

**MONTAGUE SELECTBOARD MEETING**

**VIA ZOOM**

**Monday January 23, 2023**

**AGENDA**

**Join Zoom Meeting** <https://us02web.zoom.us/j/85445716917>

**Meeting ID: 854 4571 6917 Dial into meeting: +1 646 558 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 Approve Selectboard Minutes from January 9<sup>th</sup> and 17<sup>th</sup>, 2023 if available
- 2A. 6:32 Public Comment Period: Individuals will be limited to two (2) minutes each and the Selectboard will strictly adhere to time allotted for public comment
3. 6:35 Personnel Board:
- Appoint Jamie Fuller and Jo-Ann Prescott to the Montague Cemetery Commission until June 30, 2023
  - Designate Montague Franklin County Solid Waste Management District Representative and Alternate Representative as Special Municipal Employees.
4. 6:40 Execute Mass DEP, Jan Ameen
- Mass. DEP Annual Report for the Yard Waste Area at the Transfer Station
5. 6:45 Budget
- Hear Budget and Personnel Request – Town Clerk
  - Discuss Budget Requests – New or Previously Discussed
  - Consider Next Steps in Review and Recommendation Process
6. 7:00 Sewer Commissioner:  
Chelsey Little, Clean Water Superintendent
- Barnhardt Facility Closure/Wastewater Treatment Update
  - CWF Generator Replacement Project Status Update, procurement strategy
- 7: 7:10 Brian McHugh, FCRHRA
- Authorize Payment #1 to H.M. Nunes & Sons Construction, Inc. in the amount of \$287,271.00 for Construction on FY21 MONT CDBG Avenue A Streetscape Phase III Continuation Project
  - Authorize Payment #5 and #6 to Berkshire Design Group, in the combined amount of \$10,164.00 for Construction Administration on **FY21 MONT CDBG** Avenue A Streetscape Phase III Continuation Project

**Montague Selectboard Meeting**  
**January 23, 2023**  
**Page 2**

8. 7:30      Walter Ramsey, Assistant Town Planner
- 2023 Direct Local Technical Assistance Requests to Franklin Regional Council of Governments
9. 7:40      Town Administrator Business
- Share draft of March 2, 2023 Special Town Meeting Warrant
  - Mass Procurement official recertification process
  - Consider Amendment to 253 Organic, LLC Host Community Agreement

**OTHER:**

**Next Meeting:** Selectboard, Monday January 30, 2023 at 6:00 PM via ZOOM

**WendyB-Montague Selectboard**

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**From:** Judith Lorei <judithcemetery@gmail.com>  
**Sent:** Friday, January 6, 2023 5:25 PM  
**To:** WendyB-Montague Selectboard  
**Cc:** Jamie Fuller; JoAnn Prescott (Brian)  
**Subject:** Cemetery Commission Candidates  
**Attachments:** J. Fuller Cemetery Comm letter.docx; J.Prescott Cemetery Comm letter.pdf

Hello Wendy. I hope you are having a good start to your new year!

Attached are letters from two Montague residents interested in joining the Cemetery Commission. We are growing our small but mighty team. Jamie Fuller and Jo-Ann Prescott will be wonderful additions to the Commission.

Based on past experience, I am following the protocol of submitting letters of interest to the selectboard for their review. Will Jamie and Jo-Ann then be required to appear at a Monday selectboard meeting for approval? And if so, do you have a timeframe for when that might happen? We'd like to get them on the Commission as soon as possible.

Thanks for your help.

Judith

Name: Fuller, Jamie

**MONTAGUE APPOINTED OFFICIAL**

NAME: Jamie Fuller

DATE: 1/23/2023

COMMITTEE: Cemetery Commission

TERM: 6 months

TERM EXPIRATION: 6/30/2023

SELECTMEN, TOWN OF MONTAGUE

TERM STARTS: 01/24/23

Jamie Fuller personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the Cemetery Commission according to the foregoing appointment.

Received \_\_\_\_\_ and entered in the records of the Town of Montague.

\_\_\_\_\_  
**MONTAGUE TOWN CLERK**

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

\_\_\_\_\_  
**APPOINTED OFFICIAL**

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

January 5, 2023

Town of Montague Selectboard  
c/o Wendy Bogusz  
1 Avenue A  
Turners Falls, MA 01376

Dear Selectboard,

My name is Jamie Fuller and I am writing you to announce my intent to join the Montague Cemetery Commission.

I have always loved cemeteries, from their quiet landscapes to their extraordinary history laden stone engravings. As I have gotten older, I recognize the importance to our community, as well as the broader one, the responsibility to maintain and contribute to these community treasures.

I wish to participate in serving on the Montague Cemetery Commission.  
Thank you for your consideration.

Sincerely,

Jamie Fuller

Name: Prescott, Jo-Ann

**MONTAGUE APPOINTED OFFICIAL**

**NAME:** Jo-Ann Prescott

**DATE:** 1/23/2023

**COMMITTEE:** Cemetery Commission

**TERM:** 6 months

**TERM EXPIRATION:** 6/30/2023

**SELECTMEN, TOWN OF MONTAGUE**

**TERM STARTS:** 01/24/23

Jo-Ann Prescott personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the Cemetery Commission according to the foregoing appointment.

Received \_\_\_\_\_ and entered in the records of the Town of Montague.

**MONTAGUE TOWN CLERK**

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

**APPOINTED OFFICIAL**

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

January 5, 2023

Town of Montague  
C/o Wendy Bogusz  
Montague Town Hall  
Turners Falls, MA 01376

Dear Select-board;

My name is Jo-Ann Prescott and I am writing to you today to announce my intent to join the Montague Cemetery Commission.

Since I was a child, I have found cemeteries to be very interesting. The head stones and their artistry showing the probable wealth of the family, along with the symbolism associated with that artistry on the stone. I love looking at and am looking forward to explore the meaning of all the symbols people place on their headstones.

There are many untold stories of lives who have gone before. I love seeing the connection of families all together on the same plot. I feel a part of this community since my paternal grandparents raised their family here. I was an army brat growing up and "Grandma's house" was my only roots. I was extremely blessed to have been able to purchase that house in 2002.

Genealogy is one of my passions and I want to be able to help bring generations together, whether through cleaning the unreadable stones, and/or taking pictures. Last spring, I was able, through a church project day, to join members on the BillionGraves project, which is happening all over the world. It is especially interesting to me when I discover so many

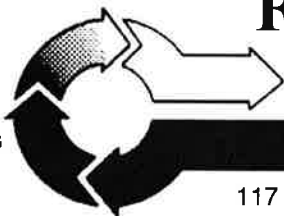
children who departed this world long before they were able to experience what life on this earth would be like. Was their demise because of an epidemic, an accident, or just a common ailment that time has been able to eradicate through our scientific pioneers?

I would be honored to be a member of the Cemetery Commission in Montague and look forward to your response.

Sincerely,

Jo-Ann Tuttle Prescott  
1 Clark Ave  
Turners Falls, MA 01376

REDUCTION  
RECYCLING  
COMPOSTING  
DISPOSAL



# Franklin County Solid Waste Management District

117 Main Street, Second Floor, Greenfield, MA 01301 • (413) 772-2438 • Fax: (413) 772-3786  
www.franklincountywastedistrict.org • info@franklincountywastedistrict.org

## Fact Sheet from the Mass. Ethics Commission

[www.mass.gov/service-details/special-municipal-employees](http://www.mass.gov/service-details/special-municipal-employees)

### Special Municipal Employees

An explanation of how the conflict of interest law applies to "Special Municipal Employee" positions

The conflict of interest law, G.L. c. 268A, covers all municipal officials and employees, whether elected or appointed, paid or unpaid, full-time or part-time. However, two sections of the conflict law apply less restrictively to those part-time or unpaid municipal officials who have been designated as "special municipal employees."

"Special municipal employee" status can be assigned to certain municipal positions by a vote of the board of selectmen, board of aldermen, town council or city council. Several specific municipal positions are automatically designated as "special" under the law. Your position is eligible to be designated as a "special municipal employee" position provided that:

- you are not paid; or
- you hold a part-time position which allows you to work at another job during normal working hours; or
- you were not paid by the city or town for more than 800 working hours (approximately 20 weeks full-time) during the preceding 365 days.

It is the municipal position that is designated as having "special" status, not the individual. Therefore, all employees holding the same office or position must have the same classification as "special municipal employees." For instance, one member of a school committee cannot be classified as a "special" unless all members are similarly classified.

The designation may be made by a formal vote of the board of selectmen, board of aldermen, town council or city council at any time. Votes should be taken individually for each board or position being designated, expressly naming the positions being designated. Once a position is designated as having "special" status, it remains a "special municipal employee" position unless and until the classification is rescinded. A list of all the "special municipal employee" positions should be on file at the town or city clerk's office. This list should also be filed with the Ethics Commission.

Under no circumstances may a mayor, city councilor, town councilor, alderman, or selectman in a town with a population of more than 10,000 be designated as a "special." However, in towns of 10,000 or less, selectmen are automatically considered "special" employees. Other municipal positions in towns with a population of less than 10,000 must still be designated as "special municipal employee" positions by the selectmen.

The Legislature may also designate certain positions to have "special municipal employee" status. For example, board members and part-time employees of local housing and redevelopment authorities are defined by law as "special municipal employees" and do not need to have local authorities approve their designation as "specials." (Sec G.L. c. 121B, section 7.)

## **THE CONFLICT LAW IS LESS RESTRICTIVE FOR "SPECIALS"**

Only two sections of the conflict of interest law apply less restrictively to "specials", §§ 17 and 20. All other sections of the conflict law that govern regular municipal employees apply to "special municipal employees" in exactly the same way. See the Summary of the Conflict Law for Municipal Managers or the Practical Guide to the Conflict Law for Municipal Employees for information on your responsibilities under the law (these publications are available from the State Ethics Commission). Remember that even if you serve on an unpaid part-time board or commission, you are still considered a regular municipal employee, unless your position has been expressly designated as having "special municipal employee" status.

### **Section 17 - Acting on Behalf of Others**

Section 17 generally prohibits municipal employees from representing a private party before municipal boards or departments. It also prohibits municipal employees from acting as agent (or attorney) for a private party in connection with any matter of direct and substantial interest to their city or town. Finally, it prohibits municipal employees from accepting pay or other compensation in connection with any matter of direct and substantial interest to their municipality.

However, if you are a "special municipal employee," you may:

- represent private parties before municipal boards other than your own, provided that you have not officially participated in the matter and the matter is not now (and was not within the past year) within your official responsibility;
- act as agent for private parties in connection with a matter of interest to your city or town, provided that you have not participated in the matters as a municipal official, and that the matter is not (and has not been, during the past year) within your official responsibility; and
- receive pay or other compensation in connection with matters involving your city or town, provided that you have not officially participated in the matters and they are not (and have not been, within the past year) within your official responsibility.

**Example:** You are a Conservation Commissioner. The Commission has been given "special municipal employee" status. You are also an engineer in private practice in town.

- You may be hired as site engineer and represent a private development company at a Planning Board hearing, as long as the hearing does not in any way involve Conservation Commission matter.
- However, if the hearing is about a wetlands dispute, you could not represent the developer before the Planning Board because the matter is under your official responsibility as Conservation Commissioner.
- Also, if you prepare site plans, blueprints, structural analyses or other professional documents, you may not allow the developer to submit those materials to the

Conservation Commission (or to any other municipal boards, in connection with matters under the Conservation Commission's responsibility).

- Also, you may not be paid for giving the developer advice about how to get his project approved by the Conservation Commission, or for any other activity related to the Conservation Commission review process.

Note that the prohibition against "acting as agent" covers any type of activity that involves representing someone other than your city or town. Activities which can be considered "acting as agent" include: serving as someone's spokesperson; making phone calls or writing letters; acting as a liaison; affixing professional seals or signing supporting documentation; and participating as an electrician, plumber or other contractor during municipal building inspections. For more information about section 17, request Advisory No. 13: Municipal Employees Acting as Agent from the State Ethics Commission.

## **Section 20 -- Restrictions on Having an Interest in Contracts with your City or Town**

Section 20 generally prohibits municipal employees from having a direct or indirect financial interest in a contract with their city or town. However, there are many exemptions in this section of the law. For instance, a municipal employee may own less than 1% of the stock of a company that does business with the municipality.

Also, a municipal employee may have a financial interest in a contract with a municipal department which is completely independent of the one where he works, provided that the contract has been publicly advertised or competitively bid, and the employee has filed a disclosure of his interest in the contract with the city or town clerk. Note that there are additional requirements for personal services contracts: contact your town counsel or city solicitor or the State Ethics Commission's Legal Division for more information.

However, if you are a "special municipal employee," you have two additional exemptions to section 20:

As a "special municipal employee," you may have a financial interest in a contract with a department which is completely independent of the one where you work, provided that you file a disclosure of your interest in the contract with the city or town clerk (there is no "public notice" or "competitive bid" requirement for this "special municipal employee" exemption).

As a "special municipal employee", you may even have a financial interest in a contract with your own department (or with a department which has overlapping jurisdiction with your department), provided that you file a disclosure of your interest in the contract with the city or town clerk and the board of selectmen, board of aldermen, town council or city council vote to grant you an exemption to section 20.

**Example:** You are a member of the School Committee, which has been given "special municipal employee" status. You also own a hardware store in town.

- You may sell light bulbs to the town's Department of Public Works, because Public Works is not under the jurisdiction of the School Committee; however, you must file a disclosure of your interest in the light bulb sales with the Town Clerk.
- You also may sell light bulbs to the School Department (which is under the School Committee's jurisdiction), but only if you file a disclosure of your interest in the light bulb sales with the Town Clerk and the Board of Selectmen vote to exempt your light bulb sales from the restrictions of section 20.

For more information about restrictions on holding an interest in municipal contracts, contact your city solicitor or town counsel or the Legal Division of the State Ethics Commission.

## **Section 20 -- Restrictions on Holding Multiple Municipal Positions**

Because the restrictions of section 20 also apply to employment contracts, municipal employees are generally prohibited from holding more than one municipal position. However, there are many exemptions to this general prohibition. If you are a municipal employee -- regular or "special", you may:

- hold any number of unpaid positions, because you do not have a financial interest in any of the positions (however, if you hold even one paid appointed position, you must look for other exemptions);
- hold any number of elected positions, whether paid or unpaid, because you serve in those positions by virtue of your election, rather than because of an appointment or employment contract (however, if you hold even one paid appointed position, you must look for other exemptions); and
- in some instances, you may hold more than one paid appointed position, provided that the jobs are in separate departments (which do not have overlapping responsibilities) and all paid jobs have been publicly advertised. However, your board of selectmen, board of aldermen, town council or city council must vote to exempt you from section 20, and there are also other requirements you must meet. For more information, see Advisory No. 7: Multiple Office Holding from the State Ethics Commission, or contact your town counsel or city solicitor or the State Ethics Commission's Legal Division.
- If you serve in a town with a population of less than 3,500, you may hold more than one position with the town if the board of selectmen formally approves the additional appointments.

If you are a "special municipal employee", you may also:

- hold any number of other "special municipal employee" positions, provided that the positions are with totally independent departments and you file a disclosure of your financial interest in all the positions with the city or town clerk;
- hold any number of other "special municipal employee" positions, even if the departments' jurisdictions overlap, provided that you file a disclosure of your financial interest in all the positions with the city or town clerk, and the board of selectmen, board of aldermen, town council or city council vote to exempt you from section 20.

**Example:** As a Cemetery Commissioner, you are a "special municipal employee."

- You may also hold "special municipal employee" positions on the Board of Library Trustees and on the Waterways Commission, because the three positions are completely independent of each other. However, you must file a disclosure of your financial interest (e.g., stipends, per diem payments, salary) in the positions with the Town Clerk.

If you wish to hold a "special municipal employee" position with the Department of Public Works (which maintains buildings on the cemetery grounds) or as the town's Tree Warden (who cares for the trees on the cemetery grounds), you must file a disclosure of your financial interest in the positions with the Town Clerk, and the Board of Selectmen must vote to exempt you from section 20.

For more information about holding more than one municipal position, request Advisory No. 7: Multiple Office Holding from the State Ethics Commission, or contact your town counsel or city solicitor or the State Ethics Commission's Legal Division.

\* \* \*

The definition of "special municipal employee" can be found in section 1(n) of the conflict of interest law (G.L. c. 268A). Note that town councils are empowered by G.L. c. 39, section 1 to exercise all duties and powers of boards of aldermen.

## Jan Ameen-FCSWMD

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**From:** Jan Ameen-FCSWMD <fcswmd@crocker.com>  
**Sent:** Friday, September 9, 2022 1:32 PM  
**To:** 'Jan Ameen-FCSWMD'  
**Subject:** FW: Conflict of Interest issues for Board

**From:** Donna MacNicol [mailto:donna.mtb@verizon.net]  
**Sent:** Thursday, September 8, 2022 3:25 PM  
**To:** Jan Ameen-FCSWMD <fcswmd@crocker.com>  
**Cc:** Donna MacNicol <donna.mtb@verizon.net>  
**Subject:** Conflict of Interest issues for Board

Jan -

You have requested that I provide a summary of the substantive law and process regarding special municipal employee status for FCSWD Board members. You specifically asked, what if the representative was only a citizen, or a town administrator or on other town boards. For each board member because of the individual circumstances the answer to avoiding a conflict of interest will be different.

For example, a citizen with no other roll in town government, would not have a conflict being appointed to the Board of the FCSWD. Town Administrators could avoid a conflict of multiple office holding if being on the Board was added to their job description as one of the duties of the Town Administrator. What to do if you are a Board representative serving on other towns boards, commissions or committees is answered in more detail below. One of the ways to avoid a conflict may be to have one of the positions you hold designated as a special municipal employee position.

The best approach would be for each board member who believes they may have a conflict to call the State Ethics Commission, 617-371-9500, to get a determination of whether they have a conflict and if so how to resolve it. One way may be for the Select Board to vote the Board member a special municipal employee and then follow the guidance of the Ethics Commission as to disclosure statement requirements and Select Board votes for an exemption from section 20 as more detailed below. But that is not the only way to resolve the conflict and there maybe no way to resolve the conflict under certain circumstances. Special Municipal Employee status may not protect everyone under certain circumstances. Thus each individual case must be considered on a case-by-case basis.

The conflict of Interest law, M.G.L. c. 268A, covers all municipal officials and employees, whether elected or appointed, paid or unpaid, full-time or part-time. However, Sections 17 and 20 of c. 268A apply less restrictively to part-time or unpaid municipal officials who have been designated as "special municipal employees." All other sections of c. 268A apply to all positions whether special municipal employee positions or not.

Special Municipal Employee status is assigned to certain qualifying municipal **positions** by a vote of the Select Board. It is the position that attains special municipal employee status NOT the person. Once the position has special municipal employee status, that status can only be rescinded by a vote of the Select Board.

The Select Board may vote a position as a special municipal employee position if:

- 1) the position is not paid; or
- 2) the position is part-time thereby allowing the employee to work at another job during normal working hours; or
- 3) employee is not paid by the town for more than 800 working hours during the preceding 365 days.

(Note: Select Board members in towns with less than 10,000 residents are automatically special municipal employees. Also, if Town Administrators are assigned to serve on the FCSWD Board, the assignment should be added to their job description so that it is not considered a second job, but rather a part of their administrator job duties.)

A list of special municipal employee positions should be on file at the town clerk's office and should also be filed with the Ethics Commission.

Section 17 generally prohibits a municipal employee from representing, acting as an agent or attorney for a private party before municipal boards or department.

However, if the employee is in a position that is designated as a special municipal employee position, that employee may:

- 1). Represent private parties before municipal boards other than their own, provided that they have not officially participated in the matter and the matter is not now (and was not within the past year) within their official responsibility;
- 2). Act as agent for private parties in connection with a matter of interest to your city or town, provided that they have not officially participated in the matter and the matter is not now (and was not within the past year) within their official responsibility;
- 3). Receive pay or other compensation in connection with matters involving your town, provided that they have not officially participated in the matter and the matter is not now (and was not within the past year) within their official responsibility.

Section 20 restricts municipal employees from having a direct or indirect financial interest in contracts with the town, keeping in mind that being an employee is considered having an employment contract. (There are many exemptions to this provision, for example, having less than 1 percent of the stock of a company that does business with the municipality does not create a conflict.)

In addition, a municipal employee may have a financial interest in a contract with a municipal department which is completely independent of the one where s/he works, provided that the contract has been publicly advertised or competitively bid, and the employee has filed a disclosure of his interest in the contract with the town clerk.

Two additional exemptions are:

- 1). You may have a financial interest in a contract with a department which is completely independent of the one where you work, provided that you file a disclosure of your interest in the contract with the town clerk, (there is no public notice or competitive bid requirement for this special municipal employee exemption).
- 2). You may even have a financial interest in a contract with your own department provided that you file a disclosure of your interest in the contract with the town clerk and the Select Board vote to grant you an exemption to section 20.

So as you can see special municipal employee status does protect certain municipal employees from violations of the conflict of interest law, but each situation must be taken on its own basis. There cannot be a blanket answer for each Board member.

Also, Section 20 generally restricts municipal employees from holding multiple municipal positions but again there are exemptions.

You may:

- 1) hold any number of unpaid positions;
- 2) hold any number of elected positions; and,
- 3) in some instances may hold more than one paid appointed position, provided they are in separate departments, jobs have been publicly advertised and the Select Board votes to exempt you from section 20. In certain situations there are other requirements as well. For example, if you are serving as an appointed employee for a board, committee or commission you also sit on, you will need an annual town meeting vote to hold that position.

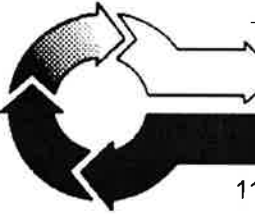
This memo because of its general nature cannot be considered as legal advice to any one Board member of the FCSWD. It is meant as a general guidance so that each member can determine if they should be seeking further advice relative to the conflict of interest law.

Call if you have any questions .

Donna

Donna MacNicol  
[donna.mtb@verizon.net](mailto:donna.mtb@verizon.net)  
MacNicol & Tombs, LLP  
393 Main Street  
P.O. Box 985  
Greenfield, MA 01301  
413-772-8600  
413-7721999 (FAX)  
[donna.mtb@verizon.net](mailto:donna.mtb@verizon.net)

REDUCTION  
RECYCLING  
COMPOSTING  
DISPOSAL



# Franklin County Solid Waste Management District

117 Main Street, Second Floor, Greenfield, MA 01301 • (413) 772-2438 • Fax: (413) 772-3786  
[www.franklincountywastedistrict.org](http://www.franklincountywastedistrict.org) • [info@franklincountywastedistrict.org](mailto:info@franklincountywastedistrict.org)

## **Motions to Classify a Town's FCSWMD Representative and Alternate As Special Municipal Employees.**

**December 12, 2022**

Note there are two motions as the Mass. Ethics Commission requires that **each** position be voted separately.

Once voted, the position is added to the list of special municipal employee positions on file in the Town Clerk's office. This list should also be filed with the Ethics Commission.

#1 - Select Board Motion: I move that the Select Board designate the position of Franklin County Solid Waste Management District representative as a special municipal employee position for the Town pursuant to M.G.L. c. 268A, section 1(n).

#2 - Select Board Motion: I move that the Select Board designate the position of Franklin County Solid Waste Management District alternate representative as a special municipal employee position for the Town pursuant to M.G.L. c. 268A, section 1(n).



# Massachusetts Department of Environmental Protection Bureau of Air & Waste - Solid Waste Program

General Permit Certification Form for New or Newly Acquired Recycling, Composting, Aerobic or Anaerobic Digestion Operations Pursuant to 310 CMR 16.04

Important: When completing this form on a computer, use only the Tab key to move your cursor – not the Return key.



Town of Montague

Applicant Name

Montague Transfer Station

Facility Name

## Instructions

To certify that the Operation referenced above will comply with and is eligible for a General Permit pursuant to 310 CMR 16.04, please respond to each statement in this form as follows:

- **Recycling Operations**, complete sections I and V.
- **Composting Operations**, complete sections II, III and V.
- **Digestion Operations**, complete sections II, IV and V.

If you check "NO" for any of the requirements listed in Section I through Section IV, then the operation is not eligible for a General Permit pursuant to 310 CMR 16.04. If the Operation is not eligible, the Owner and Operator may file an application for a "Permit for Recycling, Composting or Conversion (RCC Permit) Operation" pursuant to 310 CMR 16.05.

**Note:** Each box in every applicable section must to be completed for this certification to be valid. Do not leave any box blank.

## I. General Permit Requirements: Recycling Operation (310 CMR 16.04(2))

Check the appropriate boxes to indicate the operation is in compliance with each of the following requirements for a recycling operation:

1. The operation will prevent unpermitted discharges of pollutants to the air, water, land or other natural resources of the Commonwealth. ☐ Yes ☐ No
2. The operation will not create a public nuisance. ☐ Yes ☐ No
3. The operation will not become a threat to public health, safety, or the environment. ☐ Yes ☐ No
4. During processing, the recyclable materials are not contaminated by toxic substances at levels that may pose a significant threat to public health, safety, or environment; and procedures are in place to prevent the recyclable materials from being contaminated by toxic substances during processing. ☐ Yes ☐ No
5. The products are not contaminated by toxic substances at levels that may pose a significant threat to public health, safety, or environment; and procedures are in place to prevent the recyclable products from being contaminated by toxic substances. ☐ Yes ☐ No
6. The operation limits the storage of materials, in their as-received, in-process or processed condition, to one year from the date of their receipt at the operation. This time limit may be exceeded in the case of storage of a processed material pending accumulation of one full container load. ☐ Yes ☐ No
7. All waste materials generated during the recycling process are disposed in compliance with all applicable federal, state, and local laws and regulations. ☐ Yes ☐ No
8. The operation has obtained all other applicable MassDEP permits or approvals (e.g., Beneficial Use Determination, Stormwater Permit, Air Quality Permit, etc.). ☐ Yes ☐ No
9. The owner or operator will maintain accurate records for at least three years to demonstrate compliance with 310 CMR 16.04. ☐ Yes ☐ No
10. The owner or operator will submit a report and certification pursuant to 16.06(1)(a)3. to MassDEP by February 15 of each year that includes, but is not limited to, the amounts and types of recyclable materials received and the amount of residuals managed during the previous calendar year. ☐ Yes ☐ No

Continue to Next Page ►



**Massachusetts Department of Environmental Protection**  
**Bureau of Waste Prevention - Solid Waste Program**

General Permit Certification Form for New or Newly Acquired Recycling, Composting,  
Aerobic or Anaerobic Digestion Operations Pursuant to 310 CMR 16.04

**II. General Compliance Requirements: Composting & Aerobically or Anaerobically Digesting Organic Materials**  
(310 CMR 16.04(3)(a))

1. Check the appropriate box to indicate the operation is in compliance with the following requirements for composting and aerobic or anaerobic digestion operations:

- a. The operation is at least 250 feet from any existing water supply well in use at the time the operation begins operation. ☒ Yes ☐ No
- b. The operation will not have unpermitted discharges of pollutants to the air, water, land or other natural resources of the Commonwealth. ☒ Yes ☐ No
- c. The operation will not create a public nuisance. ☒ Yes ☐ No
- d. The operation will not become a threat to public health, safety, or the environment. ☒ Yes ☐ No

2. The operation incorporates the following best management practices:

- a. Produces stabilized organic materials. ☒ Yes ☐ No
- b. Maintains proper thermal regulation and monitoring to prevent spontaneous combustion, destroy pathogens, and prevent vectors. ☒ Yes ☐ No
- c. Manages stormwater and leachate to prevent ponding and water pollution. ☒ Yes ☐ No
- d. Has access to an adequate water supply with adequate pressure for fire control. ☒ Yes ☐ No
- e. Employs the appropriate number of properly trained personnel for the size and type of the operation to properly maintain the operation. ☒ Yes ☐ No
- f. Uses equipment that is appropriate for the size and type of the operation. ☒ Yes ☐ No

3. The operation has developed and will implement the following plans appropriate for the size and type of operation being operated:

- a. A Toxics Control Plan that includes: ☒ Yes ☐ No
  - Procedures to minimize the entry of toxic materials and to prevent the organic materials and/or products from becoming contaminated by toxic substances (i.e., specifications for incoming organic materials, load inspection protocols, etc.) at levels that may pose a significant threat to public health, safety, or environment; and
  - Specific actions to be taken by personnel to prevent contamination.
- b. An Odor Control Plan that includes: ☒ Yes ☐ No
  - Procedures to prevent the production and generation of odorous compounds; and
  - Specific actions to be taken by personnel that will be taken to address odors and odor complaints if unacceptable odors occur beyond the property line of the operation.
- c. A Vector Control Plan that includes: ☒ Yes ☐ No
  - Procedures to prevent the organic materials and/or products from vector attraction before, during, and after composting, aerobic digestion, or anaerobic digestion; and
  - Specific actions that will be taken to address vectors and vector complaints if unacceptable vectors are present.
- d. A Contingency Plan that includes all of the following: ☒ Yes ☐ No
  - Procedures for corrective actions for the management of the organic materials and/or products in the event of equipment breakdown, delivery of unacceptable loads of materials, spills, fires, extreme weather conditions or other events, including but not limited to the failure of the odor control plan or vector control plan.

**Continue to Next Page ►**



## Massachusetts Department of Environmental Protection Bureau of Waste Prevention - Solid Waste Program

General Permit Certification Form for New or Newly Acquired Recycling, Composting,  
Aerobic or Anaerobic Digestion Operations Pursuant to 310 CMR 16.04

### II. General Compliance Requirements: Composting & Aerobically or Anaerobically Digesting Organic Materials (Continued)

4. The residuals produced during any quarter will not exceed 5%, by weight, of the total amount of material received by the operation. ☒ Yes ☐ No
5. The operation limits the storage of materials, in their as-received, in-process or processed condition, to one year from the date of their receipt at the operation. This time limit may be exceeded in the case of storage of a processed material pending accumulation of one full container load. ☒ Yes ☐ No
6. The operation manages all solid and liquid materials produced as a result of the operation in accordance with all other applicable regulations and approvals, including but not limited to, a beneficial use determination, if necessary. ☒ Yes ☐ No
7. The owner or operator will maintain accurate records for at least three years to demonstrate compliance with 310 CMR 16.04. ☒ Yes ☐ No
8. The owner or operator will submit a report and certification pursuant to 16.06(1)(a)3. to MassDEP by February 15 of each year that includes, but is not limited to, the amounts and types of recyclable materials received and the amount of residuals managed during the previous calendar year. ☒ Yes ☐ No

### III. Additional Compliance Requirements: Composting Operation (310 CMR 16.04(3)(b))

Check the appropriate box to indicate the composting operation is in compliance with the following requirements in addition to the requirements in Section VI:

1. The operation limits the total amount of organic material, whether as received, in process or final product, to no more than 5,000 cubic yards per acre. ☒ Yes ☐ No
2. The operation limits the total amount of organic material, whether as received, in process or final product, to no more than 50,000 cubic yards of organic material on site at any one time. ☒ Yes ☐ No
3. The operation does not allow more than 25% by volume of the total compost mixture to be a Group 2 Organic Material (see Instructions for more information). ☒ Yes ☐ No
4. The operation provides and uses adequate and appropriate bulking material consisting of Group 1 organic materials (see Instructions for more information) and ensures that such material is readily available on-site to mix with incoming Group 2 organic materials or other organic materials with a carbon to nitrogen ratio of 30:1 or less. ☒ Yes ☐ No
5. The operation mixes all Group 2 organic material or other organic materials with a carbon to nitrogen ratio of 30:1 or less into the compost windrows or piles to such an extent that the Group 2 material is unrecognizable as a separate material as soon as possible but no later than the close of business each day. ☒ Yes ☐ No
6. The operation aerates the compost on a timely and regular basis to ensure proper aerobic, temperature, moisture and porosity conditions. ☒ Yes ☐ No

### IV. Additional Compliance Requirements: Aerobic or Anaerobic Digestion Operation (310 CMR 16.04(3)(c))

Check the appropriate box to indicate the aerobic or anaerobic digestion operation is in compliance with the following requirements in addition to the requirements in Section VI:

1. Group 2 organic material generated off-site, are transported via sealed tank or vessel and delivered to the operation using a direct connection (e.g. hose) technology. This requirement does not apply to an operation that accepts less than 15 tons per day of Group 2 organic materials. ☐ Yes ☐ No
2. Organic materials are only handled in sealed tanks or vessels, with odor controls. ☐ Yes ☐ No
3. All organic materials are added to the active digestion system or stored in sealed tanks or vessels, with odor controls, by the close of business on the same day that it is received at the operation. ☐ Yes ☐ No

Continue to Next Page ►



# Massachusetts Department of Environmental Protection

## Bureau of Waste Prevention - Solid Waste Program

General Permit Certification Form for New or Newly Acquired Recycling, Composting,  
Aerobic or Anaerobic Digestion Operations Pursuant to 310 CMR 16.04

### V. Certification

I attest under the pains and penalties of perjury that:

1. I am duly authorized to bind the entity (corporation, limited liability corporation, public entity, trust, partnership or sole proprietorship, etc.) which is subject to these regulations;
2. I have personally examined and am familiar with the information contained in this submittal, including any and all documents accompanying this certification statement;
3. based on my inquiry of those individuals responsible for obtaining the information, the information contained in this submittal is to the best of my knowledge, true, accurate, and complete;
4. procedures and plans to maintain compliance are in place at the operation and will be maintained even if processes or operating procedures are changed;
5. I am fully authorized to make this attestation on behalf of this operation; and
6. I am aware that there are significant penalties, including, but not limited to, possible administrative and civil penalties, fines and imprisonment, for submitting false, inaccurate, or incomplete information.

\_\_\_\_\_  
Signature of Responsible Official

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date of Certification (MM/DD/YYYY)

## **TOWN OF MONTAGUE LEAF & YARD WASTE COMPOSTING PLANS**

Toxics Control Plan: Town personnel will monitor the unloading of material so that only acceptable materials (leaves, grass clippings, brush, and natural wood waste) are accepted at the compost area. Other materials will be rejected. If improper materials are found in the compost area, Town personnel will remove such materials for proper recycling or disposal.

Odor Control Plan: The Town will monitor the unloading of material so that only acceptable materials (leaves, grass clippings, brush, and natural wood waste) are accepted at the compost area. Food material will not be accepted. Loads that are predominately grass clippings will be mixed with higher-carbon materials (e.g. leaves) or partially composted material. Odorous piles will be capped as necessary with finished or curing compost to control odors.

Vector Control Plan: Since the compost operation only accepts leaves, grass clippings, brush, and natural wood waste (adjust as necessary) it is not anticipated that vectors will be attracted to it. This plan will be updated as necessary if vector attraction is identified as a problem at this operation.

### Contingency Plan:

Equipment breakdown – Town will temporarily substitute other Town-owned equipment.

Unacceptable loads – Unacceptable loads will be rejected. However, if inappropriate materials are discovered later, they will be removed by Town personnel for proper recycling or disposal.

Spills – If a chemical or hazardous product is spilled at the compost area, personnel will seek absorbent to cover it. Notification to state agencies will be made if required. The spill will be contained and cleaned up according to the Town's spill response protocols.

Fire – Call Fire Department. Use loader or other equipment to break up and spread out burning material during firefighting.



**Town of Montague**  
**Department, Board, Committee, Commission**  
**BUDGET NARRATIVE**

FY 24

*Complete this form electronically! Be clear and concise!*

00Department: Town Clerk Submitted by: Deb Bourbeau

**1. Please describe and provide the rationale for any notable changes in your FY24 budget request.**

All changes to the town clerk's budget will be because of the new Vote Act passed by the legislature and signed by the Governor this past June. It will significantly increase all election related line items. Election worker salaries, office supplies, printing, postage, professional/technical, and overtime line items are to be increased substantially according to the election calendar.

I am asking for a full time third person due to the new laws, regulations, and responsibilities put upon this office. Early voting by mail and expanded in-person early voting, has put this office in turmoil and burdened it with extra work beyond our regular work hours. Extreme pressure, critical time sensitive deadlines and a labor-intensive workload now renders our office to be always playing catch up with daily, weekly, and monthly tasks. Two people can no longer run the office as efficiently as before COVID. One election takes three months to prepare for and now takes up to a month for an election to be over. It used to be just our local elections were like this – now it is all elections. Election tasks must take precedence, but this office still has other jobs and tasks that cannot be put on the back burner. Births, deaths and marriages happen regardless, DBA's need to be issued, the annual town census still needs to be processed, dogs need to be registered, ZBA & Planning decisions need to be recorded, annual and special town meetings still happen with all the required afterwork, bylaws need to be submitted to the AG, public records requests still need to be fulfilled; not to mention our daily foot traffic, phone requests and on-line services.

"Seasonal help" or "volunteers" can only do so much. I have been using seasonal help since 2020 for elections, but they can only put together the voter packets for early voting by mail. I also must put my trust in them - that they will be picking the correct ballot to put into the correct envelope for the correct voter, and to use the correct labels for each packet. For general office work, all they can do is various filing projects and shredding. This does not keep the office from falling behind.

The proposed third person in the office will need to have a solid understanding of the inner workings of the Town Clerk's office. I need someone who can sit behind a state computer and perform the data entry necessary for vote by mail and early voting in-person, to enter voter registrations, to wait on the public, issue vital records, to register a dog or a business, etc.

A volunteer or temporary seasonal help cannot have access to the state system.

The Proposed Duties for the third person are as follows:

- Provides quality customer services to the public in person and by telephone, by answering questions relating to department functions, processing the daily mail, the in-person, and online daily vital records requests.
- Prepares, issues, and received payment for a variety of licenses, Marriage Licenses, and permits including Fuel Storage Dog Licenses, Raffle & Bazaar Licenses, Business Certificates, and various regulatory licenses as assigned, in accordance with applicable town by laws.
- Compiles and prepares annual street listing, requiring data entry and verification; verifies signatures of registered voters on nomination papers from the state computer system.
- Assists the Town Clerk in preparing for Federal, State, and Local elections including maintaining and updating census data, daily management of the voter list and associated interactions with the State Voter Registrations Information System and maintaining absentee voting, early voting by mail, early voting in-person lists for all elections including certifying voter status and issuing ballots.
- Assists the Town Clerk in preparing for Town Meetings.

- Maintains Open Meeting Law requirements that include posting agendas and posting information of the Town website.
- Performs similar or related duties as required, or as situation dictates.

For your knowledge of elections – there is a fiscal four-year election cycle that keeps repeating. Here is the breakdown of elections fiscally.

- FY2023 is 3 elections, (State Primary, State Election, and our Annual Town Election)
- FY2024 will be 2 elections, (Presidential Primary and our Annual Town Election)
- FY2025 will be 3 elections, (State Primary, Presidential Election, and our Annual Town Election)
- FY2026 will be 1 election, (Annual Town Election)
- And then it keeps repeating 3, 2, 3, and 1 Elections.

Notice that we do not really get a break, but once every four fiscal years.

Calendar year 2024 has four elections. The presidential primary, our local election, the state primary, and the presidential election. The presidential primary and the local election fall within FY 2024's budget, while the state primary and the presidential election will fall within the FY 2025 budget. Nevertheless, it will be a full calendar year of non-stop elections and I fear that without additional office support the office will be burdened to the point of burn out. Having already gone through this during COVID in 2020 – I am not optimistic the office will function at full capacity.

Once the state sends out their postcards for voters to vote by mail, the requests come into the office in droves, everyone wants a ballot mailed to their house. We cannot keep up with the high volume of requests and the data entry that is required from start to finish. Montague has over 6500 registered voters. As I have said, volunteers are not allowed to access the state computers therefore the burden is on Beanie and I to process everything which is time consuming and labor intensive. We are always playing beat the clock. Our adrenaline kicks into fight or flight mode – and I am not kidding. There are high expectations by the state, as they send each city/town clerk a daily synopsis of our stats entering, logging, and mailing out ballots. They want to see high volume.

With the new Vote Act, Town/City clerks are now mandated to work weekends for voter registration and for early voting in-person. Early voting in-person is running an election every day for two weeks whether we get a huge turnout or not, we still must fulfill all MGL's and have everything in place as a regular election. When early voting in-person ends, we have three days to get ready for Election Day at all precincts. This means one whole day is used to set up each polling place and each precinct with voting machines and tabulators, voting booths, tables, chairs etc. Now we are left with 2 days to make sure all our voting lists are re-printed, that the returned voted ballots are sorted and ready to be delivered, that our wardens and crews have everything they need for election day, etc. Just a few years ago, we had 20 days to get an election ready – now we have 3 days. It's a huge difference, and the consequences can be dire. I don't want to be like the Town of Franklin. That town clerk was forced to turn in her resignation, because 3000 voted ballots were misplaced in a "shared vault" which were never delivered to the precincts on Election Day to be counted. It made big time news in Eastern Mass.

I'd like to give you a picture of what January 2024 is going to look like for the clerk's office:

- The Secretary of State sends out a vote by mail postcard application to every voter – over 6500 in Montague. It's a Presidential year – they will come in droves.
  - Our Annual Town Census gets mailed out to over 4000 households.
  - We start to register and license just under 1000 dogs in Montague.
  - The Presidential Primary preparation is underway – Scheduled early March.
  - The Annual Town Election preparation begins with nomination papers, dates calculated, letters sent to current town meeting members and current election officials that their terms are expiring, etc.
  - Vital records need to be processed, because people are still going to die, want to get married and babies will be born.
  - The daily foot traffic into the office, online requests, and public records requests.
- And do not forget about the special town meeting that will probably be scheduled right around the Presidential Primary.

I also want to touch on public records requests during elections; town/city clerks are getting an overabundance of requests nowadays – they have quadrupled over the years, some of which are specifically designed by certain political groups to intentionally keep us bogged down from doing our job. This has been a news topic that The Boston Globe has written about and many news outlets across the country have reported on.

In closing, during elections, I myself, typically work two hours overtime daily, while also coming into the office on a weekend day, and taking work home to keep up with non-election tasks. I also work the mandated weekend hours. My assistant Beanie is in the union, so I try to save her overtime hours for the two weeks of early voting in-person and the three days before the election to get all our ducks in a row, unfunded mandate to work weekends – although typically she has done a lot more when needed. During a presidential year, we both do what we need to do to get the job done. I feel that if the office is not given help that we will close our door to the public and stop answering the phone to get our jobs completed and to follow MGL.

I did a quick survey with some of my colleagues within the Town Clerk's Association to ask how many since 2020 have either added staff or are currently asking for additional staff in FY 2024. You will find a list attached to this narrative. Thank you for listening.

**2. To this point in FY23, have you enhanced or expanded the programs and services you provide, or implemented new tools or technology that you'd like the Finance Committee and Selectboard to know about? Please describe.**

The Town Clerk's office now offers six ways to vote for all elections due to the New Vote Act. The New Vote Act is wonderful for voters as now there are 6 ways to vote, but it is taxing for staff causing us extraordinarily heavy administrative, physical burdens with time sensitive deadlines that forces us to use a fast work-pace and to produce a high-volume turnout that most certainly can lead to errors which in turn leads to a mistrust from residents and voters. There are simply not enough hours in the day to accomplish daily tasks anymore never mind the new implemented requirements. The state has been dumping on this office for a while and the time is here for us to ask for help.

Burn out is happening - we are overworked and understaffed.

**3. Are there presently challenges to your department's ability to meet its goals and requirements due to its FY23 operating budget? If so, offer any your recommendations you may have for improving the situation in FY24.**

Due to the New Vote Act the office needs additional help on a permanent basis to perform all mandated obligations. We had to close our office to the public to get tasks accomplished to meet deadlines and it will be this way permanently if there is not a real fix for what has been laid upon the town clerk's table. We need help in the addition of a third person on our staff.

City and town clerks across the state are facing the same problems. Due to time constraints, some city/town clerks are refusing to perform certain tasks and obligations at their own offices, only to send customers to surrounding towns. My office was on the receiving end of this, this past July through November – many of our surrounding towns and cities turned people away from their windows only to have sent them to Montague. So not only are we doing our own work, but the work of other towns/cities who refuse to.

**4. Did you receive funding for any special articles in FY22 or FY23? Please list them and share the current status of those expenditures/projects.**

N/A

I put out a quick question to the Clerk's Association, asking if any town clerks are asking for additional staff or have already got approval for new staff for FY 2024. Obviously, not everyone has responded..... The newer clerks were afraid to ask.

FYI: Cities are now creating Elections Commissions if they did not have them prior – with the sole responsibility of just Elections.

Towns Asking for New Staff	Recently Added Staff
Watertown	Natick-FT
Winchester	Framingham-2FT
Auburn	Sharon-2FT Seasonal(7 weeks per election)
Wellesley	Wayland-PT
Freetown	Chelmsford-PT
Westford	Swansea-2PT
Medfield	Longmeadow-FT
Millbury	Holliston-PT
Mansfield	Concord-FT
Yarmouth	Easton-PT
Franklin	Revere-FT
Dudley	Charlton-PT
Salem	Hudson-Seasonal
Westborough	West Newbury-PT
Bellingham	Orange-PT
Northborough	Attleboro-FT
Greenfield	Uxbridge-made a PT person FT
Stoughton	Uxbridge-creating an additional PT position
Gill	Whately-PT
Plainville	Northfield-PT
Belchertown	Danvers-FT
Shutesbury	
Acton	
Walpole	
Shelburne	
Dracut	
Westwood	
Melrose	
Chatham	
Westborough	
Millbury	
Haverhill	
Westport	
Ipswich	

EXPENDITURES		Budget FY22	Actual FY22	Budget FY23	Expended thru 12/31/2022	FY24 Level Services Request	FY24 BOS Recommend	FY24 BOS & Fin Comm Recommend
5111	Wages Full Time	123,870	124,075.49	128,444		167,928		
5113	1st Registrar	525	525.00	525		625		
	2nd Registrar	525	525.00	525		625		
	3rd Registrar	525	525.00	525		625		
5124	P/T Wages Temp	4,098	7,815.42	25,500		20,000		
5132	Overtime							
5144	Longevity	300	300.00	300		300		
	<b>TOTAL PERSONAL SERVICES</b>	129,843	133,765.91	155,819	-	190,103		-
5247	Software and Storage Support	6,395	5,384.20	10,190		13,573		
5248	Office Equipment R & M	500	65.00	500		500		
5305	Printing/Bookbinding	4,500	6,625.16	7,000		9,000		
5314	Seminars	300	250.00	300		300		
5315	Other Professional/Technical	3,600	5,741.86	6,700		6,700		
5344	Postage(now Includes dogs)	3,850	4,762.44	5,850		7,400		
5345	Advertising	100		100		100		
5420	Office Supplies (now includes dogs)	4,000	3,162.79	5,500		5,800		
5430	Food for Pollworkers			1,300		900		
5581	Subscriptions/Books	275	157.40	275		275		
5710	Travel	1,500	1,884.92	2,000		2,000		
5730	Dues & Memberships	110	170.00	110		110		
5740	Insurance	200	200.00	200		200		
	<b>TOTAL EXPENSES</b>	25,330	28,403.77	40,025	-	46,858		-
	<b>TOTAL TOWN CLERK</b>	155,173	162,169.68	195,844	-	236,961	236,961	236,961

Date of Hire	Title	Grade/Step 7/1/2023	Hourly Rate	Hours	Total Annual
12/29/1997	Town Clerk	G10			80,384.00
	Town Clerk BOR Stipend				900.00
	MGL Ch41:19K Stipend				1,000.00
12/8/2014	Assistant Town Clerk	D10	27.81	1,820.00	50,614.20
					132,898

12/8/2014

9

DOH | Svc  
FY24

Total

EXPENDITURES		Budget FY23	Request FY24	\$ Change	% Change	Explanation
5111	Wages Full Time	128,444	167,928	39,484	30.74%	Add Full Time Position at B-1 (\$19,28 hr.)
5113	1st Registrar	525	625	100	19.05%	Registrars asked for a raise due to
	2nd Registrar	525	625	100	19.05%	2024 elections
	3rd Registrar	525	625	100	19.05%	
5124	P/T Wages Temp	25,500	20,000	(5,500)	-21.57%	
5144	Longevity	300	300	-		
5247	Software and Storage Support	10,190	13,573	3,383	33.20%	Now Includes Archive Socail - Social Media
5248	Office Equipment R & M	500	500	-		and the support for the dog software
5279	Custodial Services	-	-	-		
5305	Printing/Bookbinding	7,000	9,000	2,000	28.57%	VBM Ballots - EVI-P Ballots
5314	Seminars	300	300	-		
5315	Other Professional/Technical	6,700	6,700	-		VBM Ballots - postage increase of 3%
5344	Postage	5,850	7,400	1,550	26.50%	Incorporates postage from dog budget
5345	Adverising	100	100	-		
5420	Office Supplies	5,500	5,800	300	5.45%	Incorporates office supplies from dog budget
5430	Food for Pollworkers	1,300	900	(400)	-30.77%	
5581	Subscriptions/Books	275	275	-		
5599	Clerk Equip < \$2K	-	-	-		
5710	Travel	2,000	2,000	-		
5730	Dues & Memberships	110	110	-		
5740	Insurance	200	200	-		

Schedule III  
Town Operating Budget

rev 01.19.23

DEPT NO.	BUDGET FY23	REQUEST FY24	SELECTBOARD FIN COMM RECOMMEND FY24	\$ Increase	% Increase
<b>GENERAL GOVERNMENT</b>					
113 TOWN MEETING	2,390	2,980	2,980	590	24.69%
122 SELECTBOARD	313,510	329,781	329,781	16,271	5.19%
131 FINANCE COMMITTEE	2,000	2,000	2,000	-	0.00%
132 RESERVE FUND	50,000	50,000	50,000	-	0.00%
135 TOWN ACCOUNTANT	90,884	89,500	89,500	(1,384)	-1.52%
141 ASSESSORS	190,623	189,801	189,801	(822)	-0.43%
145 TREASURER/COLLECTOR	220,713	230,748	230,748	10,035	4.55%
151 TOWN COUNSEL	75,000	80,000	80,000	5,000	6.67%
155 INFORMATION TECHNOLOGY	79,000	80,500	80,500	1,500	1.90%
159 SHARED COSTS	78,079	85,907	85,907	7,828	10.03%
161 TOWN CLERK	195,844	236,961	236,961	41,117	20.99%
175 PLANNING	129,007	134,429	134,429	5,422	4.20%
176 ZONING BOARD OF APPEALS	700	700	700	-	0.00%
190 PUBLIC BLDG UTILITIES	130,782	155,932	155,932	25,150	19.23%
197 FARMERS MARKET	-	5,000	5,000	5,000	#DIV/0!
<b>TOTAL GENERAL GOVT</b>	<b>1,558,532</b>	<b>1,674,239</b>	<b>1,674,239</b>	<b>115,707</b>	<b>7.42%</b>
<b>PUBLIC SAFETY</b>					
211 POLICE	1,878,434	1,970,054	1,970,054	91,620	4.88%
211 POLICE CRUISER	54,000	68,100	68,100	14,100	26.11%
212 DISPATCH	377,862	395,588	395,588	17,726	4.69%
241 BUILDING INSPECTOR	140,666	148,621	148,621	7,955	5.66%
244 SEALER OF WEIGHTS	7,182	7,182	7,182	-	0.00%
291 EMERGENCY MANAGEMENT	6,265	6,265	6,265	-	0.00%
292 ANIMAL CONTROL	21,765	23,112	23,112	1,347	6.19%
294 FOREST WARDEN	1,710	1,710	1,710	-	0.00%
299 TREE WARDEN	30,285	30,285	30,285	-	0.00%
<b>TOTAL PUBLIC SAFETY</b>	<b>2,518,169</b>	<b>2,650,917</b>	<b>2,650,917</b>	<b>132,748</b>	<b>5.27%</b>
<b>PUBLIC WORKS</b>					
420 DEPT OF PUBLIC WORKS	1,571,829	1,686,165	1,686,165	114,336	7.27%
420 EQUIPMENT LEASE PAYMENT	-	-	-	-	#DIV/0!
423 SNOW & ICE	281,050	311,250	311,250	30,200	10.75%
433 SOLID WASTE	656,338	679,221	679,221	22,883	3.49%
480 CHARGING STATIONS	6,000	6,000	6,000	-	0.00%
491 CEMETERIES	13,440	30,150	30,150	16,710	124.33%
<b>TOTAL PUBLIC WORKS</b>	<b>2,528,657</b>	<b>2,712,786</b>	<b>2,712,786</b>	<b>184,129</b>	<b>7.28%</b>

Schedule III  
Town Operating Budget

DEPT NO.	BUDGET FY23	REQUEST FY24	SELECTBOARD FIN COMM RECOMMEND FY24	\$ Increase	% Increase
HUMAN SERVICES					
511 BOARD OF HEALTH	165,193	175,444	175,444	10,251	6.21%
541 COUNCIL ON AGING	56,594	58,593	58,593	1,999	3.53%
543 VETERANS' SERVICES	76,500	76,500	76,500	-	0.00%
TOTAL HUMAN SERVICES	298,287	310,537	310,537	12,250	4.11%
CULTURE & RECREATION					
610 LIBRARIES	465,607	503,336	503,336	37,729	8.10%
630 PARKS & RECREATION	153,157	160,703	160,703	7,546	4.93%
691 HISTORICAL COMMISSION	500	500	500	-	0.00%
693 WAR MEMORIALS	1,400	1,600	1,600	200	14.29%
TOTAL CULTURE/RECREATION	620,664	666,139	666,139	45,475	7.33%
DEBT SERVICE					
700 DEBT SERVICE	1,162,190	1,154,319	1,154,319	(7,871)	-0.68%
INTERGOVERNMENTAL					
840 INTERGOVERNMENTAL	110,647	113,924	113,924	3,277	2.96%
MISCELLANEOUS					
910 EMPLOYEE BENEFITS	2,391,280	2,454,334	2,454,334	63,054	2.64%
946 GENERAL INSURANCE	119,600	120,600	120,600	1,000	0.84%
TOTAL MISCELLANEOUS	2,510,880	2,574,934	2,574,934	64,054	2.55%
TOTAL TOWN BUDGET	11,308,026	11,857,795	11,857,795	549,769	4.86%

Schedule IV  
CWF Budget

DEPT NO.	BUDGET FY23	REQUEST FY24	SELECTBOARD FIN COMM RECOMMEND FY24	\$ Increase	% Incr
CLEAN WATER FACILITY					
440 Wages & Expenses	1,962,430	1,999,497	1,999,497	37,067	1.89%
440 Capital Outlay		58,500	58,500	58,500	
700 Debt Service	505,270	483,614	483,614	(21,656)	-4.29%
910 Employee Benefits	359,152	355,631	355,631	(3,521)	-0.98%
SUBTOTAL CWF	2,826,852	2,897,242	2,897,242	70,390	2.49%
449 DPW SUBSIDIARY					
Wages & Expenses	42,800	84,650	84,650	41,850	97.78%
Capital Outlay	8,000	-	-	(8,000)	-100.00%
SUBTOTAL DPW SUBSIDIARY	50,800	84,650	84,650	33,850	66.63%
TOTAL CWF	2,877,652	2,981,892	2,981,892	104,240	3.62%

Schedule V  
Airport Budget

DEPT NO.	BUDGET FY23	REQUEST FY24	SELECTBOARD FIN COMM RECOMMEND FY24	\$ Increase	% Increase
AIRPORT					
482 Wages & Expenses	181,794	284,915	274,915	93,121	51.22%
482 Capital Outlay/Local Share			10,000	10,000	
700 Debt Service	101,120	101,535	101,535	415	0.41%
910 Employee Benefits	33,101	40,515	40,515	7,414	22.40%
TOTAL AIRPORT	316,015	426,965	426,965	110,950	35.11%



**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. 1  
Project # 554-Avenue A Streetscape  
TOWN OF MONTAGUE FY20 (6B)  
AVENUE A STREETSCAPE PHASE III Contuation  
Contractor: H. M. Nunes & Sons Construction, Inc.  
82 Carmelinas Circle  
Ludlow, MA 01056**

Date: January 13, 2023

Total Contract	322,990.00
Total Paid to Date:	\$0
Balance:	322,990.00
This Invoice:	<b>287,271.00</b>
Balance:	35,719.00

Work Items Complete:

See attached invoice dated: December 21, 2022 FY2021 CDBG Funds allocated: \$287,271.00	<b>FY2021 CDBG \$ 287,271</b>
--	-----------------------------------

I reviewed this invoice on January 13, 2023, and found that the tasks have been completed, as noted.  
I recommend approval of this pay request for **\$287,271.00**

*Director of Community Development – HRA*

I hereby authorize the above payment

**TOWN of MONTAGUE (2 of 3 required)**

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# PAYMENT APPLICATION

Page 1

<b>TO:</b> Town of Montague 1 Avenue A Turner Falls, MA 01376	<b>PROJECT NAME AND LOCATION:</b> 554 - Ave. A Ph. III, Montague Avenue A Streetscape Phase III Continuation 1 Avenue A Turner Falls, MA 01376	<b>APPLICATION #</b> 1 <b>PERIOD THRU:</b> 12/21/2022 <b>PROJECT #s:</b> <b>DATE OF CONTRACT:</b> 10/27/2022 <b>PAYMENT TERMS:</b> Net 30 Days <b>PAYMENT DUE:</b> 01/20/2023
<b>FROM:</b> H. M. Nunes & Sons Construction, Inc. 82 Carmelinas Circle Ludlow, MA 01056	<b>ARCHITECT:</b> Berkshire Design Group, Inc. 4 Allen Place Northampton, MA 01060	<b>Distribution to:</b> <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR
<b>FOR:</b> Avenue A Streetscape Phase III Continuation		

### CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below. Continuation Page is attached.

1. <b>CONTRACT AMOUNT</b>	\$332,990.00
2. <b>SUM OF ALL CHANGE ORDERS</b>	\$0.00
3. <b>CURRENT CONTRACT AMOUNT</b> (Line 1 +/- 2)	\$332,990.00
4. <b>TOTAL COMPLETED AND STORED</b> (Column G on Continuation Page)	\$319,190.00
5. <b>RETAINAGE:</b>	
a. 10.00% of Completed Work (Columns D + E on Continuation Page)	\$31,919.00
b. 0.00% of Material Stored (Column F on Continuation Page)	\$0.00
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$31,919.00
6. <b>TOTAL COMPLETED AND STORED LESS RETAINAGE</b> (Line 4 minus Line 5 Total)	\$287,271.00
7. <b>LESS PREVIOUS PAYMENT APPLICATIONS</b>	\$0.00
8. <b>PAYMENT DUE</b>	\$287,271.00
9. <b>BALANCE TO COMPLETION</b> (Line 3 minus Line 6)	\$45,719.00

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this month	\$0.00	\$0.00
<b>TOTALS</b>	\$0.00	\$0.00
<b>NET CHANGES</b>	\$0.00	\$0.00

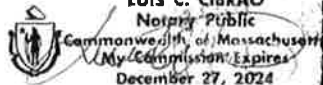
Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

**CONTRACTOR:** H. M. Nunes & Sons Construction, Inc.

By: Luis C. Nunes Date: 12/23/22

State of: Massachusetts  
 County of: Hampden  
 Subscribed and sworn to before me this 23rd day of December 2022

Notary Public: Luis C. Cibrao  
 My Commission Expires: December 27, 2024



### ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

**CERTIFIED AMOUNT:** \$287,271.00

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

**ARCHITECT:**

By: Doug Gerrill (Berkshire Design Group) Date: 1/13/2023

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

## Page 2 of 2

Payment Application containing Contractor's signature is attached

CONTINUATION PAGE



**FRANKLIN COUNTY REGIONAL HOUSING &  
REDEVELOPMENT AUTHORITY**  
241 Millers Falls Road • Turners Falls, MA 01376  
Telephone: (413) 863-9781 • Facsimile: (413) 863-9289  
splesant@fcrhra.org

**AUTHORIZATION TO DISBURSE**  
**Invoice # 2022-108-5 and # 2022-108-6**  
**Project No. 2022-108**  
**TOWN OF MONTAGUE FY21 CDBG**  
**FY21 Avenue A Streetscape Phase III Continuation (6B)**  
**Contractor: Berkshire Design Group**  
**4 Allen Place**  
**Northampton, MA 01060**

Date: January 19, 2023

Total Contract	30,000.00
Total Paid to Date:	8,836.00
Balance:	21,164.00
This Invoice #5 and #6:	<b>10,164.00</b>
Balance:	11,000.00

Work Items Complete: Professional landscape architectural, civil engineering and land surveying services listed on the attached invoice, for the period November 1, to December 31, 2022.

See attached invoice #5 dated 12/28/22 in the amount of \$3,995.20 See attached invoice #6 dated 1/19/23 in the amount of \$6,168.80	<b>FY21MONT \$10,164.00</b>
---	---------------------------------

I reviewed these invoices on 01/19/23 and found that the tasks have been completed, as noted. I recommend approval of these pay requests for **\$10,164.00**.

*Director of Community Development – HRA*

We hereby authorize the above payment

**TOWN of MONTAGUE (2 of 3 required)**

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# Berkshire Design Group

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

Town of Montague Planning Dept.  
Attn: Mr. Brian Mchugh  
241 Millers Falls Rd.  
Turners Falls, MA 01376

**INVOICE # 2022-108-5**

December 28, 2022

Project No: 2022-108

**Re: Montague - Avenue A Streetscapes Phase III - 2022**

For professional landscape architectural, civil engineering and land surveying services listed below for the period November 1, 2022 to November 30, 2022:

Email invoices to: [bmchugh@fcrhra.org](mailto:bmchugh@fcrhra.org)

Task	Fee	% Complete (to date)	% Complete (this period)	Amount Due (this Period)
Bidding	\$8,000.00	100.00%	0.00%	\$0.00
Construction Administration	\$22,000.00	21.96%	18.16%	\$3,995.20
	\$30,000.00			

**Subtotal Task Charges** **\$3,995.20**

**INVOICE TOTAL** **\$3,995.20**

**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.



# Berkshire Design Group

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

Town of Montague Planning Dept.  
Attn: Mr. Brian Mchugh  
241 Millers Falls Rd.  
Turners Falls, MA 01376

**INVOICE # 2022-108-6**

January 19, 2023

Project No: 2022-108

**Re: Montague - Avenue A Streetscapes Phase III - 2022**

For professional landscape architectural, civil engineering and land surveying services listed below for the period December 1, 2022 to December 31, 2022:

Email invoices to: [bmchugh@fcrhra.org](mailto:bmchugh@fcrhra.org)

Task	Fee	% Complete (to date)	% Complete (this period)	Amount Due (this Period)
Bidding	\$8,000.00	100.00%	0.00%	\$0.00
Construction Administration	\$22,000.00	50.00%	28.04%	\$6,168.80
	\$30,000.00			

**Subtotal Task Charges** **\$6,168.80**

**INVOICE TOTAL** **\$6,168.80**

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
2022-108-5	12/28/2022	\$3,995.20	\$0.00	\$0.00	\$0.00	\$3,995.20
<b>Total Prior Billing</b>		<b>\$3,995.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,995.20</b>

**Total Due** **\$10,164.00**



## 2023 Local Technical Assistance Request Form

Town: Montague

Date: 1/19/23

Your Name: Walter Ramsey

Board/Department: Selectboard

### INSTRUCTIONS:

1. Review form with Town/City committees, boards, and departments, and **compile one consolidated request form.**
2. Check the column or box for each project your Town/City is interested in. List contact info for each project.
3. Rank your top 3 priorities at the end of the form.
4. **Email completed form to Amanda Doster at [adoster@frcog.org](mailto:adoster@frcog.org) by January 27, 2023.** Email/call Amanda with questions: 413-774-3167 x120

**NOTE:** If all Franklin County towns respond by 1/27/2023, we aim to have projects selected by early February. We will send out notification to you once that is complete. Thank you for your time – we look forward to working with you!

✓ YES	CLIMATE CHANGE ADAPTATION AND RESILIENCE / ENERGY & ENVIRONMENT	Contact for Project: name & email or phone #
	<b>Community Food Assessments.</b> Examine a town's food system, including analysis of food supply and demand, economic development through food processing or distribution, increased food production of farmland, increased food access for residents, and other elements.	
	<b>Managing Flood Risks Regionally.</b> Implement the recommendations in the Framework for Resilience: Responding to Climate Change in the Deerfield River Watershed. Work with neighboring watershed towns to prioritize and implement appropriate river corridor management strategies, flood resiliency, and infrastructure improvements.	
X	<b>Northfield Mountain Pumped Storage Project /Turners Falls Dam FERC relicensing and MassDEP 401 Certification of Water Quality process.</b> Provide technical assistance, advocacy, testimony, and analysis, and participate as a convener and stakeholder on behalf of impacted towns.	<b>Selectboard Office</b> <b><a href="mailto:townadmin@montague-ma.gov">townadmin@montague-ma.gov</a></b>
	<b>Pollinator Habitat Corridor.</b> Create a town pollinator plan that expands the regional Franklin County pollinator habitat corridor plan. The town plan includes identification and mapping of existing and potential pollinator habitat, review of land use regulations, landscape management recommendations, and planting plans for a variety of landscapes and built environments to support pollinator life cycle needs. <i>Note: Work in the following towns is completed or underway: Ashfield, Bernardston, Buckland, Colrain, Conway, Deerfield, Greenfield, Heath, Montague, Orange, Shelburne, Shutesbury, Wendell.</i>	

✓ YES	ECONOMIC DEVELOPMENT AND HOUSING	Contact for Project: name & email or phone #
	<b>Brownfields Redevelopment Support.</b> Provide site specific technical assistance to assess, clean-up, and/or redevelop a brownfield site, with property owner support.	
	<b>Business and Industry/Sector Assistance.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide and support access to small business assistance resources.</li> <li><input type="checkbox"/> Provide industry specific support to expand, promote and/or preserve important economic sectors:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Manufacturing</li> <li><input type="checkbox"/> Outdoor Recreation</li> <li><input type="checkbox"/> Tourism</li> <li><input type="checkbox"/> Agriculture</li> <li><input type="checkbox"/> Other: _____</li> </ul> </li> </ul>	
	<b>Community Economic Development (please specify):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct survey to understand what residents, businesses, and visitors want for economic activity in their downtown or community.</li> <li><input type="checkbox"/> Conduct a parcel-level analysis of village center or downtown uses and businesses, and identify properties with potential for redevelopment.</li> <li><input type="checkbox"/> Develop a mixed use, economic development and/or housing action plan for a village center or downtown.</li> <li><input type="checkbox"/> Provide technical assistance to create new or expand planned industrial park land.</li> <li><input type="checkbox"/> Update Industrial Park Master Plan, including review of current bylaws and regulations governing the park, and assessing developable land remaining.</li> <li><input type="checkbox"/> Prepare guidance and identification of resources for site specific property development or redevelopment for economic development uses.</li> <li><input type="checkbox"/> Develop and implement a pop-up park or public art project, including how to create and implement a project that fosters economic and main street activity. <i>For projects seeking funds from MassDevelopment Commonwealth Places, work can include assistance in developing a funding campaign.</i></li> <li><input type="checkbox"/> Provide technical assistance to advance project identified in a Rapid Recovery Plan.</li> <li><input type="checkbox"/> Other: _____</li> </ul>	

	<b>Regional Housing Plan.</b> Conduct an inventory of existing and needed housing by type and cost to determine future housing needs by subregion in Franklin County.	
	<i>See Zoning section below for housing-related zoning assistance.</i>	
✓ YES	<b>MUNICIPAL AND REGIONAL CAPACITY BUILDING</b>	<b>Contact for Project: name &amp; email or phone #</b>
	<b>Abandoned and Distressed Property Inventory and Action.</b> Inventory abandoned and distressed properties in town and work with town stakeholders to prioritize them for action through receivership or other methods.	
	<b>COVID After Action Report Implementation.</b> Work with first responders and Emergency Management Directors to improve regional emergency response and coordination re: the recommendations of the Covid After Action reports.	
X	<b>Diversity, Equity, and Inclusion Training for Municipal Officials and Staff.</b>	<b>Selectboard Office</b> <b>townadmin@montague-</b> <b>ma.gov</b>
	<b>Foster Municipal Engagement and Involvement.</b> Consider how towns can increase citizen engagement and prepare for retirements of long-term public servants in key municipal positions – appointed, elected and volunteer – through development of a Citizen's Academy, succession planning, participation in career fairs and expos, etc.	
	<b>Local Official Continuing Education Workshops.</b> Continue to offer workshops to Select Board, Planning Board, Board of Health, Finance Committee members and other public officials (fiscal planning, open meeting law, school finance, new state policies and initiatives, etc.). <i>Please share your ideas for workshop topics:</i> _____	
	<b>Regional Municipal Wage &amp; Classification Study.</b> Expand sections of the Franklin County Wage and Classification Study to include data on salaries and benefits of municipalities outside of but near Franklin County to provide information on competing salaries.	
X	<b>Rural Policy Plan Implementation.</b> Pursue and advocate for projects, programs and policies that benefit Franklin County, such as advocating for changes to Chapter 90 and PILOT formulas; create an Office of Rural Policy; develop a Municipal Building funding source. Create an addendum to the Rural Policy Plan	<b>Selectboard Office</b> <b>townadmin@montague-</b> <b>ma.gov</b>

✓ YES	<p>that addresses the implications of 2020 Census population numbers; long-term effect of COVID on rural economies; and recognizes important policy work completed.</p>	<p><b>SHARED SERVICES</b></p> <p><b>Municipal Service Sharing Feasibility, Matchmaking, or Other Technical Assistance (please specify):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conservation Commission Agent</li> <li><input type="checkbox"/> Department of Public Works</li> <li><input type="checkbox"/> Facilities management of municipal buildings and grounds</li> <li><input type="checkbox"/> Grant Management Assistance, including ARPA</li> <li><input type="checkbox"/> Human Resource management</li> <li><input type="checkbox"/> Information Technology, Digital Equity and Cybersecurity: design regional shared services to maximize technology resources across communities and make the region competitive for digital equity and cybersecurity state and federal funding.</li> <li><input type="checkbox"/> Library Programming/Administration</li> <li><input type="checkbox"/> Municipal Financial Services</li> <li><input type="checkbox"/> <b>Public safety</b> <ul style="list-style-type: none"> <li>○ <b>Ambulance services and EMTs</b></li> <li>○ Fire services sharing</li> <li>○ Police</li> </ul> </li> <li><input type="checkbox"/> Risk Manager/ OSHA Compliance &amp; Safety Manager</li> <li><input type="checkbox"/> Town Planner</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<p><b>Contact for Project: name &amp; email or phone #</b></p> <p><b>TF Fire Chief Brunelle</b>  <a href="mailto:cheif@turnersfallsfire.org">cheif@turnersfallsfire.org</a>  <b>Police Chief Williams</b>  <a href="mailto:cwilliams@montague.net">cwilliams@montague.net</a>  <b>MC Fire Chief Dave Hansen</b>  <a href="mailto:chief@montaguecenterfire.com">chief@montaguecenterfire.com</a></p>
	<p><b>New Collective Purchasing ideas (please specify):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Expansion of fuel bids to include additional fuels</li> <li><input type="checkbox"/> <b>Other: <u>Regional Electricity Bidding</u></b>  <b>Note: Montague contract is not up for 3 years, but we would want to be able to take advantage in 2025</b></li> </ul>	<p><b>Selectboard Office</b>  <a href="mailto:townadmin@montague-ma.gov">townadmin@montague-ma.gov</a></p>	
	<p><b>Older Adult Services (please specify):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Age and Dementia-friendly community planning (application to the AARP Network; development of an assessment and an action plan for the Town; assistance with implementing an existing plan)</li> <li><input type="checkbox"/> Senior Center Expansion, Regional Sharing</li> <li><input type="checkbox"/> Other: _____</li> </ul>		

	<b>Water &amp; Sewer (please specify):</b> <input type="checkbox"/> Regional sludge pressing and composting opportunities <input type="checkbox"/> Regional public water supply opportunities and feasibility <input type="checkbox"/> Sewage treatment and /or water operators <input type="checkbox"/> <b>Support, advocacy and technical assistance to move water and sewer projects forward</b> <input type="checkbox"/> Work with DEP to support more operator training programs for western MA <input type="checkbox"/> Other: _____	Clean Water Facility Wpcf.supt@montague-ma.gov
✓ YES	<b>TRANSPORTATION</b>	Contact for Project: name & email or phone #
X	Northern Tier Rail Study expert assistance. Hire a consultant to assist region in assuring that the methodologies, analysis and assumptions used by MassDOT and its consultants conducting the Northern Tier Rail Project are reflective of the region's needs and opportunities.	Selectboard Office townadmin@montague-ma.gov
	Signs and Lines Assessment. Assess signs and pavement markings for clarity, visibility and reflectivity. Assess for obstructions to visibility like overgrown vegetation at intersections and near roads.	
	Roadway Speed Study. Assess roadway speeds and prepare speed zoning study to provide guidance for new or revised regulatory speed limits on local roadways.	
	EV Charging Station Implementation Assistance. Assist towns through the process of siting, applying for incentives, and purchasing and installing public EV charging stations.	
X	<b>OTHER: Update Municipal Sidewalk Inventory</b>	DPW tomb@montague-ma.gov
✓ YES	<b>ZONING, POLICIES, AND PLANS*</b>	Contact for Project: name & email or phone #
X	Open Space and Recreation Plan (OSRP) Update. Work with the town to update their existing OSRP, a document to inventory and assess the condition of open space, natural resources, parks, and other recreation facilities. <input type="checkbox"/> New update <input type="checkbox"/> Update continued from previous year <input type="checkbox"/> OSRP Expiration Date: <u>12/23</u> Note: <b>May be best suited for 2024 due to Comp Plan process</b>	Planning Office planner@montague-ma.gov
	<b>Master Plans</b> <input type="checkbox"/> Develop or update a Master Plan chapter (e.g. Housing, Economic Development, etc.)	

	<p><b>Recreational Marijuana Assistance (<i>please specify</i>):</b></p> <p><input type="checkbox"/> Development of local Board of Health regulations</p> <p><input type="checkbox"/> Zoning for retail sales and/or cultivation</p> <p><input type="checkbox"/> Other: _____</p>	
	<p><b>Wellhead Protection Plans to Protect Public Drinking Water Supplies.</b> Develop a Wellhead Protection Plan, which can help towns manage and protect their water supply sources.</p>	
	<p><b>Zoning Bylaws and/or City Ordinance Development (<i>please specify</i>):</b></p> <p><input type="checkbox"/> Clean energy (e.g. large scale solar facility bylaws and/or updates to solar bylaws to protect pollinator habitat)</p> <p><input type="checkbox"/> Climate Resilient Stormwater Management Standards for new development and redevelopment projects.</p> <p><input type="checkbox"/> Housing –related: Affordable housing / Diversifying housing options / Accessory Dwelling Units / Short-Term Rental</p> <p><input type="checkbox"/> Large-scale commercial / industrial development</p> <p><input type="checkbox"/> Mixed use districts / Village districts</p> <p><input type="checkbox"/> New development standards for tree retention</p> <p><input type="checkbox"/> Updates to Open Space Residential Development / Natural Resource Protection Zoning to align with current best practices to protect natural resources</p> <p><input type="checkbox"/> Recreational marijuana (retail, cultivation, processing)</p> <p><input type="checkbox"/> River Corridor Management for towns with a mapped River Corridor (Ashfield, Conway, Colrain, Heath, Greenfield, Leyden)</p> <p><input type="checkbox"/> Short term residential rentals (such as VRBO and Airbnb)</p> <p><input type="checkbox"/> Update Existing Floodplain Bylaws/Ordinances with the new state model Floodplain Bylaw for the FEMA regulated 100-year floodplain</p> <p><input type="checkbox"/> Climate Resilient Stormwater Management updates to Subdivision Rules and Regulations to incorporate Low Impact Development (LID) and to align with current stormwater and neighborhood roadway design best practices</p> <p><input type="checkbox"/> Other: _____</p>	

\* Note: Anticipated staffing changes at the FRCOG in the coming year will limit the zoning work the FRCOG takes on in 2023.

RANK	<p>Of all of the projects you selected, what are your municipality's <u>top three</u> priorities? While we can't guarantee that these projects will be selected, we will make every effort.</p>
	<p><b>Your Municipality's Top 3 Choices:</b></p> <ol style="list-style-type: none"> <li>1. Ambulance and EMT shared services feasibility and needs assessment in partnership with TFFD, MCFD, and MPD</li> <li>2. Update Municipal Sidewalk Inventory</li> <li>3. DEI Training for municipal officials and staff</li> </ol>

	<p><b>CULVERT ASSESSMENTS: WAITING LIST ONLY</b></p> <p>If your town is interested in being put on a waiting list for a culvert inventory and assessment, please check the box to the left and provide your contact information.</p>	<p><b>Contact for Project: name &amp; email or phone #</b></p>
	<p><b>Culvert Assessments.</b> Assess roadway culverts to identify the crossings that are at risk due to more frequent and intense storm events caused by climate change. Information will help towns prioritize infrastructure upgrades in addition to providing an inventory of physical infrastructure.</p> <p><b>Due to high demand, the following towns are in queue for culvert assessments.</b>  Gill (Spring 23)  Wendell (Spring/Summer 2023)</p>	

SPECIAL TOWN MEETING  
TOWN OF MONTAGUE  
COMMONWEALTH OF MASSACHUSETTS  
March 2, 2023

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 in the Turners Falls High School Theater, 222 Turnpike Road, Montague on Thursday, March 2, 2023, at 6:30 P.M. and to act on the following articles and any motions which may be presented.

**ARTICLE 1:** 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 preparing a section of the Highland Cemetery for green burials, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

(Cemetery Commission Request)

**ARTICLE 2:** To see if the Town will vote to establish a special purpose Canal District Utility Improvements Stabilization Fund in accordance with MGL Chapter 40 Section 5B and further to see if the Town will vote to accept the provisions of the fourth paragraph of MGL Chapter 40 Section 5B and pursuant to such acceptance to dedicate all or a percentage, which may not be less than 25 percent, of the First Light easement payments to said Canal District Utility Improvements Stabilization Fund, effective for the fiscal year beginning July 1, 2023, or pass any vote or votes in relation thereto. **Note: actual 100% dedication will be in motion**

(Selectboard Request)

**ARTICLE 3:** To see if the Town will vote to change the name of the WPCF Capital Stabilization Fund to the CWF Capital Stabilization Fund or pass any vote or votes in relation thereto.

(Clean Water Facility Request)

**ARTICLE 4:** To see if the Town will vote to accept General Laws Chapter 32B, Section 20, and establish an Other Post-Employment Benefits Liability Trust Fund (OPEB Fund), effective March 3, 2023, or pass any vote or votes in relation thereto.

**MOTION: Moved:** That the town accept General Laws Chapter 32B, Section 20, and establish an Other Post-Employment Benefits Liability Trust Fund (OPEB Fund), effective March 3, 2023.

Special Town Meeting Warrant: March 2, 2023

**ARTICLE 5:** To see if the Town will vote to authorize the Trustee of the OPEB Fund established under G.L. c. 32B, § 20 to employ reputable and knowledgeable investment consultants to assist in determining appropriate investments and pay for those services from the OPEB Fund, or pass any vote or votes in relation thereto.

**MOTION: Moved:** That the vote to authorize the Trustee of the OPEB Fund established under G.L. c. 32B, § 20 to employ reputable and knowledgeable investment consultants to assist in determining appropriate investments and pay for those services from the OPEB Fund.

**ARTICLE 6:** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$40,000 or any other amount for the purpose of supplementing the FY23 Reserve Fund Budget, or pass any vote or votes in relation thereto.

(Finance Committee Request)

**ARTICLE 7:** To see if the Town will vote to amend Schedule II to add a Great Falls Farmers Market Manager with an annual stipend of \$4,000, or pass any vote or votes in relation thereto.

(Selectboard 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 \$2,500 or any other amount for the purpose of funding a budget for the Great Falls Farmers Market budget for FY23, or pass any vote or votes in relation thereto.

(Selectboard Request)

**ARTICLE 9:** To see if the Town will vote to ~~accept MGL Section ??? to~~ establish a Hearing Officer, amend Schedule II to add a Hearing Officer with an annual stipend of \$2,500 and appropriate \$625 for the prorated annual amount for the remainder of FY23, or pass any vote or votes in relation thereto.

**Note:** Neither Chapter 148A section 2 or Ch 40U Section 6 mention requiring acceptance to appoint an officer

(Building Inspector Request)

**ARTICLE 10:** To see if the Town will vote to grant certain Right of Way easements in association with reconstruction of the **South Street Bridge** in Montague Center or pass any vote or votes in relation thereto.

(Selectboard 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 \$1,500 or any other amount for the purpose of sealing the concrete surface of the Unity Skatepark, or pass any vote or votes in relation thereto.

(Parks and Recreation Request)

Special Town Meeting Warrant: March 2, 2023

**ARTICLE 12:** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$2,000 or any other amount for the purpose of conducting a formal evaluation of what is known as "the Blacksmith Shop", located at 12 Station Street, Map 43, Lot 119 in Montague Center, ~~hire an architect to develop approximate original construction date(s) of the building, and conduct an independent analysis of the buildings' structural, architectural, and materials needs, with an emphasis on~~ to determine the feasibility for retention and restoration or demolition whether partial or total, or pass any vote or votes in relation thereto.

(Parks and Recreation Request)

**ARTICLE 13:** To see if the Town will vote to \$35,250, or any other amount, for the purpose of a funding a feasibility study for a main library in Turners Falls, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

Note: Funding to be Article #27 of the May 6, 2017 ATM

(Library 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 \$2,500,000 or any other amount for the purpose of replacing the Clean Water Facility Screw Pumps, included any and all incidental or related costs, or pass any vote or votes in relation thereto.

(CWF 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 \$68,000 or any other amount for the purpose of purchasing a transit van and charging station, included any and all incidental or related costs, or pass any vote or votes in relation thereto.

(CWF Request)

**ARTICLE 16:** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$80,000 or any other amount for the purpose of purchasing and equipping a pickup truck with plow and sander, including any and all incidental or related costs, or pass any vote or votes in relation thereto.

(DPW Request)

**ARTICLE 17:** 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 purchasing and equipping a one-ton dump truck with plow and sander, including any and all incidental or related costs, or pass any vote or votes in relation thereto.

(DPW Request)

**ARTICLE 18:** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$52,500 or any other amount for the purpose of purchasing and equipping a municipal inspection vehicle, including purchase and installation of a charging station and any and all incidental and related costs, or pass any vote or votes in relation thereto.

(Building, Assessing, and Health Departments Request)

**ARTICLE 19:** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$230,000 or any other amount for the purpose of replacing the roof of the Colle building, located at 85 Avenue A, including any and all incidental or related costs, or pass any vote or votes in relation thereto.

(Selectboard Request)

**ARTICLE 20:** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$660,000 or any other amount for the purpose of purchasing and installing a building to be located on the Airport property, including any and all incidental or related costs, or pass any vote or votes in relation thereto.

(Airport Commission Request)