

MEMORANDUM OF AGREEMENT

Temporary Administrative Support for Turners Falls Municipal Airport

This Memorandum of Agreement ("MOA") is entered into by and between the **Montague Selectboard** and the **Turners Falls Airport Commission** concerning temporary administrative support to be provided to the Turners Falls Municipal Airport by the Town's DPW Office Manager.

1. Purpose

The purpose of this Agreement is to establish a temporary arrangement under which the DPW Office Manager may provide administrative and office management assistance to the Turners Falls Municipal Airport while continuing to perform her regular duties for the Department of Public Works.

2. Term

This arrangement shall begin on **October 12, 2026** and continue for a trial period of **six (6) months (April 12)**, unless ended earlier in accordance with this Agreement.

At the conclusion of the trial period, the arrangement may be extended by mutual agreement of the Selectboard and Airport Commission.

3. Time Commitment

The DPW Office Manager may devote **up to five (5) hours per week** of her regular work schedule to Airport-related administrative duties.

The five-hour amount is a maximum and is not intended to establish a guaranteed number of hours each week. The actual amount of time devoted to Airport work may vary depending upon Airport needs and the operational needs of the DPW.

This arrangement is not intended to create additional regularly scheduled hours or overtime. Any work outside the employee's normal work schedule shall require prior authorization in accordance with applicable Town policies and collective bargaining requirements.

4. Compensation and Cost Allocation

The DPW Office Manager shall continue to be paid through her existing DPW position. During the six-month trial period, the Town will not charge the Airport Enterprise Fund or otherwise seek reimbursement from the Airport for the employee's wages or benefits associated with the administrative support provided under this Agreement.

This arrangement is intended as a temporary Town contribution of existing staff capacity to support Airport operations and shall not establish a precedent regarding the allocation of personnel costs for any future or extended arrangement.

5. Location and Coordination of Work

The Office Manager may perform work at the Airport when her physical presence is useful or necessary. However, to the extent practicable, she is encouraged to bring Airport administrative work back to the DPW office so that she remains available to answer phones, assist employees and the public, and respond to other DPW office needs while completing Airport assignments.

The Airport Manager and DPW Superintendent shall coordinate as necessary regarding scheduling and priorities. The employee's regular DPW responsibilities shall remain her primary assignment.

6. Scope of Airport Support

Airport administrative work may include, as time permits:

- invoicing and tracking payments associated with fuel, tie-downs, hangars, and other Airport services;
- financial reconciliation and preparation of billing documentation;
- assistance with operating and capital budget preparation;
- assistance with grant expenditures, reimbursement requests, closeouts, and related documentation;
- assistance with routine FAA, MassDOT, EPA, DEP, and other regulatory or administrative reporting;
- ordering and administrative purchasing support;
- maintenance of Airport administrative records and information; and
- other similar office management duties mutually agreed upon by the Airport Manager, DPW Superintendent, and Office Manager.

The parties acknowledge that the Airport has identified a broader range of potential administrative duties and that the Office Manager is **not expected to complete all such duties within the five-hour weekly allocation**. The original discussion expressly contemplated assistance with only those tasks that can reasonably be accommodated within the available time. Mail - Walter Ramsey - Outlook

7. Supervision and Employment Status

The DPW Office Manager shall remain an employee assigned to the Department of Public Works and shall remain under the administrative supervision of the **DPW Superintendent**.

For purposes of Airport assignments, the **Airport Manager** may provide direction concerning the Airport work to be completed and applicable deadlines, in coordination with the DPW Superintendent.

Nothing in this Agreement shall constitute a change in the employee's position, classification, compensation, bargaining-unit status, or other terms and conditions of employment.

8. Collective Bargaining Agreement

Implementation of this Agreement shall be consistent with the applicable collective bargaining agreement and any agreement or understanding reached with NAGE concerning this temporary assignment.

9. Review of Arrangement

During the trial period, the Town Administrator, DPW Superintendent, and Airport Manager may periodically review the arrangement to determine whether it is meeting the operational needs of both departments.

The Selectboard or Airport Commission may request modification or termination of the arrangement if it proves impractical or interferes with the operational needs of either department.

10. Termination

Either the Selectboard or Airport Commission may terminate this Agreement upon reasonable notice to the other party. The Town Administrator may also temporarily suspend the arrangement when necessary to address DPW staffing or operational needs.

11. No Permanent Staffing Commitment

This Agreement establishes a temporary administrative-support arrangement only. It does not create a permanent shared position, establish a permanent allocation of DPW staffing to the Airport, or obligate either party to continue the arrangement beyond its stated term.

TOWN OF MONTAGUE SELECTBOARD

Chair

Member

Member

Date: _____

TURNERS FALLS AIRPORT COMMISSION

Chair

Date: _____