask your sales representative for options to integrate Seek Scan data with other systems

6300 HOLLISTER AVE, SANTA BARBARA, CA 93117 USA

Seek Thermal engineers and manufactures low-cost, high-resolution thermal imaging cameras and OEM thermal cores. Founded by industry pioneers who spent 40 years advancing the state of military and professional-grade thermal technologies, Seek Thermal has developed a breakthrough line of products at competitive price points making this technology more accessible to manufacturers and end users. The company's products serve the firefighting, law enforcement and commercial markets, among others, under its own brand and OEM offerings.

* Seek Scan is not intended to diagnose, prevent, or treat any disease or condition, and it is not intended for medical use. Seek Scan measures skin temperature as a proxy for body temperature which is not 100% correlated. Specifications and undocumented specifications are subject to change without notice or liability.

QUICK START GUIDE

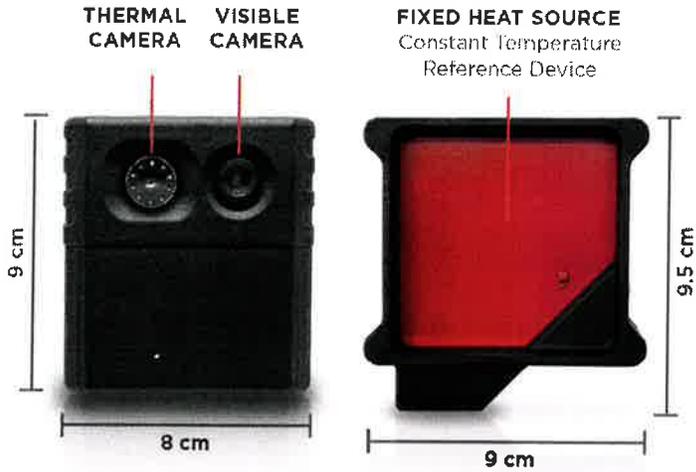
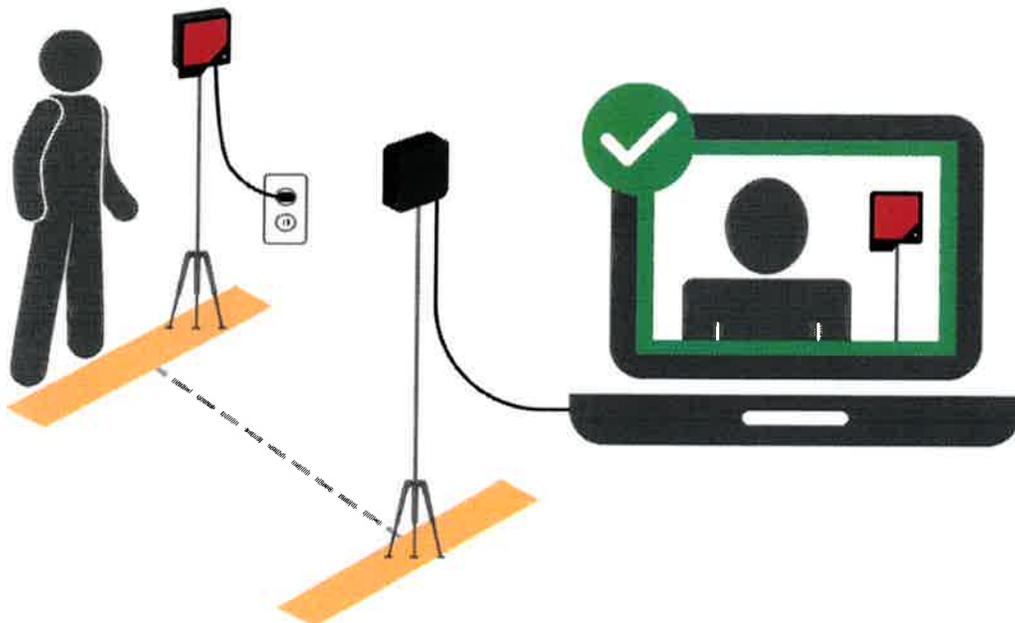


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WHAT'S IN THE BOX

- Camera
- Camera USB-A Cable
- Fixed Heat Source
- Fixed Heat Source USB-A Cable
- Wall Wart for Power Outlet
- USB Stick with Seek Scan Software
- Quick Start Guide



SYSTEM SETUP

1. Place two pieces of tape 5 feet apart. Distance is critical to system performance.

2. Set tripod heights to 5 feet. Tripods not included.

3. Heat source automatically turns on once plugged in. Ready when light stops blinking.

4. Attach camera to tripod and connect the camera's USB-A cable to a Windows PC.

5. Connect USB stick to PC and follow instructions to install Seek Scan software.

6. Heat source and person scanned should be the same distance from the camera.

SOFTWARE OVERVIEW

1. means the heat source is not detected.
 means no person is detected.

2. This shows the heat source is detected but no person is detected.

3. Set a custom alarm temperature and choose between Fahrenheit and Celsius.

4. Blue box means the camera has detected a person and is measuring skin temperature.

5. Green box means skin temperature is below the alarm temperature.

6. Red box means skin temperature is above the alarm temperature.

**Town of Montague
Personnel Status Change Notice
New Hires**

Employee # _____

Board Authorizing **Appointment**: _____ Meeting Date: _____

Authorized Signature: _____

Board Authorizing **Wages**: _____ Meeting Date: _____

Authorized Signature: _____

General Information:

Full name of employee: <u>BRIAN POIRIER</u>	Department: <u>AIRPORT</u>
Title: <u>GROUNDS MAINTENANCE</u>	Effective date of hire: <u>4/20/20</u>

New Hire:

Permanent: ___ Y <u>X</u> ___ N	If temporary, estimated length of service: <u>4-6 MONTHS</u>
Hours per Week: <u>12</u>	Union: <u>NONE</u>

Wages:

Union: <u>N/A</u>
Wages: Grade _____ Step _____ Wage Rate: <u>\$13.00</u> (annual/ <u>hourly</u>)
Notes:

Copies to:

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

WendyB-Montague Board of Selectmen

From: Airport - Bryan Camden
Sent: Wednesday, April 29, 2020 3:21 PM
To: WendyB-Montague Board of Selectmen
Cc: StevenE - Montague Town Administrator
Subject: BOS Meeting Information
Attachments: CARES ACT Information.docx; cares-act-airport-grants-faqs.pdf

Hey Wendy,

If you could place the airport on the agenda for the next BOS meeting I would appreciate it. I have attached a few items that are related to the allocated \$30,000 the airport will be receiving from the FAA as part of the CARES ACT. This would be a quick information item, just so I can explain the proposed plan for the funds. I would guess 5-7 minutes would be more than enough. Since I will already be on for the new hire person I can do it whenever.

Thanks!

Bryan
Turners Falls Municipal Airport
Airport Manager

Turners Falls Municipal Airport

2020 CARES ACT

FAA Allocation \$30,000

CARES ACT FUNDING						
Funding Allocation Description	Total (Week)	Total (Month)	Total (End of 2020)	FY20	FY21	FY22
Weekly Increase of 8 Hours to Manager Position (27HR/WK)	\$181.68	\$726.72	\$4,360.32	-	\$4,360.32	-
Benefits for Manager Position (Retirement, Health)	\$200.00	\$800.00	\$4,800.00	-	\$4,800.00	-
Co-op Increase from 8 HR/WK to 14 HR/WK	\$78.00	\$312.00	\$1,872.00	-	\$1,872.00	-
Operational Bills (Utility, Purchased Services)				\$2,417.68	\$3,000.00	\$4,000.00
*Repairs to Administration Building, ADA Compliance				-	\$2,250.00	\$2,000.00
**Solar Upgrades, Associated Final Expenses				\$2,500.00	\$2,500.00	-
FY20 Co-op new hire coverage time				\$300.00	-	-
			TOTAL(FY)	\$5,217.68	\$18,782.32	\$6,000.00
Special Projects	\$7,250.00					
Payroll / Wages	\$11,332.32					
Operational Expenses (Water, Power, Internet, Nat. Gas)	\$9,417.68					

*Repairs- Entry Door, Roof Repairs, Walkway, Restroom

**Hiring a contractor vs. FCTS Students as expected

The 3 columns on the far right address the total expected expenditure for FY20, FY21, and FY22 by each "line item". The center columns address the expected weekly, monthly, and 6 month costs associated with an increase to the airport managers hours, the introduction of a benefits package, and an increase to the part time position.

NOTE:

* Repairs to the Administration building were requested in the FY20 budget process, however after discussion the request was withdrawn due to concerns from FINCOM. This funding will allow the airport to repair the critical items without drawing funds from the town tax base. Repairs in FY21 include removal and installation of a ADA-Compliant entry door and walkway, leaking roof repairs, and cracked window repair. Repairs in FY22 include additional roof repairs and potential plumbing repairs to the 25 year old septic system. Funds not used for this specific purpose will be returned to the operational budget to be used for operational expenses.

** The solar project that is underway was relying on reduced labor costs by utilizing students from the Franklin County Technical School electrical and landscaping shops. With the closure of the schools for the remainder of FY20 into the fall of FY21, the airport will have to hire contractors to complete some of that work, this will add unexpected costs to the project that will not be funded by the grant. Funds not used for this specific project will be moved into the FY22 operational line to cover operational expenses.

The increase for the manager position from 19 hours per week to 27 hours per week will begin July 1st 2020 and continue until December 31st 2020. The majority of the cost for increasing the hours is the benefits package. This will also be fully funded for the same period of time, some of which will be billed later in FY21. Depending on the financial standing of the airport in December 2020, the airport commission will make a decision on the continuation of the manager position at 27 hours or to reduce it back to 19 hours.



Federal Aviation Administration

CARES Act Airport Grants – Frequently Asked Questions

This document answers frequently asked questions (FAQs) stakeholders may have related to the approximately \$10 billion in grants for airports under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

The FAA has additional information unrelated to CARES Act grants for airport sponsors considering COVID-19 restrictions or accommodations. That information is available at www.faa.gov/airports.

The guidance here is not legally binding in its own right and will not be relied upon by the Federal Aviation Administration (FAA) as a separate basis for affirmative enforcement action or other administrative penalty. Conformity with this guidance, as distinct from existing statutes, regulations, and grant assurances, is voluntary only, and nonconformity will not affect existing rights and obligations.

These FAQs will be updated periodically.

General Questions

- Q1: How does the Coronavirus Aid, Relief, and Economic Security (CARES) Act benefit airports?**
A: Title XII of Division B of the CARES Act provides approximately \$10 billion to support U.S. airports experiencing severe economic disruption caused by the COVID-19 public health emergency. This funding will be distributed to airports to prevent, prepare for, and respond to the impacts of the COVID-19 public health emergency.
- Q2: Who is eligible to receive funding?**
A: These funds are available only to sponsors as defined in section 47102 of title 49, United States Code (U.S.C.); that is, airport sponsors meeting statutory and policy requirements under this section and identified in the FAA's current National Plan of Integrated Airport Systems (NPIAS).
- Q3: Where is this funding coming from?**
A: The funds are coming directly from the U.S. Treasury's General Fund to prevent, prepare for, and respond to the impacts of the COVID-19 public health

emergency. The FAA's Office of Airports will administer these grant funds to airport sponsors.

Q4: What is the period of availability to obligate or spend CARES Act funding?

A: Funds are available until expended. There is no deadline for the FAA to obligate funds available under the CARES Act. Nevertheless, the FAA intends to award grants and obligate these funds on an expedited basis. The FAA encourages airport sponsors to spend funds expeditiously to reduce the adverse impacts of the current public health emergency.

Q5: Is there a deadline by which funds for operating expenses must be used?

A: Yes, the period of performance for the CARES Act grants is four years. Pursuant to 2 C.F.R. section 200.309, a sponsor may charge to the grant only allowable costs incurred during the period of performance. Funds not expended within the four-year period of performance are subject to recovery by the FAA. In addition, grants for operating expenses may not include activities prior to January 20, 2020.

Q6: How will this funding be allocated to airport sponsors?

A: The \$10 billion in funding is divided into four groups. The CARES Act establishes formulas for each group to allocate the funds to specific airports. Because the CARES Act allocates all funds by formula or to increase the Federal share for grants funded under fiscal year (FY) 2020 appropriations, none of these funds are discretionary. These four groups are:

- (1) 100% Federal share for 2020 Airport Improvement Program (AIP) Grants. At least \$500 million is available to increase the Federal share to 100% for grants awarded under the fiscal year (FY) 2020 appropriations cycle for FY 2020 AIP and FY 2020 Supplemental Discretionary grants. The Federal share for FY 2018 and 2019 Supplemental Discretionary grants will not increase.
- (2) Commercial Service Airports. At least \$7.4 billion is available to Commercial Service Airports for any purpose for which airport revenues may lawfully be used. The total allocation to an airport is determined by the following formula:
 - a. 50% of the total allocation is based on the number of enplanements the airport had during calendar year 2018 as a percentage of total 2018 enplanements for all commercial service airports.
 - b. 25% of the total allocation is based on the sponsor's fiscal year 2018 debt service as a percentage of the combined debt service for all commercial service airports; and
 - c. 25% of the total allocation is based on the sponsor's fiscal year 2018 ratio of unrestricted reserves to its respective debt service.

- (3) **Primary Airports.** Up to \$2 billion is available to large, medium, and small hub airports and non-hub primary airports for any purpose for which airport revenues may be lawfully used. These funds are allocated based upon statutory AIP primary entitlement formulas. However, the \$26 million limit under 49 U.S.C. 47114(c)(1)(C)(iii) and reduction for imposing passenger facility charges under 49 U.S.C. 47114(f) do not apply to these allocations.
- (4) **General Aviation Airports.** At least \$100 million is available to general aviation airports for any purpose for which airport revenues may be lawfully used. These funds are allocated based on the categories published in the most current NPIAS, reflecting the percentage of the aggregate published eligible development costs for each such category, and then dividing the allocated funds evenly among the eligible airports in each category, rounded up to the nearest thousand dollars.

Consistent with the four-year period of performance, all airport sponsors will be subject to a capped initial grant amount equal to four times their annual operating expenses, unless the remaining amount available to grant to the airport would be less than \$1 million. This limitation advances Congress's intent to address the cost needs of airports and promotes the effective management of CARES Act funds. The FAA has determined an airport's annual operating expenses based on the data reported to the FAA for fiscal year 2018. For most airport sponsors, this cap results in no practical effect on the initial grant amount available to them.

Q7: How is the 100% Federal share determined?

A: When a grant is awarded, the Federal share is determined by the category of airport and the airport development goal. This Federal share is specific to each grant. To implement the CARES Act requirement and award AIP and Supplemental Discretionary grants appropriated for FY 2020 at a 100% Federal share, the FAA will calculate the increased Federal share for each AIP grant. The FAA will amend FY 2020 grants that already have been executed to adjust to the 100% Federal share. The FAA will award and execute the remaining FY 2020 grants with a 100% Federal share.

Q8: Do CARES grants have a local match?

A: No. Funds under the CARES Act are available at a 100% Federal share.

Q9: How can an airport sponsor use CARES grant funds?

A: An airport owner/sponsor may use these funds for any purpose for which airport revenues may be lawfully used. CARES grant recipients should follow the FAA's Policy and Procedures Concerning the Use of Airport Revenues ("Revenue Use Policy"), 64 Federal Register 7696 (64 FR 7696), as amended by 78 Federal Register 55330 (78 FR 55330). The Revenue Use Policy document defines permitted and prohibited uses of airport revenue. In addition to the detailed guidance in the Revenue Use Policy, the CARES Act makes clear that the funds may not be used for any purpose not related to the airport.

Q10: Can I use CARES grant funds for new airport development on the airport?

A: Yes. However, additional requirements apply. To make these critical CARES funds available as quickly as possible, the FAA is issuing non-construction grants that permit expenditure for airport operating expenses (such as payroll) and to pay airport debt service. A recipient of a CARES grant that wishes to use the funds for new airport development or construction (i.e., to award a contract after March 27, 2020, for airport development) should contact its local Airports District Office or Airports Regional Office to make arrangements to do so. That office will ensure that such development is consistent with all of the recipient's prior Federal obligations, meets safety and security standards, meets National Environmental Policy Act (NEPA), prevailing wage, Buy American, Veterans' Preference, and Disadvantaged Business Enterprise Program requirements, and meets other specific requirements for new airport development under the CARES Act.

Q11: Are there any other specific requirements for accepting CARES grant funds?

A: Yes. The airport sponsor must continue to employ, through December 31, 2020, at least 90% of the number of individuals employed (after making adjustments for retirements or voluntary employee separations) as of March 27, 2020. The Secretary of Transportation may waive this workforce retention requirement if the Secretary determines that the sponsor is experiencing economic hardship as a direct result of the requirement, or that the requirement reduces aviation safety or security. The workforce retention requirement does not apply to non-hub or non-primary airports.

Q12: How do small, medium and large hub airport sponsors report their respective compliance with the employee retention requirement?

A: Airport sponsors must certify compliance with the CARES Act employment requirements (outlined in Q11) at the time of grant execution and report employment totals quarterly on June 30, September 30, and December 31, 2020. That report and certification should include the number of full-time equivalent (FTE) employees working at the airport as of March 27, 2020, as the baseline comparison. Airport sponsors may make adjustments for employees who perform duties at both the airport and other facilities operated by the airport sponsor. Airport sponsors also may make adjustments for retirements or voluntary employee separations when calculating the workforce retention percentage. If an airport sponsor intends to request a waiver from the employment requirements, it should do so no less than 30 days prior to a quarterly report date and provide documentation supporting its request.

Q13: Are multi-year grants eligible for a 100% Federal share under the CARES Act?

A: The FAA will provide a 100% Federal share for multi-year grants issued in FY 2020 under FY 2020 appropriations (Pub. L. 116-94). Future year funding for FY 2020 multi-year grants will continue to provide a 100% Federal share as long as CARES matching funds remain. Once matching funds are exhausted, FY 2020

multi-year grants will revert to the normal sponsor share. Multi-year grants issued in FY 2019 or earlier are not eligible for a 100% Federal share because they were issued under different appropriations laws. These grants will continue to be funded under the terms of the Grant Agreement.

Q14: If an airport sponsor owns or operates multiple airports, may CARES Act Airport Grant funds be pooled?

A: Yes. An airport sponsor may use funds at any airport under its control.

Q15: Are airport sponsors in the Republic of the Marshall Islands, Federated States of Micronesia, Republic of Palau, and Wake Island eligible for CARES Act Airport Grants?

A: No. The CARES Act states sponsors of airports defined in 49 U.S.C. 47102 are eligible. Eligible airports are included in the NPIAS. Airports in the Republic of the Marshall Islands, Federated States of Micronesia, Republic of Palau, and Wake Island are not included in the NPIAS. While these airport sponsors may be eligible for some AIP discretionary funding, they are not eligible under the CARES Act.

Q16: Are airports in U.S. territories eligible for CARES Act Airport Grants?

A: Yes. The CARES Act states sponsors of airports defined in 49 U.S.C. 47102 are eligible. Eligible airports are included in the NPIAS. Airports in U.S. territories (American Samoa, Northern Mariana Islands, Puerto Rico, the U.S. Virgin Islands, and Guam) are included in the NPIAS.

Q17: Can an airport sponsor use CARES Act Airport Grants and funding from other Federal programs to pay for expenses related to the COVID-19 public health emergency?

A: A sponsor may use CARES Act Airport Grants for airport operating expenses that arise due to the COVID-19 public health emergency. The FAA recognizes that several sources of COVID-19 relief funds may be available to airport sponsors. Airport sponsors may use other sources of funding consistent with the terms of those programs. However, an airport sponsor may not invoice under its CARES Act Airport Grant for expenses that have been reimbursed under another program.

Questions on Allocation Formulas

Q-F1: What financial information is the FAA using to determine distribution of the 50% of the \$7.4 billion available under the CARES Act for commercial service airports that pertains to an airport's debt ratio?

A: This information is taken from each commercial service airport sponsor's annual financial report. By law, since 1994, each commercial service airport must submit an annual financial report to the FAA. FAA Advisory Circular (AC) 150/5100-19D, "Guide for Airport Financial Reports Filed by Airport Sponsors," provides detailed instructions on the use of the Certification Activity Tracking System

(CATS), including how the system relates to government accounting requirements. Each airport must submit and certify its annual financial report within 120 days of the end of its fiscal year.

The FAA used the FY 2018 CATS data for all airports, reported as of March 14, 2020, to calculate allocations under the CARES Act formulas. The FAA is not accepting sponsor-requested amendments to certified CATS data for purposes of calculating CARES Act Airport Grants allocations. Where the FAA's preliminary review identified airports whose submissions raised technical issues, the FAA worked closely with those airports to address and correct those issues.

- Q-F2: What is the CARES Act phrase “each sponsor’s ratio of unrestricted reserves to their respective debt service” intended to accomplish?**
A: In general, the higher an airport’s reserves are, or the lower its debt service is, the more it may be allocated under this ratio.

Questions on Grant Application, Agreement, and Invoicing

- Q-GA1: Is a grant application required to receive CARES Act Airport Grants?**
A: Yes, with one exception. After the Secretary of Transportation announces awards under the CARES Act, each airport sponsor must submit a grant application. However, airport sponsors do not need to apply for the increased Federal share of FY 2020 AIP or FY 2020 Supplemental Discretionary grants. An airport sponsor may contact its Airport District Office or Region if it seeks specific guidance on its grant application.
- Q-GA2: Will the FAA use a standard grant application form or one specifically designed for this program?**
A: The FAA will use the Office of Management and Budget (OMB) SF-424, *Application for Federal Assistance*.
- Q-GA3: When will CARES Act Airport Grant applications be available and how long after filing a complete application should an airport sponsor expect to receive a grant?**
A: The FAA will provide this application to airport sponsors through the local Airports District Office or Airports Regional Office shortly after the Secretary announces CARES Act Airport Grants awards. The FAA anticipates providing a grant agreement for execution within days of receiving a complete application.
- Q-GA4: Will the FAA use a standard AIP grant agreement or one specifically designed for this program?**
A: The FAA will provide a simplified Grant Agreement shortly after it receives an application. This simplified agreement includes the requirements under the CARES Act and makes funds immediately available for expenses, other than

airport development, including payroll, debt service, utility expenses, service contracts, and supplies.

Q-GA5: Does a CARES Act Airport Grant require an airport sponsor to obligate itself to the standard set of FAA Airport Sponsor Grant Assurances?

A: Generally, no. If an airport sponsor uses its CARES Act Airport Grant for operational expenses, the standard FAA Airport Sponsor Grant Assurances do not apply. The CARES Act Airport Grants for operational expenses remain subject to audit, reporting, records retention, and other requirements under 2 CFR part 200 like other Federal grant funding. Some laws outside of 49 U.S.C. chapter 471 also apply, such as 49 U.S.C. 40103(e), which prohibits the grant of an exclusive right to conduct any type of aeronautical activity at an airport, and Title VI of the Civil Rights Act, which prohibits discrimination on the basis of race, color, or national origin. If an airport sponsor uses its CARES Act Airport Grant for new airport development, additional requirements apply (see Q10). Additionally, CARES Act Airport Grant funds may be used only for the capital and operating expense of the airport. Examples of expenditures that FAA has found to be allowable are provided in the [FAA Revenue Use Policy](#). The CARES Act does not, however, void assurances made in prior grant agreements; therefore, a sponsor's pre-existing grant assurances and Federal obligations continue to apply.

Q-GA6: How will an airport sponsor submit payment requests for CARES Act Airport Grants?

A: The FAA will use the existing U.S. Department of Transportation Delphi eInvoicing system for payment requests. Airport sponsors will continue the current practice of submitting underlying payment request documentation. Examples of documentation include payroll receipts, janitorial contract invoices, and debt service payments. The FAA will review invoices manually to ensure adequate oversight, but it will process payments quickly.

Questions on Use of Funds

Q-U1: Can CARES Act Airport Grants funds be used to purchase an aviation or aviation easement?

A: Yes, provided the purchase is consistent with 49 U.S.C. 47107(b) and (k)(2) (i.e., the expenditure is an airport operating cost that reflects the value received). Examples of expenditures that FAA has found allowable are provided in the [FAA Revenue Use Policy](#). The airport sponsor should consult with its local Airports District Office or Airports Regional Office because this purchase could be considered "airport development" and subject to additional requirements. See Q10.

Q-U2: Can CARES Act Airport Grants funds be used to accelerate structured settlement agreements or pay the penalty for early defeasement of debt?

A: Yes, provided the use of funds is consistent with 49 U.S.C. 47107(b) and (k)(2) (i.e., the expenditure is an airport operating cost that reflects the value received). Examples of expenditures that FAA has found allowable are provided in the FAA Revenue Use Policy. If any part of the debt had been approved for Passenger Facility Charge (PFC) collections, the airport sponsor may have to amend its PFC approval to reflect the change.

Q-U3: Can CARES Act Airport Grants funds be used for a surface access project (roads or rail/transit)?

A: Yes. This use is airport development and, therefore, additional requirements apply. See Q10.

Q-U4: Can CARES Act Airport Grants funds be used to prepay long-term contracts (for example, shuttle-bus operators, janitorial services, security services, fire and police services)?

A: Yes, provided the prepayment is a *bona fide* transaction where the sponsor receives the benefit of the prepaid services and receives some value in exchange for committing in advance.

Q-U5: Can CARES Act Airport Grants funds be deposited in the airport sponsor's reserve account (or invest them for future use)?

A: No. The FAA would not be able to ensure a potential future use is a use consistent with the CARES Act requirements. Airports should submit invoices and underlying documentation for airport expenditures. See Q-GA6.

Q-U6: Can CARES Act Airport Grants funds be used to help bolster the local government's pension fund?

A: Generally, no. However, if the fund has historically been supported by the airport and the support is proportional to the share paid to airport retirees, then the airport should consult with its local Airports District Office or Airports Regional Office, to determine if such a use is appropriate.

Questions on Environmental Review

Q-E1: Are there any environmental requirements associated with increases to 100% Federal share for FY 2020 AIP grants?

A: All projects funded for AIP and Supplemental Discretionary grants under FY 2020 appropriations continue to be subject to environmental requirements. However, no additional environmental analysis is required for the Federal share increase.

- Q-E2: Are there any environmental review requirements associated with non-construction grants for airport operating expenses and debt service?**
A: No. These types of grants have no potential to impact the environment, and therefore are not major federal actions subject to National Environmental Policy Act (NEPA) review.

Questions on Administration under the State Block Grant Program

- Q-SB1: What is the State Block Grant Program (SBGP)?**
A: In 1987, Congress authorized the FAA to use State block grants to provide AIP funds to airport sponsors. Through the State Block Grant Program (SBGP), the FAA provides funds directly to States that participate in the program. In turn, SBGP participants fund and oversee AIP projects to non-primary commercial service, reliever, and general aviation airports. The program currently includes the following 10 States: Georgia, Illinois, Michigan, Missouri, New Hampshire, North Carolina, Pennsylvania, Tennessee, Texas, and Wisconsin.
- Q-SB2: How will the FAA Administer CARES Act funding for States participating in the SBGP?**
A: The FAA Airport Improvement Program Branch (APP-520) will utilize its existing relationships with the States participating in the SBGP for administration of CARES Act Airport Grants. These participants have relationships with airport sponsors within their States and currently provide grant management and internal controls. Leveraging this infrastructure will facilitate efficient and expedient distribution of funds.
- Q-SB3: Will FAA Regional and Airport District Offices remain the points-of-contact for CARES Act Airport Grants?**
A: Yes. States participating in the SBGP should continue to work with their local Airports District Office or Airports Regional Office throughout CARES Act Airport Grants implementation and administration.
- Q-SB4: Do CARES Act Airport Grants funding allocations work differently for the SBGP?**
A: No. The FAA will calculate each airport sponsor's allocation based on formulas in the CARES Act. The Secretary of Transportation will announce these award amounts along with all awards under the CARES Act Airport Grants program.
- Q-SB5: How much CARES Act funding may States participating in the SBGP distribute?**
A: The CARES Act provides for specific allocations to each airport sponsor. The FAA will aggregate the amounts announced for each airport sponsor into one State award.

- Q-SB6: How may States participating in the SBGP allocate CARES Act Airport Grants?**
- A:** States participating in the SBGP must make sub-awards to each airport sponsor based on that sponsor's allocation under the CARES Act. The FAA expects States to make these sub-awards on an expedited basis, for airport sponsors to spend funds quickly, to reduce the adverse impacts of the current public health emergency. States must follow 2 CFR part 200 requirements for CARES Act Airport Grants and sub-awards. Funds not expended within the four-year period of performance are subject to recovery by the FAA.
- Q-SB7: What application and grant agreement will be used for sub-grants?**
- A:** States participating in the SBGP will use a streamlined application and grant agreement process similar to what the FAA is using for all CARES Act Airports Grants. The FAA will provide States with template documents after these grants are announced.
- Q-SB8: Can States participating in the SBGP mix FY 2020 AIP funds and additional funds to increase the Federal share under the CARES Act?**
- A:** No. The (1) FY 2020 AIP and Supplemental Discretionary funds are separate from the (2) CARES Act funds to increase the Federal share. States must separately account for the two different funding sources as they are drawn down to ensure each appropriation is spent as intended.
- Q-SB9: What if my State legislature needs to approve the acceptance of CARES Act funding?**
- A:** The FAA recommends that States participating in the SBGP use their usual State processes to approve, accept, and administer Federal funds.
- Q-SB10: Can CARES Act Airport Grants be sub-awarded to airport sponsors that had previously opted out of the SBGP?**
- A:** No. States participating in the SBGP do not have to make sub-awards to airport sponsors that opted-out in FY 2020 or do not participate in the SBGP. The FAA will administer grants for those airport sponsors.
- Q-SB11: What are the reporting requirements for CARES Act Airport Grants?**
- A:** States participating in the SBGP will continue the current practice of providing sub-award reporting information on CARES Act Airport Grants to the FAA upon request.
- Q-SB12: Will CARES Act Airport Grants require end-of-fiscal-year reporting like other AIP funding?**
- A:** Yes. CARES Act Airport Grants funds will be included in the Annual Report of Federal Funding at the end of FY 2020.

Q-SB13: How will payment requests be submitted for CARES Act Airport Grants?

A: The FAA will use the existing U.S. Department of Transportation Delphi eInvoicing system for payment requests. States participating in the SBGP will continue the current practice of retaining all underlying payment request documentation and complete records.

Q-SB14: Will the FAA audit CARES Act Airport Grants administered by States participating in the SBGP?

A: Yes. The FAA will include audits of CARES Act Airport Grants in its annual audit process.

From: DebB-Montague Town Clerk
Sent: Tuesday, April 28, 2020 2:40 PM
To: Kuklewicz, Rich [REDACTED] 'Michael Nelson'; Chris Boutwell
Subject: Reducing Polling Hours for June 22nd

Hello Everyone,

I would like you to think about reducing the town's polling hours for our annual town election this year.

Due to COVID 19 and because it is our annual town election that gets a minimal turnout at best – I hate to subject my election workers to the public for the long 12 hour duration of voting during this pandemic.

MGL says that we, (the town), are allowed to reduce our polling hours as long as we offer a minimum of 4 hours. I would like the Selectboard to consider polling hours from 11am to 6pm or from noon to 7pm. Many of my election workers have already expressed that they do not want to work the election as they do not want to be exposed to the possibility of contracting COVID 19.

All cities and towns are being pushed to offer voting by mail to all voters – (no excuse voting), to alleviate voters going to the polls.

The secretary of state's office is also sympathetic to the fact that our election workers are the elder population of our communities; therefore have offered towns the ability to apply for a waiver to reduce the amount of election workers needed by statute to run an election during COVID 19. I will be applying for this waiver.

As long as voting by mail is advertised on the Town's Website, on MCTV, in the Reporter and Recorder and by making a Robo call I feel that 7 hours of in person voting is fine, but it is ultimately the BOS's decision. This will need to be voted on at a meeting.

Please do not reply all.....

Thank you for your consideration.....Deb

Debra A. Bourbeau, CMMC
Montague Town Clerk
1 Avenue A
Turners Falls, MA 01376
(413)863-3200, ext. 203 general office, ext. 104 desk phone
(413)863-3224 Fax
townclerk@montague-ma.gov
www.montague-ma.gov

Monday, Tuesday & Thursday: 8:30 am to 5:30 pm
Wednesday: 8:30 am to 6:30 pm
Friday: Town Hall is Closed

Register to vote at: www.RegisterToVoteMA.com

Absentee Voting:
<https://www.sec.state.ma.us/ele/eleabsentee/absidx.htm>

NOTICE TO PROCEED

TO:
SCIABA CONSTRUCTION CORPORATION
1801 Main Street
Walpole, MA 02081

FROM:
TOWN OF MONTAGUE
1 Avenue A
Turners Falls, MA 01376

DATE: May 4, 2020

PROJECT:
Spinner Park Restoration Project
Village of Turners Falls, Montague, MA

SUBJECT:
Notice to Proceed with Construction

The Spinner Park Restoration Project located in the Village of Turner Falls, Montague, MA was awarded to Sciaba Construction Corporation on March 30, 2020. The Contractor is hereby notified to commence work set forth in the contract on or before May 5, 2020.

All work is to be done in accordance with plans, specifications, and conditions as amended provided in the contract dated March 30, 2020.

Substantial Completion Date: October 31, 2020 (180 days from Notice to Proceed)

Final Completion/Closeout Date: November 30, 2020

Contractor will pay liquidated damages for each consecutive calendar day thereafter as specified under such conditions as provided in paragraph 22 of the General Conditions.

Please acknowledge receipt of this Notice by signing the space below and returning the originals to the Franklin County Regional Housing & Redevelopment Authority.

TOWN OF MONTAGUE

By: _____

Title: Selectboard, Chair

Acceptance of this NOTICE TO PROCEED is hereby acknowledged by

SCIABA CONSTRUCTION CORPORATION

this _____ day of _____ 2020

By: _____

Title: _____

OWNER / CONTRACTOR AGREEMENT

THIS AGREEMENT made this 30th day of March, 2020, by and between the Town of Montague hereinafter called the "Owner", and Sciaba Construction Corporation, 1801 Main Street, Walpole, MA 02081, hereinafter called the "Contractor".

WITNESSETH, that the Owner and the Contractor, for the consideration hereafter named, agree as follows:

Article 1. SCOPE OF WORK: The Contractor shall perform all the Work required by the Contract Documents for the Spinner Park Restoration Project, prepared by Berkshire Design Group, Inc., dated February 4, 2020, acting as the Landscape Architect/Engineer, and referred to in these Contract Documents as the "Landscape Architect/Engineer".

Article 2. TIME OF COMPLETION: The Contractor shall commence work under this Contract on the date specified in the written "Notice to Proceed" from the Owner and shall bring the work to Substantial Completion within 180 calendar days of said date. Damages for delays in the performance of the Work shall be in accordance with the Conditions of the Contract.

Article 3. THE CONTRACT SUM: The Owner shall pay the Contractor in current funds for the performance of the Work, subject to additions and deductions by Change Order(s) the Contract Sum of Two Hundred Eighty-Two Thousand Two Hundred Dollars and no cents; \$282,200.00.

Article 4. THE CONTRACT DOCUMENTS: The following, together with this Agreement form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein: the Advertisement, Bidding Documents, Contract Forms, Conditions of the Contract, and Specifications as enumerated in the Table of Contents; the Drawings as enumerated in the List of Contract Drawings; Addenda; and Modifications issued after execution of the Contract. Terms used in this Agreement which are defined in the Conditions of the Contract, shall have the meanings designated in those Conditions.

Article 5. ALTERNATES:

The following Alternates have been accepted and their costs are included in the Contract Sum stated in Article 3 of this Agreement:

Alternate No: NONE ACCEPTED

Article 6. REAP CERTIFICATION: Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, the undersigned certifies under the penalties of perjury that to the best of his/her knowledge and belief I am in compliance with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed.

SCIABA CONSTRUCTION CORPORATION:

TOWN of MONTAGUE:

(Name of Contractor)

Chair

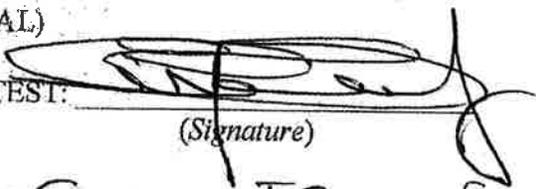
1801 MAIN Street
Address

10ALPOLE, MA - 02081

617-993-8700
Telephone Number

(SEAL)

(SEAL)

ATTEST: 
(Signature)

ATTEST: _____
Town Clerk

Name: EDUARDO J SCIABA Jr.
(Please print or type)

Name: _____
(Please print or type)

Witness: Dendralen P.

If a corporation, attach to each signed Contract a notarized copy of the corporate vote authorizing the signatory to sign this Contract).

Approval of Contract as to Appropriate Procurement Method:

Signed: _____ Date: _____

Name: Steven Ellis, Procurement Officer

As required by Massachusetts General Laws, Chapter 44, Section 31C, this is to certify that the Town of Montague, Massachusetts, has secured a Community Development Block Grant from the Massachusetts Department of Housing and Community Development for the funding of the project named herein.

Signed: _____ Date: _____

Name: Carolyn Olsen, Town Accountant

**AMENDMENT TO RECOVERABLE GRANT AGREEMENT
For Municipal Brownfields Site Assessment & Remediation**

THIS AMENDMENT TO RECOVERABLE GRANT AGREEMENT (the "Amendment") hereby amends that certain Recoverable Agreement dated June 28, 2019 (the "RGA"), by and between **MASSACHUSETTS DEVELOPMENT FINANCE AGENCY**, a Massachusetts body politic and corporate created and established under Chapter 23G of the Massachusetts General Laws, having its principal place of business at 99 High Street, 11th Floor, Boston, MA 02110 ("MassDevelopment") and the **TOWN OF MONTAGUE**, a body politic and a political subdivision of the Commonwealth of Massachusetts, having a mailing address at One Avenue A, Turners Falls, MA 01376 ("Sponsor").

All capitalized terms in this Amendment not defined herein shall have the meanings given to them in the original grant agreement.

WITNESSETH THAT

WHEREAS, MassDevelopment and Sponsor wish to amend the original grant agreement to revise certain dates thereunder.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and with the intent of being legally bound, the parties hereby agree as follows:

1. Section 1(a) of the original grant agreement is hereby deleted in its entirety and replaced with the following language:

"use good-faith efforts to complete the Site Assessment and Remediation on or before **July 31, 2020**, and shall submit all of its requests for MassDevelopment Funds (hereafter define) no later than **August 31, 2020**."

2. Effect of Amendment. Except as modified by this Amendment, the RGA and all the covenants, agreements, terms, provisions and conditions thereof shall remain in full force and effect and are hereby ratified and affirmed, and MassDevelopment and Sponsor hereby agree that the RGA remains in full force and effect. In the event of any conflict between the terms contained in this Amendment and the RGA, the terms of this Amendment shall supersede and control the obligations and liabilities of the parties.

3. Successors and Assigns. Each of the covenants, conditions, and agreements contained in this Amendment shall inure to the benefit of and shall apply to and be binding upon MassDevelopment and Sponsor and their respective heirs, legatees, devisees, executors, administrators and permitted successors and assigns.

4. Miscellaneous. This Amendment becomes effective only upon execution and delivery hereof by MassDevelopment and Sponsor. The captions of the paragraphs and subparagraphs in this Amendment are inserted and included solely for convenience and shall not be considered or given any effect in construing the provisions hereof.
5. Authority. Each of MassDevelopment and Sponsor guarantees, warrants and represents that the individual or individuals signing this Amendment on its behalf have the power, authority and legal capacity to sign this Amendment on its behalf of and to bind all entities, corporations, partnerships, limited liability companies, joint venturers or other organizations and entities on whose behalf such individual or individuals have signed.
6. Counterparts; Facsimile and PDF Signatures. This Amendment may be executed in one or more counterparts, each of which, when taken together, shall constitute one and the same document. A facsimile, electronic or portable document format (PDF) signature on this Amendment shall be equivalent to, and have the same force and effect as, an original signature.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

EXECUTED as of the ___ day of April, 2020, by the duly authorized representative of the parties hereto.

Approved as to form:

**MASSACHUSETTS DEVELOPMENT
FINANCE AGENCY**

Graeme Brown
Counsel

By: _____

Name: Laura L. Canter
Title: Executive Vice President,
Finance Programs

TOWN OF MONTAGUE

By: _____

Name: Walter Ramsey
Title: Town Planner

[Signature page to Amendment to Recoverable Grant Agreement between
MassDevelopment and the Town of Montague]

**ANNUAL TOWN MEETING
TOWN OF MONTAGUE
COMMONWEALTH OF MASSACHUSETTS
JUNE 13, 2020
REVISION DATE 04.01.20 9:00 AM**

Franklin, ss.

To either of the Constables of the Town of Montague in the County of Franklin:

GREETING:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the Inhabitants of the Town of Montague qualified to vote in Town affairs to meet in the Turners Falls High School Theater, 222 Turnpike Road, Turners Falls, Massachusetts, on Saturday, May 2, 2020, at 8:35 A.M. and to act on the following articles and any motions which may be presented.

ARTICLE 1: To see if the Town will vote to receive and act upon the reports of the Officers of the Town and to receive the report of any committees and act thereon.

ARTICLE 2: To see if the Town will vote to authorize the Selectboard, or other Town departments with the approval of the Selectboard, to apply for and accept grants from the Federal Government, Commonwealth of Massachusetts, or any other source, and to expend the same for purposes received without further appropriation, or pass any vote or votes in relation thereto.

(Selectboard Request)

ARTICLE 3: To see if the Town will vote to fix the salaries of all elected officials as required by law for the fiscal year beginning July 1, 2020, as set forth in Schedule I, Elected Officials, a copy of which is on file in the Office of the Town Clerk, or pass any vote or votes in relation thereto.

ARTICLE 4: To see if the Town will vote to fix the salaries of all appointed officials as required by law for the fiscal year beginning July 1, 2020, as set forth in Schedule II, Appointed Officials, a copy of which is on file in the Office of the Town Clerk, or pass any vote or votes in relation thereto.

ARTICLE 5: To see if the Town will vote to amend the classification plan to add the position of Assistant Planner at Grade D as per a Memorandum of Agreement between

the Town of Montague and the National Association of Government Employees (NAGE), or pass any vote or votes in relation thereto.

(Planning Department Request)

ARTICLE 6: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$10,527,445, or any other amount, for the maintenance of the several departments of the Town, said sums to be allocated in accordance with Schedule III, Budget, a copy of which is on file in the Office of the Town Clerk, and for any other necessary changes, or pass any vote or votes in relation thereto.

ARTICLE 7: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$2,449,068, or any other amount, for the purpose of operating the Water Pollution Control Facility and associated pumping stations, said sums to be allocated in accordance with Schedule IV, WPCF Budget, a copy of which is on file in the Office of the Town Clerk, or pass any vote or votes in relation thereto.

ARTICLE 8: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$79,750, or any other amount, for the purpose of funding the operations, maintenance, and debt service of the Colle Building, or pass any vote or votes in relation thereto.

(Selectboard Request)

ARTICLE 9: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$55,694, or any other amount, for the purpose of operating the Turners Falls Airport, or pass any vote or votes in relation thereto.

(Airport Commission Request)

ARTICLE 10: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$1,255,456, or any other amount, for the purpose of paying the Franklin County Technical School District for Montague's share of the assessment for the yearly operation of the Franklin County Technical School, or pass any vote or votes in relation thereto.

(Franklin County Technical School Request)

ARTICLE 11: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$10,732,268, or any other amount, for the purpose of paying the Gill-Montague Regional School District for

Annual Town Meeting Warrant

June 13, 2020

Page 2 of 10

Montague's share of the assessment for the yearly operation of the Gill-Montague Regional Schools, or pass any vote or votes in relation thereto.

(Gill-Montague Regional School District Request)

ARTICLE 12: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$20,000, or any other amount, for the purpose of building a wall in the Sheffield Library to provide additional private instructional space or other uses, including any and all incidental and related costs, or to pass any vote or votes in relation thereto.

(GMRSD Request)

ARTICLE 13: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$10,000, or any other amount, for the purpose of making repairs to the canopy over the Gill Montague Regional School District Administration Building's side entry, including any and all incidental and related costs, or to pass any vote or votes in relation thereto.

(GMRSD Request)

ARTICLE 14: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$60,000, or any other amount, for the purpose of repairing the Hillcrest Elementary School façade and roof, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

(GMRSD Request)

ARTICLE 15: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$60,000, or any other amount, for the purpose of resurfacing the Turners Falls High School tennis courts, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

(GMRSD Request)

ARTICLE 16: To see if the town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$21,953, or any other amount, for the purpose of obtaining Building Condition Assessments to support capital planning for the Sheffield School, Hillcrest School, and Great Falls Middle School/Turners Falls High School Buildings, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

(GMRSD Request)

ARTICLE 17: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$16,250, or any other amount, for the purpose of hiring a contractor to provide valuation services relating to the natural gas and electric transmission/distribution utility properties located in town, including any and all incidental and related costs, or to pass any vote or votes in relation thereto.

(Board of Assessors Request)

ARTICLE 18: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$51,000, or any other amount, for the purpose of increasing the appropriation of Article 7 of the March 5, 2020 Special Town Meeting, which appropriated \$75,000 to remove and dispose of an existing oil tank and vault, or pass any vote or votes in relation thereto.

(WPCF Interim Superintendent Request)

ARTICLE 19: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$100,000, or any other amount, for the purpose of replacing coarse bubble diffusers at the Montague WPCF with fine bubble diffusers or similar energy saving technology, including any and all incidental and related costs, or to pass any vote or votes in relation thereto.

(WPCF Superintendent Request)

ARTICLE 20: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$40,000, or any other amount, for the purpose of replacing a primary sludge pump at the Montague WPCF, including purchasing and equipping a new pump, removal and disposal of the existing pump, design and installation services, and any and all incidental and related costs, or to pass any vote or votes in relation thereto.

(WPCF Superintendent Request)

ARTICLE 21: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$80,000, or any other amount, for the purpose of purchasing, equipping, and making major repairs to DPW vehicles and equipment, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

(Department of Public Works Request)

ARTICLE 22: To see if the town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$50,000, or any other amount,

for the purpose of replacing the Council on Aging roof, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

(Council on Aging Request)

ARTICLE 23: To see if the town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$4,800, or any other amount, for the purpose of funding the local share of a \$96,000 state and federal grant titled "Wildlife Hazard Assessment Study", or pass any vote or votes in relation thereto.

(Airport Commission Request)

ARTICLE 24: To see if the town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$37,260, or any other amount, for the purpose of repairing traditional walking paths in the villages of Millers Falls and Turners Falls, including but not limited to repair or replacement of the existing public stairway leading from the Millers Falls Village Center to Highland Park and the existing public walkway running from 7th Street to High Street, near its intersection with Avenue B, inclusive of the purchase and installation of any necessary equipment and anything incidental or related thereto, or pass any vote or votes in relation thereto.

(Planning Department Request)

ARTICLE 25: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$5,000, or any other amount, for the purpose of hiring professionals to survey the parcels comprising Montague Center Park in support of its future redevelopment, and anything incidental or related thereto, or to pass any vote or votes in relation thereto.

(Parks & Recreation Commission Request)

ARTICLE 26: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$820.49, or any other amount, which represents the net premium paid to the Town upon the sale of the Town's \$5,785,000 DPW Facility Bonds dated January 22, 2020, to pay costs of the DPW facility authorized by the vote of the Town passed March 29, 2018, and to reduce the amount authorized to be borrowed for such project by such amount, as set forth in M.G.L. c. 44, §20 or any other applicable law, or pass any vote or votes in relation thereto.

ARTICLE 27: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$39,185, or any other amount, for the purpose of increasing the GMRSD Stabilization Fund, or pass any vote or votes in relation thereto.

(Finance Committee Request)

ARTICLE 28: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$61,507, or any other amount, for the purpose of increasing the Town General Stabilization Fund, or pass any vote or votes in relation thereto.

(Finance Committee Request)

ARTICLE 29: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$200,259, or any other amount, for the purpose of increasing the Town Capital Stabilization Fund, or pass any vote or votes in relation thereto.

(Finance Committee Request)

ARTICLE 30: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$118,000, or any other amount, for the purpose of increasing the Town OPEB Trust Fund, or pass any vote or votes in relation thereto.

(Finance Committee Request)

ARTICLE 31: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$68,000, or any other amount, for the purpose of increasing the Franklin County Technical School Stabilization Fund, or pass any vote or votes in relation thereto.

(Finance Committee Request)

ARTICLE 32: To see if the Town will vote to authorize the Selectboard to petition the General Court for one (1) additional all alcohol on premises liquor license to be exercised and located at 112 Avenue A in the Turners Falls village of the Town, said license not to be transferred to any other location; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Selectboard approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition, or pass any vote or votes in relation thereto.

The petition for special legislation shall take the following form:

**AN ACT AUTHORIZING THE TOWN OF MONTAGUE TO ISSUE ONE
ADDITIONAL LIQUOR LICENSE.**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. (a) Notwithstanding Section 17 of Chapter 138 of the General Laws or any other general or special, rule or regulation to the contrary, the licensing authority of the Town of Montague may grant one (1) additional license for the sale of all alcoholic beverages to be consumed on premises under Section 12 of said Chapter 138 to be exercised at and located at 112 Avenue A, in the Turners Falls Village in said town. A license granted under this section shall be subject to all of said Chapter 138 except said Section 17.

(b) Once issued, the licensing authority shall not approve the transfer of the license issued under this section to any other location, but it may grant the license to a new applicant at the same location if the applicant files with the authority a letter from the department of revenue and a letter from the department of unemployment assistance indicating that the license is in good standing with the department and that all applicable taxes, fees and contributions have been paid.

(c) If the license granted under this section is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority, which may then grant the license to a new applicant at the same location under the same conditions as specified in this section.

SECTION 2. This act shall take effect upon passage.
(Selectboard Request)

ARTICLE 33: To see if the Town will vote to authorize the Selectboard to file a Home Rule petition with the General Court for special legislation to expand the Town's quota for liquor licenses as set forth in the proposed petition below; provided, however, that the General Court may make clerical and editorial changes of form only to the bill, unless the Selectboard approves amendments to the bill prior to enactment by the General Court, and to authorize the Selectboard to approve amendments which shall be within the public purposes of the petition, or pass any vote or votes in relation thereto.

The text of the petition shall take the following form:

AN ACT INCREASING THE TOWN OF MONTAGUE'S ON-PREMISES LIQUOR LICENSE QUOTA

Be it enacted by the Senate and House of Representatives in General Court assembled, and by authority of the same, as follows:

Section 1. (a) Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the Town of Montague may grant three (3) additional licenses for the sale of all alcoholic beverages to be drunk on the premises pursuant to section 12 of said chapter 138, which licenses shall be located only within the Town's Central Business District, as that district is defined under the Town's Zoning Map, as it existed as of May 6, 2017 (the "Central Business District"), upon approval of and under conditions set by the licensing authority of the Town. The licenses shall be subject to all of said chapter 138 except said section 17.

(b) Notwithstanding section 12 of chapter 138 of the General Laws, the licensing authority may restrict the licenses issued pursuant to this act to holders of common victualler licenses.

(c) The licensing authority shall not approve the transfer of any license granted pursuant to this special act to any location other than a location within the Central Business District; but it may grant the license to a new applicant and/or for a new location within the Central Business District; pursuant to subsection (a) if the applicant files with the licensing authority a letter from the department of revenue and a letter from the department of unemployment assistance indicating that the license is in good standing with those departments and that all applicable taxes, fees and contributions have been paid.

If any license granted pursuant to this special act is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority which may then grant the license to a new applicant but only for a location within the Central Business District and under the same conditions as specified in this act.

Section 2. This act shall take effect upon passage.

(Selectboard Request)

ARTICLE 34: To see if the Town will vote to transfer care, custody and control of the land or building commonly known as the former DPW Garage, located at 500 Avenue A, Turners Falls, and shown as Assessors' Parcel ID 05-0-127, from the Selectboard for general municipal purposes to Selectboard for general municipal purposes and for the purpose of conveyance and lease; and to authorize the Selectboard to sell or lease, transfer or convey all or any portion of such land and/or building for such sum and upon such conditions determined by the Selectboard to be in the best interests of the Town, pursuant to G.L. c. 30B, and to authorize the Selectboard to execute any and all instruments, including deeds, leases or other agreements and take all other actions

necessary or appropriate to effectuate the vote taken hereunder, or take any other action relative thereto.

ARTICLE 35: To see if the Town will vote to transfer care, custody and control of the land or building commonly known as the Town Hall Annex, located at 1 Avenue A, Turners Falls, and shown as Assessors' Parcel ID 04-0-0004, from the Selectboard for general municipal purposes to the Selectboard for general municipal purposes and for the purpose of conveyance and lease; and to authorize the Selectboard to sell or lease, transfer or convey all or any portion of such land and/or building for such sum and upon such conditions determined by the Selectboard to be in the best interests of the Town, pursuant to G.L. c. 30B, and to authorize the Selectboard to execute any and all instruments, including deeds, leases or other agreements and take all other actions necessary or appropriate to effectuate the vote taken hereunder, or pas any vote or votes in relation thereto.

ARTICLE 36:

We are writing to request that funds be appropriated to facilitate the repair of the public stairway leading from the Millers Falls Village Center to Highland Park. While many people continue to use the stairs they are in a sorry state and could cause someone harm if not addressed. Several of the concrete stairs are crumbling and the railings are rusted and broken. We feel that this is an important connector between the village center and the park and we hope that fixing the stairs would increase the use of the park by residents of the village center. Please repair the stairs so that we can use them safely.

(Petitioned Article)

Given under our hands this 6th day of April in the Year of Our Lord Two Thousand and Twenty.

Michael Nelson

Christopher M. Boutwell, Sr.

Richard Kuklewicz, Chairman
Selectmen, Town of Montague

Franklin, ss Montague, MA April ____, 2020

Pursuant to the within warrant, I have warned the Inhabitants of the Town of Montague by posting attested copies of the same in a conspicuous place in each of the Post Offices, Libraries, and the Town Hall of the Town of Montague at least seven days before said meeting as within directed.

Constable of Montague

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: \$ 4000.00
- 2. To be transferred to account number 001-5-113-5315-000
Account Title Town Mtg Other Prof
- 3. Present balance in said line item appropriation: \$ 115.00

The amount requested will be used for (give specific purpose):

Rental of tent, chairs, stage, and other items necessary to hold ATM in a tent.

This expenditure is extraordinary and/or unforeseen for the following reasons:

COVID-19

Officer/Department Head 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

WendyB-Montague Board of Selectmen

From: StevenE - Montague Town Administrator
Sent: Thursday, April 30, 2020 11:38 AM
To: WendyB-Montague Board of Selectmen
Cc: Ed Gregory
Subject: 4/8 agenda

Hi

Apparently the plaque on the Gill side of the Turners Falls-Gill Bridge reads "Gill-Montague Bridge" which is historically incorrect. When the original bridge was erected in 1938 and correct plaques were installed that display the correct name of the bridge. Those plaques remain in place. The Gill Historical Commission is requesting that MA DOT remove the incorrect plaque. The Montague Historical Commission (MHC) voted unanimously on April 30, 2020 to support the Gill Historical Society's request.

The MHC requests that the board write a letter in support of removal of plaque the mistakenly references the Turners Falls-Gill Bridge as the Gill-Montague Bridge.

Steven Ellis
Town Administrator
Town of Montague
One Avenue A
Turners Falls MA 01376
(413) 863-3200 x110



Town of Montague
OFFICE OF THE TREASURER/COLLECTOR
1 Avenue A
Turners Falls, MA 01376
(413)863-3200 Fax(413)863-3224
treasurer@montague-ma.gov

April 30, 2020

To: Steve Ellis, Town Administrator
Town of Montague Selectboard

From: Eileen Seymour
Treasurer/Tax Collector

RE: Tax Collection Rates

Dear Steve & Selectboard,

I have attached a chart showing the collection rates for real estate taxes, personal property and excise taxes, and sewer user fees over the last three fiscal years to give you a perspective as to where we are in comparison to prior years amid this pandemic that has affected so many lives as well as people's livelihoods.

I feel we are in a decent position due to the fact that our taxes were due on April 1st originally and the State allowance for extending due dates came after the actual due date. The due date extension that the Selectboard adopted has had some impact on the collection rates; however, I don't see a large discrepancy at this point.

You will notice that the personal property collection rate for this year is down significantly, however, some of that is due to a large utility valuation dispute.

As I have mentioned before, I do have concerns about collecting the 1st half of FY2021 and going forward as this economic shutdown really hits people as time goes on.

I hope this is helpful to you by seeing these numbers and please let me know if you have any questions!

Sincerely,

Eileen

Collection Rates

Real Estate			
Collection rate through April 29th of each year	FY2020 94%*	FY2019 96%	FY2018 96%
Personal Property			
Collection rate through April 29th of each year	FY2020 89%*	FY2019 94%	FY2018 99%
Excise Tax			
Collection rate through April 29th of each year	FY2020 82%*	FY2019 84%	FY2018 86%
Sewer User Fees			
Collection rate through April 29th of each year	FY2020 85%*	FY2019 71%	FY2018 Data not available due to conversion

*Due date extension impacting these collection rates.

Personal property is affected not only by the due date extension, but also a large taxpayer dispute with valuation (so 2nd 1/2 tax has not been paid).

WendyB-Montague Board of Selectmen

From: StevenE - Montague Town Administrator
Sent: Wednesday, April 29, 2020 1:18 PM
To: WendyB-Montague Board of Selectmen
Subject: Selectboard TA Business - GP Bridge Update

Hi Wendy

I received an update from DOT relative to the General Pierce Bridge rehabilitation project. Please note that the bridge bid was advertised on March 14 in accordance with anticipated schedules. They expect to receive bids on June 2nd and the project is expected to be awarded by the end of summer. This would appear to keep them on schedule for preliminary construction work to the route 2 intersection across the Turners Falls-Gill Bridge, with closure of the General Pierce Bridge possible at the beginning of winter.

You can include this email in the board packet and add General Pierce Bridge Project Update to the TA Business portion of the agenda.

Thanks - Steve

Steven Ellis
Town Administrator
Town of Montague
One Avenue A
Turners Falls MA 01376
(413) 863-3200 x110