

**JOINT SELECTBOARD, and BOARD OF HEALTH
MEETING NOTICE**

Due to COVID-19 Public Participation will be by:
Join Zoom Meeting: <https://zoom.us/j/98038726066>

Meeting ID: 980 3872 6066 Password: 785064

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

Monday, October 26, 2020

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

Meeting Being Taped

Votes May Be Taken

1. 6:30 PM Selectboard Chair opens the meeting, including announcing that the meeting is being recorded and roll call taken
2. 6:30 Board of Health Chair opens the meeting, roll call taken
3. 6:31 Approve Minutes:
 - Joint Selectboard and Board of Health, October 19, 2020
4. 6:32 Public Comment Period: Individuals will be limited to two (2) minutes each and the Selectboard will strictly adhere to time allotted for public comment
5. 6:35 COVID-19 Updates and Action Items
 - Council on Aging Directors Office Hours during early voting
 - Consider Turners Falls Fire District Request for Inter-Agency transfer of Municipal CARES Support (\$7,268)
 - Review of any Updated State Guidance or Orders
6. 6:45 Cemetery Commission
 - Request for use of public property: Halloween Party at East Mineral Cemetery, October 30, 2020 from 4:00 – 7:00 PM
 - Request to transfer Highland Cemetery to the Town of Montague
7. 6:55 Walter Ramsey, Town Planer
 - Authorize and announce 2020 – 2021 Turners Falls Overnight Winter Parking Program
 - Authorize grant agreement and announce MassDOT Complete Streets Tier 3 Construction Funding in the amount of \$399,686 for sidewalks on Montague Street, Turnpike Road and Keith Street
 - Updates on MassDOT Shared Spaces Grant for temporary pedestrian improvements on 3rd Street and Unity Park
8. 7:05 Chelsey Little, WPCF Superintendent
 - Staff Organizational Update
 - DEP/EPA NON/AO Deficiency Updates and Measures to Correct
9. 7:35 Designate Gill-Montague Regional School District as Lead Applicant for the purposes of the Montague and Gill Remote Learning Student Services Grant Award, \$56,800

Upcoming Meetings:

- Selectboard Meeting, **MONDAY, November 2, 2020, 6:30 PM** via Zoom

WendyB-Montague Board of Selectmen

From: COA-Council on Aging
Sent: Monday, October 19, 2020 11:10 AM
To: StevenE - Montague Town Administrator
Cc: WendyB-Montague Board of Selectmen
Subject: working from home

Hello Steve, I'll be working as much as possible from home for the next two weeks while early voting and the election are happening at the Senior Center. I'm on the COA e-mail and voice mail remotely and doing the regular outdoor and food programs.

Roberta L. Potter, Director
Gill Montague Council on Aging
PO Box 166
Turners Falls, MA 01376
(413) 863-9357

WendyB-Montague Board of Selectmen

From: StevenE - Montague Town Administrator
Sent: Thursday, October 22, 2020 1:47 PM
To: WendyB-Montague Board of Selectmen
Cc: Rich Kuklewicz; Chief John Zellmann
Subject: FW: CARES reimbursement from Town
Attachments: CARES Act Project Request Sick and Backfill10212020 (3).pdf

Hi Wendy

Under COVID-19 next Monday night, please include the following:

- Consider Turners Falls Fire District request for inter-agency transfer of municipal CARES support (\$7,268)

This request for coverage of staffing that was required to backfill shifts of fire department staff while some members were under precautionary quarantine last spring is a CARES-eligible expense. This fits within our budget plan for CARES spending.

Steve

From: Chief John Zellmann [<mailto:Chief@turnersfallsfire.org>]
Sent: Wednesday, October 21, 2020 1:15 PM
To: StevenE - Montague Town Administrator
Cc: Eileen Tela
Subject: FW: CARES reimbursement from Town

Hi Steve

Eileen wanted me to sign and forward you this CARES Act request for Sick and Backfill the Fire Department incurred due to COVID-19 for March 14, 2020 through June 30, 2020.



John Zellmann
Chief of Department
Turners Falls Fire Department
180 Turnpike Road
Turners Falls, Massachusetts 01376
413-863-9023

CARES Act Project Request

Project Name: Fire Department personnel coverage

Department: Turners Falls Fire Department

Budget Request: \$7,267.58

Date Submitted: 10/19/2020

Date Approved:


Department Head Signature

Town Administrator Signature

Description of the Project

In general, it is best to organize the purchase of technology, durable items or building improvements that are similar or for a common purpose into a "project." Such as "sanitizing equipment" or "<<department name>> telecommuting capacity."

Please describe exactly what is being purchased and/or done.

Backfill coverage for those firefighters and EMS personnel that would have been on duty, but were out because of quarantine from 3/29/20 to 6/30/20.

Justification of Project

To be eligible, a project must be necessary and clearly responsive to the COVID-19 public health emergency. Take your time and develop a thoughtful rationale for the project as an eligible CARES expense, describing the problem it is intended to solve and the expected benefits. The expense must not have been budgeted for prior to commencement of the Emergency on March 12, 2020. If in doubt about a proposed project, please speak with the Town Administrator.

Adequate fire and EMS personnel are necessary during COVID situation, especially since we run an ambulance service.

Expense Details

List anticipated projected expense (best estimate, round up). An Excel Worksheet or other account of expense may be attached. Expected expense types would include staffing, equipment, supplies, materials, contracted services, etc.

See attached excel worksheet

Funds for all projects must be spent by December 30, 2020

Version 08.27.20

WendyB-Montague Board of Selectmen

From: Annie Levine <montaguecemeteryannie@gmail.com>
Sent: Thursday, October 22, 2020 11:29 AM
To: WendyB-Montague Board of Selectmen
Subject: Potential Item for 10/26 Selectboard

Hi Wendy,

I'm working with a few TF residents who want to put on a Halloween party in East Mineral Cemetery. I've never helped throw a party as a Commission member before, so I wanted to ask if that is something that needs to go in front of the Selectboard?

If so, can you add it onto the agenda? We'll already be there discussing the new cemetery.

Here's the blurb:

"The Montague Cemetery Commission would like to use East Mineral Cemetery to host a Halloween party on Friday, October 30th from 4-7. There will be a performance, live music, pumpkin carving (we hope), and a fire pit which has already been approved by Chief Zellman.

Masks and social distancing will be mandatory, and we are keeping the event capped under the current limit of 100 people for an outdoor event in a public setting."

Thanks,
Annie Levine Montague Cemetery Commission

6B

WendyB-Montague Board of Selectmen

From: Judith Lorei <judithcemetery@gmail.com>
Sent: Monday, October 05, 2020 2:36 PM
To: WendyB-Montague Board of Selectmen
Subject: 10/26 Selectboard agenda

Hi Wendy.

The Cemetery Commission would like to be put on the Selectboard Agenda for 10/26/20 to propose transfer of the Highland Cemetery to the town. I am not sure how much time we need, but probably not more than 10-15 minutes.

Is there room on the 10/26 agenda?

Thanks!

Judith

WendyB-Montague Board of Selectmen

From: Walter Ramsey - Montague Planner
Sent: Thursday, October 22, 2020 10:00 AM
To: WendyB-Montague Board of Selectmen
Cc: StevenE - Montague Town Administrator; TomB - Montague Highway Department
Subject: 10/26 SB items
Attachments: 2020-2021 Parking Permit Application and Rules.doc; Tier 3 Project Agreement_10.20.2020.pdf; Montague Award.pdf

Wendy, Please include these items for 10/26 SB meeting. Thank you.

- Authorize and announce 2020-2021 Turners Falls Overnight Winter Parking Program
- Authorize grant agreement and announce MassDOT Complete Streets Tier 3 Construction Funding in the amount of \$399,686 for sidewalks on Montague Street, Turnpike Road and Keith Street
- Updates on MassDOT Shared Spaces Grant for temporary pedestrian improvements on 3rd Street and Unity Park.



Walter Ramsey, AICP | Montague Town Planner | (413) 863-3200 x 112 | planner@montague-ma.gov



Town of Montague

1 Avenue A
Turners Falls, MA 01376

(413) 863-3200 xt. 108
FAX: (413) 863-3231

APPLICATION FOR TURNERS FALLS OVERNIGHT WINTER PARKING PERMIT

December 1, 2020- April 1, 2021

PLEASE READ RULES ON NEXT PAGE OF THIS APPLICATION

Submit applications to the Treasurer's/Collector's Office at Montague Town Hall
During Town Hall Public hours

Name (applicant): _____

I am a : ☐ Resident ☐ Landlord

Resident Address: _____

Property Owner: _____

State and License Plate Number: _____

Color: _____ Make: _____ Model: _____

LANDLORDS: Provide above information for EACH permit. Landlord is responsible to furnish each permittee with a copy of the "Permit Rules".

Email: _____ Phone: _____

I have checked all information necessary for accuracy and have received a copy of the Parking Permit Regulations.

Signature of Applicant/ Landlord

Date

FEE: \$25/ per permit. Check or money order only please.

OFFICE USE ONLY:

Date permit issued: _____ Fee Collected: _____
Permit Number(s): _____

MONTAGUE OVERNIGHT WINTER PARKING PERMIT RULES

1. Permit Areas: Three on- street parking areas have been established and have been posted as follows: 1) East side of L street between Seventh and Fifth Street 2) West side of Prospect Street between L Street and Central Street. Vehicles parked overnight outside these posted areas will be towed.
2. Use Regulations: 1) No snow is to be moved into the public way following a storm event. Cars may become plowed-in during snow events, but the residual snow from cleaning out your vehicle must not be brushed, pushed, shoveled or otherwise moved into the travelled right of way. It will be the permit holder's responsibility to dig your car out 2) In order to accommodate clearing of the parking area, vehicles must not be parked during the posted "no-parking" period 3) Vehicles must park inside the posted areas
3. Penalties: A violation of Section 2 may include the following: a warning flyer, issuance of a parking ticket, towing, or revocation of parking permit.
4. Eligibility: Eligibility is open to anyone who lives in downtown Turners Falls. Permits are issued to individual residents. Landlords may apply on their resident's behalf.
5. Application Requirements: Permits will not be issued to anyone with outstanding motor vehicle excise or parking ticket accounts or who resides outside of Turners Falls.
6. Access to spaces: No particular permitted parking space shall be reserved for the use of any individual permit holder. Any holder of a parking permit may use any posted parking permit space in said area. A parking permit entitles its holder or user access to any posted parking permit space for which the permit or pass is valid, but does not ensure the availability of any such space. Spaces may be used by non-permit holders outside the overnight hours parking ban.
7. Display Requirements: To be valid, permit stickers shall be permanently affixed to a window on the driver's side. Stickers that show evidence of tampering or movement from one vehicle to another will be revoked.
8. Annual Fees: The fee for each permit is \$25.
9. Permit Period: The effective parking permit year shall be from December 1 of one year through April 1 of the following year, during the town-wide winter parking ban.
10. Permit Availability: Permits may be applied for and purchased throughout the year on a first come first served basis. The Town may issue up to 35 permits.
11. Permit Revocation: The Town Administrator reserves the right to revoke the permit privileges of any permit holder who fails to abide by the requirements of the overnight winter parking pilot program.



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, Secretary & CEO
Jonathan L. Gulliver, Highway Administrator



7B

October 16, 2020

Walter Ramsey
Town Planner
1 Avenue A
Montague, MA 01376

Via email: planner@Montague-ma.gov

Dear Mr. Ramsey:

Thank you for your Tier 3 submission to the Complete Streets Funding Program during Round 1 of the Fiscal Year 2021 application solicitation. We received many applications and had a very competitive application pool from which to select. I am pleased to notify you that Montague's application has been approved for \$399,686.

The contracting process will be initiated by MassDOT shortly and the Community Grants Program Administrator will reach out if additional information is needed. It is anticipated that the Notice to Proceed (NTP) will be issued by December 31, 2020 and the deadline for construction will be July 1, 2022. Funds awarded through this program are paid through the reimbursement of eligible project costs. Work may not proceed until the NTP is issued. Please note that as detailed in the Program Guidance, design is not an eligible project cost. Design work must be completed by a MassDOT Prequalified Contractor.

Please email CompleteStreetsProgram@dot.state.ma.us with questions related to this award. Thank you for your commitment to improving safety, access, and mobility for all roadway users in your community and for your participation in the Complete Streets Funding Program. MassDOT looks forward to working with you on this important project.

Sincerely,

Jonathan L. Gulliver
Highway Administrator

cc: Cassandra Bligh, MassDOT Community Grants Program Administrator
Peter Cavicchi, MassDOT District 2 Highway Director
Richard Kuklewicz, Montague Board of Selectmen Chair



**Complete Streets Funding Program
Tier 3 Project Application
Exhibit A - Scope of Work Narrative**

Municipality MONTAGUE

Date 6/23/20

Please describe each project and how it achieves Complete Streets in your community. What are the community benefits? What are the modes being served? What is the asset condition, network gap, accessibility or safety issue that is being addressed? What populations and destinations will be served? How will the proposed infrastructure address the issues you have described? If applicable, provide additional information regarding how this project serves and Environmental Justice community or what school is within 1 mile, or senior facility within ¼ mile? (Save as a Word document, do not PDF). Include the eligible infrastructure codes; side of the street; width of sidewalks or bike lanes; and any other projects your project will connect to.

Describe Projects in the order they appear on Tier 3 Project Application:

Project Rank # 1 Keith Street Pedestrian Improvement/ Elementary School Connection

(\$78,914)

This project addresses a critical gap in Montague's sidewalk network, particularly as it is a popular route to the nearby Hillcrest (PreK-1) and Sheffield Elementary Schools (2-4). The project will provide 1/4 miles of new sidewalk on the north side of Keith Street from the sidewalk on High Street to the intersection of Davis Street. The sidewalk will also replace the deteriorated sidewalk that serves as the rear pedestrian entrance to the Hillcrest school. The project will effectively connect FRTA bus stop for routes 22 and 32 directly to the schools. This sidewalk will link to existing ADA compliant sidewalk networks on High Street and Avenue C. In Montague, students within 1 mile do not receive the benefit of school bus service. Students and the general public walk currently walk in the paved roadway which is 40 feet wide. This sidewalk will benefit over 300 households in the "Hill" neighborhood of Turners Falls by filling this network gap that connects these households to the two adjacent elementary schools. The new sidewalk will be ADA compliant and connect to other compliant sidewalk which is consistent with the 2018 Montague ADA Transition Plan. A portion of the project is located within Turners Falls Census Tract 407.01 which is identified as an Environmental Justice Area based on income by the Mass Department of Energy and Environmental Affairs. The project is a link between adjacent EJ neighborhood and the neighborhood schools that serves the EJ population. The project will also link to completed Complete Streets project #4 "Pedestrian and Transit Improvements on Millers Falls Rd/ Unity/ High Street" which provided a safer road crossing and transit stops at the adjacent intersection.

The proposed work includes the following elements:

- Construct a 5 foot sidewalk on north side of Keith Street from High Street to Davis Street. Replace the sidewalk on Keith Street into the school (0.25 miles total). (P5, P10)
- Construct ADA curb ramps at Avenue C and Davis Street intersections, with crosswalks (P2, P3, P9)



Project Rank # 2 Montague Street Pedestrian Improvements (\$183,996)

This project addresses a critical 1/2 mile gap in Montague's sidewalk network that connects the Hillcrest (PreK-1) and Sheffield Elementary Schools (2-4) to the Turners Falls High School/Great Falls Middle School and the Montague Public Safety Complex. The sidewalk on Montague Street current ends at Dell Street and fails to continue to connect to the perpendicular sidewalk at Turnpike Road.

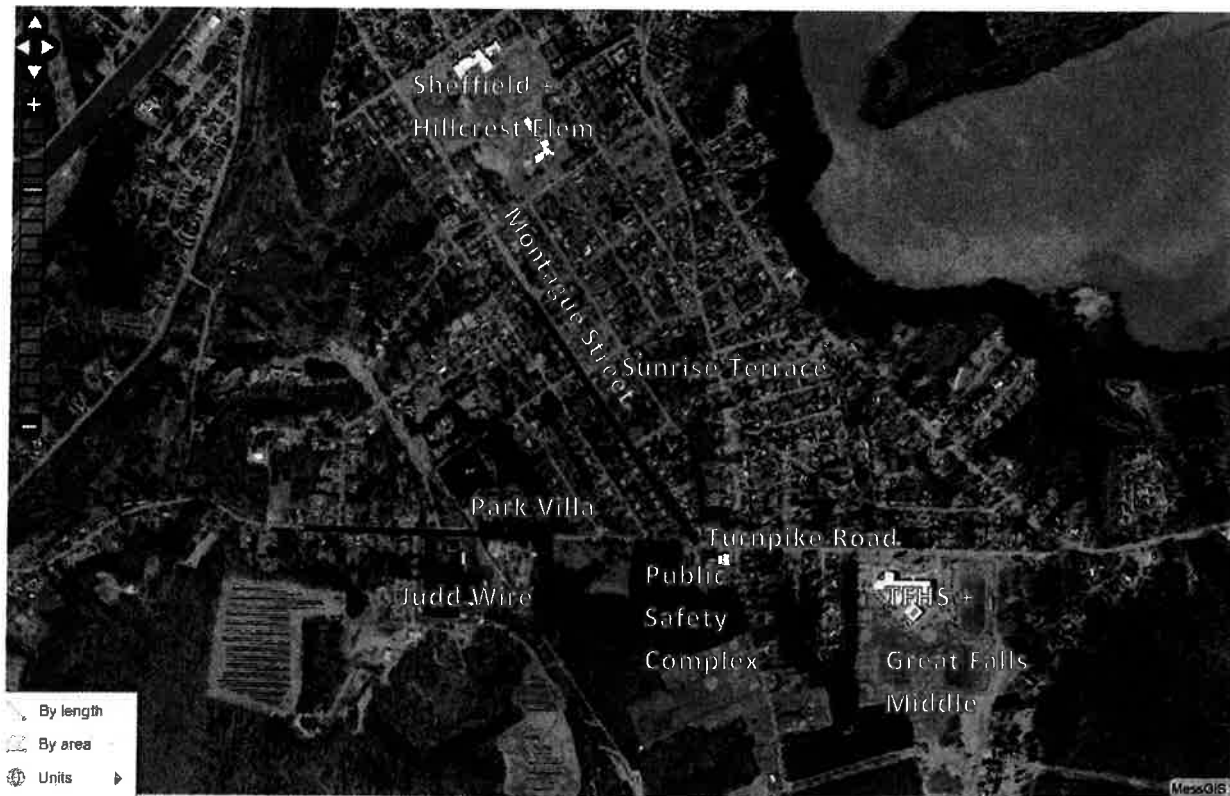
Montague Street is a thoroughfare in the residential section of town. The paved width is 35 feet. Because it is an artery, it sees higher speeds than adjacent residential streets. Students on Montague Street must walk to the above named schools; but they are not afforded a sidewalk and must walk in the paved roadway. In 2018 the town and school district received some bad press when the police made a determination that Montague Street was not safe enough to allow children to walk to school. The town now has to pay to bus students on this stretch due to lack of sidewalks. Montague students within 1 mile of the school generally do not receive the benefit of school bus service. This sidewalk will benefit over 300 households in the "Hill" neighborhood of Turners Falls by filling this network gap that connects these households to the doorstep of Montague's K-12 schools. The project will directly benefit the 30 apartments in the Montague Housing Authority's Sunrise Terrace Senior

Living facility which has frontage on the section of Montague Street to be improved. Park Villa Senior apartments, which are also within ¼ mile of the project and will be connected via sidewalk on Turnpike Road. The new sidewalk will be ADA compliant and connect to other compliant sidewalks which is consistent with the 2018 Montague ADA Transition Plan.

Montague Street is a busy thoroughfare in Montague providing direct access between the Police Station and downtown Turners Falls, an EJ neighborhood.

The proposed work is composed of the following elements:

- Construct a 5 ft concrete sidewalk on west side of Montague Street from Dell Street to Turnpike Road, (P5)
- Construct ADA curb ramps at intersections (P2, P3)
- Replace sidewalk on east side of Montague Street from Willmark Ave to housing development driveway at 67 Montague Street, 5 ft wide. (P10)



Project Rank # 3 Name: Turnpike Road Pedestrian Improvements (\$127,374)

This project will resolve a 1/3 mile sidewalk gap by connecting two disconnected sidewalks networks running the entire length of the 1.8 mile Turnpike Road. The project will directly support Montague's

largest senior housing facility (Park Villa Apartments) and largest employer (Judd Wire). It will also link residential areas to the the Turners Falls High School/Great Falls Middle School and Montague Public Safety Complex, both of which are located on Turnpike Road. Students currently walk in this stretch of roadway in order to get to the middle/high school. Turnpike Road is the 4th busiest municipal road in Montague and carries a substantial burden of truck traffic due to industry in the area. The pavement width is only 25 feet, which leaves little shoulder for pedestrians.

The project will connect the Turners Falls EJ neighborhoods to the High School and Police Station. It will effectively provide a sidewalk connection between the "Hill" section of Turners Falls and the village of Montague City at the western terminus of Turnpike Road. The new sidewalk will be ADA compliant and connect to other compliant sidewalks which is consistent with the 2018 Montague ADA Transition Plan.

The current crosswalk at Judd Wire connects the factory entrance to employee parking across the street. This crosswalk has proven problematic because it does not connect to a sidewalk network and the visibility is limited. A rapid flashing beacon is proposed.

The scope has been modified since the Prioritization Plan. Originally the sidewalk was to extend from Park Villa to Sandy Lane to services the industrial area, but in 2019 , the Gill-Montague School District brought it to the town's attention that they have a students on Turnpike Road that walk in the busy roadway to school and as a result, they have serious concerns about the safety of pedestrian use of this section of roadway. Abutters have since petitioned the town to complete this sidewalk gap.

The proposed work is composed of the following elements:

- Construct 5 ft wide concrete sidewalk extension on south side of road from Park Villa Drive to Judd Wire entrance. (P5)
- Install street lighting for the crosswalk at Judd Wire entrance (124 Turnpike Rd). (S9)
- Install ADA curb ramps at the crosswalk at Judd Wire and Letourneau Way. (P2, P3)
- Install solar powered pedestrian rapid flashing beacons in advance of crosswalk at Judd Wire.(P12)
- Construct 5 ft wide concrete sidewalk between Letourneau Way and existing sidewalk at 83 Turnpike Road (P5)



**Complete Streets Funding
Program
Tier 3 Construction Funding
Agreement**

Agreement Number: _____

Date: _____

MUNICIPALITY: _____

PROJECT: _____ - Complete Streets Funding Program - Tier 3 - FY21R1

This Agreement made and entered into by and between the MASSACHUSETTS DEPARTMENT OF TRANSPORTATION, hereinafter called MassDOT", and the City/Town of _____, (hereinafter called the MUNICIPALITY"), and

WHEREAS, the MUNICIPALITY proposes to construct Project/(s) from its approved Tier 3 Project Application, and

WHEREAS, the Scope of Work for each Project/(s) is described in "EXHIBIT A", (hereinafter referred to as the "PROJECT") and shall be in accordance with the Tier 3 project approvals from the Complete Street Program and shall be constructed per the plans, specifications, and estimate (hereinafter referred to as "SPECIFICATIONS") and where only locally funded roads are eligible and MassDOT will not pay for work done on State Owned Roadways, and

WHEREAS, said SPECIFICATIONS set forth by the MUNICIPALITY, shall be in conformance with, but not limited to the following current documents as amended; MassDOT's Project Development and Design Guide, MassDOT's Construction and Traffic Standard Details, MassDOT's Highway Design Manual, MassDOT's Bridge Manual, MassDOT's Standard Specifications for Highways and Bridges, MassDOT's Standard Drawings for Traffic Signals and Highway Lighting; the latest edition of American Standard for Nursery Stock; 521 CMR Rules and Regulations of the Architectural Access Board (AAB) and Americans with Disabilities Act(ADA), the Manual on Uniform Traffic Control Devices, and any and

10/20/2020

all state or federal regulations, and/or to the satisfaction of MassDOT - Highway Division, Chief Engineer, and

WHEREAS, said the total estimated construction cost is \$_____, as described within "EXHIBIT B", (the "Preliminary Estimate Form") for each location, and

WHEREAS, the PROJECT is to be financed by funds provided by MassDOT's in accordance with appropriation _____, and WHEREAS MassDOT's Highway Engineering Division has reviewed the PROJECT's items of work described within "EXHIBIT B" to ensure they are commensurate with the PROJECT's Scope of Work, "EXHIBIT A" and

WHEREAS, funding was authorized through the 2014 Transportation Bond Bill and as amended by the Acts of 2016, and

WHEREAS, the construction work outlined within "EXHIBIT B" needs to be completed by the Agreement's Expiration Date, unless an extension of time is granted under the terms of the "EXPIRATION DATE" clause, and

WHEREAS all environmental permits and approvals must be obtained prior to construction. MassDOT's Environmental Punch list must be signed by the authorized municipal official, hereby attached and labeled as "EXHIBIT C", and

WHEREAS, the Contractor to be eligible to bid on said projects, shall be approved by MassDOT's prequalification process, in accordance with M.G.L. c 81 subsection 8B, and

WHEREAS, MassDOT requires a post construction report to account for programmatic metrics and spending. A Post-Construction Report Form will be provided to submit with your final Reimbursement request and will include pre-and post- photos and relevant construction metrics for bicycle, pedestrian and transit infrastructure, and

10/20/2020

WHEREAS, the parties hereto have reached an agreement as to the apportionment of work and expense necessary for the completion of the PROJECT.

NOW THEREFORE, in consideration of the obligations contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, MASSDOT and the MUNICIPALITY hereby agree, each with the other, as follows:

DIVISION OF WORK

The MUNICIPALITY shall provide by its own Contractors and/or Subcontractors all necessary labor materials, equipment and other services to construct said PROJECT pursuant with any and all applicable SPECIFICATIONS, local, state and federal laws or regulations in accordance with the attached Scope of Work ("Exhibit A"), and the Preliminary Estimate Form ("Exhibit B"). The Contractor to be eligible to bid on said projects shall be approved in accordance with to MassDOT's prequalification process, where the application forms are located on MassDOT's Highway Division Web Site, under Construction Prequalification.

In addition, any and all construction activities or related work required for the construction of said PROJECT shall be in conformance with any and all policies and procedures of MASSDOT.

The MUNICIPALITY shall obtain any and all permits and easements required to complete the work for said PROJECT.

DIVISION OF EXPENSE

MassDOT will reimburse the MUNICIPALITY for the actual costs incurred to complete the PROJECT up to, but not exceeding the amount approved in "EXHIBIT B". All costs incurred shall be approved by MASSDOT prior to reimbursement. Any costs in and above this amount shall be borne by the MUNICIPALITY.

10/20/2020

METHOD OF PAYMENT TO THE MUNICIPALITY

Section 1. During the course of the PROJECT, the MUNICIPALITY may present monthly progress bills of the incurred costs for approval and payment by MASSDOT.

Section 2. Upon the completion of the PROJECT to the satisfaction of MASSDOT and the MUNICIPALITY, written notification shall be given to the District Highway Director of MASSDOT by the MUNICIPALITY that said work has been completed and, within 120 days thereof, the MUNICIPALITY will submit to MASSDOT a final detailed bill (in quintuplicate) as required, and final settlement will then be made between the MassDOT and the MUNICIPALITY. The MUNICIPALITY shall follow MassDOT's CHAPTER 90 process under the Tier 3 program to complete any and all forms for reimbursement, and as directed by MassDOT's State Aid Engineers. The said Billing shall be reviewed by the District's State Aid Engineer, and upon approval the billing shall be forwarded to MassDOT - Highway Engineering Division - Project Roadway Development Section for authorization of said payments. This information may be submitted in an electronic format compatible with MASSDOT's needs.

Section 3. All reimbursable charges in connection with this Agreement will be subject to audit by representatives of MASSDOT and the MUNICIPALITY will retain all records and documents pertaining to the Agreement charges until such audit is completed or until written approval to destroy the records is given by MASSDOT.

The Governor or his designee, the Secretary of Administration and Finance, and the State Auditor or his designee shall have the right at reasonable times and upon reasonable notice to examine the books, records and other complications of data of the MUNICIPALITY which pertain to the performance of the provisions and requirements of this Agreement.

10/20/2020

FUTURE MAINTENANCE

The MUNICIPALITY shall continue sole responsibility for the maintenance and upkeep of all property associated with the PROJECT and the costs thereof.

MISCELLANEOUS

This agreement shall not be considered fully executed, and work shall not commence until MASSDOT signs this Agreement and the MUNICIPALITY has received an official Notice to Proceed from MASSDOT.

EXPIRATION DATE

This agreement is set to expire on July 1, 2022. In the event that the MUNICIPALITY believes an extension of time is necessary, the MUNICIPALITY agrees to submit to MassDOT a written request for an extension no later than 60 days prior to the termination date specified on the attached signature page. The request will need to address the current expiration date, the proposed expiration date and any other information deemed necessary. MassDOT, in its absolute discretion, may agree to grant said request for an extension of time if it finds that sufficient justification has been provided by the MUNICIPALITY. An extension for this agreement after this date will not be granted and the Agreement will be terminated.

Exhibit A - Project Narrative(s)

Exhibit B - Project Estimate(s)

Exhibit C - Environmental Punchlist(s)

10/20/2020

WendyB-Montague Board of Selectmen

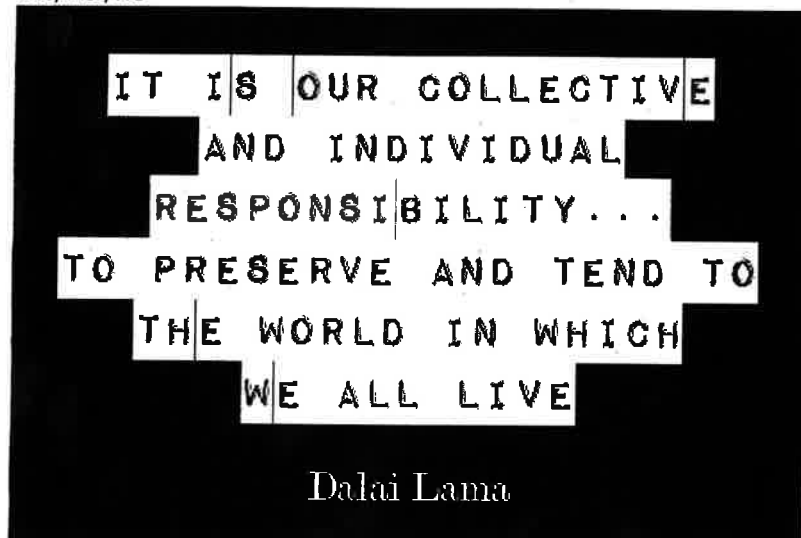
From: WPCF Superintendent
Sent: Thursday, October 22, 2020 10:52 AM
To: WendyB-Montague Board of Selectmen
Subject: Re: RE: Agenda
Attachments: Montague NON August 2020 Permit Limits Final.pdf; 2020-10-07 EPA comment letter.pdf; Attachment B - Effluent Limit Exceedances.pdf; Attachment C - Trends in Solids Inventory.pdf; FY_21_Staff_Organization_Projection.pdf

Thanks for the reminder, I appreciate it.

Here are the agenda items and documents:

- Staff Organizational Update
- DEP/EPA NON/AO deficiency updates and measures to correct

Best,
Chelsey
Chelsey Little, BSBS MPH
Superintendent
Montague Water Pollution Control Facility
She/Her/Hers



From: WendyB-Montague Board of Selectmen
Sent: Tuesday, October 20, 2020 8:53 AM
To: WPCF Superintendent
Subject: RE: Agenda

Good Morning Chelsey:

I need the topic and documents for the 10/26/20 agenda by noon on Thursday. Just wanted to remind you while it was on my mind.

Thanks and have a good day.

8B



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

Western Regional Office • 436 Dwight Street, Springfield MA 01103 • 413-784-1100

Charles D. Baker
Governor

Kathleen A. Theoharides
Secretary

Karyn E. Polito
Lieutenant Governor

Martin Suuberg
Commissioner

September 2, 2020

Ms. Chelsey Little
Town of Montague Water Pollution Control
34 Greenfield Road
Montague, MA 01351

Re: **NOTICE OF NONCOMPLIANCE: 00010024**

Noncompliance with M.G.L. Chapter(s)
21, §§ 26-53, 314 CMR 3.00 and 314 CMR 12.00

At: Town of Montague
Wastewater Treatment Plant
34 Greenfield Road
Montague, MA 01351

FMF/ Program ID #192-001

Issuing Bureau: BWR
Issuing Region/Office: WERO
Issuing Program: WPC
Primary Program Cited: WPC
Subpgm(s) Cited: NPDES

Dear Ms. Little;

Department of Environmental Protection ("MassDEP" or the "Department") personnel have observed or determined that on August 25, 2020, activity occurred at the Montague Wastewater Treatment Plant (WWTP) in noncompliance with one or more laws, regulations, orders, licenses, permits or approvals enforced by MassDEP.

Enclosed please find a Notice of Noncompliance (NON), an important legal document describing the activities that are in noncompliance.

Should you have any questions regarding this matter, please contact the undersigned at 413-755-2218 or Dan Kurpaska at 413-755-2274

Sincerely,

*/s/ Matthew J. Sokop PE by
May L. P. L. to*

Date: 9-2-2020

Matthew J. Sokop, P.E.
Section Chief, Wastewater Management
Bureau of Water Resources

MJS/djk/mjs/bdh

W:\BWR\WPC\wpccdoc\Enforcement Docs\NPDES\Montague Municipal\Montague NON August 2020 Permit Limits Final.docx

Enclosure: NON Form

By Certified Mail: 7019 2280 0002 1993 0773

By First Class Mail

cc: WERO File (3)

Montague Board of Health
1 Avenue A, Ste. 2
Turners Falls, MA 01376

ecc: WERO Electronic Archive WPC, JJG

NOTICE OF NONCOMPLIANCE

THIS IS AN IMPORTANT NOTICE. FAILURE TO TAKE ADEQUATE ACTION IN RESPONSE TO THIS NOTICE COULD RESULT IN SERIOUS LEGAL CONSEQUENCES.

Based on the Massachusetts Department of Environmental Protection's ("MassDEP") records review on August 25th, 2020, noncompliance occurred or was observed at the Montague Wastewater Treatment Plant (WWTP) in violation of one or more laws, regulations, orders, licenses, permits or approvals enforced by MassDEP.

This Notice of Noncompliance describes (1) the requirement violated, (2) the date and place on which MassDEP asserts the requirement was violated, (3) either the specific actions which must be taken in order to return to compliance or direction to submit a written proposal describing how and when you plan to return to compliance, and (4) the deadline for taking such actions or submitting such a proposal.

If the required actions are not completed by the deadlines specified below, an administrative penalty may be assessed for every day after the date of receipt of this Notice that the noncompliance occurs or continues. MassDEP reserves its rights to exercise the full extent of its legal authority in order to obtain full compliance with all applicable requirements, including, but not limited to, criminal prosecution, civil action including court-imposed civil penalties, or administrative action, including administrative penalties imposed by MassDEP.

NAME OF ENTITY(S) IN NONCOMPLIANCE:

Town of Montague Wastewater Treatment Plant (WWTP)
MassDEP Project #: 192-001
hereinafter referred to as (the "Facility"/Respondent)

LOCATION(S) WHERE NONCOMPLIANCE OCCURRED OR WAS OBSERVED:

Town of Montague WWTP
34 Greenfield Road
Montague, MA 01351

DATE(S) WHEN NONCOMPLIANCE OCCURRED OR WAS OBSERVED:

April, June and August 2020.

DESCRIPTION OF NONCOMPLIANCE:

The Department's records review shows that the Town of Montague had the following violations:

A. **SURFACE WATER DISCHARGE PERMIT PROGRAM**

1. MassDEP Regulations at 314 CMR 3.19(2) state *"Duty to Comply. The permittee shall comply at all times with the terms and conditions of the permit, any conditions included in a related water quality certification issued by the Department, 314 CMR, the Massachusetts Clean Waters Act, M.G.L. c. 21, §§ 26 through 53, and all other applicable state and federal statutes and regulations."*
2. On or about August 25th, 2020, MassDEP conducted a records review of information currently in record. During this review, MassDEP noted the following effluent violations of Montague's NPDES Permit limits (MA0100137) during the compliance period.
 - a. Exceedances of the daily maximum total chlorine residual on April 13 and 28, 2020.
 - b. Exceedances for daily maximum limits for E. Coli on April 18, 25 and June 4 and 29 and August 25.

ACTION(S) TO BE TAKEN AND THE DEADLINE FOR TAKING SUCH ACTION(S):

The following action(s) to be taken have individual deadlines associated with them. The Town of Montague shall take the necessary steps to correct the violations within the specified deadlines as noted and shall return to compliance with the requirements described below. MassDEP's regulations at 310 CMR 5.09 presume that you receive this Notice of Noncompliance, if delivered by regular mail, three business days after it was issued (i.e., the date of the cover letter).

A. SURFACE WATER DISCHARGE PERMIT PROGRAM

1. Within sixty (60) days from the date of this NON, Montague shall review the wastewater treatment facility's operational conditions at the time of these violations in conjunction with its operation and maintenance manual and determine what standard operating procedures can be taken to prevent recurrences of these violations.
2. Within sixty (60) days from the date of this NON, Montague shall submit a corrective action plan to the Department outlining what procedures it has implemented to prevent a recurrence of these violations. These procedures may include, but not be limited to the following: oversight by engineers or other operating personnel experienced in the activated sludge process to review operational data, increased process control sampling of the wastewater treatment plant treatment systems, implementation of more operator oversight, installation of enhanced alarm systems, etcetera.

Please address your reply to this Notice of Noncompliance to the undersigned at this office.

Date: 9-2-2020

*15/ Matthew J. Sokop P.E. by
Mary LePlante*

Matthew J. Sokop, P.E.
Section Chief, Wastewater Management
Bureau of Water Resources

MJS/djk/mjs/mjs/bdh

W:\BWR\WPC\wpcdoc\Enforcement Docs\NPDES Montague Municipal Montague NON August 2020 Permit Limits Final.docx



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 1
5 POST OFFICE SQUARE, SUITE 100
BOSTON, MA 02109-3912

Sent via Electronic Mail (*Dated as shown on electronic signature*)

Chelsey Little, Superintendent
Montague Water Pollution Control Facility
34 Greenfield Rd
Montague, MA 01351
WPCF.SUPT@montague-ma.gov

Re: Administrative Order on Consent, Docket No. CWA-AO-R01-FY20-31 Deliverables

Dear Ms. Little,

The United States Environmental Protection Agency ("EPA") has received the Town of Montague's (the "Town") July 31, 2020 submittal pursuant to the above-referenced Administrative Order ("Order"). Included in the Town's submittal are the following documents:

- A 2019 Secondary Bypass Report,
- An Effluent Limit Compliance Report, and
- A Pretreatment Program Report.

Attachment A of this letter provides comments on the Effluent Limit Compliance Report. Please provide responses to these comments to EPA and the Massachusetts Department of Environmental Protection ("MassDEP") within 30 days of receipt of this letter. Please provide your response in an electronic format (a hard copy submittal is not required) to the following contacts:

- For EPA: John (Jack) Melcher at melcher.john@epa.gov
- For MassDEP: Matthew Sokop at matthew.sokop@state.ma.us

Please contact Jack Melcher at melcher.john@epa.gov, or (617) 918-1663 regarding any technical issues relating to this letter. Legal issues may be directed to Tonia Bandrowicz, Senior Enforcement Counsel, at (617) 918-1734.

Sincerely,

DENNY DART Digitally signed by DENNY DART
Date: 2020.10.07 10:26:30 -04'00'

Denny Dart, Chief
Water Compliance Section
Enforcement & Compliance Assurance Division

Electronic carbon copy:

John Melcher, EPA Region 1

Douglas Koopman, EPA Region 1

Tonia Bandrowicz, EPA Region 1

Matthew Sokop, MassDEP WERO

Enclosures:

Attachment A: Comments on the July 2020 Effluent Limit Compliance Report

Attachment B: Effluent Limit Exceedances – April through August 2020

Attachment C: Trends in Solids Inventory – August 2019 through August 2020

Attachment A: Comments on the July 2020 Effluent Limit Compliance Report

1. May 2020 Secondary Treatment Bypass

The July 2020 Effluent Limit Compliance Report states the following:

Since the end of March we have not discharged to the river through the WWCT. The gate to the river has been closed and we use the tank to buffer the influent flow and regulate flow to the secondary system to prevent the clarifier blankets from overflowing. This has been working well during the recent summer storms and we don't expect to discharge through the WWCT unless we experience something like a hurricane with prolonged intense rainfall. This allows us to treat and chlorinate all of our discharge and sample in one location.

The Town's cover letter to its May 2020 Discharge Monitoring Report states the following:

We had 1 wet weather event on May 1st in which the wet weather contact tank (WWCT) was active to help control high flow rates through plant biological process. Water discharging through the WWCT was chlorinated and chlorine residual was recorded.

EPA requests that the Town clarify whether there was a discharge through the Wet Weather Chlorine Contact Tank in May 2020 or if the Town had sufficient capacity to hold excess flow during all storms and subsequently provided full secondary treatment.

2. Effluent Limit Exceedances

The July 2020 Effluent Limit Compliance Report states the following:

We are utilizing both aeration tanks and controlling the blowers to achieve a DO of 1.2mg/L. At the beginning of each tank there is a zone without air to allow for denitrification. We are wasting as much as possible (10,000 – 20,000 gal/day) to achieve a sludge age below 15 days. Chlorination is monitored to maintain at least 0.30 mg/L of Free Chlorine at the discharge. We have found that the free chlorine is a better indicator of whether we meet permit for coliforms. BOD and TSS have been meeting permit under this mode of operation.

EPA's Order in June 2020 addressed effluent limit exceedances between August 1, 2018, through March 31, 2020. Attachment B of this letter identifies effluent limit exceedances reported by the Town for monitoring performed between April 1, 2020, and August 31, 2020. The Town reported effluent limit exceedances for Biochemical Oxygen Demand ("BOD") and/or Total Suspended Solids ("TSS") in April, May, July, and August.

a. Solids Inventories

In July 2018, EPA issued an Administrative Order to the Town to address noncompliance with effluent limits of TSS and *E. coli* bacteria. In a September 2018 corrective action plan submitted in response to this Order, the Town stated that TSS exceedances were caused, at least in part, by an excess of solids accumulated in its treatment system. The Town stated that inventories of solids were at about 50,000 pounds, while an inventory of 20,000 to 40,000 pounds would be preferable.

In August 2019, the Town reported via email to EPA that it had contracted with a vendor to supply a portable dewatering unit and to haul excess solids from its system. In a letter dated September 25, 2020, EPA requested that the Town provide monthly updates in its solids inventories to EPA, as attachments to its Discharge Monitoring Reports. EPA has compiled the solids inventories reported by the Town for the months of August 2019 through August 2020, provided in Attachment C of this letter.

The solids inventory data indicate that total solids inventories have increased from approximately 34,000 pounds at the end of August 2019 (following removal of solids by the vendor) to 65,000 pounds at the end of August 2020.

The July 2020 Effluent Limit Compliance Report states the following:

In the long term we intend to purchase a different dewatering system as the Fournier Rotary Press cannot press waste sludge and is hindering our ability to waste to the degree required to reach the sludge age and MLSS concentrations we would like.

EPA requests that the Town submit a description of the relationship between solids inventories and the Town's noncompliance with its effluent limits for BOD and TSS.

b. Causes of Noncompliance

EPA requests that the Town provide a description of the issues contributing to effluent limit exceedances for BOD and TSS, a description of the operational changes or capital improvements necessary to address these issues, and a schedule for implementing the operational changes or capital improvements.

c. MassDEP Notice of Noncompliance

On September 2, 2020, MassDEP issued a Notice of Noncompliance (NON-WE-20-00010024) to the Town for discharges of Total Residual Chlorine and *E. coli* bacteria in excess of effluent limits. The Notice of Noncompliance requires submittal of a corrective action plan within 60 days from the date of the Notice.

EPA requests that the Town copy EPA on its response to the Notice of Noncompliance.

Effluent Limit Exceedances Report

9/15/20

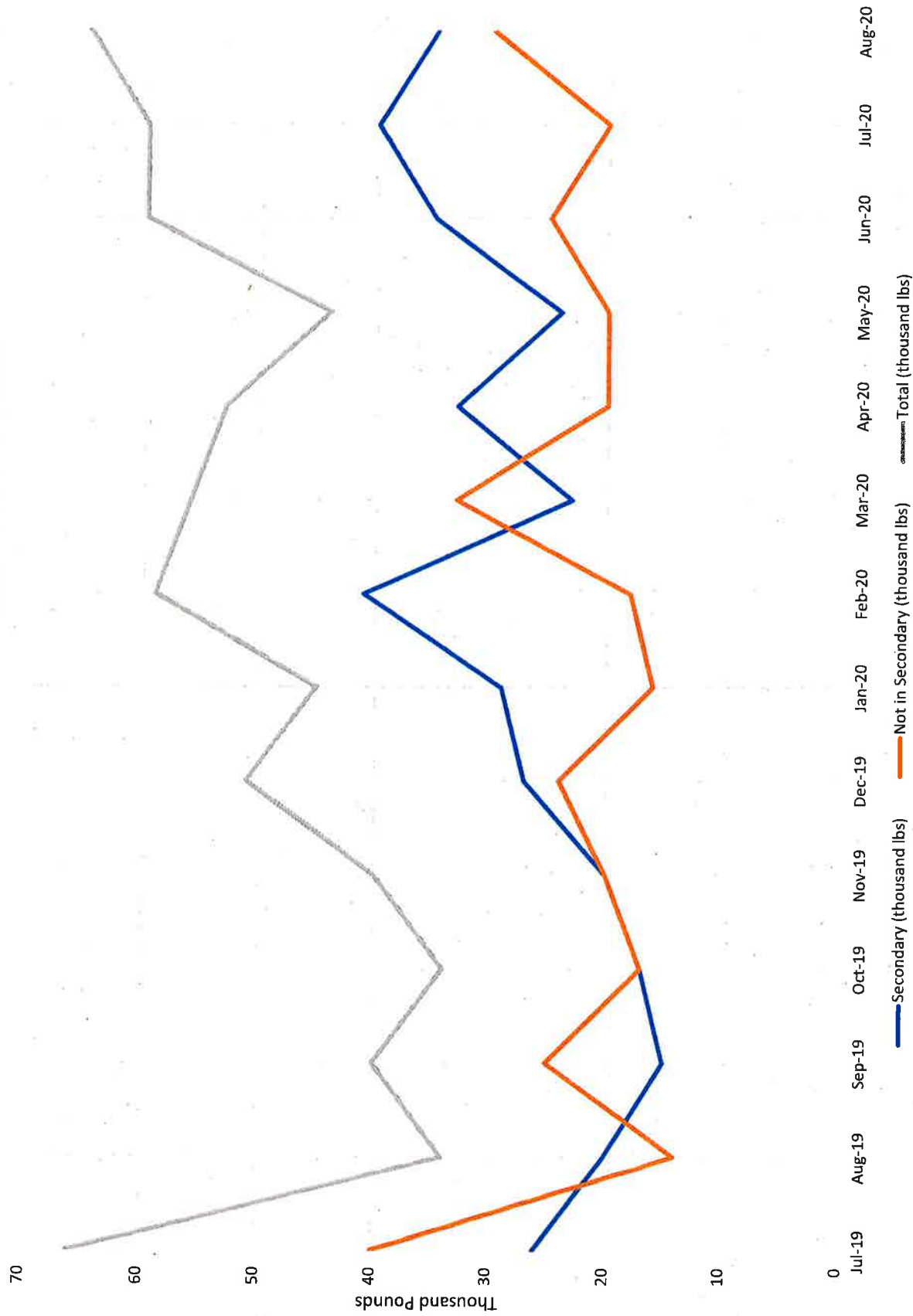
MONTAGUE W P C F

MA0100137

4/1/2020 12:00:00 AM to 9/1/2020 12:00:00 AM

Perm Feature ID	Monitoring Period End Date	Parameter Desc	Statistical Base Short Desc	Limit Value	DMR Value	Limit Unit Short Desc
001	04/30/2020	Chlorine, total residual	DAILY MX	1	1.31	mg/L
001	04/30/2020	E. coli, thermotol, MF, MTEC	DAILY MX	409	1120	CFU/100mL
001	04/30/2020	E. coli, thermotol, MF, MTEC	MO GEO	126	159	CFU/100mL
001	04/30/2020	Solids, total suspended	MO AVG	30	46	mg/L
001	05/31/2020	BOD, 5-day, 20 deg. C	MO AVG	30	33.6	mg/L
001	05/31/2020	Chlorine, total residual	DAILY MX	1	1.08	mg/L
001	06/30/2020	Chlorine, total residual	DAILY MX	1	1.05	mg/L
001	06/30/2020	E. coli, thermotol, MF, MTEC	DAILY MX	409	2420	CFU/100mL
001	07/31/2020	BOD, 5-day, 20 deg. C	MO AVG	30	47.6	mg/L
001	07/31/2020	Chlorine, total residual	DAILY MX	1	1.6	mg/L
001	07/31/2020	E. coli, thermotol, MF, MTEC	DAILY MX	409	1299.7	CFU/100mL
001	07/31/2020	Solids, total suspended	MO AVG	30	35	mg/L
001	08/31/2020	BOD, 5-day, 20 deg. C	MO AVG	30	58	mg/L
001	08/31/2020	BOD, 5-day, 20 deg. C	WKLY AVG	45	62.7	mg/L
001	08/31/2020	Chlorine, total residual	DAILY MX	1	1.22	mg/L
001	08/31/2020	E. coli, thermotol, MF, MTEC	DAILY MX	409	866.4	CFU/100mL
001	08/31/2020	Solids, total suspended	MO AVG	30	47	mg/L
001	08/31/2020	Solids, total suspended	WKLY AVG	45	68.7	mg/L

Trends in Montague Treatment System Solids Inventories



Approximate inventory on the last day of the calendar month used for this summary.

Compiled from monthly reports by EPA.

WPCF Staff Budget Impact/Comparison

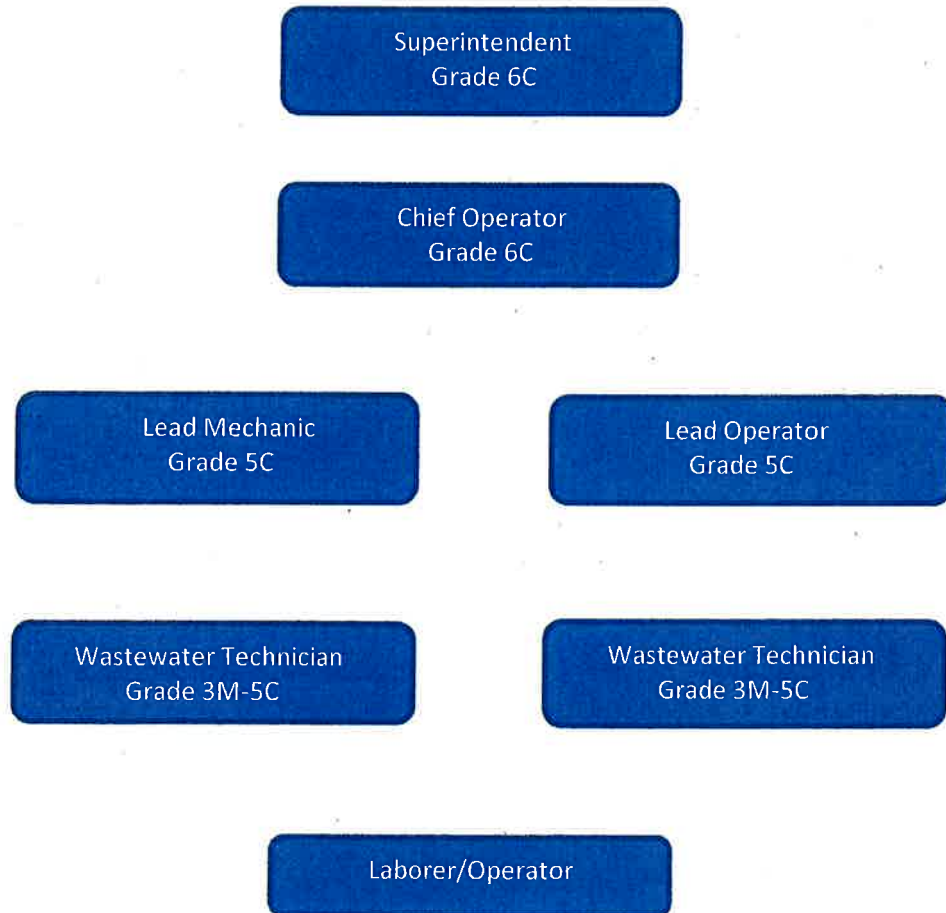
Scenario: Chief Operator and 2xTech

Title	Grade/Step	Annual/Hrly Rate	Rate #1	wks/hrs	Total Annual
Superintendent	H5		\$	1,606.15	\$ 83,519.80
Admin Asst	B2	\$ 17.99	\$	359.80	\$ 18,709.60
Chief Operator	F3	\$ 28.30	\$	1,132.00	\$ 58,864.00
Lead Operator	E8	\$ 26.40	\$	1,056.00	\$ 54,912.00
Lead Mechanic	E9	\$ 26.94	\$	1,077.60	\$ 56,035.20
Wastewater Tech	D2	\$ 21.19	\$	847.60	\$ 44,075.20
Wastewater Tech	D2	\$ 21.19	\$	847.60	\$ 44,075.20
Laborer	B4	\$ 18.89	\$	755.60	\$ 39,291.20
Total					\$ 399,482.20
FY21 Budget					\$ 402,256.92
Difference					\$ (2,774.72)

Scenario: Chief Operator and 2xLaborer

Title	Grade/Step	Annual/Hrly Rate	Rate #1	wks/hrs	Total Annual
Superintendent	H5		\$	1,606.15	\$ 83,519.80
Admin Asst	B2	\$ 17.99	\$	359.80	\$ 18,709.60
Chief Operator	F3	\$ 28.30	\$	1,132.00	\$ 58,864.00
Lead Operator	E8	\$ 26.40	\$	1,056.00	\$ 54,912.00
Lead Mechanic	E9	\$ 26.94	\$	1,077.60	\$ 56,035.20
Wastewater Tech	D2	\$ 21.19	\$	847.60	\$ 44,075.20
Laborer	B4	\$ 18.89	\$	755.60	\$ 39,291.20
Laborer	B2	\$ 18.34	\$	733.60	\$ 38,147.20
Total					\$ 393,554.20
FY21 Budget					\$ 402,256.92
Difference					\$ (8,702.72)

WPCF Staff Organizational Chart



WendyB-Montague Board of Selectmen

From: StevenE - Montague Town Administrator
Sent: Wednesday, October 21, 2020 1:11 PM
To: WendyB-Montague Board of Selectmen
Cc: Rich Kuklewicz; Ray Purington/Gill Selectboard; Joanne Blier; Brian Beck
Subject: 10/26 SB Agenda: Remote Learning Student Services Grant Award
Attachments: Remote Learning Support Grant RFR (003).pdf; Remote Learning Support Services Grant Award Letter-Gill and Montague.pdf

Hi Wendy

For our agenda next Monday, please add:

- Designate Gill-Montague Regional School District as Lead Applicant for the purposes of the Montague and Gill Remote Learning Student Services Grant Award (\$56,800).

See attached program award notice and description. Because I will not be in attendance, I'd ask that you include this email with the Agenda materials.

Background and Recommendation

Town Administrators Ray Purrington and Steve Ellis met with GMRSD superintendent, Brian Beck, and Business Manager, Joanne Blier regarding notice of our communities' joint receipt of a Remote Services Learning Grant award of \$56,800 from the Executive Office for Education. This grant will allow the GMRSD to work with providers that are licensed by EEC to provide support for remote learning during the school day. JaDuke is an example of such a licensed entity in the Town of Montague and they have expressed interest.

The program goal is to ensure that economically disadvantaged families have greater access to support for their participation in remote instruction. This grant can be used to cover related instructional, transportation, custodial, and educational supplies (not technology). GMRSD will work to identify and work with eligible providers ("designated recipients") to determine their capacity to welcome eligible elementary students into their programs. Based on present CARES Act rules, this funding must be spent by December 30, 2020.

I feel strongly that this designation will lead to the best coordinated and supported use of this funding and request that the board vote to designate Gill-Montague Regional School District as Lead Applicant for the purposes of the Remote Learning Student Services Grant Award received jointly by the towns of Montague and Gill.

Thanks - Steve

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



OFFICE OF THE GOVERNOR
THE COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE
BOSTON MA 02133

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

October 8, 2020

Mr. Ray Purington
Town Administrator
Town Hall
325 Main Road
Gill, Massachusetts 01354

Mr. Steven Ellis
Town Administrator
Town Hall
1 Avenue A
Turners Falls, Massachusetts 01376

Dear Mr. Purington and Mr. Ellis,

We are pleased to notify you that Gill and Montague have been awarded a Remote Learning Support Services Grant in the amount of \$56,800. The Remote Learning Support Services Grant is a non-competitive, formula-based grant that we are awarding to cities and towns that are providing either fully-remote or hybrid instruction through their public schools and have high concentrations of students from economically-disadvantaged families.

The grant is intended to promote and support equitable access to safe, supportive, affordable places where children can go to engage in remote instruction during the school day if they are not able to successfully and safely participate in remote learning from home. The award amount was based on the number of elementary school children attending public school in your regional school district. We would like you to determine how best to allocate this funding to support organizations that are approved or licensed by the Department of Early Education and Care to provide these services during the school day, pursuant to COVID-19 Executive Order 49.

You will be receiving further information from the Executive Office of Education regarding the process for allocating the grant award. Please feel free to contact Blair Brown, Executive Office of Education Chief of Staff, at blair.brown@mass.gov if you have any questions in the interim.

Thank you for your continued efforts to support the children and families in your community.

Sincerely,

Handwritten signature of Charles D. Baker in black ink.

Charles D. Baker
Governor

Handwritten signature of Karyn E. Polito in black ink.

Karyn E. Polito
Lieutenant Governor



COMMONWEALTH OF MASSACHUSETTS

Request for Response Remote Learning Support Services Grants October 13, 2020

Purpose

The purpose of the Remote Learning Support Grant program is to promote and support equitable access to affordable, safe, and supportive environments for children to engage remotely in instructional time during the school day.

Eligibility and Funding

A total of \$12.1 million has been allocated for this purpose through the federal CARES Act Coronavirus Relief Fund and the Governor's Emergency Education Relief (GEER) Fund.

Funding priority has been given to cities and towns with local education agencies (LEAs) that:

- operate elementary schools offering either fully remote or hybrid learning schedules as of September 16, 2020;
- are in the 10th, 11th or 12th low-income band used as part of the calculation to determine Chapter 70 education funding (or are in the 8th income band and are most significantly impacted by COVID-19 according to September Department of Public Health data); and
- are not located in a jurisdiction that received Coronavirus Relief Funds directly from the federal government (City of Boston and Plymouth County).

Grant awards in the table below were calculated based on the number of elementary school children in the Fiscal Year 2021 foundation enrollment of the LEA.

Chelsea	\$ 368,400
Chicopee	\$ 350,800
Everett	\$ 372,900
Fall River	\$ 624,600
Fitchburg	\$ 289,100
Framingham	\$ 475,600
Gardner	\$ 116,600
Greenfield	\$ 104,200
Haverhill	\$ 437,800
Holyoke	\$ 325,700
Lawrence	\$ 809,100
Lowell	\$ 884,600
Lynn	\$ 837,000
Malden	\$ 357,700

Marlborough	\$ 259,600
New Bedford	\$ 779,300
North Adams	\$ 78,400
Orange	\$ 51,000
Pittsfield	\$ 272,600
Randolph	\$ 160,600
Revere	\$ 372,900
Salem	\$ 223,900
Somerville	\$ 285,800
Springfield	\$ 1,461,600
Ware	\$ 62,400
Webster	\$ 102,600
West Springfield	\$ 197,700
Worcester	\$ 1,359,000
<i>Regional Elementary School Districts (eligible towns):</i>	
Hoosac Valley (Adams and Cheshire)	\$ 64,100
Gill Montague (Gill and Montague)	\$ 56,800

Application Process

Each eligible city or town must determine a “Lead Applicant” for the purposes of completing this grant application. The Lead Applicant may be either the eligible city or town or an entity delegated by the city or town to coordinate the grant application on its behalf.

Lead Applicants will be responsible for determining which organizations receive funding from this grant. Eligible organizations will be “Designated Recipients” of grant funding and can include any organization that is licensed or approved by the Department of Early Education and Care (EEC) to deliver remote learning support services, as authorized by the Governor’s COVID-19 Executive Order 49. (Further information and guidance about remote learning support services can be found [here](#).) Lead Applicants will facilitate this application process by:

1. Identifying organizations as Designated Recipients of grant funding, after confirming that they are providing or will be providing remote learning support services to children from the eligible city or town during the school day;
2. Working collaboratively with the Designated Recipients to determine how the grant award will be allocated among them;
3. Confirming that the allocation reflects agreement among the Designated Recipients;
4. Providing a description of the process used to identify organizations as Designated Recipients and allocate funding;

5. Confirming that the process for allocating funding was in accordance with state and local finance and procurement laws; and
6. Confirming that the program will be open at the appropriate times during the school day to meet family needs, barring COVID related health and safety closures or quarantine as instructed by the Local Board of Health.

The Executive Office of Education (EOE) will review applications on a rolling basis to confirm that all application requirements have been met. The organizations listed as Designated Recipients in the approved application will then receive their allocated funding from the Commonwealth.

Identifying Designated Recipients

Raising awareness and increasing availability of remote learning support services is a critical part of this grant program. While LEA's are not eligible to receive funding through this grant, the Lead Applicant should work closely with the LEA as well as other key community organizations to understand how best to support remote learners who cannot engage successfully in remote learning from home during the school day.

To identify potential Designated Recipients, Lead Applicants should review the information and guidance about remote learning support services found [here](#). A list of EEC-Licensed Providers serving school age children in their area can also be downloaded from the Department of Early Education and Care (EEC) [Child Care Search](#) using the Search by "Radius" option.

Key questions that Lead Applicants should answer in identifying potential Designated Recipients include:

1. Is the LEA or another community organization keeping records of programs or providers where children are engaging in remote learning during the school day, if they are not at home?
2. Have any of the before and after school programs in the community expanded their hours to serve students during the school day?
3. Could the LEA or another organization survey families to understand their current use of remote learning support services outside the home, and the level of unmet need for such services?
4. Could the LEA or another organization help the Lead Applicant to convene local organizations that may be working with school age children during the school day, to discuss options for allocating funding and expanding access to meet the needs of local families?

Allocating Funding

After identifying potential Designated Recipients, the Lead Applicant should facilitate a process to allocate funding in collaboration with those organizations, soliciting ideas and feedback regarding operational, staffing, and enrollment costs to provide these services.

Methods for allocating funding include, but are not limited to:

- **Operational support per classroom or cohort of children:** allocate funding on the basis of the number of classrooms or cohorts of children that the Designated Recipients supports or plans to support, to defray the costs per classroom or per Family Child Care Home to operate school age programs for remote learning coverage. In determining the per classroom grant funding, Lead Applicants are encouraged to consider the costs of PPE, COVID-19 testing, cleaning, and providing sufficient access to internet connectivity.
- **Salary support for additional staff needed for classrooms or cohorts of children:** allocate funding on the basis of the number of additional staff needed to provide these services, to defray the costs of the additional staff needed to maintain stable groups of children and avoid needing to share staff members across classrooms.
- **Attendance cost support for families:** allocate funding based on the number of economically-disadvantaged families that the Designated Recipient plans to serve, to defray the costs to parents by allocating funds per school aged child enrolled in programs. This approach may include the potential to adjust formulas to incentivize services and increase access for students with disabilities, students with special needs, students of color, students experiencing homelessness, students involved with the Department of Children and Families (DCF), students from low-income households, English Language Learners, or students whose needs may not be fully met by remote options. The EEC rate chart for per child subsidies, if helpful, [can be found here](#).

Lead Applicants may choose one of these approaches, a combination of approaches, or an approach that is not outlined here, depending on local needs, capacity, and provider interest and feedback.

Some questions Lead Applicants may ask to prompt constructive discussion about potential allocation methods include, but are not limited to:

1. How has the addition of remote learning support services impacted program operations?
2. How has it impacted staffing?
3. What is the greatest impact on program expenses?
4. Are there adjustments to classroom or care settings, or physical spaces that have been, or need to be, made for programs to be able to support remote learners?
5. Are families paying for remote learning support? What is the cost range across programs?
6. Are there needs that are not currently being met among remote learners, that grants could support?
7. Are students who are vulnerable or priority populations within the district enrolled in remote learning programs? What are their needs? Are there additional students from these populations who might enroll in remote learning, with financial support?
8. Do we, as a community, need to increase our capacity for remote learning support in order to meet the needs of families? What is the best route to do so?

NOTE: If EEC Licensed programs are considering expansion and require increased space or capacity, EEC has expedited processes to facilitate approval of these requests. Local coordination to identify potential space and support expansion will help facilitate expedited processes further.

It is not incumbent upon the Lead Applicant to reach consensus among the prospective Designated Recipient programs regarding the funding allocation approach, but instead to rely on ideas and feedback to shape an approach that is collaborative and tailored to the needs and assets of each city or town.

To facilitate the application process, each Designated Recipient included in the application must complete the *Designated Recipient Agreement Form*. These forms should be collected by the Lead Applicant and submitted as part of the application. As part of the *Designated Recipient Agreement Forms*, all organizations must agree that they:

- will provide any documentation required in order to facilitate payment;
- are approved or licensed by EEC to provide remote learning support services;
- will use funding to defray costs for families participating in remote learning support programs;
- will remain open at appropriate times during the school day to meet family needs through the end of the calendar year, barring COVID related health and safety closures or quarantine as instructed by the Local Board of Health;
- will provide documentation of spending and related grant reports, as requested, to confirm spending on allowable uses; and
- will not use funding from any other source, including local, state or federal agencies for the same costs supported by this grant funding.

Allowable Uses

Allowable uses of funding include expenditures from September 1, 2020 through December 30, 2020 for:

- Equipment and supplies to provide safe and effective remote learning support services, including cleaning, COVID-19 testing, PPE, and internet service (NOTE: since funding has already been provided to Local Education Agencies to support the provision of individual tablets or laptops to all students, funding should not be used to purchase individual technology or equipment for program participants);
- New rental space or renovation of existing space to accommodate remote learning support services;
- Salary and stipends for staff to support remote learning support services, and monitor student and family engagement in remote learning; and

- Financial assistance to economically-disadvantaged families who would not otherwise be able to afford enrollment in remote learning support services.

Funding Distribution

The Commonwealth will distribute funds in two ways:

1. Through intermediaries that serve as Community Resource and Referral Agencies (CCR&Rs) and Family Child Care Systems (FCC Systems) through the RFR 2017 Child Care Resource and Referral Services - SRF 180006, 2010 EEC FA PRIOR POP STPH RFR, and 2009 EEC IECCFAP 026 RFR, respectively. Funding will be distributed through the FCC Systems and the CCR&Rs to the Designated Recipient.
or
2. If a Designated Recipient does not have an agreement with a CCR&R or FCC System, they will be paid directly by the Department of Early Education and Care in its role as the fiscal administrator of the grants.

Application Timeline

Grant Award Notification Letters and Application Materials sent:	Tuesday, October 13, 2020
Lead Applicant submits Program Identification Form and completed Designated Recipient Agreement Forms from all entities listed in the Program Identification Form	No later than Tuesday, November 3, 2020 at 5:00 PM
Lead Applicant and Designated Recipients notified of final award distribution	On a rolling basis, upon satisfactory completion of all application materials

Application Requirements

1. Complete the Program Identification Form
2. Provide Designated Recipient Agreement Forms completed by each provider listed in the Program Identification Form