

**MONTAGUE SELECTBOARD MEETING
MONTAGUE BOARD OF HEALTH MEETING
Remote Meeting via ZOOM**

1 Avenue A, Turners Falls, MA 01376

Monday, January 24, 2022

Zoom Meeting Link: <https://us02web.zoom.us/j/86710598312>

Meeting ID: 867 1059 8312 Password: 835949 Dial in Option: (646) 558-8656

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. 6:31 Public Comment Period: Individuals will be limited to two (2) minutes each and the Selectboard will strictly adhere to time allotted for public comment
3. 6:33 Approve minutes of January 18, 2022
4. 6:35 Board of Health Chair opens the meeting, if quorum present, roll call taken
5. 6:35 COVID-19 Updates
 - Review of COVID case counts and trends
6. 6:55 Chris Williams, Police Chief
 - Adopt Policy and Procedures
 - Sick Leave Usage, No. 2.25
 - Temporary Light Duty, No. 2.26
 - Traffic Control Officers, No. 4.20
7. 7:05 Greg Garrison, Capital Improvements Committee
 - Recommendation to award right to purchase 500 Avenue A to Nova Real Estate, LLC
8. 7:15 Brian McHugh, FCRHRA
 - Execute Authorization to Disburse No. 2, Invoice #2021-187-2, Avenue A Streetscape Phase III, Berkshire Design Group, \$5,025.00
 - Update on Avenue A Streetscape Bid Process
9. 7:25 Discuss objectives and format of Farren Property Reuse Forum (currently planned for February 7, 2022)

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Monday, January 24, 2022**

10. 7:35 Cannabis Impact Fee Funded Programs and Services
- Community-based Substance Abuse Prevention Program Grant RFQ
 - Award program grant to the Brick House for two iterations of the Strengthening Families program
 - Execute contract with the Brick House for \$40,390
 - Discussion of expected special article requests for cannabis impact funding at May Annual Town Meeting
 - School-based licensed substance abuse counselor
 - Other Possibilities
11. 7:50 Executive Assistant Business
- Upcoming Meeting Schedule
12. 8:00 Town Administrator's Business
- FRTA Construction Schedule
 - GMTA Update
 - Town Meeting Update – Warrant and Procedures
 - Topics not anticipated in the 48 hour posting

Other

- Anticipated Next Meeting: Tuesday, January 25, 2022 at 6:30 PM via ZOOM
- Anticipated Next Meeting: Monday, January 31, 2022 at 5:30 PM via ZOOM

SICK LEAVE USAGE

<p style="text-align: center;">POLICY & PROCEDURE NO.</p> <p style="text-align: center;">2.25</p>	<p>ISSUE DATE:</p>
	<p>EFFECTIVE DATE:</p>
	<p>REVISION DATE:</p>

I. GENERAL CONSIDERATIONS AND GUIDELINES

Each member of the Montague Police Department shall maintain a level of consistent and reliable availability for work during the year. Public safety requires a team effort, and each member is a necessary member of that team. Unless all employees are regularly available for duty, work cannot go on effectively or efficiently. Excessive absenteeism causes unnecessary increases in operating expenses. Employees who are excessively unavailable for work (regardless of cause) force others to carry their extra load, as well as limit attention to duties that would be fully attended to at full staffing levels. Absenteeism patterns and misuse or inappropriate use of sick leave shall be handled in a progressive disciplinary manner.

II. POLICY:

It shall be the policy of the Montague Police Department to grant sick leave for members of the department for personal illness or physical incapacity of such an extent that they are rendered thereby unable to perform the duties of such member's present position.

III. PROCEDURES:

A. Utilizing Sick Leave Prior to Start of Shift

1. Whenever an employee of the department is unfit for scheduled duty by reason of sickness or off-duty injury, he/she shall report the same with as much notice as possible (minimum of 3 hours required unless sudden emergency) preceding such tour of duty.
2. ***Said notification shall be made by the employee via telephone call to MPD dispatch.***
3. The dispatcher on duty shall immediately inform the Officer in Charge at the time of the call-out and record the time and nature of call-out as a log note in IMC. ***Calling out directly to the OIC or via text message is not permitted.***
4. It is the responsibility of the officer in charge to immediately document the call-out on the worksheet and to ensure its timely filling.
5. In some cases, members may be contacted during their absence by a supervisor or the officer in charge.

B. Utilizing Sick Leave with Advance Notice

1. In instances that sick leave usage is to be used for a scheduled event, the employee shall advise the Chief or Lieutenant, in writing, as soon as reasonably possible upon becoming aware that such leave is going to be needed, and the nature and anticipated extent of said leave.

C. Utilization of Sick Time for Extended Periods

1. If an employee is going to be absent on sick leave for more than one tour of duty, s/he shall report such absences on a daily basis. The Chief or Lieutenant may waive this daily reporting requirement at their discretion.
2. If an employee is to be absent on sick leave for 3 or more days, s/he must have a note from a physician both excusing the absence and clearing them for return to full duty with no restrictions.
3. Employees are solely responsible for keeping the Chief or Lieutenant promptly and fully apprised of their situation, as well as any updates, in writing, including their prognosis, to the extent that it relates to the employee's fitness for duty or impact on their abilities to perform job related functions, and related to the anticipated length of the absence.

4. After an absence of twenty working shifts, the employee may be required to submit to an examination by the Town Physician at the discretion of the Chief of Police. This examination shall be for the purpose of addressing an employee's ability and fitness to return to work. Should the Town doctor and the member doctor not agree on the employee's ability to return to work, a third doctor chosen by the aforementioned doctors shall make a final decision.
5. The employee must submit a statement from the doctor certifying their fitness for full duty before an officer may return to normal duty. An employee may also be certified to return on light duty if such duty exists, and it shall be at the discretion of the Chief of Police to determine an appropriate assignment based on the doctor's recommendation and the needs of the department.

D. Misuse of Sick Leave

1. Employees who are committing fraud or abuse of sick leave may be subject to discipline, including termination, for misuse of sick leave.
2. Employees exhibiting a clear pattern of taking leave on days just before or after a weekend, vacation, or holiday, are subject to discipline, including termination, for misuse of sick leave, unless the employee provides documentation and a verification of authorized use.
3. If an employee demonstrates an excessive frequency of sick leave or establishes a pattern of sick leave, that employee's reporting supervisor shall take note and counsel that employee. The supervisor shall submit a report to the Lieutenant. The Lieutenant shall review said employee's record for prior attendance and determine if there is a pattern of sick leave abuse.
4. If an employee has seven or more absences or a pattern of sick absences within the current fiscal year, the Staff Sergeant shall report this to the Lieutenant for the officer to be counseled on this matter. If this frequency or pattern continues, progressive discipline may be necessary. One absence will be considered one individual "Call Out" or if an employee misses one or more consecutive days (out with the flu for three shifts) will be considered one absence.
5. If an employee exceeds ten or more frequencies or has a continued pattern of sick time during the current fiscal year and/or has been counseled earlier in that year, the Lieutenant shall submit a detailed report to the Chief of

Police for further counseling and progressive discipline when deemed necessary.

6. Progressive discipline may include a verbal warning, a written reprimand, a requirement for a doctor's note for each subsequent frequency, a loss of pay for sick days, suspension, or termination. Each case shall be reviewed by the Lieutenant and Chief of Police for prior attendance records, fitness for duty reports, past performance reports, and disciplinary actions.

E. *Extra Duty/Overtime Eligibility Related to Sick Leave*

1. An employee who has called out sick is not eligible for work of any kind during the hours they called out for, unless in an emergency approved by the Chief or Lieutenant.
2. An employee who calls out sick shall be removed from any overtime or extra duty shifts they are signed up for in the 16 hour period following the shift they called out for, and those shifts shall be filled with another employee immediately per normal work rules. For example, an employee who calls out sick for 3pm-11pm shall be removed from any overtime or extra duty shifts they are signed up for until 3pm the following day (16 hours of time, commencing at 11pm, the end of the shift they called out sick for originally).
3. In the event of extra duty or overtime that is unable to be filled within the 16 hour period following the end of the shift an employee called out of, the employee may work that extra duty, if able, but only as a last resort at the bottom of the list, maintaining no seniority to bid on the work.

TEMPORARY LIGHT DUTY

POLICY & PROCEDURE NO. 2.26	ISSUE DATE:
	EFFECTIVE DATE:
	REVISION DATE:

I. GENERAL CONSIDERATIONS AND GUIDELINES

Public safety requires a team effort, and each member is a necessary member of that team. In recognizing that every team member may, in some circumstances of reduced physical capacity, still effectively contribute to the department's mission and operations, the department has established the authority and procedures for the granting of temporary light duty assignments to full-time employees of the agency. Use of temporary light duty can provide employees with an opportunity to remain productive while convalescing, as well as provide a work option for employees who may otherwise risk their health and safety, or the safety of others by remaining on duty when medically unfit for their regular assignment.

II. DEFINITIONS

- A. Eligible Personnel - A full-time sworn member of this law enforcement agency suffering from medically certified illness or injury, requiring treatment of a licensed healthcare provider and who, because of illness or injury, is temporarily unable to perform the regular assignment, but is capable of performing alternative assignments. Eligible employees may be assigned to work in a light duty capacity when it meets the needs of the department, and when it is within the restrictions provided by the treating physician.

- B. Light Duty Assignment – A temporary duty assignment, not to exceed six months in duration without special authorization by the Chief of Police, which may be drawn from a range of generally administrative, clerical, or dispatch functions.

III. POLICY:

It shall be the policy of the Montague Police Department to make available, when feasible, in the best interest of the police department, and at the discretion of the Chief of Police, temporary light duty assignments to eligible personnel who, because of injury or illness, are temporarily unable to perform their regular assignments, but are still capable of performing alternative duty assignments.

IV. PROCEDURES:

A. General Provisions

1. No specific position within this agency shall be established for use as a temporary light duty assignment, nor shall any existing position be designated or utilized exclusively for personnel on temporary light duty.
2. Assignments may be modified, adjusted, rescheduled, or discontinued at any time by the Chief of Police, within the restrictions provided by the treating physician, if deemed in the best interest of the employee or the agency.
3. Assignment to temporary light duty shall not affect an employee's pay classification, pay increase, promotions, retirement benefits or other employee benefits.
4. As a condition of assignment to temporary light duty, an employee shall be required to submit a biweekly physical assessment of their condition, as well as their prognosis and level of capacity to perform work functions, signed by the treating physician or other licensed medical provider. This biweekly requirement can be waived and set for longer time periods (i.e., monthly) at the discretion of the Chief of Police if longer term circumstances are evident.

B. Nature of Light Duty Assignments

1. Temporary light duty assignments shall be made based upon the availability of an appropriate assignment given the officers knowledge, skills, and abilities; availability of light duty assignments, and the physical limitations imposed on the officer.
2. Temporary light duty assignments will originate at the discretion, be assigned by, and follow a schedule determined by the Chief of Police.
3. Every effort shall be made to assign the officer to positions consistent within their rank and pay classification. However, personnel may be assigned to positions designated for other personnel.
4. While on a light duty assignment, officers retain the privileges of their rank but will answer to the supervisor to whom they are assigned regarding work responsibilities and performance.
5. Light duty assignments are strictly temporary and normally should not exceed six months in duration. After six months, personnel on temporary light duty who are not capable of returning to their original duty assignment shall:
 - a. Present a request for extension of temporary light duty, with supporting documentation, to the Chief of Police; and/or
 - b. Pursue other options as provided by employment provisions of the agency or federal or state law.
6. Light duty assignments shall not be made for disciplinary purposes.

C. Requesting Light Duty Assignments

1. An Officer's assignment to temporary light duty can be requested by the officer to the Chief, or the Chief to the officer.
2. Requests for temporary light duty assignment, from the Officer or the Chief, shall be submitted to the other party in writing.
3. All light duty requests are contingent upon a physician's report submitted to the Chief of Police for review to support a requested assignment, which must be signed by either the treating physician or other treating licensed medical provider.
4. The certificate must include an assessment of the nature and probably duration of the disability, prognosis for recovery, description of work restrictions and/or an

acknowledgement by the licensed medical provider of familiarity with the light duty assignment and the fact that the employee can physically assume the duties involved.

5. This agency may require the employee to submit to an independent medical examination by a licensed medical provider of the agency's choosing. In the event the opinion of this independent medical physician differs from the foregoing licensed medical provider, the employee may request a third opinion at the employee's expense.

D. Refusal of Temporary Light Duty Assignment Request

1. The Chief may, at his sole discretion, decline to grant a temporary light duty assignment upon an officer's request.
2. An officer may refuse an offer of light duty assignment from the Chief if they so choose.
3. Any employee who, while on Injured on Duty (IOD) status, refuses a temporary light duty that is supported by and consistent with the recommendations of a physician or licensed medical care provider shall not be eligible for a temporary light duty assignment if they are injured or become ill "Off Duty".

E. Restrictions While on Light Duty Assignment

1. Officers on temporary light duty are prohibited from engaging in outside employment (Extra Paid Details / Road work) in which they may be reasonably expected to perform law enforcement functions for which they have been determined medically unable to perform on behalf of this agency, and that form the basis for their temporary light duty assignment.
2. Depending on the nature and extent of the disability, a sworn officer on temporary light duty may not wear the departmental uniform out of the office, drive a marked department vehicle, and shall otherwise be limited in employing police powers as determined by the Chief of Police.
3. No officer placed on Temporary Light duty will receive compensatory time or overtime, unless that officer has been explicitly authorized by the Chief or Lieutenant to work more than 40 hours in any given pay period.

F. Off-Duty Injury or Illness Considerations with Temporary Light Duty Assignments

1. Officers who are temporarily rendered unable to perform their regular duties at full capacity due to off-duty illness or injury are eligible to request (or be offered) a temporary light duty assignment.
2. Given the limited availability of temporary light duty assignments, any personnel injured in the line of duty shall be given preference in assignment to light duty.
3. An officer who accepts a temporary light duty assignment for a non-job related injury or illness may not turn their non-job related injury into a job related injury by claiming the condition was exacerbated by their light duty assignment and thus receive benefits under G.L. c. 41, s. 111F. **See Example Below:**
 - a. If Officer X has knee surgery due to a skiing accident and accepts a temporary light duty assignment in keeping with the provisions of this policy, after being approved by his physician, and then slips and falls while at work, reinjuring or exacerbating the same knee they cannot now claim injured on duty status to receive injured on-duty leave benefits under G.L. c. 41, s. 111F.
4. The Selectboard has ultimate discretion on all injured on-duty claims under G.L.c. 41,s. 111F (IOD). All IOD claims will be processed in the same manner. This includes a requirement that any and all supporting documentation (including records from previous injuries) be provided to the Town.

G. Pregnancy

1. Officers who become pregnant shall continue working at full-duty status until such time that a reasonable accommodation is requested.
2. At any such time that a pregnant officer becomes unable to perform her job functions at full capacity, they shall be eligible for assignment to temporary light duty, in accordance with the provisions of this Policy.

60C

TRAFFIC CONTROL OFFICERS

POLICY & PROCEDURE NO. 4.20	ISSUE DATE:
	EFFECTIVE DATE:
	REVISION DATE:

I. GENERAL CONSIDERATIONS AND GUIDELINES

The Montague Traffic Control Officers (TCO) are a group of non-sworn, civilian personnel who are trained and are prepared to assist the Montague Police Department with the traffic and pedestrian control functions. The specific limits, utilization, and level of training of the Traffic Control Officers are left to the discretion of the Chief of Police or his designee. In order to be sufficiently prepared for traffic control, the training for TCO must be consistent with their responsibilities and assigned duties. TCO's may be utilized to help replace "part-time police officers" that were lost due to the new POST regulations. TCO's will be assigned primarily to law enforcement related community service functions (i.e., parades, large-scale special events, disaster relief, etc.) and unfilled outside details. TCO's will be paid the detail rate set forth in the collective bargaining agreement between the patrol officers union and the Town.

II. AUTHORITY

Traffic Control Officers are not sworn law enforcement officers. They do not carry firearms while on duty. There is no power vested in a Traffic Control Officer unless specifically directed by the Chief of Police. They may assist police, under the direction of the Officer in Charge, in situations which cannot be met by the regular police force. They have no arrest powers and must seek the assistance of a regular officer when such situations arise.

III. DUTIES

1. Typical duties include but are not limited to parades, road races, fireworks display, outside details etc.
2. Traffic Control Officers may also be utilized in positions classified as civilian provided that they possess the requisite skills.

IV. TRAINING

1. To ensure TCO's have sufficient experience with traffic control, all potential candidates must have received MPTC training, its equivalent, or some other training deemed adequate by the Chief of Police. To be eligible as a TCO, the individual must have been previously employed as a full-time or part-time Massachusetts police officer or as a Massachusetts Deputy Sheriff but is not required to be "certified" as a POST officer.
2. Fulltime or retired (fulltime) members of the Turners Falls Fire Department who have completed the fulltime Fire Academy may also be utilized.
3. Every Traffic Control Officer shall be required to maintain CPR certification.
4. Traffic Control Officers shall be familiar and abide by the Montague Police Department's policies and procedures.
5. While the Police Department **may** offer training to TCO's to meet required standards, it is the sole responsibility of each individual TCO to ensure they maintain the required training and certification, including bearing full responsibility for any and all expense or time commitment to do so.

V. UNIFORM

Traffic Control Officers shall wear:

1. ANSI polo type shirts with the Montague Police insignia or hat patch embroidered on the front and "Traffic Control" screened on the back; or
2. If the TCO is a member of the Turners Falls Fire Department, appropriate ANSI TF Fire uniform shirt; and

3. Approved dark navy or black colored utility type pants; and
4. A navy or black Montague Police/Turners Falls Fire baseball cap.
5. During inclement weather, the Traffic Control Officer shall wear appropriate ANSI outerwear or vest.
6. Each individual TCO will be personally responsible to procure and properly maintain all uniforms, equipment and tools, as authorized and determined necessary by the Chief of Police, for the Traffic Control Officer's efficient and effective performance of their duties.

VI. EMPLOYEE STATUS, SENORITY, AND BIDDING RIGHTS

1. Traffic Control Officers are per diem, at-will employees of the Town of Montague, with no set schedule, guaranteed hours, or benefits.
 - a. Any TCO may be appointed and discharged by the Chief of Police as (s)he may feel appropriate.
2. Traffic Control Officers will be offered traffic control positions only after all regularly employed sworn police officers have declined. Seniority to be offered on open unfilled positions will be based on:
 - a. First preference to retired Montague Police Officers seniority based on their original full-time employment date; then
 - b. Appointment date as a Traffic Control Officer or a Fulltime Firefighter, which-ever is greater.
3. Traffic Control Officers may be required to join the department's detail tracking software, electronic notification services, etc., at their own expense.

VII. INSURANCE

Unless employed by the Turners Falls Fire Department, Traffic Control Officers will not be covered by MGL c. 41, s. 111F. If injured on the job through no fault of their own, traffic officers may apply for benefits under the Town's Workers' Compensation insurance.

DRAFT

500 Avenue A Redevelopment RFP

Comparative Criteria Review Scoresheet

Name of Reviewer: _____ Date: _____

Rate as either Highlight advantageous (HA), Advantageous (A), or Not Advantageous (NA) in accordance with section IX of the RFP:

	Christian Couture	New England Wound Care, Inc.	Nova Real Estate LLC	Power Town Properties LLC
Qualifications of Applicant				
Property Reuse Plan				
Investment Strategy				
Economic Benefits				
Neighborhood Benefits				
<i>Evidence of Financial Ability</i>				

Proposal Comments *(Use additional sheets as necessary)*

Christian S. Couture:

New England Wound Care:

Nova Real Estate LLC:

Power Town Properties:

Excerpt from RFP Section IX: Criteria for Evaluation

QUALIFICATIONS OF APPLICANT

- **Highly Advantageous** – Applicant demonstrates exceptional development experience and/or business history and has the internal capacity to implement the plan
- **Advantageous** - Applicant demonstrates some related development experience and/or business history. Applicant is a startup/new venture but can demonstrate internal capacity and qualifications to implement the plan
- **Not Advantageous** – Applicant has no related development experience and/or business history and does not demonstrate internal capacity to implement the plan or a thorough understanding of the town's goals.

PROPERTY REUSE PLAN

- **Highly Advantageous** - A proposal that demonstrates the most viable reuse of the property for uses currently allowed by-right or by special permit. Commercial occupants are committed and the proponent will fully utilize the facility
- **Advantageous** - A proposal that demonstrates a viable reuse of the property for uses currently allowed by-right or by special permit. The primary commercial occupant is committed, but may not occupy the entire facility. There is a plan to occupy the remainder of the facility.
- **Not Advantageous** –A proposal for uses not currently allowed by-right or by special permit, or a proposal that speculative in nature. Low employment uses such as warehousing or self-storage

INVESTMENT STRATEGY

- **Highly Advantageous** - A proposal that demonstrates a well-planned and feasible redevelopment strategy of the property, and a shows a strong commitment to the following:
 - Full retrofit of the property that exceeds minimum code requirements
 - Commence the redevelopment project or rehabilitation within ninety (90) days of conveyance of title and completion within 2 years
- **Advantageous** - A proposal that demonstrates a carefully considered redevelopment strategy of the property, and a shows a strong commitment to the following:
 - Upgrades to meet code compliance or less than full retrofit at initial buildout
 - Commence the redevelopment project or rehabilitation within ninety (90) days of conveyance of title and completion within 2 years
- **Not Advantageous** - A proposal that does not demonstrates a well-planned use of the property, or proposal has one or more of the following shortcomings.
 - Not in a position to commence work within 90 days or complete within 2 years

- Investment is contingent on securing a primary tenant
- Proposed improvements overlook key code requirements or are not commensurate with the intended use

ECONOMIC BENEFITS

- **Highly Advantageous** - A proposal that maximizes new full time employment opportunities with advancement, livable wages, and benefits to the site, and any other employment related functions such as training opportunities. Fills a critical market gap or complements a key market cluster in the local economy.
- **Advantageous** - A proposal that will offer at least some new employment opportunities with livable wages and benefits.
- **Not Advantageous** - A proposal that does not offer new employment opportunities or relies principally on minimum wage jobs.

NEIGHBORHOOD BENEFITS

- **Highly Advantageous** - A proposal that will functionally and aesthetically enhance the mixed-use neighborhood, will stimulate further development opportunities in the area, and will fully mitigate or otherwise avoid all potential neighborhood nuisance issues (e.g. traffic, noise, light, odor).
- **Advantageous** - A proposal that will functionally and aesthetically integrate with the mixed-use neighborhood, and will fully mitigate or otherwise avoid potential neighborhood nuisance issues in a manner that improves the existing conditions (municipal highway garage).
- **Not Advantageous** - A proposal that will not stimulate further development opportunities, or will not functionally or aesthetically integrate with the mixed-use neighborhood, or will produce neighborhood nuisances equal to or in excess of the existing use.

All finalist on the shortlist will be required to provide evidence of financial ability and will be subject to one additional evaluation as follows:

EVIDENCE OF FINANCIAL ABILITY

- **Highly Advantageous** - A proposal that demonstrates firm financial commitments and the financial capability to initiate and complete the redevelopment within a definitive timeframe that is in the best interests of the Town of Montague.
- **Advantageous** - A proposal that has letters of financial interest and the capability to initiate and complete the redevelopment within a definitive timeframe that is in the best interests of the Town of Montague.
- **Not Advantageous** - A proposal that does not include letters of financial interest or does not adequately address a timetable for the redevelopment of the property.

500 Avenue A RFP Review Scores Compiled

	Christian Couture						New England Wound Care, Inc.						Nova Real Estate LLC						Power Town Properties LLC					
CIC Member	Qualifications of Applicant	Property Reuse Plan	Investment Strategy	Economic Benefits	Neighborhood Benefits	Evidence of Financial Ability	Qualifications of Applicant	Property Reuse Plan	Investment Strategy	Economic Benefits	Neighborhood Benefits	Evidence of Financial Ability	Qualifications of Applicant	Property Reuse Plan	Investment Strategy	Economic Benefits	Neighborhood Benefits	Evidence of Financial Ability	Qualifications of Applicant	Property Reuse Plan	Investment Strategy	Economic Benefits	Neighborhood Benefits	Evidence of Financial Ability
James Martineau	A	A	A	A	A	A	A	HA	HA	HA	A	A	A	HA	HA	HA	A	A	A	A	A	A	A	A
Greg Garrison	A	NA	NA	NA	NA	A	HA	HA	A	HA	HA	HA	A	HA	HA	A	HA	HA	A	A	A	A	A	A
Steve Ellis	HA	X	X	X	X	A	HA	HA	HA	HA	HA	HA	HA	HA	HA	HA	HA	HA	HA	A	A	A	A	A
Fred Bowman	HA	A	A	X	X	HA	HA	HA	A	A	HA	HA	HA	HA	HA	HA	HA	HA	HA	A	A	A	A	A
Jason Burbank	HA	A	A	HA	HA	HA	HA	HA	HA	HA	HA	HA	HA	HA	HA	HA	HA	HA	HA	A	A	A	HA	HA
Not Advantageous	NA			4					0							0						0		
Advantageous	A			13					6							5						25		
Highly Advantageous	HA			7					24							25						5		
Unscored/unscoreable	X			6					0							0						0		

TOWN OF MONTAGUE



REQUEST FOR PROPOSALS FOR DISPOSITION OF PROPERTY AT 500 AVENUE A TURNERS FALLS, MA (ASSESSORS MAP 5 LOT 127) FORMER DPW GARAGE DEVELOPMENT OPPORTUNITY

REQUIRED FORMS

Proposal Form

Town of Montague Disposition of Real Property Former DPW Garage Development Opportunity, 500 Avenue A

Use additional pages as necessary

1) NAME/ ADDRESS/ PHONE/ EMAIL OF INDIVIDUAL, CORPORATION OR OTHER ENTITY SUBMITTING THIS PROPOSAL

Nova Real Estate LLC
Peter Chilton, manager
147 2nd Street, Turners Falls, MA 01376
Mobile: 508-963-6572
realestate@novamotorcycles.com

2) DOES THE APPLICANT OPERATE ON A FOR-PROFIT BASIS

YES or NO. If no, please provide evidence not-for profit status

YES. Nova is a for-profit business.

3) QUALIFICATIONS OF APPLICANT

Development experience or history of business:

Nova Real Estate LLC, owned by Montague residents Sayre Anthony and Peter Chilton, has been developing the southeastern end of 2nd St. since 2018. Sayre and Peter are also co-owners of Nova Motorcycles which rents two of the buildings on the Nova campus. Sayre is the manager at Nova Motorcycles, and Peter is the manager of Nova Real Estate.

In the three years we have owned the property, Nova has spent over \$150,000 on renovations, fully leased all tenant spaces, and changed the culture of that small section of town. We continue to develop the area with plans to build a new commercial space.

Capacity/qualifications to follow-through with buildout of new facility:

Peter Chilton would manage the 500 Ave. A project under his position as Manager of Nova Real Estate.

4) DESCRIPTION OF PROPOSED USE

Type of business(es):

We intend to divide up the space between multiple industrial and trade-based businesses.

Description of proposed operations including typical hours of operation:

The envisioned end use of the property is a continuation of Nova Labs, a series of conjoined garage spaces on 2nd St; that serve as a community space for gear-heads, creators, woodworkers, and tinkerers. The 500 Ave. A building would extend the Nova campus with a slant towards the more industrial processes. Our ideal tenant requires cement floors, good lighting, secure spaces, and reliable power. Our goal is to design functional, changeable, safe, and affordable work areas that residents can utilize to fuel their creativity, launch their startup or take the next step in growing their business. Units might range in size from 200sq/ft to 2000sq/ft. Hours of operation would be a typical workday 8am-6pm, M-F. Some tenants may extend those times, but all activities would be limited to the interior of the building.

Have all commercial occupants been identified?

We have identified a number of local small businesses that have reached out to us in the past looking for workspace, but we had to turn away because their craft fell outside the light-duty space on the 2nd St. campus. We have attached Letters of Interest from the five we could gather while preparing this proposal.

The business owners we have aligned with are either; interested in moving to Turners Falls from another location, living locally but can't find space locally, or are using their homes but are ready to expand.

In addition, we would like to carve out a space for an automotive repair business. We intend to actively pursue an automotive repair shop as one of the ideal anchor tenants. We realize that displacing the only downtown auto repair shop (JP Tire) when we moved Nova Motorcycles into our current building was a loss to the community, and we believe that a local automotive repair shop is critical to the town's livability.

Plan for parking management:

We envision reconfiguring the northeast section of the lot to be used as a painted line standard size parking lot with between 12 and 18 spaces. We intend to study this site design more as the number of tenants is determined.

5) INVESTMENT STRATEGY AND FINANCIAL PLAN

Description of planned improvements and buildout to the facility:

Once the building is acquired from the town, we intend to engage with Greenfield Savings Bank to secure renovation financing. We also intend to work with Mass Development to take advantage of the Property Assessed Clean Energy (PACE) program. We hope to convert the building to run on solar-powered heat pumps and implement energy-efficient upgrades.

Exterior upgrades include new garage doors, new awnings, planters, paint, and wood accents. See attached 3d renders for our current exterior concept. (Appendix A.) The interior will also receive renovations, but they will be dependent on the tenant's needs. We intend to retrofit the property meeting or exceeding code requirements for our intended use.

Timeline for improvements. Anticipated start date and completion date:

We intend to start as soon as closing occurs and have renovations completed within 1 to 2 years.

Describe availability of sufficient resources to purchase, secure, and complete the re-use of the property. Indicate whether internal financing or borrowing will be used. Please note that proposers must be willing to provide the evaluation committee with financial statements (preferably audited) and bank references, if requested during a final proposal evaluation.

We intend to fund this project via a combination of private investors, state agencies, and local commercial banking. See attached Letters of Interest.

6) STATEMENT OF ECONOMIC BENEFITS

Number and type of full time and part time employment opportunities:

Our proposal would bring multiple business and subsequent employment opportunities to Turners Falls. An auto repair shop would likely provide between 2 and 4 positions, and assuming 10 other rentable units in addition to a repair shop, with the other work spaces likely providing 1-2 jobs each, we can project employment in the range of 12-20, in the fields of light manufacturing, repair, and the arts.

Other economic benefits such as foot traffic generation, training opportunities, and increased property value:

Creating local workspaces for people to launch or expand their businesses in turn keeps people living, spending, and contributing locally. Increasing commercial activity on this end of Avenue A would be a boon to neighboring property values, as well as expanding the size of the active downtown commercial region. Increased commercial activity from this building would also contribute to increased property values in the rest of the village. We believe that our focus on bringing an auto repair shop to town fills a critical market gap in the local economy. Businesses located in this building would bring customers from other parts of the region to town.

7) STATEMENT OF NEIGHBORHOOD BENEFITS

Description of exterior improvements to building and site:

Exterior upgrades include new garage doors, new awnings, planters, paint, and wood accents. See attached 3d renders for our current exterior concept. (Appendix A.)

Methods to mitigate noise, odor, and traffic:

We believe that our use-case is lower noise, odor, and traffic than the previous use as the town garage. If we were able to entice an automotive repair shop we would limit the number of parked cars on the property in the lease agreement.

Other benefits to the community:

In addition to previously mentioned benefits, we believe that converting this building to commercial use of the type we propose would increase neighborhood safety and appearance.

8) DOES THE APPLICANT AGREE TO EXECUTE A LAND DISPOSITION AGREEMENT IN SUBSTANTIALLY THE FORM DESCRIBED IN THIS REQUEST FOR PROPOSALS WITHIN THIRTY (30) DAYS OF DELIVERY OF SUCH AGREEMENT BY THE TOWN.

☒ Yes ☐ No

9) DO YOU ACKNOWLEDGE RECEIPT OF ANY AND ALL ADDENDA ISSUED (IF APPLICABLE)

☒ Yes ☐ No ☐ N/A

10) PROPOSED PRICE TO PURCHASE 500 AVENUE A \$75,000.00

Attached hereto is a certified check or money offer drawn on a banking institution licensed in the Commonwealth of Massachusetts totaling \$1,000.00 to serve as surety for faithful performance of this disposition of property from the Town of Montague. This sum shall be forfeited to the Town of Montague if the remaining balance is not tendered to the Town of Montague within twenty-one days from the notice of being selected bidder of the property. For proposals that are not selected, deposits will be returned within 30 days.

By:


Signature of Authorized Individual

Peter Chilton, Manager
Printed name and Title

Nova Real Estate LLC
Name of Organization (if applicable)

APPENDIX A.



Conceptual drawing 1. View looking northward.



Conceptual drawing 2. View looking westward.

For illustrative purposes only. Final design could vary.



P.O. Box 1537 • 400 Main Street • Greenfield, MA 01302-1537

(413) 774-3191 • FAX (413) 584-4441
www.greenfieldsavings.com

December 2, 2021

Peter C. Chilton & Sayre Gambel Anthony
Nova Real Estate LLC
147 2nd Street
Turners Falls, MA 01376

Re: 500 Avenue A, Turners Falls MA Commercial Loan Financing

Dear Peter & Sayre,

This letter is being provided as evidence that Greenfield Savings Bank will consider providing mortgage loan financing in the amount of \$75,000.00 to Nova Real Estate LLC in order to purchase commercial investment real estate located at 500 Avenue A, Turners Falls MA.

Although we believe Nova Real Estate LLC to be of sound financial condition, this letter should not be construed as formal loan approval or commitment. Loan approval is subject to underwriting procedures which will be conducted upon submission of application.

If you have further questions please feel free to contact me directly at (413) 775-8168.

Respectfully,

Michelle Laurie
Vice President



MassDevelopment

1350 Main Street
Suite 1110
Springfield, MA 01103

Main: 413-731-8848
Fax: 413-755-1349

massdevelopment.com

Montague Capital Improvements Committee

December 1, 2021

Re: Bid response for 500 Avenue A property

To Whom It May Concern:

Peter Chilton, a respondent to the current bid process for redevelopment of the former DPW garage, aka 500 Avenue A, Turners Falls, requested that I provide this letter as part of his submission packet. Mr. Chilton and I have been in regular contact for the better part of two years, regarding various ways to address the housing and commercial needs in your community. Specific to this bid, in the course of my work throughout Western Massachusetts, one consistent theme is the dearth of light industrial space. His proposal would help to address that issue, presenting a unique opportunity for Montague to attract and retain several businesses that would then contribute to the fabric of your community, bringing year-round jobs and supporting other local businesses. While the financing need for his proposal has yet to be finalized, I should point out that his plan is an excellent conceptual fit for several of our programs, including Property Assessed Clean Energy (PACE), for which your community has already opted in. His idea would revitalize a now surplus facility, providing energy-efficient, modernized spaces for businesses whose size and type would both be in character with the history of Montague and add stability and vibrancy in alignment with the Town's future.

Please do not hesitate to contact me directly should you have any questions regarding this or any one of our Agency's programs as I am glad to assist.

Warm regards,



Julie Cowan

Email: jcowan@massdevelopment.com

Cell phone: 857-270-3652



Stephen Viarengo

Investor

Nova Real Estate LLC

Peter Chilton, Manager

Letter of Interest to Investment in 500 Ave A.

This non-binding Letter of Interest states that based on the preliminary information submitted by the Nova Real Estate LLC, Stephen Viarengo (Investor) would consider financing up to \$75,000 for the development of the Premises described as 500 Ave A, Turners Falls, MA 01376.

Please note that this letter does not represent a financing commitment. Upon receipt of a detailed financial plan and pro forma, the Investor will conduct their standard due diligence before issuing a final commitment for this transaction.

This Letter of Interest does not constitute a binding contract, and no contract is intended to arise unless fully executed by all parties, including execution by an officer authorized by the Investor.

Investor



11/30/21
DATE

Peter Chilton

Manager

Nova Real Estate LLC.



12-1-2021
DATE



Anthony Paille
Investor

Nova Real Estate LLC
Peter Chilton, Manager

Letter of Interest to Investment in 500 Ave A.

This non-binding Letter of Interest states that based on the preliminary information submitted by the Nova Real Estate LLC, Anthony Paille (Investor) would consider financing up to \$75,000 for the development of the Premises described as 500 Ave A, Turners Falls, MA 01376.

Please note that this letter does not represent a financing commitment. Upon receipt of a detailed financial plan and pro forma, the Investor will conduct their standard due diligence before issuing a final commitment for this transaction.

This Letter of Interest does not constitute a binding contract, and no contract is intended to arise unless fully executed by all parties, including execution by an officer authorized by the Investor.

Investor

A handwritten signature in cursive script, appearing to read 'APaille', written over a horizontal line.

11/30/21
DATE

A handwritten signature in cursive script, appearing to read 'Peter Chilton', written over a horizontal line.

12-1-2021
DATE

Peter Chilton
Manager
Nova Real Estate LLC.



Khameleon Koatings

Matt Hyde, owner

Nova Real Estate LLC

Peter Chilton, Manager

Letter of Interest to Enter into Lease Negotiations for 500 Ave A.

This non-binding Letter of Interest outlines the terms on which Nova Real Estate LLC ("Landlord") would be willing to pursue further lease negotiation with Khameleon Koatings ("Tenant") for the Premises described below as 500 Ave A, Turners Falls, MA 01376. The following terms and conditions will serve as an outline of the proposed Lease Agreement and as the basis for preparation and negotiations of a final Lease Agreement acceptable to both parties if the Landlord acquires the Premises from the Town of Montague.

LEASE TERM

The term of the Lease will consist of an initial term of 1 (one) to 5 (five) years. Renewal periods will be negotiated at a later date.

RENT

The Base monthly rent shall be based on the square footage needed as negotiated.


This Letter of Interest does not constitute a binding contract, and no contract is intended to arise unless and until the final Lease is fully executed by all parties, including execution by an officer authorized by the Tenant.

Tenant



12/1/21
DATE

Landlord



12-1-2021
DATE
Peter Chilton
Manager
Nova Real Estate LLC.

Jon Bander
Nova
December 3, 2021 at 12:23 PM
nina.rossi



Jon Bander
Welder

Nova Real Estate LLC
Peter Chilton, Manager

Letter of Interest to Enter into Lease Negotiations for 500 Ave A.

This non-binding Letter of Interest outlines the terms on which Nova Real Estate LLC ("Landlord") would be willing to pursue further lease negotiation with Jon Bander ("Tenant") for the Premises described below as 500 Ave A, Turners Falls, MA 01376. The following terms and conditions will serve as an outline of the proposed Lease Agreement and as the basis for preparation and negotiations of a final Lease Agreement acceptable to both parties if the Landlord acquires the Premises from the Town of Montague.

LEASE TERM

The term of the Lease will consist of an initial term of 1 (one) to 5 (five) years. Renewal periods will be negotiated at a later date.

RENT

The Base monthly rent shall be based on the square footage needed as negotiated.

This Letter of Interest does not constitute a binding contract, and no contract is intended to arise unless and until the final Lease is fully executed by all parties, including execution by an officer authorized by the Tenant.

Tenant

A handwritten signature in blue ink, appearing to read 'Jon Bander', is written over a horizontal line.

12/3/21

DATE

Landlord

A handwritten signature in blue ink, appearing to read 'P. Chilton', is written over a horizontal line.

12-3-2021

DATE

Peter Chilton
Manager
Nova Real Estate LLC.



Anja Schulz
Photographer

Nova Real Estate LLC
Peter Chilton, Manager

Letter of Interest to Enter into Lease Negotiations for 500 Ave A.

This non-binding Letter of Interest outlines the terms on which Nova Real Estate LLC ("Landlord") would be willing to pursue further lease negotiation with Anja Schultz ("Tenant") for the Premises described below as 500 Ave A, Turners Falls, MA 01376. The following terms and conditions will serve as an outline of the proposed Lease Agreement and as the basis for preparation and negotiations of a final Lease Agreement acceptable to both parties if the Landlord acquires the Premises from the Town of Montague.

LEASE TERM

The term of the Lease will consist of an initial term of 1 (one) to 5 (five) years. Renewal periods will be negotiated at a later date.

RENT

The Base monthly rent shall be based on the square footage needed as negotiated.

This Letter of Interest does not constitute a binding contract, and no contract is intended to arise unless and until the final Lease is fully executed by all parties, including execution by an officer authorized by the Tenant.

Tenant

Anja Schultz 12/02/21
DATE

Landlord

Peter Chilton 12-2-2021
DATE

Peter Chilton
Manager
Nova Real Estate LLC.



Beowulf Media Blasting (BMB)

Isaac DiGeronimo, owner

Nova Real Estate LLC

Peter Chilton, Manager

Letter of Interest to Enter into Lease Negotiations for 500 Ave A.

This non-binding Letter of Interest outlines the terms on which Nova Real Estate LLC ("Landlord") would be willing to pursue further lease negotiation with Beowulf Media Blasting (BMB) ("Tenant") for the Premises described below as 500 Ave A, Turners Falls, MA 01376. The following terms and conditions will serve as an outline of the proposed Lease Agreement and as the basis for preparation and negotiations of a final Lease Agreement acceptable to both parties if the Landlord acquires the Premises from the Town of Montague.

LEASE TERM

The term of the Lease will consist of an initial term of 1 (one) to 5 (five) years. Renewal periods will be negotiated at a later date.

RENT

The Base monthly rent shall be based on the square footage needed as negotiated.

This Letter of Interest does not constitute a binding contract, and no contract is intended to arise unless and until the final Lease is fully executed by all parties, including execution by an officer authorized by the Tenant.

Tenant



DATE 2-DEC-21

Landlord



DATE 12-2-2021

Peter Chilton
Manager
Nova Real Estate LLC.

From: Peter Chilton p@novamotorcycles.com
Subject: Jons letter
Date: December 1, 2021 at 4:14 PM
To: info@novamotorcycles.com

PC

Attached

Peter Chilton
p@novamotorcycles.com
508-963-6572



Happy Valley Tree Service
Jon Macomber, owner

Nova Real Estate LLC
Peter Chilton, Manager

Letter of Interest to Enter into Lease Negotiations for 500 Ave A.

This non-binding Letter of Interest outlines the terms on which Nova Real Estate LLC ("Landlord") would be willing to pursue further lease negotiation with Happy Valley Tree Service ("Tenant") for the Premises described below as 500 Ave A, Turners Falls, MA 01376. The following terms and conditions will serve as an outline of the proposed Lease Agreement and as the basis for preparation and negotiations of a final Lease Agreement acceptable to both parties if the Landlord acquires the Premises from the Town of Montague.

LEASE TERM

The term of the Lease will consist of an initial term of 1 (one) to 5 (five) years. Renewal periods will be negotiated at a later date.

RENT

The Base monthly rent shall be based on the square footage needed as negotiated.

This Letter of Interest does not constitute a binding contract, and no contract is intended to arise unless and until the final Lease is fully executed by all parties, including execution by an officer authorized by the Tenant.

Tenant



12/1/2021

DATE

Landlord



12-1-2021

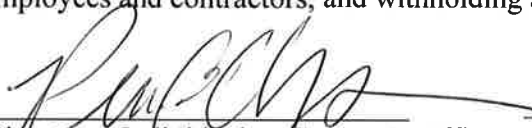
DATE

Peter Chilton
Manager
Nova Real Estate LLC.

CERTIFICATE OF TAX COMPLIANCE

No contract or other agreement for the purposes of providing goods, services or real estate space to any of the foregoing agencies shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

83-1816153
Social Security or Federal I.D. number


Signature: Individual or Corporate Officer

12-1-2021
Date

PLEASE PRINT


Corporate Name: Nova Real Estate LLC

Address: 147 2nd Street

City, State, Zip Code: Turners Falls, MA 01376

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.


Signature of individual submitting bid or proposal

Nova Real Estate LLC
Name of Business

DISCLOSURE OF BENEFICIAL INTERESTS IN REAL PROPERTY TRANSACTION

This form contains a disclosure of the names and addresses of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Massachusetts Division of Capital Asset Management, as required by M.G.L. Chapter 7, Section 40J, prior to the conveyance of or execution of a lease for the real property described below. Attach additional sheets if necessary.

1. Public agency involved in this transaction: Town of Montague
2. Complete legal description of the property: 500 Ave A, Turners Falls, MA
(Assessors map 5 Lot 127)
3. Type of transaction: ☒ Sale ☐ Lease or rental for up to four five-year terms:
4. Lessor(s):
Lessee:
5. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above. Note: If a corporation has or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must also be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding less than ten percent of the outstanding voting shares need not be disclosed.

Name:

Peter Chilton
Sayre Anthony

Address:

114 Ripley Road Montague MA 01351
25 Goddard Ave. Turners Falls MA 01376

None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts except as noted below:

Name:

Title or Position:

6. This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named in item 1. If this form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation. The undersigned acknowledges that any changes or additions to item 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Planning and Operations within 30 days following the change or addition.


The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects:


Signature:

Printed Name:

Title:

Date:


Peter Chilton
Manager / Partner
12-2-2021


Sayre Anthony
Partner
12-2-2021

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of the

Nova Real Estate LLC held on 12-2-2021
(Name of Corporation) (Date)

At which all the Directors were present or waived notice, it was voted that,

Peter Chilton manager
(Name) (Officer)

of this company, be appointed and is hereby authorized to execute contracts and bonds in the name and behalf of said company, and affix its Corporate Seal thereto, and such execution of any contract or obligation in this company's name on its behalf by said officer, under seal of the company, shall be valid and binding upon this company.

A TRUE COPY,

ATTEST: Sayre Anthony
(Clerk)

Place of Business: Turners Falls, MA 01376

DATE OF THIS CONTRACT:

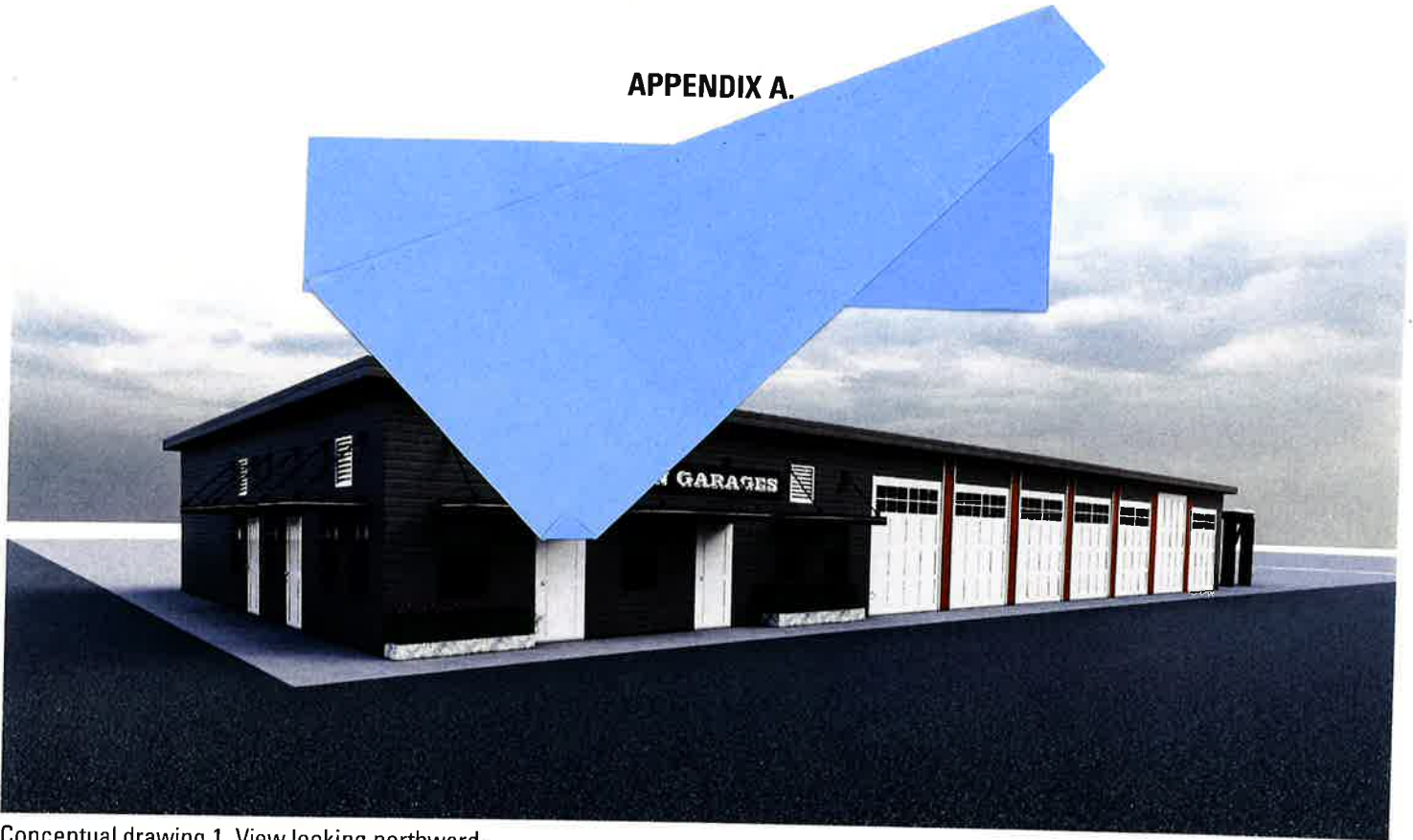
12-2-2021

I hereby certify that I am the Clerk of the Nova Real Estate LLC

that Peter Chilton is the duly elected manager
of said company, and the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.


(Clerk) (Corporate Seal)

APPENDIX A.



Conceptual drawing 1. View looking northward.



Conceptual drawing 2. View looking westward.

For illustrative purposes only. Final design could vary.

APPENDIX A.



Conceptual drawing 1. View looking northward.



Conceptual drawing 2. View looking westward.

For illustrative purposes only. Final design could vary.

December 7, 2021

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

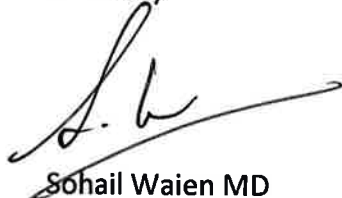
Subject: RFP- DPW Garage at 500 Avenue A, Turners falls, MA

Dear Mr. Kuklewicz

I am submitting documents in support of my proposal to purchase and repurpose the property, former DPW Garage at 500 Avenue A Turners fall, Massachusetts. I have provided a detailed outline of how the space will be repurposed and used.

The proposed plan will revitalize the existing structure and generate additional well paying jobs for the community. The plan, as outlined in the accompanying document, fits into the overall goal to develop the area in a manor that will enhance the surrounding community and not adversely effect the nearby residents.

Sincerely



Sohail Waian MD

This is a letter of intent to purchase the property at 500 Avenue A, previously the site of the DPW offices and workshop. It outlines our vision on how it will be repurposed and utilized.

The size and location of the property is ideal for our expanding companies and projects. As you know we are currently in the process of constructing a building at 38 Avenue A. Funding is in the final stages of approval and construction should begin in early spring 2022. However, we are growing and are experiencing challenges in providing adequate office space for our administrative staff. We are renting offices at various locations to house the evergrowing staff. We also need space for our other growing medical distribution company, Zosma.

Once purchased we have a two phase plan for the building at 500 Avenue A. In phase one we will immediately update the facility, both the exterior facade and the interior so that it can accommodate the support staff for both New England Wound care and for Zosma. The additional garage space, once appropriately refurbished will provide the necessary space for this growing business.

Phase II will begin once the building on 38 Avenue A has been erected and the New England wound care staff can move into their new offices. At that time the space at 500 Avenue A will be further refurbished for a new commercial project. This new project will be the development of an indoor farming venture. The focus of which will be to grow a variety of crops including microgreens as well as saffron. There is NO intention of growing cannabis or other similar products.

Such a project requires a "warehouse style building" such as the building at 500 Avenue A. In order to run an indoor farming enterprise there is a heavy demand on electricity. Therefore, during phase II solar cells will be installed on the roof to generate the necessary electrical needs. The large flat roof space will provide easy installment of solar panels.

The use of the space for the distribution company as well as the indoor farming project will generate many well-paying jobs for the community. Indoor farming will introduce a new category of "manufacturing" to the community. This concept of farming using solar power to generate the necessary energy is an environmentally sound method of farming. We hope that it will spark further interest in the area to pursue such an environmentally sound method of farming.

There is presently adequate parking space along the perimeter of the building. However, we will be removing the structures along the perimeter such as the shed that was previously used to store sand and convert a portion of this area into additional parking spaces if necessary. The remainder of the area, not used for parking will be converted in to a green space.

Overall we will be improving the façade of the building, cleaning the surrounding area and putting in green spaces where possible. These measures along with no use of any heavy vehicle or transport trucks will have positive impact on the surrounding community. Similarly, the hours of operation will be 8 am to 5 pm; Monday to Friday which will ensure that the nearby residents are not adversely effected in the evenings and overnight.

Proposal Form

**Town of Montague
Disposition of Real Property
Former DPW Garage Development Opportunity, 500 Avenue A**

Use additional pages as necessary

- 1) Name/ Address/ phone/ email of Individual, Corporation or other entity submitting this proposal

SOHAIL WALEN MD.
7 BURNHAM ST. SUITE 2.
TURNERS FALLS. MA 01376.

(P) 413-475-3233.

(C) 413-822-1797.

Email: Walen@NewEnglandWoundcare.com

- 2) Does the applicant operate on a for-profit basis

YES or NO. If no, please provide evidence not-for profit status

YES

- 3) Qualifications of Applicant

Development experience or history of business:

OWNER OF. (1) New England Wound Care - physician office
121 Zosma. Medical distribution company.

Capacity/qualifications to follow-through with buildout of new facility:

1. Secured 6 million. dollars
for new construction at 38 AVENUE A.

- 4) Description of Proposed Use

Type of business(es): The site will be repurposed to be used
by 3 businesses.

- Please see attached document for details

Description of proposed operations including typical hours of operation:

- Please see attached document.

Have all commercial occupants been identified?

YES.

Plan for parking management:

YES. See attached documents

5) Investment Strategy and Financial Plan

Description of planned improvements and buildout to the facility:

See attached document.

Timeline for improvements. Anticipated start date and completion date:

See attached document.

Describe availability of sufficient resources to purchase, secure, and complete the re-use of the property. Indicate whether internal financing or borrowing will be used. Please note that proposers must be willing to provide the evaluation committee with financial statements (preferably audited) and bank references, if requested during a final proposal evaluation.

6) Statement of Economic Benefits

Number and type of full time and part time employment opportunities:

Full time 10-15

Other economic benefits such as foot traffic generation, training opportunities, and increased property value:

See attached document.

7) Statement of Neighborhood Benefits

Description of exterior improvements to building and site:

See attached document.

Methods to mitigate noise, odor, and traffic:

~~Will not~~ Will not be an issue.

See attached document

Other benefits to the community:

See attached document.

8) Does the applicant agree to execute a Land Disposition Agreement in substantially the form described in this Request for Proposals within thirty (30) days of delivery of such Agreement by the Town.

☒ Yes ☐ No

9) Do you acknowledge receipt of any and all addenda issued (if applicable)

☒ Yes ☐ No ☐ N/A

10) Proposed price to purchase 500 Avenue A \$80,000.00

Attached hereto is a certified check or money offer drawn on a banking institution licensed in the Commonwealth of Massachusetts totaling \$1,000.00 to serve as surety for faithful performance of this disposition of property from the Town of Montague. This sum shall be forfeited to the Town of Montague if the remaining balance is not tendered to the Town of Montague within twenty-one days from the notice of being selected bidder of the property. For proposals that are not selected, deposits will be returned within 30 days.

By: 
Signature of Authorized Individual

Sohail Waizen
Printed name and Title


Name of Organization (if applicable)

CERTIFICATE OF TAX COMPLIANCE

No contract or other agreement for the purposes of providing goods, services or real estate space to any of the foregoing agencies shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

47-3325989

Social Security or Federal I.D. number


Signature: Individual or Corporate Officer

Dec 7. 2021

Date

PLEASE PRINT

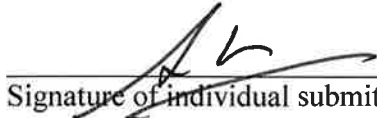
Corporate Name: NEWENGLAND WOUND CARE.

Address: 7 BURNHAM ST. SUITE 2

City, State, Zip Code: TURNERS FALLS. MA 01376

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.


Signature of individual submitting bid or proposal

NEW ENGLAND WOUND CARE
Name of Business

DISCLOSURE OF BENEFICIAL INTERESTS IN REAL PROPERTY TRANSACTION

This form contains a disclosure of the names and addresses of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Massachusetts Division of Capital Asset Management, as required by M.G.L. Chapter 7, Section 40J, prior to the conveyance of or execution of a lease for the real property described below. Attach additional sheets if necessary.

1. Public agency involved in this transaction:
2. Complete legal description of the property:
3. Type of transaction: Sale Lease or rental for up to four five-year terms:
4. Lessor(s):
Lessee:
5. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above. Note: If a corporation has or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must also be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding less than ten percent of the outstanding voting shares need not be disclosed.

Name:

Address:

Sohail Waien 43 CRESCENT ST. GREENFIELD MA
01301.

None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts except as noted below:

Name:

Title or Position:

-
6. This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named in item 1. If this form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation. The undersigned acknowledges that any changes or additions to item 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Planning and Operations within 30 days following the change or addition.

The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects:

Signature: 

Printed Name: Sohail Waien

Title: OWNER, MEDICAL DIRECTOR

Date: DEC 7, 2021.

500 Avenue A RFP



8A

**FRANKLIN COUNTY REGIONAL HOUSING &
REDEVELOPMENT AUTHORITY**

241 Millers Falls Road • Turners Falls, MA 01376
Telephone: (413) 863-9781 • Facsimile: (413) 863-9289

AUTHORIZATION TO DISBURSE No. 2
Invoice # 2021-187-2
TOWN OF MONTAGUE FY20 (6J)
AVENUE A STREETSCAPE PHASE III
Contractor: Berkshire Design Group
4 Allen Place
Northampton, MA 01060

Date: December 14, 2021

Original Contract Amount:	26,400.00
Total Contract	26,400.00
Total Paid to Date:	\$134
Balance:	26,266.00
This Invoice:	5,025.00
Balance:	21,241.00

Work Items Complete:

See attached invoice dated: January 12, 2022 FY2020 CDBG Funds allocated: \$5,025.00	FY2020 CDBG \$ 5,025.00
---	------------------------------------

I reviewed this invoice on 1/14/22 and found that the tasks have been completed, as noted. I recommend approval of this pay request for **\$5,025.00**.



Director of Community Development – HRA

I hereby authorize the above payment

TOWN of MONTAGUE (2 of 3 required)

Authorized signature
Chair, Selectboard

Authorized signature
Selectboard

Authorized signature
Selectboard



Berkshire Design Group

4 Allen Place, Northampton, MA 01060
413-582-7000 t • 413-582-7005 f

Town of Montague Planning Dept.
Mr. Walter Ramsey, AICP
1 Avenue A
Turners Falls, MA 01376

INVOICE # 2021-187-2

January 12, 2022

Project No: 2021-187

Re: Montague - Shea Theater - Avenue A Streetscape

For professional landscape architectural, civil engineering and land surveying services listed below for the period December 1, 2021 to December 31, 2021:

Email invoices to: bmchugh@fcrhra.org, spleasant@fcrhra.org

Task	Fee	% Complete (to date)	% Complete (this period)	Amount Due (this Period)
Bidding	\$6,700.00	77.00%	75.00%	\$5,025.00
Construction Administration	\$19,700.00	0.00%	0.00%	\$0.00
	\$26,400.00			

Subtotal Task Charges **\$5,025.00**

INVOICE TOTAL **\$5,025.00**

Please make check payable to: The Berkshire Design Group, Inc. Please note Project # on check.

Terms: Due upon receipt. A 1.5% late payment charge may be applied to the balance due, if payment in full is not received in 30 days. Thank You.

Statement of Accounts

Invoice	Invoice Date	0 - 30	31 - 60	61-90	Over 90	Balance
2021-187-1	12/14/2021	\$134.00	\$0.00	\$0.00	\$0.00	\$134.00
Total Prior Billing		\$134.00	\$0.00	\$0.00	\$0.00	\$134.00

Total Due **\$5,159.00**

B.W. CONSTRUCTION CO., INC.
29 R. JONES ROAD
SPENCER, MA. 01562

Activity ID	Activity Name	Orig. Dur.	Rem Dur	Start	Finish	Late Start	Late Finish	Total Float
FRANKLIN REGIONAL TRANSIT AUTHORITY VEHICLE MAINTENANCE AND OPERATIONS PROJECT START-UP								
FRANK1000	SURVEY - WORK LIMIT LINE	2	2	16-Dec-21	17-Dec-21	16-Dec-21	17-Dec-21	0
FRANK1003	NOTICE TO PROCEED	1	1	20-Dec-21	20-Dec-21	20-Dec-21	20-Dec-21	0
FRANK1144	CUT TREES	8	8	29-Dec-21	07-Jan-22	29-Dec-21	07-Jan-22	0
FRANK1147	CONSTRUCTION ENTRANCE	3	3	10-Jan-22	12-Jan-22	13-Jan-22	17-Jan-22	3
FRANK1150	GRUB SITE	8	8	10-Jan-22	19-Jan-22	13-Jan-22	24-Jan-22	3
FRANK1153	EROSION CONTROL	8	8	10-Jan-22	19-Jan-22	10-Jan-22	19-Jan-22	0
FRANK1159	SURVEYOR - LAYOUT BUILDING	4	4	20-Jan-22	25-Jan-22	20-Jan-22	25-Jan-22	0
FRANK1162	TEMPORARY FENCE	1	1	26-Jan-22	26-Jan-22	26-Jan-22	26-Jan-22	0
INITIAL SITE WORK								
FRANK1165	CUT AND FILL 8,500 CY	17	17	26-Jan-22	17-Feb-22	26-Jan-22	17-Feb-22	0
FRANK1177	EXCAVATE FOR FOOTINGS	10	10	18-Feb-22	03-Mar-22	17-Feb-22	03-Mar-22	0
BUILDING FOUNDATIONS								
FRANK1156	FINAL FOUNDATION DRAWINGS NEEDED	1	1	14-Jan-22*	14-Jan-22	14-Jan-22	14-Jan-22	0
FRANK1168	REBAR DELIVERY	1	1	14-Feb-22*	14-Feb-22	14-Feb-22	14-Feb-22	0
FRANK1171	FORM FOOTINGS	20	20	14-Feb-22	11-Mar-22	14-Feb-22	11-Mar-22	0

Start Date: 16-Dec-21
Finish Date: 18-Nov-22
Data Date: 16-Dec-21
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FRTA-BL00

- 
-  Actual Work
 -  Remaining Work
 -  Critical Remaining Work
 -  Milestone
 -  Summary

FRANKLIN REGIONAL TRANSIT AUTHORITY VEHICLE MAINTENANCE AND
OPERATIONS FACILITY

B.W.CONSTRUCTION CO, INC.

PROGRESS AS OF 16-Dec-21

Arnold Engineering Co., Inc.





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[illegible]

[illegible]

Start Date: 16-Dec-21
Finish Date: 18-Nov-22
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FRTA-BL00

 Actual Work
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FRANKLIN REGIONAL TRANSIT AUTHORITY VEHICLE MAINTENANCE AND
OPERATIONS FACILITY

B.W.CONSTRUCTION CO, INC.

PROGRESS AS OF 16-Dec-21

Arnold Engineering Co., Inc.

[illegible]

[illegible]

Activity ID		Activity Name	Orig. Dur.	Rem Dur	Start	Finish	Late Start	Late Finish	Total Float	2022												2023												2024						
										Pct	N	D	Jan	F	M	A	M	J	Jul	A	S	Oct	N	D	Jan	F	M	Apr	M	J	Jul	A	S	Oct	N	D	Jan	F	M	Apr
	FRANK1333	FAB AND DELIVER MISC. METALS	30	30	21-Mar-22	29-Apr-22	26-May-22	08-Jul-22	48																															
	FRANK1336	FAB AND DELIVER COLD FORMED STEEL FRAMING (STEEL STUDS)	30	30	21-Mar-22	29-Apr-22	26-May-22	08-Jul-22	48																															
	FRANK1339	FAB AND DELIVER METAL STAIRS	30	30	21-Mar-22	29-Apr-22	26-May-22	08-Jul-22	48																															
	FRANK1342	FAB AND DELIVER FIXED METAL LADDERS	20	20	21-Mar-22	15-Apr-22	10-Jun-22	08-Jul-22	58																															
	FRANK1345	FAB AND DELIVER INCLINED METAL LADDERS	20	20	21-Mar-22	15-Apr-22	10-Jun-22	08-Jul-22	58																															
	FRANK1348	FAB AND DELIVER FINISH CARPENTRY AND MILLWORK	40	40	21-Mar-22	13-May-22	01-Jul-22	26-Aug-22	73																															
	FRANK1351	FAB AND DELIVER EPDM ROOFING	20	20	21-Mar-22	15-Apr-22	05-May-22	02-Jun-22	33																															
	FRANK1354	FAB AND DELIVER STEEL DOORS AND FRAMES	30	30	21-Mar-22	29-Apr-22	26-May-22	08-Jul-22	48																															
	FRANK1357	FAB AND DELIVER SECTIONAL DOORS	30	30	21-Mar-22	29-Apr-22	19-Aug-22	30-Sep-22	107																															
	FRANK1360	FAB AND DELIVER ALUMINUM STOREFRONT	30	30	21-Mar-22	29-Apr-22	30-Jun-22	11-Aug-22	72																															
	FRANK1363	FAB AND DELIVER METAL WINDOWS	30	30	21-Mar-22	29-Apr-22	30-Jun-22	11-Aug-22	72																															
	FRANK1366	FAB AND DELIVER INTERIOR SLIDING PASS WINDOW	35	35	21-Mar-22	06-May-22	11-Jul-22	26-Aug-22	78																															
	FRANK1369	FAB AND DELIVER SKYLIGHTS	40	40	21-Mar-22	13-May-22	07-Apr-22	02-Jun-22	13																															
	FRANK1372	FAB AND DELIVER INSTALLATION OF DOORS AND HARDWARE	40	40	21-Mar-22	13-May-22	05-Aug-22	30-Sep-22	97																															
	FRANK1375	FAB AND DELIVER GLASS & GLAZING	20	20	21-Mar-22	15-Apr-22	15-Jul-22	11-Aug-22	82																															
	FRANK1378	FAB AND DELIVER LOUVERS	20	20	21-Mar-22	15-Apr-22	15-Jul-22	11-Aug-22	82																															
	FRANK1381	FAB AND DELIVER METAL COLUMN COVERS	40	40	21-Mar-22	13-May-22	09-Jun-22	04-Aug-22	57																															
	FRANK1384	FAB AND DELIVER GYPSUM BOARD SYSTEM	12	12	21-Mar-22	05-Apr-22	21-Jul-22	05-Aug-22	86																															
FRANK1387	FAB AND DELIVER TILING	20	20	21-Mar-22	15-Apr-22	18-Jul-22	12-Aug-22	83																																

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FRANKLIN REGIONAL TRANSIT AUTHORITY VEHICLE MAINTENANCE AND
OPERATIONS FACILITY

B.W.CONSTRUCTION CO, INC.

PROGRESS AS OF 16-Dec-21

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**SPECIAL TOWN MEETING
TOWN OF MONTAGUE
COMMONWEALTH OF MASSACHUSETTS
March 3, 2022**

Franklin, ss.

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

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the Inhabitants of the Town of Montague qualified to vote in Town affairs to meet remotely, via Zoom Webinar beginning at 6:30 P.M. on March 3, 2022, and to act on the following articles and any motions which may be presented.

Town Meeting members who have email addresses on file with the Town Clerk will be sent instructions via email as to how to log-in, view and participate in the meeting. Those Town Meeting members for whom we do not have a current email address, or any member who does not receive an email from the Town by the close of business on Wednesday, February 16, 2022, should contact the Town Clerk's Office at townclerk@montague-ma.gov or (413) 863-3200 ext. 203 to access support that would enable you to log-in, view and participate in the meeting.

Registered Town of Montague voters, who are not Town Meeting Members, wishing to view and participate in this remote Town Meeting must submit a request to participate in the Meeting to the Town Clerk, at townclerk@montague-ma.gov or (413) 863-3200 ext. 203, by no later than 6:30 pm on Tuesday, February 23, 2021. Upon receipt of the request and verification of the requester's voter registration status, the Town Clerk shall provide to the requester instructions for participating in the remote Town Meeting.

For individuals wishing to view the Town Meeting, it will be broadcast on Montague Community Television, Comcast Channel 17.

Town Meeting members are encouraged to begin the process of joining the meeting at 6:00 pm on March 3, 2022 so as to avoid any delays in the commencement of the meeting.

The first order of business at the Town Meeting shall be for the Town Meeting members present and voting to vote on whether to commence business at the Town Meeting remotely by means of the Zoom webinar. (NOTE: this was not included in the proposed special act submitted to the Governor.)

If the Town Meeting members vote to continue conducting the Town Meeting remotely, the members shall proceed by remote participation to address the remaining articles included in the warrant therefor.

If the Town Meeting members do not vote to continue conducting the Town Meeting remotely, the Town Meeting shall immediately be dissolved without taking any votes on any other matters and the Select Board may call the Town Meeting for a future date pursuant to a new warrant that provides for the Town Meeting to be held in person at a physical location in accordance with all applicable laws and provisions of the Montague Town Meeting Act.

WARRANT ARTICLES

ARTICLE 1: To see if Town will vote to conduct this Special Town Meeting remotely with the aid of Zoom Webinar.

(Moderator Request)

ARTICLE 2: To see if the Town will vote to rescind the unused \$286,809.92 borrowing authority as voted pursuant to Article #8 of the February 25, 2021 Special Town Meeting, which appropriated \$1,450,000 for the purpose of acquiring three properties for airport and aviation purposes, or to pass any vote or votes in relation thereto.

(Town Accountant Request)

ARTICLE 3: To see if the Town will vote to rescind the unused \$1,305,011.05 borrowing authority as voted pursuant to Article #1 of the March 29, 2018 Special Town Meeting, which appropriated \$11,146,762 for the purpose of building and equipping a new DPW Facility, or to pass any vote or votes in relation thereto.

(Town Accountant Request)

ARTICLE 4. To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$10,000, or any other amount, for the purpose of making emergency repairs to town cemeteries, including any and all incidental and related costs, or pass any vote or votes in relation thereto. (to be funded from RRA Sale of Highland Cemetery Lots)

(Cemetery Commission Request)

ARTICLE 5. To see if the town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$10,000 or any other amount for the purpose of repairing a retaining wall and for other maintenance, renovations and improvements at the Burnham Cemetery, including but not limited to grading and clearing of trees, to prevent future problems, or pass any vote or votes in relation thereto.

(Cemetery Commission Request)

ARTICLE 6: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$20,377, or any other amount, for the purpose of increasing the FY22 Airport Budget, or pass any vote or votes in relation thereto.

Special Town Meeting Warrant: March 3, 2022

(Airport Commission Request)

ARTICLE 7: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$2,500, or any other amount, for the purpose of purchasing and equipping a riding mower for the Parks and Recreation Department, or pass any vote or votes in relation thereto.

(Parks & Recreation Request)

ARTICLE 8: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$4,500, or any other amount, for the purpose of purchasing and installing additional security cameras and updating the surveillance system at Unity Park, 56 1st Street, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

(Parks & Recreation Request)

ARTICLE 9: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$10,616, or any other amount, for the purpose of increasing the FY22 Libraries budget, or pass any vote or votes in relation thereto.

(Library Request)

ARTICLE 10: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$5,270, or any other amount, for the purpose of obtaining an engineered plan for the Carnegie Library's driveway project, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

(Library Request)

ARTICLE 11: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$24,000, or any other amount, for the purpose of purchasing and equipping a Rough Terrain Vehicle (RTV) for the Water Pollution Control Facility, or pass any vote or votes in relation thereto.

(WPCF Request)

ARTICLE 12: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$285,000, or any other amount, for the purpose of abating, replacing, and/or covering existing tile flooring in the Hillcrest Elementary School, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

(Gill Montague Regional School District Request)

ARTICLE 13: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$TBD, or any other amount, for the purpose of making improvements to reduce flooding and related issues on and

Special Town Meeting Warrant: March 3, 2022

along Montague City Road, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

(Town Administrator Request)

ARTICLE 14. To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$TBD, or any other amount, for the purpose of making improvements to the Avenue A, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

(Town Administrator Request)

ARTICLE 15. To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$100,000 or any other amount, for the purpose of providing a 40% grant match for an engineering assessment of the sources of Inflow & Infiltration in the Millers Falls Collection System and Combined Sewer Overflow (CSO) prevention in the Montague Collection System, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

(Town Administrator Request)

ARTICLE 16: To see if the Town will vote to adopt a Zoning Bylaw Amendment relating to the regulation of Battery Energy Storage Facilities (need language) or pass any vote or votes in relation thereto.

(Planning Board Request)

Given under our hands this ____ day of February in the Year of Our Lord Two Thousand and Twenty-Two.

Matthew Lord

Christopher M. Boutwell, Sr.

Richard Kuklewicz, Chairman
Selectmen, Town of Montague

Special Town Meeting Warrant: March 3, 2022

Franklin, ss Montague, MA February ____, 2022

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

Constable of Montague

Summary of FY22-23 Capital Article Requests

Expected Financial Article Requests

As of January 20, 2022

Submitted by...	Project Description	Dept Rank	Winter STM	Annual* ATM	Comments
Capital					
WPCF	WPCF Facility Screw Pumps	1		\$ 730,000	Screw pumps and electrical/controls. Steel prices rising sharply
WPCF	WPCF Back-Up Generator (450kW)	2		\$ 130,000	Exploring MVP Grant Opportunity. Current unit not viable
WPCF	RTV with plow and salt spreader	3	\$ 24,000		Being treated as capital article - under threshold
DPW/WPCF	Asset Management Grant Match (Engineering)		\$ 100,000		Known consulting costs require \$56k. Balance may be in-kind labor
Selectboard	Town Hall Main Roof	1		\$ 140,000	1st estimate 110k, no masonry/antenna removal. Quote pending
Selectboard	Shea Theater Front Roof	2		\$ 60,000	Small front roof that was not replaced, awaiting estimate
Library	Carnegie Library Moisture/Flooding Remediation	1		\$ 60,000	awaiting quotes/scope revision
Library	Montague Center Library Masonry Repair	3		\$ 100,000	Quote in hand, project on advice of structural engineer
DPW	Replacement of Sewer/Storm Drain Vactor Truck			\$ 495,000	Lease option at \$108k/ 5 years. Prices continue to escalate
DPW	DPW Discretionary			\$ 100,000	
Board of Assessors	Upgrade Assessing Software and Servers	1		\$ 45,000	Likely to be reduced, awaiting hardware specs
Health Department	Vehicle for Inspections	1		\$ 30,000	Item not discussed with CIC Or TA prior to submission
GMRSD	Hillcrest Floor Covering Repair/Replacement	1	\$ 285,000		Timely. Hybrid approach substantially reduced cost
In the event of possible bid over-runs...					
Selectboard	Colle/Shea Theater Streetscape Improvements		TBD		Figures dependent on final bid results January 25, 2022
Selectboard	Montague City Road Flooding Relief Project		TBD		Figures dependent on final bid results (late February target)
Non-Capital Requests					
Parks and Recreation	Unity Park Security Camera System		\$ 4,500		Transfer available funds - Rental property repair
Parks and Recreation	Riding Lawn Mower		\$ 2,500		
Airport	Increase operating budget for unanticipated expenses		\$ 20,377		
Library	Engineering for Carnegie Parking Lot/Drainage		\$ 5,270		
Library	Costs of unexpected employee retirement		\$ 10,616		
Cemetery Commission/DPW	Repair of Burnham St. Cemetery Retaining Wall		\$ 10,000		DPW material budget
Cemetery Commission	Emergency Repairs Fund		\$ 10,000		Appropriated from sale of cemetery plots
DPW	Sidewalk and Street Repair Funding			\$ 15,000	for materials associated with miscellaneous repair needs
Conservation Commission	Supplement to Waidlich Conservation Fund			\$ 10,000	
Total			\$ 472,263	\$ 1,915,000	

* Annual Town Meeting column does not include annual appropriations to reserves

Additionally, two intended Winter STM articles would rescind previously established bonding authority

ARTICLE: To see if the Town will vote to rescind the unused \$286,809.92 borrowing authority as voted pursuant to Article #8 of the February 25, 2021 Special Town Meeting, which appropriated \$1,450,000 for the purpose of acquiring three properties for airport and aviation purposes, or to pass any vote or votes in relation thereto.

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