

MONTAGUE SELECTBOARD MEETING
Town Hall, 1 Avenue A, Turners Falls, MA 01376
Monday, November 29, 2021

Join Zoom Meeting: <https://us02web.zoom.us/j/83228691158>

Meeting ID: 832 2869 1158 **Password:** 980293

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

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 in-person 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. 6:30 PM Selectboard Chair opens the meeting, including announcing that the meeting is being recorded and roll call taken
2. 6:30 Approve Minutes:
 - Selectboard Meeting November 22, 2021 if available
3. 6:31 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. 6:31 Request by St. Stanislaus B and M Society to change Sunday hours: open at 10:00 AM (previously Noon)
5. 6:38 Om Shiv Shambhu, Inc. (Carroll's Market) transfer of license reconsideration (updated Information to be submitted to ABCC once approved)
6. 6:45 COVID Updates
 - Review of COVID Case Counts and Trends
 - Discuss any other needed response to COVID situation
7. 7:00 Brian McHugh, FCRHRA
 - Recommendation to Award Hillcrest Neighborhood Playground Design Project to Berkshire Design Group
8. 7:10 Discussion of Farren Care Center Facility
9. 7:30 Chelsey Little, WPCF Superintendent
 - WPCF Mural Project – Notification of Selection Committee's Chosen Design
10. 7:40 Personnel Board
 - Expected Staffing Request for FY23 Budget – WPCF Laboratory Manager
 - Follow up discussion to Town Administrators request to increase Selectboard Office Capacity

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11. 7:55 Matt Lord
- Proposal to create a temporary committee to research reasonable cannabis impact fee programs, as well as recommend guidelines for selecting programs
12. 8:05 Town Administrator's Business
- Request approval to submit proposed to Penguin Random House Grants for Small & Rural Libraries
 - Topics not anticipated in 48 hour posting
13. 8:15 Executive Session under G.L. c. 30A, s. 21(a)(2) to conduct negotiations with Police Chief, Chris Williams; votes may be taken.

Other:

- Anticipated Next Meeting Date: Monday, December 6, 2021 at 6:30 PM

Print Form

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

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**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY): 00010-CL-0736

LICENSEE NAME: St Stanislaus B and M Society Inc

ADDRESS: 6 K Street

CITY/TOWN: Montague STATE Ma ZIP CODE 01376

TRANSACTION TYPE (Please check all relevant transactions):

☒ Change of Hours ☐ Change of DBA

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396**

ENTITY VOTE

The Board of Directors or LLC Managers of

St Stanislaus B and M Society Inc

Entity Name

duly voted to apply to the Licensing Authority of

Montague

and the

City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

November 4, 2021

Date of Meeting

For the following transactions (Check all that apply):

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input checked="" type="checkbox"/> Change of Hours |
| | <input type="checkbox"/> Other | | <input type="checkbox"/> Change of DBA |

"VOTED: To authorize

Mark Matusz

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint

Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,



Corporate Officer /LLC Manager Signature

MARK MATUSZ

(Print Name)

For Corporations ONLY

A true copy attest,



Corporate Clerk's Signature

Ronald H. Guida

(Print Name)

WendyB-Montague Selectboard

From: MARK MATUSZ <matusz@comcast.net>
Sent: Monday, November 15, 2021 11:30 AM
To: WendyB-Montague Selectboard
Subject: St. Stan's change of hours

Montague Selectboard,

The Board of Directors are looking to change our Sunday hours from the noon starting time to a 10 a.m. start as necessary.

We will be awaiting your decision.

Thank You,
Mark Matusz, President
St. Stanislaus B&M Society Inc.



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission

☒ For Reconsideration

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LICENSING AUTHORITY CERTIFICATION

MONTAGUE

City/Town

00019-PK0736

ABCC License Number

TRANSACTION TYPE (Please check all relevant transactions):

The license applicant petitions the Licensing Authorities to approve the following transactions:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input checked="" type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input checked="" type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | <input type="checkbox"/> Other | | <input type="checkbox"/> Change of DBA |

APPLICANT INFORMATION

Name of Licensee Om Shiv Shambhu, Inc.

DBA

Carrolls Market

Street Address 33 East Main Street, Millers Falls

Zip Code 01349

Manager Govindbhai (Gary) Ramdas Patel

Granted under Special Legislation? Yes ☒ No ☐

\$15 Package Store

Annual

All Alcoholic Beverages

If Yes, Chapter 49

of the Acts of (year) 2011

Type
(i.e. restaurant, package store)

Class
(Annual or Seasonal)

Category
(i.e. Wines and Malts / All Alcohol)

DESCRIPTION OF PREMISES

Complete description of the licensed premises

consisting of a single story building of approximately 2852 square feet on the first floor, first floor storage space of 528 square feet and 4852 square feet of basement area with one entrance and one exit.

LOCAL LICENSING AUTHORITY INFORMATION

Application filed with the LLA:

Date

10/14/2021

Time

3:00 PM

Advertised

Yes ☒ No ☐

Date Published

10/21/21

Publication

Montague Reporter

Abutters Notified:

Yes ☐ No ☒

Date of Notice

Date APPROVED by LLA

11/29/2021

Decision of the LLA

Approves this Application

Additional remarks or conditions
(E.g. Days and hours)

Transfer from Sahirat, LLC dba Carroll's Market

For Transfers ONLY:

Seller License Number:

00019-PK-0736

Seller Name:

Sahirat LLC, Vidya Patel

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
Ralph Sacramone
Executive Director

WendyB-Montague Selectboard

From: Sharon Pleasant <spleasant@fcrhra.org>
Sent: Monday, November 22, 2021 3:26 PM
To: WendyB-Montague Selectboard
Cc: Walter Ramsey - Montague Planner
Subject: November 29th Selectboard Agenda item
Attachments: Committee Recommendation to Selectboard.pdf; FY20MONT Draft PS Contract HNP.docx

Good afternoon, Wendy,

Could you please add an agenda item to the 11/29/21 Selectboard Agenda – “Recommendation to Award Hillcrest Neighborhood Playground Design Project to Berkshire Design Group.” Brian indicates that he’ll be able to be at the meeting to present the information to the board.

I’ve attached a copy of the RFP Review Summary - the 2nd page of which includes the Committee Recommendation and a place for the selectboard chair to sign. We’d need this signed sheet back for our records.

I’ve also attached a copy of a DRAFT contract for the board to review. Typically, the board reviews and approves the draft of this DHCD-approved contract, but they don’t sign it yet. We send 3 copies of the contract to Berkshire Design, once they sign it and return it to us, the 3 signed copies go back to the town to sign – then the town keeps 1 copy, we return one to Berkshire Design, and HRA keeps one for our records.

Let me know if you have any questions.

Thank you,

Sharon

Sharon L. Pleasant
 Community Development Program Manager
 Franklin County Regional Housing
 and Redevelopment Authority
 241 Millers Falls Road, Turners Falls, MA 01376
 413.863.9781 x 156
 Direct Line 413.223.5215
 413-863-9289 Fax



Alert: Public Notice

In an effort to mitigate potential exposure of COVID-19, the HRA office is closed to the public effective March 16th until further notice, and most employees are working remotely from home. Phone and email communications will continue to be accessed on a routine basis. Thank you for your patience during this time.

Franklin County Regional Housing and Redevelopment Authority email messages are public records except when they fall under one of the specific statutory exemptions. This message and the documents attached to it, if any, are intended only for the use of the addressee and may contain information that is PRIVILEGED and CONFIDENTIAL. If you are not the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please delete all electronic copies of this message and its attachments, if any, and destroy any hard copies you may have created and notify me immediately.

6. **Proposal Review Summary:** (See attached RFP Firms' Committee Review Summary)

HA – Highly Advantageous A – Advantageous NA – Not Advantageous

COMPARATIVE CRITERIA		AGENCY NAME
Evaluation of Designer Experience <i>A firm's work examples and approach to the problem will be evaluated in conjunction with examples submitted of similar projects for municipal park improvements and the firm's references.</i>		Berkshire Design Group
<ul style="list-style-type: none"> Firm clearly demonstrate their experience working on similar projects including municipal and private parks, and other architectural barrier removal projects using CDBG funding 		HA
<ul style="list-style-type: none"> Firms that understand the community's needs 		HA
<ul style="list-style-type: none"> Firms that articulate understanding of the project based upon experience, background, and examples 		HA
<ul style="list-style-type: none"> Firm experience working on municipal projects, and that have direct experience working with state or federally funded projects 		HA
COMPARATIVE CRITERIA		AGENCY NAME
Qualification of Project Personnel – Design Team <i>A key consideration for the Town is the ability of the design team to begin work immediately, complete the bid ready plans and specifications of this project, and maintain the project budget.</i>		
<ul style="list-style-type: none"> Design Team demonstrates extensive experience with municipal and private parks, and other architectural barrier removal projects 		HA
<ul style="list-style-type: none"> Success in presenting Design alternatives to the public and other town boards and commissions. 		A
<ul style="list-style-type: none"> Design Team has seen its work translated into actual construction 		HA
<ul style="list-style-type: none"> Design team has the ability to and has incorporated community design concerns, suggestions and has a history of cost controls during construction 		A
<ul style="list-style-type: none"> Demonstrate experience with state and federal funding resources including experience on CDBG project 		HA
<ul style="list-style-type: none"> Design team that has experience working together on past projects of similar scope to this project 		HA
Responsiveness to Request for Proposal		
<ul style="list-style-type: none"> Firm's understands the project requirements 		HA
<ul style="list-style-type: none"> Firm's approach to the project in meeting the specific needs of the 		HA
<ul style="list-style-type: none"> Firm's level of interest in the project 		HA/A
<ul style="list-style-type: none"> Firm has demonstrated a commitment to the project timetable 		HA
<ul style="list-style-type: none"> Overall quality of the firm's proposal 		HA
Financial Strength		A

Committee Recommendation on behalf of the Town of Montague: ***The Committee recommends Berkshire Design Group as the firm to prepare the bid ready plans and specifications for the Hillcrest Neighborhood Playground Design Project.***

Additional discussions/negotiations/requests for clarification: _____ Committee members reaffirmed the importance of encouraging and including public input into the final design and use of the neighborhood playground design.

Justification in Recommendation: Exceeded minimum criteria. Timeline can be meet. Very responsive to proposal and firm meets the community's needs. The town and the HRA have been very satisfied with their prior working relationship with the design firm.

Consultant Recommended: _____Berkshire Design Group

Recommended by: Hillcrest Neighborhood Playground Design Review Committee on behalf of the Town of Montague

Consultant Selected: _____Berkshire Design Group

Awarded by:

Board of Selectmen, Town of Montague

Richard Kuklewicz, Chair

Dated _____

AGREEMENT
BY AND BETWEEN
TOWN OF MONTAGUE
AND

THIS AGREEMENT, was made as of the _____ day of _____, 2021 by and between the TOWN OF MONTAGUE, Massachusetts (hereinafter referred as the MUNICIPALITY) and **BERKSHIRE DESIGN GROUP**, 4 Allen Place, Northampton, MA 01060 hereinafter referred to as the SUB GRANTEE).

WITNESSETH THAT:

WHEREAS, the TOWN of MONTAGUE has entered into an agreement with the Commonwealth of Massachusetts' (hereinafter "Commonwealth") Department of Housing and Community Development (hereinafter "DHCD"), Massachusetts Community Development Block Grant Program (hereinafter "Mass. CDBG") to undertake a community development program of **FY2020 Montague Hillcrest Neighborhood Playground Design Project** (hereinafter "Program") pursuant to the Housing and Community Development Act of 1974 (hereinafter "Act"), as amended, and regulations thereunder, and

WHEREAS, professional services relating to the implementation and administration of the Program are sought to assist the MUNICIPALITY in the timely achievement of its Mass. CDBG FY2020 Grant Program objectives.

NOW, THEREFORE, THE PARTIES HERETO DO AGREE AS FOLLOWS:

1. **ENGAGEMENT OF SUB GRANTEE:** The MUNICIPALITY hereby engages the SUB GRANTEE to perform the services set forth herein and the SUB GRANTEE hereby accepts the engagement.
2. **SCOPE OF SERVICES:** The SUB GRANTEE shall perform the necessary services as described in the approved proposal to the MUNICIPALITY of MONTAGUE, which is attached hereto and incorporated by reference herein as Attachment A as may be amended from time to time.
3. **RESPONSIBILITY OF THE MUNICIPALITY:** The MUNICIPALITY shall assume responsibility for assisting the SUB GRANTEE insofar as possible for the purpose of efficiency and furnishing the SUB GRANTEE with information needed to satisfactorily complete the services.
 - 3.1 The MUNICIPALITY shall designate a project representative authorized to work with the SUB GRANTEE with respect to the project. The MUNICIPALITY'S representative is Steven Ellis, Town Administrator. TELEPHONE (413.863.3200 X 110).
 - 4.1 **REPORTING:** The SUB GRANTEE will submit reports to the MUNICIPALITY on the status of the professional services, according to the schedule and dates specified below, or at other times as required by an information request or reporting requirement of Mass. CDBG.

PROGRESS REPORT #1	Quarter Ending 03.31.22	Report Due 04/07/22
PROGRESS REPORT #2 (if needed)	Quarter Ending 06.30.22	Report Due 07/07/22

5. SUBCONTRACTS: No subcontracts may be awarded by the SUB GRANTEE, the purpose of which is to fulfill in whole or in part the services required of the SUB GRANTEE, without prior written approval of the MUNICIPALITY and DHCD.

The SUB GRANTEE shall use its best efforts to ensure that it will not knowingly use funds under this contract to purchase, or enter into contracts to purchase, any equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of a system that is subject to 2 CFR § 200.216. In the event the SUB GRANTEE identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system that is subject to 2 CFR § 200.216, during Contract performance, the SUB GRANTEE shall alert the MUNICIPALITY as soon as possible and shall provide information on any measures taken to prevent recurrence.

6. TIME OF PERFORMANCE: The services of the SUB GRANTEE are to commence on or about December 1, 2021 and shall be undertaken and completed in sequence as to assure their expeditious completion.

6.1 All services required hereunder shall be completed by June 30, 2022.

7. PAYMENTS AND COMPENSATION: The MUNICIPALITY will pay the SUB GRANTEE a total fee in amount not to exceed Nine Thousand Dollars and 00/100 (\$9,000.00), with no reimbursements for out-of-pocket expenses, based on invoices submitted in a form approved by the MUNICIPALITY and according to the "Method and Schedule of Compensation," found as Attachment B.

8. GENERAL PROVISIONS:

8.1 RETENTION OF RECORDS: The SUB GRANTEE shall maintain in accordance with 2 CFR Part 200.333, and any Mass. CDBG regulations, procedures or guidelines, those books, records, and other documents, including but not limited to payroll records, and purchase orders that are sufficient to document that activities carried out were in accordance with this Agreement, and the primary objectives of the Act, and any other applicable laws and regulations. Such records shall contain all information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, liabilities, outlays and income. The SUB GRANTEE shall maintain such records for a period of seven (7) years from the date of expiration of this Agreement, or if such records become the subject of audit findings, they shall be retained until such findings have been resolved, whichever is later.

8.1.1 Program Income: If the SUB GRANTEE's services under this Agreement includes the tracking, reporting, or utilizing of funds considered to be program income, SUB GRANTEE will track, report and utilize any and all such program income generated through CDBG funded activities as required by Mass. CDBG.

8.1.1. Photographic Documentation (for construction projects only): SUB GRANTEE shall submit photographs to the MUNICIPALITY of all construction projects assisted with CDBG funds, illustrating conditions prior to, during, and at completion of the project.

8.2 ACCESS TO RECORDS: The SUB GRANTEE shall make all books, accounts, records, reports, files, and other papers, things or property, that relate to its activities under this Agreement, available at all reasonable times for inspection, review, and audit by DHCD, their authorized representatives, authorized representatives of the U.S. Department of Housing and Urban Development (hereinafter "HUD"), the Inspector General of the United States, or of the Commonwealth, the Auditor of the Commonwealth, and the Attorney General of the United States, or of the Commonwealth reserves the right of the Governor or his designee, the Secretary of Administration and Finance, and the State Auditor and his designee, at reasonable times and upon reasonable notice, to examine the books, records, and other compilative data of the SUB GRANTEE which

pertain to the performance of the provisions and requirements of this Agreement, as provided by Executive Order 195.

8.3. TERMINATION: The MUNICIPALITY may terminate the contract, for cause, upon fifteen (15) days written notice to the SUB GRANTEE. In case of termination, all finished and unfinished documents and records of the SUB GRANTEE relating to the Program shall become the property of the MUNICIPALITY. This Section 8.3 of this Agreement shall be superseded by federal HUD regulations and directives which outline provisions for termination for convenience and for termination in whole or in part pursuant to 2 CFR § 200.340.

8.3.1 In the event of termination, the SUB GRANTEE will be compensated for services provided to the date of termination, according to the "Method and Schedule of Compensation," Attachment B.

8.4 AMENDMENTS: This Agreement may be amended provided such amendment is in writing and executed by the parties to this Agreement and receives approval from DHCD prior to its effective date.

8.5 NON-DISCRIMINATION: The SUB GRANTEE shall adhere to the requirements set forth in Title VI of the Civil Rights Act of 1964 (Public Law 88-352), and the regulations issued pursuant thereto by HUD; Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), as amended; section 109 of the Housing and Community Development Act of 1974, and the HUD regulations issued pursuant thereto (24 CFR 570.601); Federal Executive Order 11063, as amended by Executive Order 12259 and the HUD regulations issued pursuant thereto (24 CFR 107); The Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Section 402 of the Veterans of the Vietnam Era Act (for projects of \$10,000 or more); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); Massachusetts General Laws Chapter 151B Section 1 et seq.; State Executive Order 478; Mass. CDBG regulations, procedures or guidelines; and all other applicable federal and state laws, regulations, guidelines and executive orders.

The SUB GRANTEE shall not discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, status as a veteran or any other basis prohibited by law. The SUB GRANTEE shall take affirmative action to ensure that qualified applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, status as a veteran or any other basis prohibited by law. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The SUB GRANTEE shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The SUB GRANTEE shall state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, status as a veteran or any other basis prohibited by law.

8.6 PROCUREMENT STANDARDS: The SUB GRANTEE shall adhere to the requirements set forth in Mass. CDBG regulations or the Massachusetts CDBG Program Operations Manual, as applicable, as well as procedures and guidelines with respect to standards governing procurement, and any applicable provisions of Commonwealth laws and regulations relative thereto, including Chapter 30, section 39M; Chapter 149, section 44A through 44J; Chapter 484 of the Acts of 1984; and Chapter 30B. All procurement transactions without regard to dollar value shall be conducted in a manner that provides maximum free and open competition. It is national and state policy that the recipient take affirmative steps to award a fair share of contracts taken to assure that small and minority owned businesses are utilized when possible as sources of supplies, equipment, construction, and services. The SUB GRANTEE shall maintain records sufficient to detail the process for procurement.

8.7 Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11478, "Further Amendments to Executive Order 11478, Equal Employment Opportunity in the Federal Government, and Executive Order 11246 Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

8.8 EMPLOYMENT OPPORTUNITIES: Where applicable, the SUB GRANTEE shall comply with provisions of Section 3 of the Housing and Community Development Act of 1968 (12 U.S.C. 1701u) and the HUD regulations issued pursuant thereto (24 U.S.C. 135), which shall serve as guidance for the implementation of said section.

8.9 FAIR HOUSING: In addition to the laws and regulations set forth herein with respect to ensuring fair housing opportunities, the SUB GRANTEE shall adhere to the provisions of State Executive Orders 215 and 526.

8.10 LABOR STANDARDS: Where applicable, the SUB GRANTEE shall adhere to the provisions of Section 110 of the Act, and the Massachusetts General Laws Chapter 149 sections 26 to 27D inclusive (as amended by Chapter 484 of the Acts of 1984). In the case of the rehabilitation of commercial property, or rehabilitation of residential property designed for residential use of eight or more families, the SUB GRANTEE shall adhere to the Federal Labor Standards Provisions (HUD Handbook 1344.1), the requirements of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et. seq.) and the Copeland Anti-Kickback Act.

8.11 CONFLICT OF INTEREST: The SUB GRANTEE shall adhere to the mandates of the Massachusetts Conflict of Interest Statute, M.G.L. c.268A, the federal Conflict of Interest Provisions at 24 CFR 570.489 and the federal Hatch Act, 5 U.S.C. ss 1501 et seq.

8.12 DOMESTIC PREFERENCES FOR PROCUREMENTS: Pursuant to 2 CFR § 200.322, the SUB GRANTEE should, to the greatest extent practicable under this Agreement and as appropriate and to the extent consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. The SUB GRANTEE shall include this requirement in agreements with subgrantees, including all contracts and purchase orders for work or products under this Agreement.

8.13 COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS, AND CDBG REGULATIONS, PROCEDURES, AND GUIDELINES: All activities authorized by this Agreement shall be subject to and performed in accordance with the provisions of the MUNICIPALITY's Grant Agreement with DHCD and all its attachments (including, where relevant, Section 4.14, Flood Disaster Protection, 4.15, Historic Preservation, 4.16, Additional Environmental Requirements, 4.17, Lead Paint Hazards, and 4.18 Relocation Assistance), all applicable federal, state, and local laws and regulations, including but not limited to any applicable regulations issued by HUD published in 24 CFR Part 570, as may be amended from time to time. The SUB GRANTEE shall comply with the provisions of 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards," and all applicable State and local laws and regulations, including but not limited to those specifically stated herein, any additional regulations, procedures or guidelines as may be established or amended by DHCD.

9. AVAILABILITY OF FUNDS: The compensation provided by this Agreement is subject to the continued availability of federal funds for Mass. CDBG, and to the continued eligibility of the Commonwealth and the MUNICIPALITY to receive such funds.

10. **INDEMNIFICATION:** The SUB GRANTEE shall indemnify, defend, and hold the MUNICIPALITY harmless from and against any and all claims, demand, liabilities, actions, causes of actions, cost and expenses caused by or arising out of the SUB GRANTEE's breach of this Agreement or the negligence or misconduct of the SUB GRANTEE, or the agents or employees.

11. **LICENSES:** The SUB GRANTEE shall procure and keep current any licenses, certifications, or permits required for any activity to be undertaken as part of the Scope of Services, Attachment A, as required by federal, state or local laws or regulations, and shall comply with the provisions of 2 CFR Part 200.325 with respect to any bonding or other insurance requirements.

12. **CONFIDENTIALITY:** The SUB GRANTEE will protect the privacy of, and respect the confidentiality of information provided by, program participants, the MUNICIPALITY, and DHCD, consistent with applicable federal and Commonwealth laws and regulations, including M.G.L., C. 66A, regarding access to public records, M.G.L. c. 93H; M.G.L. c. 66 sec. 17A and any applicable regulations, including without limitation, 801 CMR 3.00: Privacy and Confidentiality and 201 CMR 17.00: Standards for the Protection of Personal Information of Residents of the Commonwealth.

The SUB GRANTEE certifies that the SUB GRANTEE has reviewed and shall comply with all information security programs, plans, guidelines, standards and policies that apply to the work to be performed under this Agreement, that the SUB GRANTEE shall communicate these provisions to and enforce them against its subcontractors, and that the SUB GRANTEE shall implement and maintain any other reasonable and appropriate security procedures and practices necessary to protect personal information to which the SUB GRANTEE is given access as part of this Agreement, from unauthorized access, destruction use, modification, disclosure, or loss.

The SUB GRANTEE understands and agrees that only those individuals who must access personal data for the performance of their job duties under CDBG are authorized to access such personal data. These authorized individuals shall not use or disclose this data for purposes other than those required to fulfill their job duties under CDBG. Pursuant to the above, the SUB GRANTEE acts as a holder of personal data and the SUB GRANTEE certifies that it and its authorized employees shall comply with all Federal and State laws and regulations applicable to the data, including but not limited to M.G.L. c. 66A, M.G.L. c. 93H, and M.G.L. c. 66 sec. 17A. The MUNICIPALITY and the SUB GRANTEE shall not use any of the foregoing data for any purpose described in Section 603(d)(1) of the federal Fair Credit Reporting Act (15 U.S.C. § 1681a(d)(1)) or in any manner that would cause DHCD, the MUNICIPALITY, or the SUB GRANTEE to be considered a "consumer reporting agency" under Section 603(f) of the federal Fair Credit Reporting Act (15 U.S.C. § 1681a(f)).

13. **COPYRIGHT:** No material prepared in whole or in part under this Agreement shall be subject to copyright in the United States of America or in any other country except with the prior written approval of Mass. CDBG.

14. **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT:** If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the MUNICIPALITY or the SUB GRANTEE wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the SUB GRANTEE will comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

15. **CLEAN AIR ACT (42 U.S.C. 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251-1387), AS AMENDED:** If the amount of the contract or subgrant exceeds

\$150,000, the SUB GRANTEE agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency.

16. ENERGY POLICY AND CONSERVATION ACT (42 U.S.C. 6201): Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan must be issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

17. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689): A contract (see 2 CFR 180.220) must not be made with parties listed on the government-wide Excluded Parties List System in the System for Award Management (hereinafter "SAM"), in accordance with the United States Office of Management and Budget guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The MUNICIPALITY is not currently debarred or suspended by the federal or state government under any law or regulation. The SUB GRANTEE certifies that neither it nor any of its subcontractors are currently debarred or suspended by the federal or state government under any law or regulation.

18. BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352): Contractors, including both the MUNICIPALITY and the SUB GRANTEE, that request or receive an award of \$100,000 or more must file the required certification set out in Appendix A to 45 CFR Part 93. Each tier must certify to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. The SUB GRANTEE shall herewith provide the MUNICIPALITY the certification set out in Appendix A to 45 CFR Part 93.

19. CLOSEOUT: The SUB GRANTEE shall follow such policies and procedures with respect to close-out of any associated grant as may be required by Mass. CDBG.

20. CERTIFICATE OF TAX COMPLIANCE: The following Certificate of Tax Compliance must be completed and submitted as part of this Agreement:

Certificate of Tax Compliance

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

Contractor: By: _____
(signature of authorized Design representative & title) (date)

21. SEVERABILITY: If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.

IN WITNESS THEREOF, the MUNICIPALITY and the SUB GRANTEE have executed this AGREEMENT under seal in triplicate as of the date above written.

Approvals and Signatures

By: TOWN OF MONTAGUE:		By: SUB GRANTEE	
Authorized Signatory	Date	Name	Date
<u>Certification as to Availability of Funds:</u> In accordance with G.L. c.44, §31C, this is to certify that an appropriation in the amount of this Agreement is available therefor and that the Selectboard has been authorized to execute the Agreement and approve all requisitions and change orders.		<u>Approval of Contract as to Form:</u>	
Town/City Accountant	Date	Town Counsel/City Solicitor	Date
<u>Approval of Contract as to Appropriate Procurement Method</u>			
Town/City Procurement Officer	Date		

ATTACHMENT A

Scope of Services

The proposed project will result in the preparation of bid-ready plans and specifications for the Hillcrest Elementary Neighborhood Playground, a town-owned playground in the Village of Turners Falls, Montague, MA. This playground currently includes open space and a play area with play structures that are not handicap accessible. There are no paved pathways to the playground, either from the school or from two nearby parking areas, making the playground further inaccessible to the disabled or mobility-challenged.

The focus of this project will be to address the need to provide universal access to the playground by designing a new playground with updated, appealing, accessible play structures and educational features. In addition, the playground design will include ADA compliant pathways from the school and parking areas so that no patrons, whether children or adults who are supervising children, are not excluded from participating in recess, summer activities, and playing on or being in close proximity to the play structures.

Public input into the final design and use of the playground will be encouraged. Multiple public meetings and design sessions are planned for this project. The Friends of Hillcrest Elementary Playground Committee will be included in all design discussions and meetings. When constructed the increased use of the playground with improved facilities will have positive health and safety benefits for residents of the Hillcrest neighborhood. Accessibility improvements will open the playground to people with disabilities and mobility challenges. The consultant will prepare bid-ready plans and specifications for the Hillcrest Elementary Neighborhood Playground Project.

Final drawings shall contain the level of detail necessary to allow contractors accurate estimating. Construction drawings of the proposed improvements shall be developed and include the following:

- Demolition Plan
- Grading & Drainage Plan
- Layout Plan
- Planting Plan
- Details

Attend a minimum of 2 meetings with town officials, the building committee, HRA and residents to discuss the project. Also make project presentation at one grant informational meeting and one grant public hearing.

ATTACHMENT B

Method and Schedule of Compensation

A Fixed Fee has been established for this project:

Total Compensation: \$9,000.00

May Invoice on a monthly basis per % of work completed

DRAFT

November 18, 2021

Dear Representative Blais, Senator Comerford, The Montague Selectboard and the Montague Historical Commission:

We are writing to you as concerned residents of the Village of Montague City, and the Towns of Franklin County, including Montague.

The historic former Farren Hospital building, one of the last few remnants of Montague City's once bustling industrial era, has been proposed for demolition by its owners, Trinity Health of New England Senior Communities. While the building — comprised of both the historic hospital, and a newer wing — undoubtedly has many needs, we are concerned that the possibilities for reuse have not been adequately explored, as promised, when a spokesperson for Trinity Health wrote, in December, 2020, "Trinity Health will develop a comprehensive redevelopment study for the Farren Care Center in partnership with the Town of Montague."*

Yet at the November 8th, 2021 Montague Selectboard meeting, Montague Town officials and community members learned that a "comprehensive redevelopment study" fully exploring options for this building's reuse has in fact not been done. Rather, Trinity Health conducted a "facility assessment", the details of which remain unavailable to the public who is invested in both this historic building, and this community. Huge cost estimates for returning the Farren complex to its recent status as a long term care facility were bandied about with no supporting documentation, and as if that were the only possible option.

When a resident of Montague City asked if the option of saving the historic portion of the complex had been considered, one of the Trinity spokespeople responded "No, we have not given any thought to that." Meanwhile, Trinity Health has an aggressive timeline for demolishing this historic building which has long nourished the community, and is beloved by many.

We are asking for your support in insisting that Trinity Health honor their commitment to a redevelopment study, and to thoroughly evaluating — in a way that is transparent, and community informed — the potential for this building to be revitalized. The Farren has survived, and been an integral part of Montague City, and the surrounding towns, for over a century. If she is to permanently end her long run, we hope it will only come to pass after much careful, community

informed consideration.

*Communication from Christine Looby, National Communications Manager of Trinity Health Senior Communities to the Montague Reporter, 12/22/20. The Reporter also reported this pledge was repeated in communications with our state representatives, and the Montague Town Administrator.

Respectfully,

Lilith Wolinsky	Montague City
Barbara Dome	Montague City
James Corsa	Montague City
Richard Corsa	Montague City
Brian Prescott	Montague City
JoAnn Prescott	Montague City
Sara McFadden	Montague City
Robert Krzykowski	Montague City
Brandon Woodall	Montague City
Kay Vigil	Montague City
Isaac Vigil	Montague City
Kara Hickey	Montague City
Donna L. Gates	Montague City
James Mayrand	Montague City
Celia Lapean	Montague City
Kathleen Hebas	Turners Falls
Richard LaCosse	Turners Falls
Laura LaCosse	Turners Falls
Ian Tapscott	The Patch, Turners Falls
Franktinus Stuitje	Greenfield
Charles Rucci	Greenfield
Robert Hatch	Montague City
Brian Smith	Montague City
Lisa Lamore	Greenfield
Jack Davey	Deerfield
Kathy Lynch	Montague Center
Jenn Hofmeister	Leverett
Ed Hofmeister	Leverett

Turners Falls
Turners Falls
Turners Falls
Turners Falls
Turners Falls
Turners Falls
Turners Falls

Jeff Singleton

Eileen Mariani
Paul Mariani
Richard Colton
Ferd Wulken
Roy Rosenblatt
Deb Radway
Lee Wicks
Peter Masi
Emily Monasson

Emily Brewster
David Roulston
Jerry Lund

Turners Falls

Montague Center
Montague Center
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Montague Center
Montague Center
Montague Center
Montague Center
Montague Center
Montague Center

Greenfield Rendezvous Co-owner
Greenfield Law Office
Leyden

WendyB-Montague Selectboard

From: WPCF Superintendent
Sent: Monday, November 22, 2021 4:24 PM
To: WendyB-Montague Selectboard
Cc: WPCF Clerk; StevenE - Montague Town Administrator
Subject: Agenda Items for 11/29/2021
Attachments: WPCF_Mural_Selected_Design.pdf; Lab_Manager_Descript_2021.pdf;
Lab_Manager_Testing_Time.pdf

Hey Wendy,

Can you add the following to the next available Selectboard meeting:

- WPCF Mural Project-Notification of Selection Committee's Chosen Design
- Expected Staffing Request for FY23 Budget-Laboratory Manager

I anticipate roughly 10-15 minutes for both topics combined.

Thanks!

Chelsey

Town of Montague WPCF: Bid Document Checklist

Project Name: Call for Artists-Mural 2021

Bidder #: 14

Lahri Bond

Required Documents	Present?
Artist resume/Artist Statement	✓
Contact Info (phone, email, etc)	✓
Color Sketch of Design	✓
Material List with Aprox. Costs	✓
4-6 Images of past work	✓
Two prof. references (art commissions related)	✓

Application Complete?	Yes
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WPCF Clerk

From: WPCF Superintendent
Sent: Monday, October 25, 2021 2:19 PM
To: WPCF Clerk
Subject: FW: Mural proposal submission
Attachments: Lahri Bond Mural Proposal.pdf

#14

From: Lahri Bond <lahribond@live.com>
Sent: Saturday, October 23, 2021 7:56 PM
To: WPCF Superintendent <WPCF.SUPT@montague-ma.gov>
Subject: Mural proposal submission

Dear Design Committee,

Please find my attached a PDF of my design proposal for the 10ft circular mural.

The mural includes plants, birds, fish, and other animals local to the Connecticut River. As an avid kayaker on the Connecticut River, I have tried to include much of the wildlife that I regularly see and love. The mural design strives to illustrate the interconnectedness of this very special ecosystem.

Included in the PDF are:

The design in color

A key to the various elements of the mural

My resume

A breakdown of proposed materials costs

Images of past public works, along with contact information associated with those works.

Thank you for both the opportunity and for your consideration of my design.

All the Best

Lahri

Lahri Bond Graphics

www.lahribondgraphics.com

(Living on ancestral land of the

Nipmuc, Pocumtuc, and Wabenaki peoples)



Lahri Bond

22 Turner Street, Lake Pleasant, MA 01347

(413) 367-0186 • lahribond@live.com • www.lahribondgraphics.com

Professional Skills: Commercial illustration and design of magazines, CD covers, books, newspapers, advertisements, brochures, posters, logos, websites, layout & production.

Computer Skills: Extensive experience with Photoshop, Illustrator, In Design, Acrobat, Microsoft Office, Powerpoint, Keynote and Proteus, in both Mac and PC platforms. Well versed in WordPress and various HTML platforms, as well as using social media for promotion.

PROFESSIONAL EXPERIENCE

Lahri Bond Graphics – Massachusetts, New Hampshire & Scotland, September 1983-Present.

Designer/Illustrator of posters and logos, product labels, websites, and brochures, as well as cover art and interior illustrations for magazines, books and musical projects.

Voice Male Magazine – Changing Men in Changing Times, August 2007-Present

Art Director. Responsible for entire design, layout, graphics and illustration for quarterly, male positive, pro-feminist magazine. Duties also include research and acquisition of photos and graphics, coordination with the printer, and preparing materials for use on the web.

Dirty Linen – The Magazine of Traditional, Folk & World Music, September 1988-December 2009.

Art Director. Responsible for entire design, layout, graphics and illustration for bimonthly, internationally distributed music magazine. Duties also included coordinating assignments for photographers, acquisition of promotional materials, occasional photography and writing of various articles and reviews.

Colonial Theater/Arts Center at Brickyard Pond – Keene, New Hampshire, September 1986-June 1988.

Promotions Designer. Designed and executed posters for all theater productions, newspaper illustration, advertising, and performance programs.

TEACHING EXPERIENCE

Holyoke Community College – Holyoke, Massachusetts, January 2000-Present.

Instructor of illustration, design, drawing, art history and computer graphics. Designer of the HCC Art Department promotional CD and Powerpoint presentation.

Kids, Art & Nature– Amherst, Massachusetts, June 2009-present

Self directed program, co-administered with my wife Deborah Bazer, featuring week-long, themed, summer art programs for children ages 5-11. Themed classes include dinosaurs, mythology, comic books, nature and art.

Amherst Community Arts Center – Amherst, Massachusetts, September 1999-January 2009.

Art Instructor of courses in illustration, adult and children comic book illustration, cartooning, watercolor & gouache painting, scratchboard and pen & ink techniques. President of the Board of Directors for 4 years.

Guild Arts Center – Northampton, Massachusetts, September 1991-December 2002.

Art Instructor of courses in traditional & computer illustration, adult and children comic book illustration, cartooning, airbrush, painting, scratchboard and pen & ink techniques.



WRITING EXPERIENCE

I am currently a staff writer for the Parents Choice Awards Foundation, as well as a former staff writer for *Dirty Linen: The Magazine of Folk & World Music*. I have written articles for *Whole Earth Review*, *Iron Horse Notes*, *@Country.com*, *The Green Man Review*, and *Scottish Life Magazine*. I served as a judge for the NAIRD/AFFIM music awards from 2003-2006.

AWARDS and GRANTS

Franklin County Community Development Corporation Farm Mural - September 2020

Awarded a grant to design and paint a 3-sided, 6ft. x 11ft. farming and community-themed mural for the Franklin County Community Development Corporation.

Greenfield, MA Pollinator Trail Bee Sculpture Competition - May 2020

Created a Celtic themed bee sculpture for the Greenfield Pollinator Trail. One of six artists chosen to create original designs for this permanent public works event.

Turners Falls River Culture Mural Competition - May 2012

Winner of design competition for creation of a 16x10 foot mural depicting aquatic life of the Connecticut River

Easthampton Bear Festival - February 2012

People's Choice Award for most popular bear in the 2012 Easthampton Bear Festival. Creation of "SteamPunk" bear

Xeric Foundation Grant - Summer 2011/Summer 2012

Awarded funding which allowed low income families to take summer art classes taught through Amherst Leisure Services

Northampton Education Foundation Grant recipient, 1999-2002.

Awarded funding for after school comic book art program at The Northampton Regional High School

Massachusetts Arts Lottery Council Grant recipient - Winter 1992/93.

Awarded funding to illustrate in clay a children's book with sculptor Deborah Bazer.

SELECTED EXHIBITIONS

SteamPunk Springfield: Group show of SteamPunk interpretations of the history and culture of Springfield, MA.

George Walter Vincent Smith Art Museum, Springfield, MA, March-September 2014

Leaf and Stone: The Mythic Sculpture and Paintings of Deborah Bazer & Lahri Bond

Blackstone River Theatre, Cumberland, RI, October 2010

The Grove: A Gathering of Artists Celebrating Nature & Mythology (Group Show)

Burnett Gallery, Amherst, MA, September 2004

The Mythic Imagination: Personal and World Mythology (Group show)

NACUL Center, Amherst, MA, November 1991

EDUCATION

Keene State College - Keene, N.H. (1985-1987).

School of Visual Arts - New York, N.Y. (1977-1979).

Art Students League - New York, N.Y. (1977-1980).

High School of Art and Design - New York, N.Y. (1974-1977).

Proposal for a Circular Mural for The Montague Waste Water Facility

Dear Design Committee,

Please find my design proposal for the 10ft circular mural. The mural includes plants, birds, fish and other animals local to the Connecticut River. As an avid kayaker on the Connecticut River, I have tried to include much of the wildlife that I regularly see and love. The mural design strives to illustrate the interconnectedness of this very special ecosystem. Page two includes a key to the various elements of the mural.

Also include is: My resume, a breakdown of proposed materials costs, images of past public works, along with contact information associated with those works.

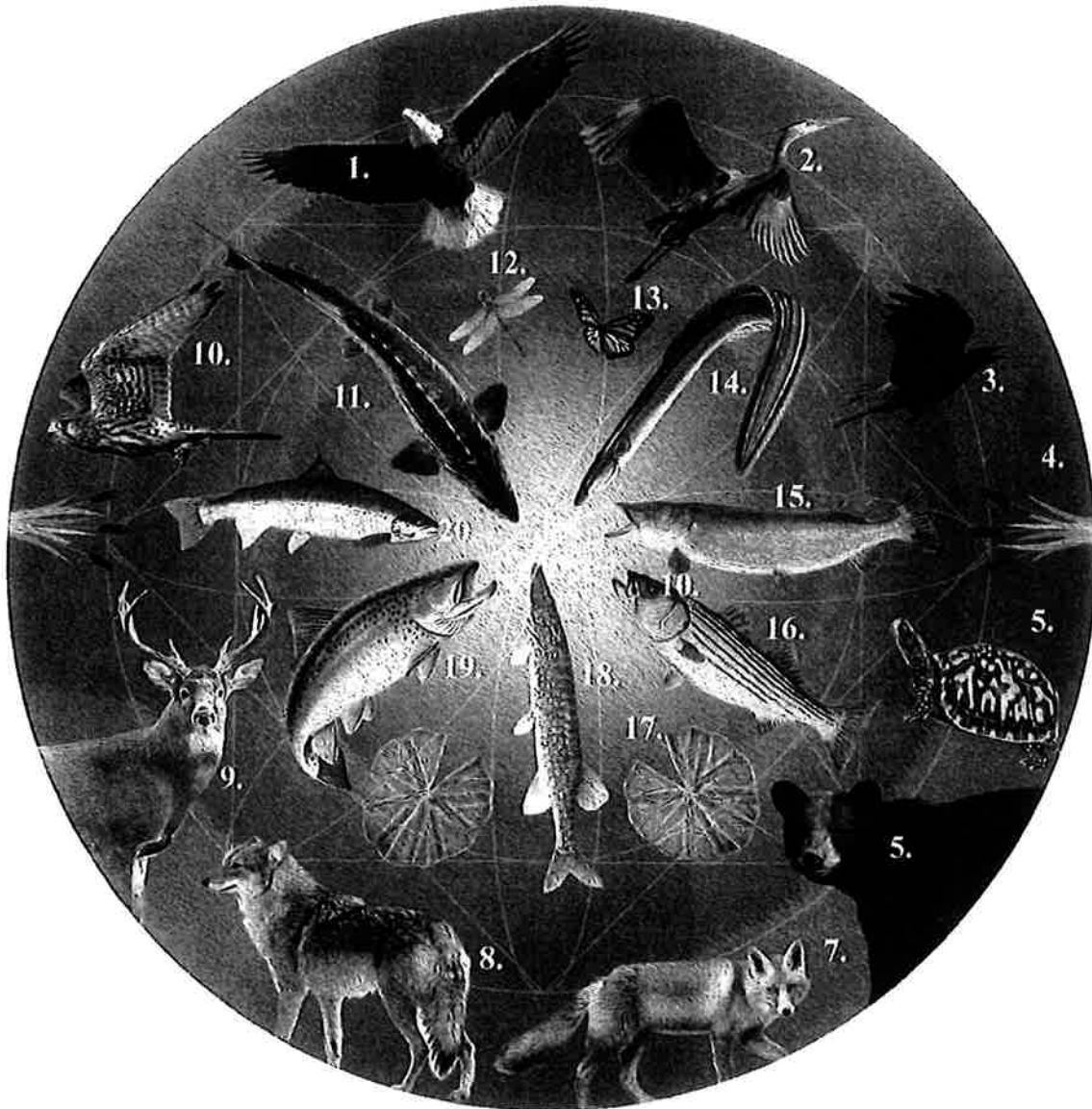
Thank you for both the opportunity and for your consideration of my design.

All the Best



Lahri Bond





Mural Key

- | | |
|---------------------|-----------------------|
| 1. Bald Eagle | 11. Sturgeon |
| 2. Great Blue Heron | 12. Dragonfly |
| 3. Crow | 13. Monarch Butterfly |
| 4. River Reeds | 14. Lamprey Eel |
| 5. Box Turtle | 15. Northern Pike |
| 6. Black Bear | 16. Striped Bass |
| 7. Fox | 17. Lily Pad |
| 8. Coyote | 18. Chain Pickerel |
| 9. Deer | 19. Rainbow Trout |
| 10. Kestrel | 20. Landlocked Salmon |

Estimated Cost for the Mural

A quick explanation of the process:

The design will be transferred to the pre-primed aluminum semi circles by way of a graphite transfer made by enlarging the original sketch on a large-scale blueprint machine at Amherst Copy and Design-works (Hadley, MA).

Once transferred, I will lay in the background colors and geometric pattern using airbrush and acrylic paint.

All the other elements will be hand-painted using high quality acrylic paint.

This will all be completed in my studio/home in Lake Pleasant, MA, though I would not mind exploring what town owned workspaces might be available.

Once the painting is completed, the mural will need to be transferred to a town owned workspace in order for me to seal it with multiple coats of weatherproof exterior polyurethane. The mural would need to remain in that space for a week or more to fully dry before installation.

Estimated costs (given the size and scale of the project)

Blueprint enlargement: \$50-\$75.

Golden's Acrylic Paint: \$200-\$250.

5-gallons of exterior clear polyurethane: \$75.-\$125.

High estimate total: \$450.

In Conclusion

I would like to thank you in advance for your consideration of my design.

I have a special love of the Connecticut River and the Pioneer Valley, which has been my home for many decades. I regularly hike and kayak in our beautiful region, and I would love the opportunity to be able to celebrate the many gifts the land and the wildlife of this valley have given me by creating this mural for the Town of Montague Water Pollution Control Facility.

Thank you.

Lahri Bond

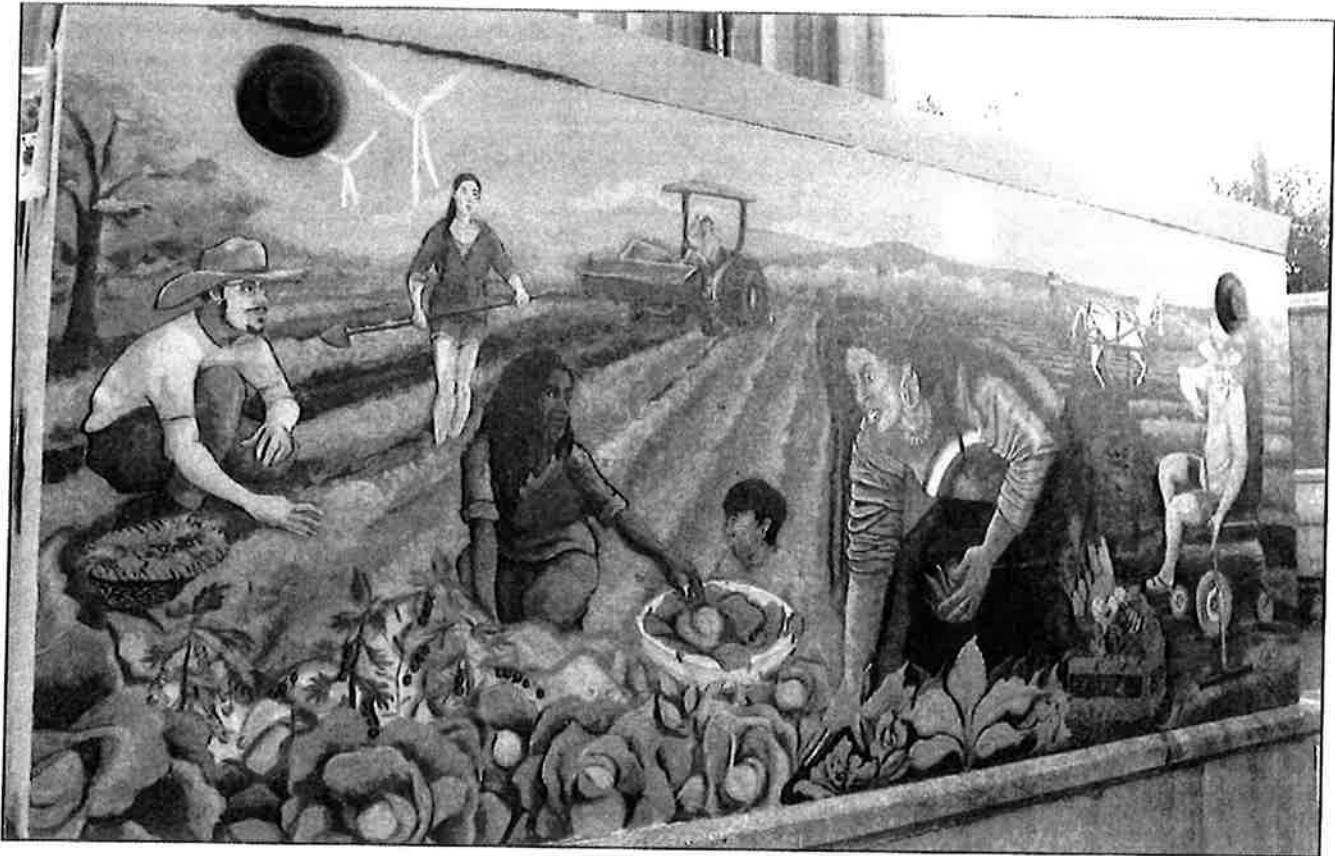
22 Turner Street, Lake Pleasant, MA 01347

(413) 367-0186 •

lahribond@live.com •

www.lahribondgraphics.com

Examples of Past Public Works



Franklin County Community Development Corporation Farm Mural

From September through early October 2020, I created a farm-themed mural for the Franklin County Community Development Corporation. This 3-sided, 6ft. x 11ft. mural was an amazingly fun project to do, and I am very thankful to the CDC for offering me the commission and supporting the arts in Massachusetts.

Contact Person:

Kate Minifie | Food Business
Manager,

Franklin County Community
Development Corp.

413-774-7204 x 104 |

413-548-6936 (c) |

katem@fccdc.org | wmfpc.org

Examples of Past Public Works



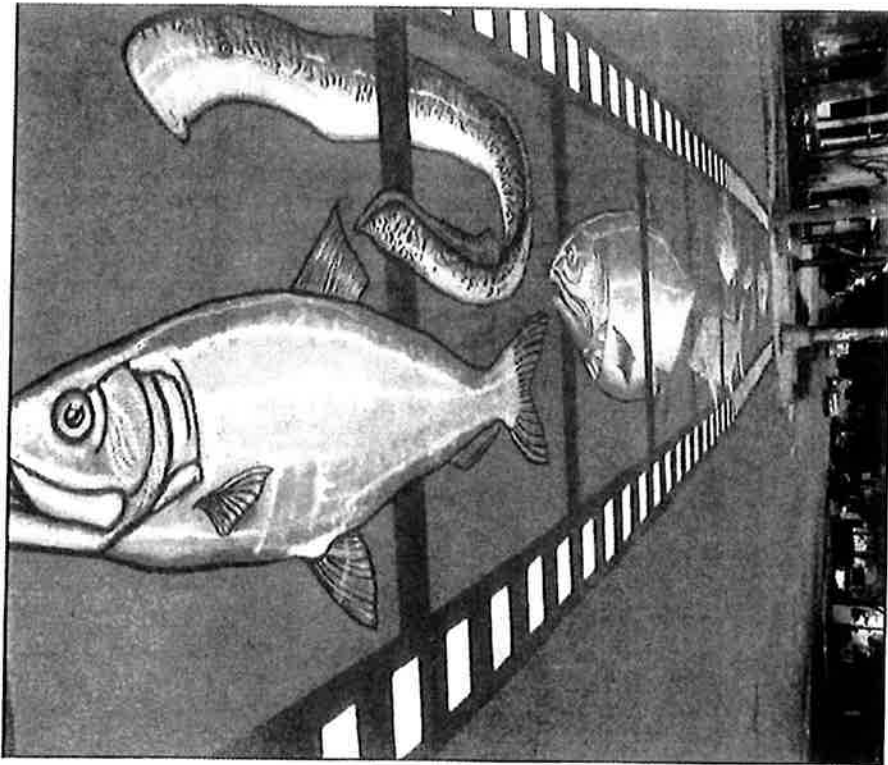
Pollinator Trail Bee Sculpture

In April 2020, I completed painting a 36"x40"x40" fiberglass bee sculpture for the proposed Greenfield Pollinators Trail. The bee was unveiled in May 2021 as part of the Greenfield Bee Festival.

Contact Person:
Sue Weeks co-chair
greenmother@comcast.net
www.greenfieldbeefest.org



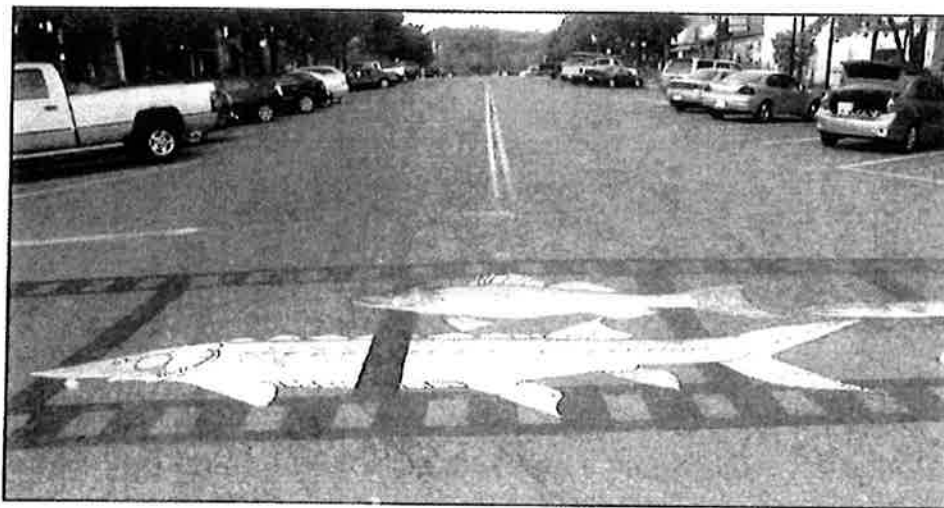
Examples of Past Public Works



Turners Falls Crosswalk

The design was created for the Turners Falls RiverCulture. It depicted seven fish, native to that part of the Connecticut River. They "swam" within a filmstrip framework, which tied into the town's history, that has included a movie theater and the Hallmark School of Photography. Measuring at 6 x 16 feet, it was painted on the ground during the summer of 2012.

Unfortunately, a very harsh winter followed, with heavy snows, ice, and constant plowing, which obliterated most of the work.

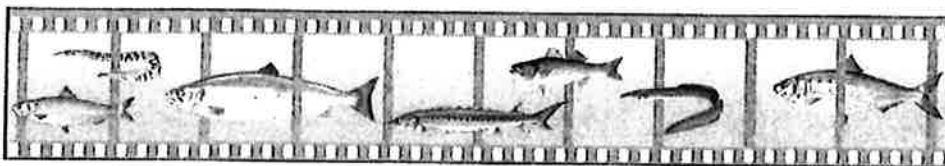


Contact Person:

Lisa Davol, former Turners Falls RiverCulture council member

lbdavol@gmail.com

<http://www.linkedin.com/in/lisadavol>



Lahri's original Design mock up

**TOWN OF MONTAGUE
JOB DESCRIPTION
DRAFT UPDATED 11/17/2021**

POSITION TITLE:	Laboratory Manager	DATE:	11/17/2021
DEPARTMENT:	WPCF	GRADE:	NAGE D
REPORTS TO:	Superintendent	FLSA:	Non-Exempt

Statement of Duties

Position performs skilled, technical, and responsible work in the operation and maintenance of a chemical and bacteriological laboratory for the Water Pollution Control Facility, wastewater pump stations, and industrial users under the direction of the Superintendent. Responsibilities include ensuring the treatment plant is operating at maximum efficiency through data analysis and must be able to communicate this information to the Chief Operator and Superintendent to stay within permit constraints. The Laboratory Manager will spend a significant amount of time in the laboratory processing samples and conveying results to superiors.

Supervisory Responsibilities

Reports to WPCF Superintendent or designee and works collaboratively with associative personnel.

No supervisory duties.

Works independently with minimal direct supervision.

Staff may be located in different areas than the employee. Employee is responsible for establishing work procedures and performance standards for lab analysis and help employees in lab procedures.

The nature of work fluctuates throughout the year. Increases in workload can usually be planned for in advance, except for some weather emergencies.

Supervision/Guidance Received

Employee plans, prioritizes, and performs work in accordance with standard practices and previous technical training. Employee is expected to solve problems by interpreting instructions accordingly, and by applying known wastewater technology, laboratory techniques and practices to a wide variety of WPCF activities. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with Superintendent. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the result are not usually reviewed in detail.

Laboratory Manager
Montague WPCF
November 2021

**TOWN OF MONTAGUE
JOB DESCRIPTION
DRAFT UPDATED 11/17/2021**

Job Environment

Work is done under typical laboratory conditions, indoors at the WPCF with occasional outdoor field sampling required. Work may be performed in adverse weather and environmental conditions; may involve working with hazardous substances including sewage, chemicals, substances, powders or fluids requiring adherence to safety, usage, testing and service protocols.

Work conditions may involve walking and climbing over pipes, drains, pumping or disposal equipment; exposure to hazardous conditions; crouching, reaching, twisting, repetitive motion and carrying and lifting.

The position has occasional contact with the public in person, on the telephone and in writing for the purpose of responding to inquiries and complaints and providing information and assistance. The position has daily contact with other town departments, employees, and contractors for the purpose of giving or receiving information; coordinating activities; and providing information and assistance regarding departmental operations. Contact usually occurs in person, in writing, or on the phone.

Work includes non-physical environment aspects wherein errors in judgment and performance may cause or result in damage to or loss of information, serious public health and environmental consequences, delay in or loss of services, possible monetary loss or adverse legal consequences, or negatively impact employee morale by creating confusion and delay.

Work errors in the operation or interpretation of data/instrumentation, or unauthorized changes in process control, may result in legal or financial repercussions, cause damage to equipment or facilities, cause personal injury to colleagues or danger to public health and safety; or could result in Commonwealth of Massachusetts and Environmental Protection Agency actions relative to compliance with permit discharge.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.

Essential Functions

1. Coordinates, schedules, tracks and reports all analytical data associated with the operation of facilities and in compliance with State and Federal requirements. Prepares monthly reports, analyzes data and performs other administrative responsibilities.
2. Performs chemical and bacteriological analyses on water, wastewater, sludge, rivers, and other sources as assigned.
3. Prepares chemical and bacteriological reagents and medias.

Laboratory Manager
Montague WPCF
November 2021

**TOWN OF MONTAGUE
JOB DESCRIPTION
DRAFT UPDATED 11/17/2021**

4. Cleans, calibrates and performs basic maintenance on laboratory equipment, including sensors/meters/etc found in various locations of the facility.
5. Responsible for daily operation of the laboratory, ordering of supplies, cleanliness of laboratory, quality control and data entry; maintains sophisticated databases, quality control records and analyzes test results, trends and patterns. Makes recommendations to the WPCF Superintendent for purchase of laboratory equipment and services.
6. Performs any combination of routine and skilled laboratory tasks. Collects samples within the wastewater treatment facility, sewage collections system, industrial facilities, pump stations/wet wells, storm drains and rivers as required.
7. Responds to public inquiries by phone or in person.
8. Performs other similar or related duties as required or as situation dictates.

Recommended Minimal Qualifications

Education and Experience

Bachelors of Science Degree in Environmental Science, Chemistry, Biology, or related field, and recommended 3 to 5 years of relevant experience or any combination of education and experience that provides the required knowledge and skills enabling performance of all aspects of the position is qualifying.

Additional Requirements

A minimum of a Grade 5C Mass Wastewater license or the ability to acquire a license in the first year of employment.

Knowledge, Skills and Abilities

A candidate for this position should have thorough knowledge of:

- Laboratory terminology, practices, technique and equipment requiring knowledge of fundamental chemical and bacteriological principles; accuracy with numbers, calculations and recording of data and record keeping including arithmetic and algebraic calculations in standard practical applications.
- Must demonstrate a high level of time management skills and concentration requiring visual and mental attention. Ability to communicate effectively orally and in writing, provide pleasant telephone customer service to the general public; ability to establish and maintain effective working relationships. Must perform all aspects of job responsibilities with honesty and integrity; must work effectively and independently in situations where deviations and irregularities occur.
- Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office required; familiarity with database programs and computer hardware and software systems.

Laboratory Manager
Montague WPCF
November 2021

**TOWN OF MONTAGUE
JOB DESCRIPTION
DRAFT UPDATED 11/17/2021**

- State and Federal Regulations permit requirements, standards and criteria regarding the discharge of effluent.
- Knowledge of State and Federal record keeping and reporting.

Skill in:

- Effective communication and customer relations
- Operation and maintenance of equipment.

And ability to:

- Read, interpret, explain engineering plans, to understand complex codes and regulations
- Follow directions and instruct others
- Maintain records and prepare reports

Physical Requirements

The physical demands listed here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.

Ability to operate a variety of laboratory equipment including pH meters, turbidity meters, colorimeters, microscopes, incubators, autoclaves, calculators and computers; intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a degree of manual dexterity.

Requires sufficient eye/hand coordination to perform semi-skilled repetitive movements. Tasks require sound and visual perception and discrimination and may include the use of protective devices.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.

Work conditions may involve walking and climbing over pipes, drains, pumping or disposal equipment; exposure to hazardous conditions; crouching, reaching, twisting, repetitive motion and carrying and lifting. Employee occasionally lifts up to 100 lbs. Normal vision is required for this position.

Employee works on loud equipment and is exposed to outdoor weather conditions and moving mechanical parts frequently, high places, toxic or caustic chemicals, fumes or airborne particles regularly.

Laboratory Manager
Montague WPCF
November 2021

**TOWN OF MONTAGUE
JOB DESCRIPTION
DRAFT UPDATED 11/17/2021**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Approved:

Steve Ellis
Town Administrator

Date _____

Board Chair, if necessary

Date _____

Laboratory Manager
Montague WPCF
November 2021

WPCF Lab Manager Position Explanation

NPDES Permit Required Testing

Test Description	Est Staff Hours	Tests Per Week	Tests Per Year	Hours Per Year
BOD	2.00	2	104	208.00
TSS	1.50	2	104	156.00
pH	0.50	7	364	182.00
E. coli (April 1-Oct 31) (32 weeks)	0.75	2	64	48.00
Total Residual Cl2(April 1-Oct 31)	0.25	7	224	56.00
Nutrients (sample collection only)	0.50		12	6.00
Whole Effluent Toxicity (sample collection only)	3.00		2	6.00
PFAS new permit requirement (EFF)				
Total			874	662.00

Wet Weather Event Required

E. coli	0.75		15	11.25
Cl2 Total Residual	0.25		15	3.75
Total			30	15.00

Storm Water Permit MSGP

E. coli	0.75		1	0.75
Storm Drain Samples and Inspection	2.00		4	8.00
Total			5	8.75

Process Control

Settleometer	1.00	7.00	365	365.00
MLSS TSS	0.75	7.00	365	273.75
RAS TSS	0.75	7.00	365	273.75
Microscope-Micro Observation	0.25	7.00	365	91.25
DO	0.50	7.00	365	182.50
Total			1825	1186.25

Industrial Pretreatment

SIU #1 (collection, BOD, TSS, ph, etc)	6.00		1	6.00
SIU #2 (collection, BOD, TSS, ph, etc)	6.00		1	6.00
Total			2	12.00

Biosolids

PFAS (collection only)	1.00		4	4.00
TCLP (collection only)	1.00		1	1.00
Composting? (PFAS, temp, E. coli, etc)				
Total			5	5.00

GRAND TOTAL			2741	1889.00
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Other Duties:

Data Entry/Paperwork/Reporting
 QA/QC
 Reagent and Media
 Cleaning (glassware, counters, floors)
 Scheduling contracted lab samples

Recommended Selectboard's Office Budget Priority for FY23
Increase Selectboard Office Capacity to Enhance Government Performance
A Proposal from the Town Administrator
November 13, 2021

Summary

Goal: To enhance Montague Town Government's ability to work in a strategic and proactive fashion, to better respond to the challenges and seize the opportunities of our current and future context.

Proposal: To increase the capacity of the Selectboard's office to a level more appropriate to the needs of the community through an expansion of executive and clerical staffing. Enhancing our ability to plan and execute work efficiently, attract and retain new revenue and investment, better understand and respond to community needs, and continue to realize the promise of our community.

Current Capacity

What's Working: Montague benefits from managers and staff who are talented and deeply committed to our community. Many have enjoyed a long tenure with the Town and bring an exceptional level of skill and experience to the job. Our present governmental capacity was developed over time and in response to community needs, with a pragmatic focus on the capacity to execute of department level responsibilities. Department staffing is lean and often has little or no depth in leadership, which presents a level of risk, operationally.

The Selectboard's Office is staffed in this same fashion, but is responsible for a uniquely broad scope of responsibilities, including direct management, oversight, or support for: human resource and personnel management, recruitment and hiring, department support, financial management and capital planning, capital project management and implementation, contract and vendor management, facilities & lease management, procurement, grant writing and management, intergovernmental relations, media and community relations, licensing, ADA coordination, information technology, emergency management, and management of special projects and challenges as they emerge.

The prominent roles of other departments in the above tasks should be noted, as should the limits of their capacity to fully attend to elements of these functions. Nonetheless the Selectboard Office must be substantially engaged with and show competency in all areas. To do it all well requires considerable and ongoing focus, learning, and work effort. While our team embraces this challenge, we are also very aware of the limits of our ability to dedicate sufficient time to meet the needs of this very broad and constantly evolving agenda.

Limitations: As Town Administrator and a Town resident, I am very proud of what this Town has accomplished in recent years and I am excited by our very promising future. We can continue to achieve progress as presently staffed, but through five years on the job, I've become acutely aware of the limitations of the capacity of our office. The chronic inability to devote what I believe is sufficient

time to the planning and execution of work diminishes our effectiveness and limits our ability to respond to community needs, sometimes resulting in missed opportunity or less than ideal outcomes.

Two recent grant-supported projects focused on enhancing Montague's human resource and financial management functions served to underscore my understanding of our limitations. In both instances, consultants from the Collins Center for Public Management noted what they consider to be insufficient capacity in the Selectboard Office to meet the demands of those functions, particularly in light of other areas of responsibility. That lack of capacity tends to result in a prioritization of immediate workflow over more systematic planning and management.

We've functioned this way for years, but the demands of municipal government in 2021 do not favor the approach. For example, human resources strategy will be increasingly important in the coming years. A long-anticipated wave of retirements has begun and the need for succession planning – including the hiring, mentoring, and support of new leaders – will become a central concern in the years ahead. With a very flat organizational structure, Montague could be particularly vulnerable to turnover, and would benefit from better defined processes and systems than we presently possess, as well as added executive leadership capacity to support staff and operations.

Proposal and Budget Recommendation

The FY22 Selectboard budget includes \$170,334 in wages relative to an operating budget of roughly \$13.5M and total Town budget of \$26M. This provides a full time Town Administrator and Executive Assistant; a level of staffing that is not sufficient to support development and maintenance of an effective administrative infrastructure, and to execute other required work to expected standards. The goal is not for anyone to do less work, but to accomplish more work, more efficiently.

It is proposed that the Selectboard add new executive and clerical capacity beginning in FY23 and that this should be considered the office's long-term staffing plan. The proposed positions include a:

- Assistant Town Administrator for Development, Facilities & Infrastructure (Grade I, 37.5 hr/wk)
- Selectboard Clerk and HR Assistant (Grade B, 20 hr/wk)

This change would necessitate an increase of roughly \$117,000 (60%) in the Selectboard budget, as well as expected increases in benefit costs that could range from \$11,904 to \$37,512, assuming participation in a health insurance plan. Pension costs would be in the vicinity of \$10,000/year. There could be some cost relative to office relocation to accommodate new staff,

Costs would be offset to an extent by elimination of the MEDIC stipend (\$4,000), as well as increased ability to attract grant funding, and more efficient planning and implementation of capital projects. Further, this may facilitate some consolidation of human resource responsibility in the Selectboard Office, shifting some tasks currently located in the Treasurer/Collector's Office, in particular.

Role of the Assistant Town Administrator

The Assistant Town Administrator for Development, Facilities, and Infrastructure (ATA) would bear primary responsibility for—and manage or support the implementation of—the Town’s community and economic development strategy; and infrastructure and facilities planning, management and grant-making. The ATA would work on special projects consistent with the above roles at the discretion of the Town Administrator, subject to agreement of the Selectboard.

Hierarchically, the position rests under the supervision of the Town Administrator and works at the direction of the Selectboard. The ATA would assume day to day management of Town operations in the absence of the Town Administrator. The ATA would provide supervision to the Town Planner and Building Inspector, and their staff; and would collaborate closely with other department heads, most notably with those managing Town facilities or infrastructure, including the DPW and WPCF.

Although some responsibilities will naturally be shared across positions, a proposed preliminary division of work between the Town Administrator and ATA is presented below.

Town Administrator	Assistant Town Administrator
Financial Management and Planning	Community & Economic Development
Human Resources/Professional Development	Capital Planning
Personnel (Bargaining, Discipline)	Infrastructure Planning
Governance and Policy	Facilities Planning and Management
Information Technology	ADA Coordinator
Supplies and Services Procurement	Construction Procurement
Grant and Contract Management	Grant and Contract Management
Intergovernmental Relations	Business Marketing and Outreach
Board and committee Development	Committee Support
Board and Constituent Engagement and Support	

Benefits Include...

- Greater ability to organize and perform work efficiently, whether planned or unexpected
- Better integrated decision making due to increased opportunity for leader engagement
- Enhanced financial management, human resource, and information technology strategy
- More comprehensive and better coordinated infrastructure and facilities investments
- Improved succession planning and greater resilience in response to key staff turnover
- Better managed and more efficient administrative systems and related planning
- Greater support for Departments dealing with financial, management, personnel, procurement, facilities and other challenges
- Increased emphasis on board recruitment and development, governance planning
- Staffing approach allows development of complementary skill sets, with ability to shift specific work tasks in response to emergent needs

WendyB-Montague Selectboard

From: Caitlin Kelley - Montague Library Director
Sent: Tuesday, November 23, 2021 4:47 PM
To: WendyB-Montague Selectboard; StevenE - Montague Town Administrator
Subject: Penguin Random House Grant Proposal: Increasing Connectivity at the Montague Libraries
Attachments: Penguin Random House Grants for Small MPL Submission.docx

Hi Wendy and Steve,

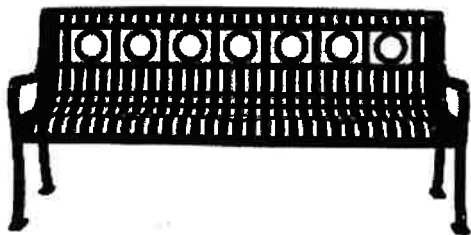
Attached is a grant proposal for \$1,950.00 to be submitted to Penguin Random House's grants for small and rural libraries. I am seeking the Selectboard's approval of the proposal at their next meeting, Monday, 11/29.

The grant will fund the purchase of a park bench, to be installed on the Carnegie Library's front lawn, and the cost and activation fees for 4 mobile hotspot devices.

As I mentioned on the phone, Steve, the trustees' budget committee has already indicated their support of incorporating the monthly fee associated with hotspots into the library budget. Additionally, Tom Bergeron has graciously agreed to installing the bench on library grounds.

One thing to note: a Suzor technician told Angela that the monthly fee for the hotspots would be \$50 per month per unit, or \$2,400 total, though I have yet to receive confirmation or real numbers from them. Additionally, I am waiting to hear which model of hotspot they would prefer we purchase, but made an educated guess, given that the town's hotspot contract is through Verizon.

Here are links for the two items: <https://www.commercialsitefurnishings.com/product/ring-back-bench-8ft>
<https://www.verizon.com/internet-devices/verizon-orbic-speed-mobile-hotspot/>



8' Somerset Bench | Commercial Site Furnishings

The 8' roll-formed Park Bench features a beautiful ring back design with a protective thermoplastic coating in your choice of 16 color combinations.

www.commercialsitefurnishings.com

Please let me know if you have any questions regarding the proposal. I did read it over a couple of times, but frankly my brain is pretty fried right now!

Thanks!
 Caitlin

Penguin Random House Grants for Small & Rural Libraries

Through the generosity of Penguin Random House, we are pleased to announce the establishment of a new grant opportunity for small and rural libraries nationwide!

Not all applications will be selected for funding. If selected, grants will be awarded for up to \$2,500.

This is a rolling grant application, with the first batch of applications to be reviewed after December 1, 2021. Additional information may be found at www.arsl.org/prh-grant.

Notifications of funding decision will be sent to applicants by February 7, 2022.

The program will award grants to libraries that demonstrate a true need. Grants are not limited to literacy and may be used for everything from library programming and books to resources like hotspots that help community members access important information. In-kind donations will also be considered.

* Required

Email * **librarydirector@montague-ma.go**

Section 1: Project Director Information

This section is regarding the person with whom all grant and project related communications will be conducted. This person must be authorized to enter into contracts on behalf of the library, or is the person at the library who manages contract approvals with the local governing authority.

First Name * **Caitlin**

Last Name * **Kelley**

Job Title or Role * **Library Director**

Email Address * **librarydirector@montague-ma.go**

Phone Number(s) * **413-863-3214 ext. 6**

Section 2: Library Information

This section is regarding the library for which the funding is requested.

Library Name * **Montague Public Libraries**

Library Mailing Address * **201 Avenue A Turner's Falls, MA 01376**

State * **MA**

Library Type *

Public Library - Branch System

ARSL Membership Status *

ARSL membership is NOT required to participate in this grant opportunity. We encourage all non-member applicants to consider joining ARSL: <https://www.arsl.org/join-arsl>

Nonmember

Section 3: Community Reference

Please provide a community or library reference. This individual cannot be the same as your Project Director. If they work in the same organization as your Project Director they must be in a supervisory or administrative role.

Reference Name: **Kwamane Harris**

Reference Organization: **Brick House**

Phone Number: **413-800-2039**

Email Address: **kharris@brickhouseccrc.org**

Section 4: Project and Funding Information

This section is regarding details related to your project and funding needs.

Please tell us about: your library's service area; operating budget; main sources of revenue/income; and community demographics such as age, ethnicity, socioeconomic status, etc. *

The Montague Public Libraries are municipally-funded public libraries, with locations in three of the five villages of Montague Massachusetts, including Turner's Falls, Miller's Falls, and Montague Center. The libraries' operating budget for FY22 is \$437,744.00.

Montague itself is nestled in a bend of the Connecticut River about ten miles south of the Massachusetts/Vermont border. It is comprised of 8,580 residents. Though Turner's Falls is the most densely-populated residential center in the county, much of the rest of the town is distinctly rural, featuring rolling hills and long views over cornfields.

According to the Census Bureau, Montague's median household income is \$54,430, which is just 63.4% of the state MHI. The town is predominantly white, with 89% of residents identifying as white alone, 4.2% identifying as Latino, 3.8% identifying as mixed-race, 1.9% identifying as African American, and 1.5% identifying as American Indian. 15.5% of residents are under 18 and 20.5% are over 65. 58.4% of housing units are owner-occupied and downtown Turners Falls has a concentration of over 200 units of permanently protected affordable housing.

Additionally, 79.5% of residents have a broadband internet subscription and, according to a 2021 report on digital equity, 72% of do not have a computer at home.

Word limit: 300 words

Describe any specific service and/or outreach challenges that your library may be facing. How does your project address those challenges? *

Since the onset of COVID, many patrons feel more comfortable accessing WIFI from the library grounds than inside the building. It's not uncommon to see two or three cars parked outside of the Carnegie Library as their occupants access library WIFI on their phones. Unfortunately, WIFI signal from the street is weak, making browsing speeds more akin to 1990's dial-up than contemporary broadband. Installing a bench on library grounds will allow patrons to access robust WIFI signal without having to sit on the grass or the library's narrow steps.

Purchasing WIFI hotspots to be borrowed will allow local residents to access WIFI wherever they need, for whatever purpose: Streaming movies with their kids, filling out employment applications, working on school assignments, etc.

Finally, the majority of the Libraries' programming and outreach efforts are now held outdoors, limiting the activities library staff can offer. With a dedicated hotspot for outreach, staff could sign residents up for library cards at local festivals, parks, and markets. Children's and teen staff could run STEAM activities such as: LEGO WeDo 2.0, which uses coding to build LEGO space rovers, MaKey MaKey circuit kits, and Scratch, an educational tool for programming targeted at children 8-16.

Word limit: 200 words

This is a required question

When did you identify this need and have you implemented any other related projects or programs?

The need to provide internet connectivity outside the library was identified at the beginning of the COVID pandemic, at which time the library provided curbside borrowing services and boosted the Carnegie Library's WIFI, so it would be accessible outdoors. Soon after, library staff rented a tent for the Carnegie library's grounds, allowing for outdoor programming and for patrons to access WIFI without being rained on (though they still had to sit on the grass).

The need for connectivity in Montague was re-asserted in the spring of 2021, upon release of the "Digital Divide and Challenges to Digital Equity." This report, by the Alliance for Digital Equity, documents the myriad impacts of the digital divide that exists in Western Massachusetts. Among other groups, this divide is exacerbated for people who live in rural areas, people who are low income and people who are children and youths. In other words: the people that the Montague Libraries serve. It is clear that the libraries can and must do more to serve the connectivity needs of the community.

Word limit: 200 words

How would you describe the potential impact of this project/program?

The potential impacts and benefits of this project are many:

Local residents of all ages will be able to comfortably access robust WIFI at the Carnegie Library even during hours and days that the library is closed.

Children and teens from elementary age to high school age will have the opportunity to participate in fun and engaging STEAM activities, which in turn will increase their digital literacy skills.

Library staff doing outreach in the community will be able to sign local residents up for library cards and library programs on the spot, providing a gateway to the libraries' materials, services, and online resources.

WIFI hotspots are simple to use and patrons will be able to borrow them for a week at a time, which will allow them to increase their digital literacy skills and get more work done at home—whether they're working on job applications, homework, or certification classes—than they could ever hope to achieve at one of the library's public computers.

Finally, because the library will also lend hotspots to local non-profits, residents will benefit from increased programming and outreach from the local science center, social service agencies, and cultural organizations.

Word limit: 300 words

Total Amount of Funding Requested *

\$1,950.00

Funding request should be no more than \$2,500.

Provide a list of items or supplies you plan to purchase or request as in-kind donations. Please be as specific as possible on the item(s) and/or service(s) that you intend to purchase. *

One 8' Somerset Park Bench at \$1,473.68 and four Verizon Orbic Speed Mobile Hotspots at \$79.99 each plus a \$35.00 activation fee for each*

***Pending cost confirmation by Suzor.**

How will you use the purchased items / in-kind donation? Please be as specific as possible.

The park bench will be installed on the Carnegie Library's front lawn. From there, residents of all ages will be able to comfortably access the library's WIFI.

Of the four WIFI hotspots to be purchased, one will be dedicated to facilitating increased STEAM programming and outreach opportunities organized by library staff. The remaining three will be available for library patrons to borrow for one-week intervals using their library card. Two hotspots will be lent from the Carnegie Library, Montague's main library, and one will be lent from the Miller's Falls Branch.

Have you received other support for this project/program?

The library's budget committee established their support for incorporating the monthly fees of the WIFI mobile hotspot plans into the library budget. The Department of Public Works has agreed to install the bench in a concrete pad.

Apart from the funding / in-kind donation, what else do you need to make your project successful?

Section 4: Conditions and Agreements

This section is regarding the requirements for those selected to receive grant funding. Not all applications will be selected for funding, but agreeing to the condition below is a requirement for selection.

After completion of funded project, but no later than February 1, 2023, each recipient will be required to submit a brief report (1-2 pages) detailing the implementation and outcome of the project. *