

MONTAGUE SELECTBOARD MEETING

1 Avenue A, Turners Falls and VIA ZOOM

Monday, March 3, 2025

AGENDA

Join Zoom Meeting: <https://us02web.zoom.us/j/81481596207>

Meeting ID: 814 8159 6207 Password: 271492 Dial into meeting: +1 646 558 8656

This meeting/hearing of the Selectboard will be held in person at the location provided on this notice.

Members of the public are welcome to attend this meeting. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda should make plans for in-person vs. virtual attendance accordingly.

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

Meeting Being Taped

Votes May Be Taken

1. 6:00PM Selectboard Chair opens the meeting, including announcing that the meeting is being recorded and roll call taken
2. 6:00 Approve Minutes: Selectboard Meeting February 24, 2025 if available
3. 6:00 **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. 6:02 **Zak's Auto, 221 Millers Falls Road, Turners Falls, MA**
 - Request to add 5 cars (10 in total) to Class II License
5. 6:05 **Brick House Community Resource Center, LLC**
 - Request Use of Public Property for 5K Fun Run and Walk on May 17, 2025, from Bike Path through the Patch from 7:00am to 1:00pm.
6. 6:10 **Personnel Board**
 - Assessor Office Transition Plan
 - Director of Assessing Hiring Committee
Establish Director of Assessing Hiring Committee and appoint Ann Cenzano, Board of Assessors; Walter Ramsey, Town Administrator; Chris Boutwell, Selectboard Representative; Eileen Seymour, Town Treasurer; Angelica Desroches, Town Accountant; Ella Ingraham, Town Resident Representative
 - Town Clerk Hiring Committee
Establish Town Clerk Hiring Committee and appoint Tina Sulda, Interim Town Clerk; Chris Nolan-Zeller, Assistant Town Administrator; Matt Lord, Selectboard Representative; Deb Bourbeau Former Town Clerk; Ariel Elan, Town Resident Representative
 - Appoint Elena Pepe-Salutric to Cataloger/Library Technician, Grade B, Step 8 @ 23.27/hr effective 3/19/2025
7. 6:20 **Maureen Pollock, Planning Director**
 - Request Authorization to apply for Federal Emergency Management Agency (FEMA)'s Hazard Mitigation Grant Program (HMGP) Total Project Cost: \$32,300
 - Request Authorization to allocate required local cash match (15% of total project cost = \$4,845) and in-kind services made up of Planning Department staff time (10% of total project cost = \$3,230)

Montague Selectboard Meeting
March 3, 2025
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8. 6:30 **Natalie Blais, State Representative and Jo Comerford, State Senator**
- Discussion of Town Legislative Priorities
9. 7:00 **Assistant Town Administrator's Business**
- Execute Certification for Closeout of Mitigation Grant PDMC 19-03 from MEMA
 - Other project updates
10. 7:10 **Town Administrator's Business**
- FY26 Budget Updates
 - Topics not anticipated within 48 hour posting requirements
11. 7:10 **Executive Session With Board of Assessors**
- Executive Session in accordance with G.L. c. 30A, § 21 (3) To discuss strategy with respect to litigation with FirstLight Power, Inc. if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares.
12. 7:30 Executive session in accordance with G.L. c.30A, §21(a)(6) to consider the purchase, exchange, lease or value of real property, 16 and 20 Canal Road in Turners Falls, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.
13. 8:00 Executive session in accordance with G.L. c.30A, §21(a)(1) discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

Next Meetings:

Selectboard: March 10, 2025, at 6:00pm VIA ZOOM

March 12 CIC/FC/SB Capital Requests

March 19 SB/FC Reconciliation meeting

2/19/25

4

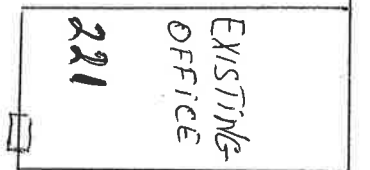
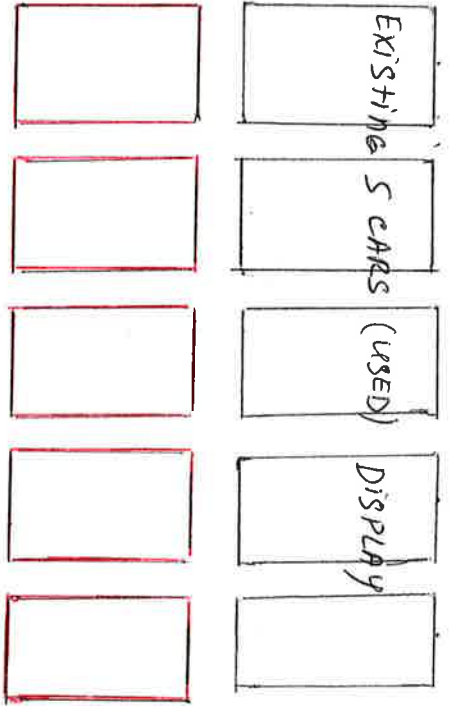
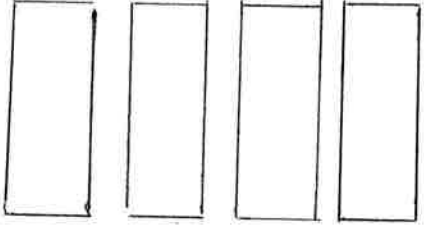
**Zak's Auto Sales INC.
221 Millers Falls Rd
Turners Falls, MA 01376**

To whom it may concern,

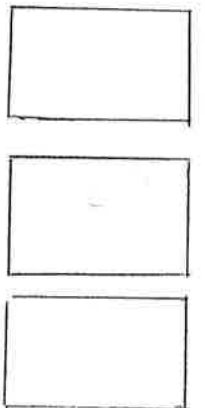
**I am requesting to display 10 used cars at 221
Millers Falls Rd Turners Falls, Ma 01376. I am
currently allowed to display 5 used cars.**

Thank you, Zak

CUSTOMER PARKING



CUSTOMER PARKING



ZAK'S AUTO SALES inc.



MILLERS FALLS Rd



Board of Selectmen Town of Montague

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

REGISTRATION FOR ASSEMBLY, PUBLIC DEMONSTRATION, OR USE OF PUBLIC PROPERTY (Not for Peskeompskut Park or Montague Center Common)

All information must be complete. This form must be returned to the Board of Selectmen within a minimum of 10 days prior to the assembly.

Name of applicant: Deborah Frenkel

Address of applicant: 24 3rd St, Turners Falls, MA 01376

Phone # of applicant: (413) 522-6066

Name of organization: THE BRICK HOUSE COMMUNITY RESOURCE CENTER, LLC

Name of legally responsible person: Deborah Frenkel

Location of assembly: The DCR Canalside Rail Trail Terminus at Unity Park and 5K Route through "The Patch"

Date of assembly: May 17, 2025 please see map

Time of assembly: Begin: 7:00 am End: 1:00 pm

Number of expected participants: 120

If a procession/parade: 5k Fun Run and Walk

Route: The DCR Canalside Rail Trail Terminus at Unity Park and 5K
Route through "The Patch" please see map

Number of people expected to participate: 120

Number of vehicles expected to participate: N/A

Subject of demonstration: 5k Fun Run and Walk

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

Signatures:

Police Chief: _____ Date: _____

Comments/Conditions: _____

Board of Selectmen, Chairman: _____ Date: _____

Comments/Conditions: _____



Name: **CENZANO, ANN**

MONTAGUE APPOINTED OFFICIAL

NAME: Ann Cenzano

DATE: 3/3/2025

COMMITTEE: Director of Assessing Hiring Committee

TERM: Until Position is Filled

TERM EXPIRATION: Until Position is Filled

SELECTMEN, TOWN OF MONTAGUE **TERM STARTS:** 03/04/25

CENZANO, ANN personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the Director of Assessing Hiring Committee according to the foregoing appointment.

Received _____ and entered in the records of the Town of Montague.

MONTAGUE TOWN CLERK

This is to acknowledge that I have received a copy of Chapter 30A, Sections 18 - 25, of the General Laws, the Open Meeting law.

APPOINTED OFFICIAL

***If you choose to resign from your appointed position during your term, you must notify the Town Clerk in writing before such action takes effect.

Name: RAMSEY, WALTER

MONTAGUE APPOINTED OFFICIAL

NAME: Walter Ramsey

DATE: 3/3/2025

COMMITTEE: Director of Assessing Hiring Committee

TERM: Until Position is Filled

TERM EXPIRATION: Until Position is Filled

SELECTMEN, TOWN OF MONTAGUE

TERM STARTS: 03/04/25

RAMSEY, WALTER personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the Director of Assessing Hiring Committee according to the foregoing appointment.

Received _____ and entered in the records of the Town of Montague.

MONTAGUE TOWN CLERK

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APPOINTED OFFICIAL

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Name: BOUTWELL, CHRISTOPHER

MONTAGUE APPOINTED OFFICIAL

NAME: Christopher Boutwell

DATE: 3/3/2025

COMMITTEE: Director of Assessing Hiring Committee

TERM: Until Position is Filled

TERM EXPIRATION: Until Position is Filled

SELECTMEN, TOWN OF MONTAGUE

TERM STARTS: 03/04/25

BOUTWELL, CHRISTOPHER personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the Director of Assessing Hiring Committee according to the foregoing appointment.

Received _____ and entered in the records of the Town of Montague.

MONTAGUE TOWN CLERK

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APPOINTED OFFICIAL

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Name: SEYMOUR, EILEEN

MONTAGUE APPOINTED OFFICIAL

NAME: Eileen Seymour

DATE: 3/3/2025

COMMITTEE: Director of Assessing Hiring Committee

TERM: Until Position is Filled

TERM EXPIRATION: Until Position is Filled

SELECTMEN, TOWN OF MONTAGUE

TERM STARTS: 03/04/25

Eileen Seymour

\ personally appeared and made oath that
he/she would faithfully and impartially perform his/her duty as a member of the
Director of Assessing Hiring Committee according to the foregoing
appointment.

Received _____ and entered in the records of the
Town of Montague.

MONTAGUE TOWN CLERK

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of the General Laws, the Open Meeting law.

APPOINTED OFFICIAL

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notify the Town Clerk in writing before such action takes effect.

MONTAGUE APPOINTED OFFICIAL

03/04/25

1

he/she would faithfully and impartially perform his/her duties as
Director of Assessing Hiring Committee

Received _____

MONTAGUE TOWN CLERK

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APPOINTED OFFICIAL

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Name: INGRAHAM, ELLA

MONTAGUE APPOINTED OFFICIAL

NAME: Ella Ingraham

DATE: 3/3/2025

COMMITTEE: Director of Assessing Hiring Committee

TERM: Until Position is Filled

TERM EXPIRATION: Until Position is Filled

SELECTMEN, TOWN OF MONTAGUE

TERM STARTS: 03/04/25

INGRAHAM, ELLA personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the Director of Assessing Hiring Committee according to the foregoing appointment.

Received _____ and entered in the records of the Town of Montague.

MONTAGUE TOWN CLERK

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APPOINTED OFFICIAL

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Name: **SULDA, TINA**

MONTAGUE APPOINTED OFFICIAL

NAME: Tina Sulda

DATE: 3/3/2025

COMMITTEE: Town Clerk Hiring Committee

TERM: Until Position is Filled

TERM EXPIRATION: Until Position is Filled

SELECTMEN, TOWN OF MONTAGUE **TERM STARTS:** 03/04/25

SULDA, TINA personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the **Town Clerk Hiring Committee** according to the foregoing appointment.

Received _____ and entered in the records of the Town of Montague.

MONTAGUE TOWN CLERK

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APPOINTED OFFICIAL

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Name: NOLAN-ZELLER, CHRISTOPHER

MONTAGUE APPOINTED OFFICIAL

NAME: Christopher Nolan-Zeller

DATE: 3/3/2025

COMMITTEE: Town Clerk Hiring Committee

TERM: Until Position is Filled

TERM EXPIRATION: Until Position is Filled

SELECTMEN, TOWN OF MONTAGUE

TERM STARTS: 03/04/25

NOLAN-ZELLER, CHRISTOPHER personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the Town Clerk Hiring Committee according to the foregoing appointment.

Received _____ and entered in the records of the Town of Montague.

MONTAGUE TOWN CLERK

This is to acknowledge that I have received a copy of Chapter 30A, Sections 18 - 25, of the General Laws, the Open Meeting law.

APPOINTED OFFICIAL

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Name: LORD, MATTHEW

MONTAGUE APPOINTED OFFICIAL

NAME: Matthew Lord

DATE: 3/3/2025

COMMITTEE: Town Clerk Hiring Committee

TERM: Until Position is Filled

TERM EXPIRATION: Until Position is Filled

SELECTMEN, TOWN OF MONTAGUE

TERM STARTS: 03/04/25

LORD, MATTHEW personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the Town Clerk Hiring Committee according to the foregoing appointment.

Received _____ and entered in the records of the Town of Montague.

MONTAGUE TOWN CLERK

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APPOINTED OFFICIAL

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MONTAGUE APPOINTED OFFICIAL

Deb Bourbeau

3/3/2025

Town Clerk Hiring Committee

Until Position is Filled

Until Position is Filled

TERM STARTS: 03/04/25

03/04/25

personally appeared and made oath that

Town Clerk Hiring Committee

Received _____

MONTAGUE TOWN CLERK

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APPOINTED OFFICIAL

*****If you choose to resign from your appointed position during your term, you must notify the Town Clerk in writing before such action takes effect.**

Name: ELAN, ARIEL

MONTAGUE APPOINTED OFFICIAL

NAME:

Ariel Elan

DATE:

3/3/2025

COMMITTEE:

Town Clerk Hiring Committee

TERM:

Until Position is Filled

TERM EXPIRATION:

Until Position is Filled

SELECTMEN, TOWN OF MONTAGUE

TERM STARTS: 03/04/25

Ariel Elan

personally appeared and made oath that
he/she would faithfully and impartially perform his/her duty as a member of the
Town Clerk Hiring Committee according to the foregoing
appointment.

Received _____ and entered in the records of the
Town of Montague.

MONTAGUE TOWN CLERK

This is to acknowledge that I have received a copy of Chapter 30A, Sections 18 - 25,
of the General Laws, the Open Meeting law.

APPOINTED OFFICIAL

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notify the Town Clerk in writing before such action takes effect.

WendyB-Montague Selectboard

From: Deb Bourbeau
Sent: Tuesday, February 25, 2025 11:55 AM
To: Walter Ramsey
Cc: WendyB-Montague Selectboard
Subject: Town Clerk Hiring Committee

Good Morning Walter and Selectboard,

I hope this day finds you all well.

I have just watched the Selectboard meeting from last night, (2-24-25), and I am interested in the possibility of becoming appointed to the hiring committee to hire a new town clerk. Having been a past town clerk for the Town of Montague, I can say that it is imperative to hire a potential candidate with the qualifications, experience, and personality to best serve the position that will benefit the town and the residents of our community. From experience, I know first hand what this entails and I would only be too proud to serve on this committee.

As always, I thank you for the consideration that I may have to continue to serve my community.

Best Regards,
Deb Bourbeau
413-834-3752
Sent from my iPhone

WendyB-Montague Selectboard

Subject:

FW: Town Clerk Search Committee

From: Ariel

Sent: Wednesday, February 26, 2025 1:27 PM

To: Walter Ramsey <WalterR@montague-ma.gov>; Richard Kuklewicz Montague BOS <RichardK@montague-ma.gov>

Subject: Town Clerk Search Committee

Dear Rich and Walter:

I would be happy to serve on the Search Committee for a new Town Clerk. Over my years in Town government, I have interacted with the Town Clerk's office and everyone who has served there on numerous occasions, bringing a wide range of questions concerning election eligibility, procedures, and results; public submission of warrant articles; Open Meeting Law; Public Records Law; content and postings of Agendas and Minutes; dog licenses, and other topics I can't recall at the moment.

The sheer range of a Town Clerk's responsibilities makes it challenging to fill this position. Dealing with areas like voter registration, licenses, and vital records requires a person who is comfortable and present engaging with members of the public with warmth, patience, and an ability to translate sometimes-complex legal requirements into simply and with step-by-step guidance.

Simultaneously, the Town Clerk must become fluent in the details of many different regulatory protocols, and be able to speak with accuracy and authority about any of these, on demand.

Finally, the sheer number of different ways voters can cast ballots in Massachusetts requires competence in executing four different systems in minute detail, all during the same time period, which demands an enormous volume of work. And every detail of that work must be error-free --- both to serve the integrity of the process and because of the potentially contentious political climate that currently surrounds election procedures.

The personal qualities that make someone a stellar bean-counter and fine-tuned implementer of complex systems don't often overlap with the personal qualities that make for a great counter-service person in this kind of job. I feel I have a good intuitive sense for all of these qualities, as well as the ability to evaluate information candidates will submit. And I feel I'm good at coming up with questions for possible candidates and their references, that may be useful.

Thank you for your consideration. And regardless of who serves on the Search Committee, I hope we draw some outstanding candidates!

~Ariel

Ariel Elan

Precinct 1 Town Meeting member; member of Capital Improvements Committee, Montague Energy Committee

Town of Montague Personnel Status Change Notice

Authorized Signature: _____

Employee # 1984**General Information:**Full name of employee: Elena Pepe-Salutric Department: LibrariesTitle: Cataloger/Library Technician Effective date of change: 3/19/2025**New Hire:**Permanent: Y N If temporary, estimated length of service: _____

Hours per Week: _____ Union: _____

Pay: Grade _____ Step _____ Wage Rate: _____ (annual/ hourly)

Board Authorizing: _____ Date of Meeting: _____

Grade/Step/COLA Change:Union: NAGEOld Pay: Grade A Step 2 Wage Rate: 17.17 (annual/hourly)New Pay: Grade B Step 8 Wage Rate: 23.27 (annual/ hourly)

Notes:

Termination of Employment:

Resignation: _____ Retirement: _____ Involuntary Termination: _____

Other:

_____ Unpaid Leave of Absence Termination Date: _____

_____ Unpaid Sick Leave Termination Date: _____

_____ Other/Specify: _____ Termination Date: _____

Copies to:

_____ Employee

_____ Department

_____ Board of Selectmen

_____ Treasurer

_____ Accountant

_____ Retirement Board

_____ Town Clerk

February 25, 2025

Montague Public Libraries
201 Avenue A
Turners Falls, MA 01376

To Caitlin Kelley, Director of the Montague Public Libraries,

Over the past year I have had the pleasure of getting to know and serve the Turners Falls community as a Library Assistant at the Montague Public Libraries. I have found it particularly rewarding to support the continuous ways the library innovates and expands its services for the public - whether through the ever-growing Library of Things, the new Local History room, or the ongoing work and commitment to the building project. I would love to take an even more active role in supporting the library's operations and vision through the Cataloger/Technician role.

In addition to wanting to continue to serve this library and community, I am particularly drawn to this position for its focus on cataloging, collection development, and reference work. As someone who has often benefitted from the discoverability of resources as a library patron, I am fascinated by the classification systems libraries use to make information easy to find, obtain, and link. One of my favorite courses at Simmons was LIS415: Information Organization. I enjoyed the precise yet puzzle-like process of constructing a classification number, the intellectual exercise of determining a resource's "aboutness," and the enlightenment of deciphering an encoded record. I have appreciated the opportunities I have had to support the cataloging work at Montague, such as by customizing the Browse Category and images for the Library of Things in the new discovery interface and by assisting with processing the magazine holdings and Interlibrary Loan requests during staff absences. I think that the importance of the processes and considerations that go into developing, classifying, and presenting a collection is an often overlooked, but exciting aspect of librarianship. In an age of increasing misinformation and reliance on artificial intelligence, the library's role of not only providing access to, but also connecting people with information will only become more critical.

As I consider the future of the Montague Public Libraries, I am excited by the opportunities the Cataloger position will have to support both the informational and recreational needs of the community. The opening of the Local History Room offers a great chance to increase the public's awareness and use of this unique collection. In addition to educating patrons individually on how to use historical collections, this new public space may also lead to other opportunities to provide training for the public. Further in the future, the library's plan to either renovate or move into a new building will provide a space to reflect critically on our physical collections and determine the ways we can best present them to our modern audience. I would love to take a more active role not only in the daily operations of maintaining our collections, but also in the visioning for how we can serve our patrons in the future.

Thank you for your consideration,
Elena Pepe-Salutric

ELENA PEPE-SALUTRIC (she/her)

EDUCATION

| | |
|--|-----------|
| Simmons University Boston/South Hadley, MA <i>MS in Library and Information Science</i> <ul style="list-style-type: none">• Recipient of the 2024 Terry Plum SLIS West Leadership Award• LISSA West (SLIS West Student Association) officer | 2022-2024 |
| Cardinal Stritch University Milwaukee, WI <i>MA in Urban Education with Early Childhood-Middle Childhood Teaching Certificate</i> | 2013-2015 |
| Harvard University Cambridge, MA <i>BA in Psychology, secondary in Archaeology, and Spanish citation</i> | 2009-2013 |

RECENT PROFESSIONAL EXPERIENCE

| | |
|--|--------------|
| Leverett Library Leverett, MA <i>Programming Librarian</i> <ul style="list-style-type: none">• Plan, implement, and coordinate logistics and marketing of all library programs, including the delivery of one-on-one and group instruction for patrons of all ages.• Support daily operations such as circulation, technology/reference help, and displays. | 2024-Present |
| Montague Public Libraries Montague, MA <i>Library Assistant</i> <ul style="list-style-type: none">• Provide customer service to patrons, including circulation and reference assistance.• Utilize Evergreen platform to process circulation, hold requests, fees, and accounts. | 2023-Present |
| American Library Association (ALA) Chicago, IL <i>Public Programs Office Program Coordinator</i> <ul style="list-style-type: none">• Provided information and support for library professionals seeking program resources.• Managed logistics and ongoing support for over 500 concurrent partner libraries as part of multiple simultaneous national grant/program opportunities.• Coordinated schedule and communication for advisor task force and award committees. | 2020-2021 |
| Stamford Museum & Nature Center (SM&NC) Stamford, CT <i>Visitor Services Associate (2016-2017)</i> <ul style="list-style-type: none">• Welcomed visitors and provided information about exhibits, programs, and local history. <i>Membership Manager & Development Associate, Gift Shop Co-Manager (2017-2019)</i> <ul style="list-style-type: none">• Oversaw membership and annual appeal - managing entry, communication, and events.• Supported database conversion, including data transfer, configuration, and peer training.• Managed Gift Shop, including inventory, vendors, point of sales system, and training. | 2016-2019 |
| Bruce Museum Greenwich, CT <i>Brucemobile Instructor</i> <ul style="list-style-type: none">• Taught science and history programs using museum objects at over 50 local schools. | 2016-2017 |
| South Street Seaport Museum New York, NY <i>Early Childhood Educator and Coordinator</i> <ul style="list-style-type: none">• Designed and implemented lessons and managed logistics for early childhood program.• Developed two new programs based on patron feedback, doubling potential audience. | 2016-2017 |

RELEVANT VOLUNTEER AND PROFESSIONAL DEVELOPMENT EXPERIENCE

- **Library Leaders in New England** – *Strategic Library Leadership Development Program (2024-2025)*
- **Jones Library** | Amherst, MA – *Reference desk volunteer (2023-2024)*
- **Western Massachusetts Library Advocates** – *Student member of board (2022-2023)*
- **Open Books** | Chicago, IL – *Writing workshop and bookstore volunteer (2019-2021)*



TOWN OF
MONTAGUE
MASSACHUSETTS

TOWN HALL
 One Avenue A
 Turners Falls, MA 01376

DEPARTMENT OF PLANNING &
 CONSERVATION
 (413) 863-3200 ext. 112
Planner@montague-ma.gov

MEMORANDUM

TO: Selectboard
 Walter Ramsey, Town Administrator
 Chris Nolan, Assistant Town Administrator
 FROM: Maureen Pollock, Planning Director
 RE: Hazard Mitigation Grant Program (HMGP) - Proposal and Requests
 DATE: February 27, 2025

The Town of Montague's [2020 Hazard Mitigation Plan](#) is now expired, as of February 24, 2025. The Planning Department wishes to apply to Federal Emergency Management Agency (FEMA)'s Hazard Mitigation Grant Program (HMGP) in order to hire a qualified professional to assist the Town in preparing a Hazard Mitigation Plan Update. The Plan update will address mitigation of multiple natural hazards that may affect the community, including flood hazards, winter storm hazards, wind hazards, wildfire hazards and geologic hazards.

Once the Hazard Mitigation Plan Update is prepared and adopted by the Montague Selectboard, the Town may be eligible for possible hazard mitigation action grant programs.

Enclosed is a project scope of work, including projects costs. The total project cost is \$32,300. The grant program requires a 25% local match.

The Planning Department proposes a local cash match of 15% of the total project cost, which is \$4,845.

The Planning Department proposes in-kind services made up of Planning Department staff time, equaling 10% of the total project cost, which is \$3,230.

For more information about this grant program, click [HERE](#).

| Town of Montague Hazard Mitigation Plan Update - Project Scope | | | | |
|---|-----------|----------------|----------------|----------------|
| Tasks | Hrs | Labor* | Direct Costs | Subtotal |
| Task 1: Grant Award and Contracting | 0 | | | \$0 |
| Task 2: Select and Hire a Vendor | 0 | | | \$0 |
| Task 3: Convene Local Hazard Mitigation Planning Committee | | | | |
| Develop a mission statement; Assign roles and responsibilities; Develop timeline for planning activities; Hold a minimum of 2 public meetings; Solicit public input; Conduct local outreach to stakeholders; Provide input on mitigation measures; Review the Draft Plan update; Oversee the implementation, maintenance and updating of the plan update. | 40 | \$3,600 | | |
| Plan, committee and public meeting expenses | | | \$1,000 | |
| Subtotal Task 3 | 40 | \$3,600 | \$1,000 | \$4,600 |
| Task 4: Update Hazard Profiles | | \$0 | | |
| Update map of areas affected by natural hazards; Conduct a vulnerability analysis; Update the description and prioritization of natural hazards | 60 | \$5,400 | | |
| Subtotal Task 4 | 60 | \$5,400 | \$0 | \$5,400 |
| Task 5: Update Critical Facility Inventory | | \$0 | | |
| Prepare an updated inventory of facilities and explain how they intersect with known hazards; include critical facilities on the map update and any repetitive flood loss structures. | 40 | \$3,600 | | |
| Subtotal Task 5 | 40 | \$3,600 | \$0 | \$3,600 |
| Task 6: Update Hazard Vulnerability | | \$0 | | |
| Update the overview of each of the specific hazards and community's vulnerability to those hazards. Include all hazard protection measures within the community, including the NFIP program. | 60 | \$4,800 | | |
| Subtotal Task 6 | 60 | \$4,800 | | \$4,800 |
| Task 7: Update Mitigation Goals | | | | |
| Update the mitigation strategies specific to the community's exposure to and impacts from the identified natural hazards. Update a list of mitigation goal statements that focus on reducing risks from the identified natural hazards. | 40 | \$3,200 | | |
| Subtotal Task 7 | 40 | \$3,200 | \$0 | \$3,200 |
| Task 8: Update Actions | | | | |
| Identify and analyze a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard. Include a list of prioritized hazard mitigation projects that best meet the community needs for multiple hazard damage reduction. | 35 | \$3,150 | | |
| Subtotal Task 8 | 35 | \$3,150 | | \$3,150 |
| Task 9: Plan Review, Evaluation, and Implementation | | | | |
| Assess the current development patterns and development pressures, and evaluate any new hazard or risk information. | 20 | \$1,800 | | |

| | | | | |
|--|------------|-----------------|----------------|-----------------|
| Subtotal Task 9 | 20 | \$1,800 | \$0 | \$1,800 |
| Task 10: Plan Maintenance | | | | |
| The Town in conjunction with the planning team will monitor, evaluate, and update the plan. | 10 | \$900 | | |
| Subtotal Task 10 | 10 | \$900 | | \$900 |
| Task 11: Public Review of Draft | | | | |
| Solicit public involvement to include public review of the draft plan; Incorporate public comments into the final plan; | 20 | \$1,800 | | |
| Final Review of Plan by PVPC | 10 | \$1,250 | | |
| Subtotal Task 11 | 30 | \$3,050 | | \$3,050 |
| Task 12: Review/Approval/MEMA Closeout | | | | |
| Submit plan update to MEMA and FEMA for review; revise based on comments; submit revised plan update for approval pending adoption. Send final adopted plan to MEMA/FEMA. | 20 | \$1,600 | | |
| Subtotal Task 12 | 20 | \$1,800 | \$0 | \$1,800 |
| PROJECT TOTAL COST | 710 | \$31,300 | \$1,000 | \$32,300 |
| <p>*Labor costs based on the following average hourly rates for project team: Senior Planner - \$90.00; Planning Director \$125; Senior GIS Analyst - \$90 p/hr. These rates are based on average staff salaries; Invoices will be based on actual costs. PVPC will complete all the above tasks. Direct costs are included in the cost estimate and include travel reimbursement and meetings support, including but not limited to meeting and promotional materials. PVPC will invoice quarterly for work performed including related direct costs.</p> | | | | |



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

400 Worcester Road Framingham, MA 01702-5399

Tel: 508-820-2000 Fax: 508-820-2030

Website: www.mass.gov/mema

Maura T. Healey
Governor

Dawn Brantley
Acting Director

Kimberley Driscoll
Lt. Governor

Terrence M. Reidy
Secretary

February 20, 2025

Richard Kuklewicz, Chairman, Board of Selectmen
Town of Montague
One Avenue A
Turners Falls, MA 01376

Re: Mitigation Grant Program Completion Certificate
HMGP, FMA, PDM, and BRIC Grants

Dear Mr. Kuklewicz:

The Massachusetts Emergency Management Agency appreciates your efforts to work towards mitigating future disaster damages by undertaking the City Road Flooding Relief project funded under the grant PDMC 19-03.

Periodically, we may check in with you to see how well your community's project and/or plan is working and whether you have seen the benefits you were hoping for. At this time, we ask that you sign the certification on the following page so that we can formally close the project with the Federal Emergency Management Agency.

Please complete the certification below and email or mail this letter back to:

Massachusetts Emergency Management Agency
Beth Dubrawski
beth.dubrawski@mass.gov
Mitigation and Recovery Grants Support Coordinator
400 Worcester Road
Framingham, MA 01702-5399

Once again, we appreciate all your mitigation efforts and if we can be of assistance in the future, please feel free to contact our agency.

Sincerely,

Michelle L. O'Toole

Michelle O'Toole
State Hazard Mitigation Officer

Region I
P.O. Box 116
365 East Street
Tewksbury, MA 01876
Tel: 978-328-1500 Fax: 978-851-8218

Region II
20 Forge Parkway
Franklin, MA 02038
Tel: 774-613-5400

Region III / IV
1002 Suffield Street
Agawam, MA 01001
Tel: 413-750-1400 Fax: 413-821-1599

CERTIFICATION FOR MITIGATION GRANT PDMC 19-03

I hereby certify that, to the best of my knowledge and belief, all work and costs associated with grant PDMC 19-03 were eligible in accordance with the applicable mitigation program: Section 404 Hazard Mitigation Grant Program (HMGP); 44 C.F.R. Part 78, Flood Mitigation Assistance (FMA); Pre-Disaster Mitigation (PDM); and SRL (Severe Repetitive Loss) under which funding for the grant was received. All work in the approved scope of work was completed within the approved Period of Performance, and all costs claimed have been paid in full. There was no Duplication of Benefits or Duplication of Programs associated with the project.

Signed: _____ Date: ____March 3, 2025_____
Sub-grantee's authorized representative or designee

Printed Name and Title: _Richard Kuklewicz, Selectboard Chair_____