

MONTAGUE SELECTBOARD MEETING
VIA ZOOM
Monday, January 30, 2023
AGENDA

Join Zoom Meeting <https://us02web.zoom.us/j/83942305923>

Meeting ID: 839 4230 5923

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. 6:00 PM** Selectboard Chair opens the meeting, including announcing that the meeting is being recorded and roll call taken
2. 6:00 Approve Selectboard Minutes from January 17 and 23, 2023
3. 6:01 Public Comment Period: Individuals will be limited to two (2) minutes each and the Selectboard will strictly adhere to time allotted for public comment
4. 6:02 Public Hearing
 - FY22.23 Montague CDBG Grant Application (Community Development Block Grant Program)
 - Designate Walter Ramsey, Assistant Town Administrator as the Town's Environmental Certifying Officer
5. 6:45 Suzanne LoManto, Assistant Town Planner
 - Use of Public Property: Northeast Unity Car Show, Sunday, September 24, 2023, 10:00 AM – 4:00 PM; Road Closure: 1st St from Avenue A to Unity Park Hill. Unity Park and the far parking lots would still be accessible from Second St., co-sponsored by RiverCulture
 - Details of the Smithsonian exhibition 'Crossroads: Change in Rural America' February 5-March 23 at the Great Falls Discovery Center, co-sponsored by RiverCulture
6. 6:55 Brick and Feather Brewery, 78 11th Street
 - For Reconsideration: Alteration of Licensed Premises (ABCC requested further information)
7. 7:00 Shawn Hubert, Hubies Restaurant & Tavern
 - Update on Liquor License Transfer
8. 7:10 Ric Smith, Sheepdog The Movie, LLC
Use of Public Property: Independent Film; Multiple days between 2/14/23 – 3/9/23, Time and location varies (as per attached)

MONTAGUE SELECTBOARD MEETING

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9. 7:20 FY24 Budget Review and Recommendations
 - Conduct Final Review of FY24 Budget Requests
 - Consider Adoption of DPW Discretionary Account Funding Policy
 - Consider Preliminary Budget Recommendations for Finance Committee
10. 7:50 Wendy Bogusz, Executive Assistant
 - Special Town Meeting Logistics (Poll Results)
 - Liquor License Seasonal Population
11. 8:00 Walter Ramsey, Assistant Town Administrator
 - South Street Bridge Design Public Hearing Review
 - One Stop For Growth Expression of Interest Period/Submissions
12. 8:15 Town Administrator Business
 - Execute Agreement with FRCOG for FRCOG Collective Highway Products and Services Bids and Contracts for FY 2024, \$3,100
 - Plan to transition Town Clerk and Treasurer/Collector from Elected to Appointed Positions
 - Consider Supplemental CSO Monitoring/Reporting Contract with ADS Environmental Services
 - Authorize Participation in Additional National Opioid Settlement Agreements
 - Update on Expected FRTA Bus Maintenance Facility Timeline
 - Update on Refiling of Legislation to Remove Montague Police from Civil Service (HD-367)
 - Plan to Repaint Town Hall Common Areas

OTHER:

Next Meeting: Selectboard, Monday, February 6, 2023 at 6:00 PM - 1 Avenue A, Turners Falls
and via ZOOM

ANNOUNCEMENT: 5 Villages One Future Comprehensive Plan Workshop Saturday February 4 10AM to 2PM at the Turners Falls High School Cafeteria. Lunch, childcare, and Transportation provided. Register here: <https://tinyurl.com/montaguecommunityworkshop>

4A

AGENDA

FY 2022.23 MONTAGUE CDBG GRANT APPLICATION
Community Development Block Grant Program

PUBLIC HEARING
Monday, January 30, 2023
Montague Town Hall, Turners Falls, MA
(and via Zoom)

OPEN MEETING

LEGAL NOTICE:

The purpose of this meeting will be to discuss the contents of this application. The Town is considering applying for the following activities: social service programs, a design project, a neighborhood park construction, a Streetscape Improvement Project on Avenue A, and a housing rehabilitation loan program. The Town of Montague will contract with Franklin County Regional Housing & Redevelopment Authority (HRA) to administer the CDBG Program.

The Town encourages residents to attend the meeting where any person or organization wishing to be heard will be afforded the opportunity. The Town will make reasonable accommodations for handicapped, non-English speaking, or hearing-impaired participants with seven days advance written notice to the Selectboard's Office. Any resident unable to participate in the public hearing is welcome to submit written comments to the attention of the Town Administrator, Montague Town Hall, Turners Falls, MA.

DISCUSSION of FY 2022.23 CDBG APPLICATION PROCESS

▪ **FUNDING SOURCE:**

- Federal funds: HUD
- National Objectives: Benefit Low to Moderate Income residents and the Elimination of Slum and Blight
- CDBG program is administered by Department of Housing and Community Development

▪ **PROPOSED ACTIVITIES – SEE HANDOUTS ATTACHED**

1. Social Service Programs (\$100,000)

THE BRICK HOUSE – Youth Education & Prevention Program: (\$20,000)

Program to serve at-risk Montague youth in three primary ways: Mentorship, Structured Workshops, Holistic person-first approach to arts and education.

GOAL: 30 youth beneficiaries

LIFEPATH, Inc. – Elder Self-Sufficiency and Stability Program: (\$20,000)

Program to assist Montague elders to remain independent in their homes with service provisions to address needs related to their housing, health, comfort, access to health care, and financial stability. Four activities that are part of this program:

- **SHINE PROGRAM:** Health Insurance Program that provides free one-on-one health insurance information, counseling and assistance to Medicare beneficiaries of all ages.
- **MONEY MANAGEMENT PROGRAM:** Provides a trained volunteer to assist elders and persons with disability who have difficulty writing checks or managing their basic living expenses.
- **BENEFITS COUNSELING PROGRAM:** Provides benefits counselors to assist homeowners and renters aged 60 and older find resources to help them stay in their homes for as long as they choose.
- **HEALTHY LIVING PROGRAM:** Offers workshops for people with one or more chronic health conditions or those who may be at risk of falling by instructing them to become more active managers of their health.

GOAL: 115 beneficiaries

LIFEPATH, Inc. – Montague Home Delivered Meals Program (\$20,000)

The program will provide meals to elder homebound residents of Montague, Monday through Friday, and will also provide well-being checks.

GOAL: 136 beneficiaries

MCSM – Families Learning Together Strong: (\$20,000)

This program will provide early childhood literacy for children of Montague immigrant families. It also provides a family-based learning environment for English-learning students enrolled in the Gill Montague School District

GOAL: 148 Beneficiaries

WILDFLOWER ALLIANCE: (\$20,000)

Program provides direct peer support and advocacy services to Montague residents in recovery and provides an “essential needs station.” The programs are focused on individuals struggling with psychiatric diagnosis, trauma, homelessness, addiction, and other life-interrupting challenges.

GOAL: 50 beneficiaries

2. Hillcrest Neighborhood Playground Construction (\$490,317):

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

The focus of this construction project will be to address the need to provide universal access to the playground by building a playground with updated, engaging, accessible play structures and educational features. In addition, the playground will include ADA compliant pathways from the school and parking areas so that no patrons, whether children or adults who are supervising children, are excluded from participating in recess, summer activities, and playing on or being in close proximity to the play structures.

3. Housing Rehabilitation (\$400,000)

Town wide - Housing Rehabilitation, 8 units

Housing rehabilitation funds loaned to owner-occupants will be in the form of a 0% interest Deferred Payment Loan (DPL) whereby 100% of the DPL will be forgiven over the course of 15 years at a rate of 1/15th per year or repaid upon the sale or transfer of the property within 15 years at a prorated amount.

Housing rehabilitation funds will also be available to investor-owners and will be in the form of a 0% interest DPL that will begin to decline by 1/10th per year after 5 years until year 15. A 15-year Affordable Housing Rental Restriction will be placed on Investor-owned properties to ensure long term affordability.

The program will provide homeowners and owners of rental property an affordable funding mechanism to correct code violations within their homes, bringing the units into compliance with building and/or sanitary codes.

4. Avenue A Streetscape Design Project (estimated cost \$60,000)

The proposed project will result in the preparation of bid ready plans and specifications for three distinct sections of the Avenue A streetscape, one on the odd side of the avenue between Third Street and Fifth Street, one on the even side of the avenue between Fourth Street and Fifth Street, and one in front of Town Hall. The scope of the project includes design work for full replacement of the brick and concrete sidewalks, replacement of integrated sidewalk planters, installation of two streetlamps. The project will address the substandard conditions along these sections of the streetscape, including cracked, heaving, non-compliant sidewalks; lack of accessibility to businesses; deteriorated concrete planters; poor lighting for pedestrian traffic where old streetlamps still exist; and inadequate drainage.

TOTAL PROJECTS BUDGET (ESTIMATED): \$1,050,317

▪ **APPLICATION SCHEDULE:**

- CDBG Application due March 3, 2023

▪ **RESIDENT'S: COMMENTS and CONCERNS**

▪ **CLOSE MEETING**

The Brick House Community Resource Center's Youth Education and Prevention (Y.E.P.) program

supports youth ages 11 to 19 who live in Montague, many of whom are deemed "at risk," and their families by providing a non-commercial space for them to not only connect with supportive mentors, build peer-to-peer connections, and use art supplies, computers and musical instruments, but also participate in a variety of programs that we see as increasing their "internal developmental assets."

Having been in operation for over 30 years, the Brick House has become adept at meeting evolving needs, and enhancing positive outcomes for youth and members of the community at large. Our Third Street site sits in the heart of Montague's most densely-populated neighborhood, allowing us to serve as a hub for services and support in an area where nearly half of children (43%) live at or below poverty level, and where many residents do not have reliable access to transportation.

The short-term and long-term goals of the Y.E.P. program are to offset factors of risk for youth, and our approach is based in the "40 Developmental Assets for Adolescents" framework developed by the Search Institute. Under this model, increasing youth's "external assets" helps them improve their "internal assets." Thus factors like *safety, creative activities, positive adult relationships, and service to others* help youth build their *sense of purpose, planning and decision-making, integrity, and achievement motivation*.

Increasing these assets has been shown to reduce the risk of youth substance abuse, lessen the likelihood of youth engaging in violence, increase school engagement, foster employment preparedness, and enhance positive health and relationship choices. Many of these are identified as needs requiring priority attention within our local community by the "Community Needs Assessment" compiled by Community Action Pioneer Valley December 2020.

We operate an after-school drop-in center for youth four afternoons a week, and engage the youth who attend in helping select the programming we offer. Typical offerings include financial literacy trainings, healthy relationship workshops, job readiness, classes in STEM and expressive arts topics, outdoor education, homework help, movement and exercise, and Dungeons & Dragons.

Knowing that the large majority of our participating youth are low-income and that some are from families struggling to meet basic needs, we make free food and clothing available. The program also provides youth access to our referral network which includes a variety of regional resources such as mental health supports, workforce development opportunities, and housing assistance. The Brick House operates a Parent and Families Program which supports Y.E.P. with additional wrap-around services for the families of youth to access other assistance, including a parent/guardian support group.

When young people are provided with opportunities to access resources, build supportive relationships with adult and peer mentors, and feel a sense of empowerment by shaping and exploring educational and creative programming, their "internal assets" increase. We use this framework to measure our impact on participants' lives using pre- and post-participation surveys.

The Town of Montague's support for the Y.E.P. through the FY'22 Community Development Block Grant will help us cover key staffing and supply costs, as well as a large portion of our agency fee for two DIAL/SELF Americorps members who serve at the site primarily in support of our youth programming.

LifePath Elder Self-Sufficiency Project – Program Description Summary

Program Description

This project will help older people in Montague remain independent in their homes with service provisions to address needs related to their housing, health, comfort, access to health care, and financial stability. Funding will be used to support the following existing underfunded volunteer-based programs: Benefits Counseling, in operation for 13 years, which helps homeowners and renters aged 60 and older find resources to help them stay in their homes; Money Management, in operation for 31 years, which assists elders who have difficulty writing checks or managing their basic living expenses; SHINE, in operation for 30 years, which provides free, one-on-one health insurance information, counseling and assistance to Medicare beneficiaries; and Healthy Living, in operation for 12 years, which offers workshops for people with one or more chronic health conditions or who are at risk of falling. These programs address financial, housing, and healthcare needs through information, education, counseling, and assistance with application completion. LifePath conducts a full assessment of the individual to understand how they may best be supported. If additional services would help, a referral is made to LifePath's resource consultants who can advise on additional services. The volunteers, many of whom are older adults themselves and are seeking a way to contribute, receive training and support.

Community Need

Franklin County is one of the poorest counties in all of Massachusetts and has consistently had the lowest average wages of all 14 counties since 2000. LifePath is the only organization in Franklin County providing comprehensive services for older adults. LifePath conducts [complete needs assessment of elder needs](#) every four years. Housing and economic security consistently rate in the top concerns of elders, with the 2022-2025 report no exception. If it weren't for the help LifePath provides, elder Montague residents would be at a greater risk of personal decline. Montague can have a large impact on the ability of residents to remain living in their own homes safely, healthily, and with a sense of well-being, which benefits the community in the form of lower costs and a healthier older population.

Beneficiaries

Elders aged 60 and over in Montague who are primarily low-to-moderate-income.

Short- and long-term goals

Our primary goals for use of these funds are:

- To recruit enough volunteers to attend to the volume of those seeking our services.
- To engage and assist elders in applications for SNAP benefits, Fuel Assistance, and health benefits.
- To assist elders with support and guidance to determine which Medigap plan most comprehensively meets their healthcare needs.
- To provide bill paying and money management support to ensure financial stability.
- To help to maintain elders' homeownership or rental stability and prevent homelessness or premature institutionalization.
- To educate elders through the Healthy Living program about how to reach small, achievable health goals, and while using problem-solving to overcome barriers.

Montague - LifePath Home Delivered Meals Program FY 2023 – One Page Summary

Program Description

LifePath will provide hot lunches and optional dinners to elderly homebound residents of Montague, Monday through Friday, with a noontime check on their well-being. There are no fees for service, but elders will be offered an opportunity to donate for their meals in a confidential and voluntary manner. Elders will receive full meals that are balanced across the week to provide the vitamins and minerals elders need, low in fat and salt, and with alternate desserts for diabetics. Frozen weekend meals, special therapeutic meals for elders with dietary restrictions or swallowing or dentition issues, and emergency meals that are frozen or shelf stable can be provided. Meal delivery plans are customized to each resident's specific needs. A Registered Dietitian is available for individualized diet counseling, if needed. The volunteer meals drivers will check on the elder's well-being and LifePath will call emergency contacts as needed. Participants are assessed by a caseworker who determines their needs for services

Community Need

LifePath, as the Area Agency on Aging, is responsible for assessing the needs of area elders every four years. The resulting document, the Area Plan, can be viewed on our website at <https://lifepathma.org/about/area-plan>. Nutrition is identified in this report as an unmet need for many seniors. About 10% of people in Franklin County are food insecure. 71% of participants say their hot noontime meal is their main meal of the day, and 14% say there would be a shortage of food in the house without Meals on Wheels. Meals are sometimes the first service accepted by the elders and provide them with some familiarity with the agency to later accept laundry, shopping, housework or personal care services such as dressing and bathing, as may be needed.

Beneficiaries

Beneficiaries will be people who are 60 years of age or older and are homebound due to chronic conditions, permanent disability, or frailty attendant to aging, or who are recovering from a hospital stay who are not yet strong enough to shop, prepare foods, and cook. We expect to serve about 136 Montague residents with this program, 129 who will be low to moderate income. Each person will receive an average of 136 meals over the course of a year. The vast majority of those served will be low-to-moderate income.

Short term and long term goals

The short term goal is to provide a hot, noontime meal with the option of a cold supper meal as well to every eligible elder who requests them. The long term goal is to help seniors live as independently as possible as long as possible while eating healthier foods, maintaining a healthy weight, and feeling better.

Summary: The proposed application is an expansion of **Families Learning Together Strong**, a program assisting students enrolled in the Gill Montague School District, particularly English learners. The intent is to intervene proactively, ensuring that students have the academic support they need to perform, graduate from high school and to secure employment or go on to higher education. Generally, the program offers four sessions per week, year round, averaging about 176 sessions per year. It also includes special activities, such as family art days and holiday gatherings and is part of a slate of MCSM educational services.

Each student receives individual help, including literacy support, math, science, history tutoring, assistance with special projects and technology support. Sessions are offered virtually when necessary. The program is set up so that older students tutor younger students. Families learning together provides parenting training. Parents are helped filling out school forms and understanding school requirements. Many of the participating parents have incomplete schooling.

Montague is a lively, diverse community. Spanish speaking migrants to the town often hail from indigenous Mayan villages located in Guatemala and Mexico. Newcomers from the Dominican Republic and Puerto Rico add to the richness of cultural diversity. Programs at the Family Center are delivered by staff trained in cultural sensitivity and trauma informed techniques. Because most staff are bilingual, and several have immigrated themselves, there is a great deal of cultural empathy engendered. Importantly, MCSM staff facilitate cooperative instructional techniques that are very compatible with the cultural and linguistic sensibilities of participants.

The 2023 iteration of this program will provide educational assistance, homework help, career guidance, parent education and family/school assistance. All programs will be delivered with wrap around, trauma informed, holistic support. This year, MCSM will also be adding a STEAM component to the programming and job and college preparation. Part of the MCSM wrap-around educational structure includes three additional bilingual programs -not part of the CBDG application request including: (1. The Starlight Girls Club; a STEAM program offering exceptional learning opportunities. 2. Love2Grow, an early literacy program offering instruction, high quality board books, a home family library. 3. We will also begin a novel program entitled, R.E.A.D; in response to feedback from GMRSD and local early education experts who reported that spectrum disorders among toddlers have doubled in 12 months. The R.E.A.D. program will concentrate on outreach and public education.

Empirical research and observed demographic patterns were used to arrive at the designation of need for the program, using the Refugee Population Survey data produced by the state of Massachusetts. An influx of migrants from southern US states may have the effect of increasing the number of families needing services in the area (Fox, 11,22,22). MCSM also pays careful attention to the pattern of immigrant and refugees service needs at the agency. Moreover, the School District has supplied the most up-to-date information about students enrolled in GMRSD. In this way, staff at MCSM staff keep apprised of the specific needs of families through habitual interaction within the community and School District.

The long term goal of the *Families Learning Together Strong* program is to improve the quality of life and socioeconomic status of families in Montague. The short term goal is to provide bilingual, culturally sensitive literacy and educational support for families to achieve the stated long term goal. These goals align with the 2017 CDBG Public Services Guide in that the activities "build economic security and self-sufficiency," by providing English instruction and support for Speakers of Other Languages and Literacy Programs and training, as specified. This meets the national objectives of benefiting low-income persons, as well as illiterate persons and migrant workers. National goals specify that at least 51% of beneficiaries should be low or moderate-income individuals, however 100% of the program beneficiaries will be low-income

Wildflower Alliance – Montague Proposal Summary Program Description

The proposed project is a continuation of a one that has been funded for four years with Montague CDBG funds. The Wildflower Alliance (formerly Western Mass Recovery Learning Community) provides direct peer support to Montague residents on a regular basis through the presence of advocates at the Brick House in Turners Falls and in the community beyond. Moving forward, that will look like:

- One weekly Alternatives to Suicide group
- One weekly Spiritual Explorations group

Both groups offer nonjudgmental peer-to-peer support around emotional distress, trauma, and life adversity through spiritual understandings and practices. These supports have also been essential to individuals struggling with problematic drug use, as suicide is often a consideration for individuals battling addiction, and spirituality is one important pathway out.

WA will also offer a series of events in Montague to build community and access to resources. Specific activities offered may vary based on capacity and community interest but are expected to include: Presentations on Hearing Voices (a phenomenon that not only drives emotional distress but also substance use for many people), and talks on harm reduction as they apply to both substance use and emotional health, among other options. For example, in April of 2023 we will be bringing guests from the United Kingdom to Turners Falls to talk about voices and paranoia and foresee looking for other opportunities to bring in new or infrequently heard voices whenever possible.

Additionally, team members based in Turners Falls developed on-line supports that were used by both local and non-local individuals during the pandemic and these will continue to be available. This has included the development of a Discord server that has hosted a number of virtual groups and forums, including one focused on LGBTQ+ individuals, addiction issues, etc..

Community Need

Supports offered will be the only supports of this nature in Montague focused on individuals struggling with addiction, psychiatric diagnosis, trauma, and other life challenges and that is also accessible to adults of any gender. Community Action's Community Needs Assessment published in December 2020 reports that during the pandemic, substance use and overdose have increased, suicide attempts are up (Franklin County already had the highest rate in Massachusetts), and partner abuse is more frequent and more severe. The report also indicates that existing clinical supports are stretched thin. The mental health crisis team reported an increase in callers just needing to talk, and mental health providers are receiving a large volume of calls from new clients.

Intended Beneficiaries

Individuals – particularly those with limited access to other resources – who are struggling with problems with substance use, emotional distress, and isolation will be the primary beneficiaries.

Short & Long-Term Goals

The primary short-term goal will be lessened isolation and a greater sense of social connectedness. Longer-term goals will be increased knowledge of and connection to other community resources, fewer disruptions to life, increase ability to navigate problems with substances, suicidal thoughts, and so on, and lessened risk of overdose or other serious health consequences.

PROJECT DESCRIPTION

Construction Activity: Hillcrest Neighborhood Playground Project

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

The focus of this construction project will be to address the need to provide universal access to the playground by building a playground with updated, engaging, accessible play structures and educational features. In addition, the playground will include ADA compliant pathways from the school and parking areas so that no patrons, whether children or adults who are supervising children, are excluded from participating in recess, summer activities, and playing on or being in close proximity to the play structures.

Public input into the final design and use of the playground was encouraged. Multiple public meetings and design sessions were held for this project. When constructed the increased use of the playground with improved facilities will have positive health and safety benefits for residents of the Hillcrest neighborhood. Accessibility improvements will open the playground to people with disabilities and mobility challenges.

The services of a registered landscape architect (Berkshire Design Group) will be negotiated by the town to perform the project bidding and provide construction oversight. Procurement for the construction and installation of the improvements will be pursuant to MGL Chapter 30 39M. The bid ready plans and specifications for the Hillcrest Neighborhood Playground Project are 100% complete.

The construction of this project will remedy the above conditions for town residents. The project will include:

- A play area for 2-5 year olds with age appropriate play structures
- A play area for 5-12 year olds with age appropriate play structures
- An outdoor classroom area with play boulders
- A pollinator garden with raised beds
- A woodland grove
- Accessible pathways from the school and parking areas
- Rubberized, poured in place surfaces under the play structures

CDBG funds (estimated at \$490,317) will be used as follows:

Landscape Architect: Bidding and Construction Oversight

General Contractor: Construction, Installation and Construction Contingency

The project will serve 1,090 residents of the project service area in the village of Turners Falls in the Town of Montague, 53% who are low to moderate income.

Housing Rehab Project Description

The Town of Montague's town wide housing rehabilitation program wishes to address the problem of substandard housing. The proposed Montague Rehabilitation Program (the "Program") will serve eligible residents town-wide. Eligible participants are resident households determined through income verification procedures to be low or moderate income (*100% low and moderate (LMI) benefit for single family homes; at least 50% LMI for duplexes; at least 51% LMI for multi-families*). The proposed Program will rehabilitate 2 housing units.

The Town of Montague will contract with the Franklin County Regional Housing and Redevelopment Authority (HRA) to administer its FY2022.23 CDF grant and to implement this Program.

CDBG funds will be used for Initial Lead Paint Risk Assessment or Full Lead Abatement Inspections (grants), Post Abatement Compliance Inspections (grants), and correction of code violations (loans). The initial lead paint risk assessments, full lead abatement inspections, and post abatement compliance inspections will be given as a grant to participating homeowners, because their costs have been barriers to participation in past programs. Utilizing 0% deferred payment loans (DPLs), the program will provide LMI homeowners and owners of rental property an affordable funding mechanism to correct code violations within their homes, bringing the units into compliance with the building and/or sanitary codes. Through a point system, the program will target the most distressed, substandard housing units with the most code violations that are occupied by LMI persons.

Housing rehabilitation funds loaned to owner-occupants will be in the form of a 0% interest Deferred Payment Loan (DPL) whereby 1/15th of the DPL will be forgiven each full year after the date of closing; after 15 years of compliance, a full 100% of the loan will be forgiven. Housing rehabilitation funds will also be available to investor-owners and will be in the form of a 0% interest DPL that will decline by 1/15th per year until year 15; after 15 years of compliance a full 100% of the loan will be forgiven. A 15-year Affordable Housing Rental Restriction will be placed on Investor-owned properties to ensure long term affordability. The DPL will be repaid upon the sale or transfer of the property with no interest assessed. DPLs will be enforced through a mortgage lien recorded at the Franklin County Registry of Deeds. The Program will require owner-occupants with up to 4 rental units to sign rental agreements that limit rents not to exceed HUD FMRs for 15 years, require owners to notify HRA of vacant units, and assert the owner's commitment to rent to low and moderate income tenants. Although it is not anticipated that the program will serve investor-owners, any investor-owners and owner-occupants with more than 4 units will execute an Affordable Housing Restriction provided by DHCD, which will be recorded with the mortgage. The Towns will permit transfer to family members, subordination to allow LMI homeowners to obtain more affordable first mortgages, debt consolidation, or in certain cases to use the equity in the home for emergency situations. The Town of Montague may also consider forgiveness of DPL mortgages in emergency or hardship cases.

HRA will use additional funds as needed from the Housing Rehab Revolving Loan Fund (HRRLF) to supplement FY22.23 funds. The HRRLF is a program income fund established and administered by HRA into which the town is authorized depositing loan repayments from prior CDBG-funded housing rehabilitation programs. The purpose of the fund is to recycle the money to future CDBG-eligible housing rehab projects. (See also Program Income Plan, HRRLF contracts, and certifications in this application).

Whenever possible, USDA 504 loans/grants, MHFA HILP and "Get the Lead Out"-Programs, CEDAC Home Modification Loan Program, and Community Action's Weatherization Program (the area's designated Weatherization Assistance Program), are utilized to maximize the use of CDBG funds.

These funding mechanisms best meet the needs of LMI owners for an affordable way to correct code violations within their homes, bringing the units into compliance with the building and/or sanitary codes. The program's Anti-Speculation and Recapture Plan ensures 15-year affordability for LMI tenants.

The maximum loan amount under this Program will be \$50,000 per unit for properties that involve lead paint remediation, septic system replacement/repair, asbestos removal, well drilling, historic preservation, or handicapped access work. The maximum for units not including these work items will be \$40,000. Average

CDBG program costs (4C) per unit are expected to be in line with the recent per unit average cost of \$48,562 with individual project costs varying based upon level of repair needs. The rehab loan/grant budget was prepared to cover the costs of 9 projects at the maximum loan/grant amount of \$50,000, which may include funds given as a grant to homeowners for lead paint inspection fees. Any funds remaining after the 9 units are completed will be used to address additional units. See Contingency Plan for an explanation of maximum loan amounts and required waivers.

Allocation of CDBG funds will be as follows:

MONTAGUE (Town wide)	9 units (loan) Lead Paint Risk Assessments (grant)	9 units at \$50,000*	\$ 450,000
FY 2022.23 HOUSING REHAB – 9 units		TOTAL REQUEST	\$ 450,000

*\$50,000 maximum allocation per unit may include lead paint inspection fees associated with a project. Lead inspection fees average \$1,000 per unit and are given as a grant to homeowners. The hard cost of rehabilitation and registry recording fees are given as loans.

PROJECT DESCRIPTION

Design Activity: Avenue A Streetscape Design Phase 4

The proposed project will result in the preparation of bid ready plans and specifications for three distinct sections of the Avenue A streetscape, one on the odd side of the avenue between Third Street and Fifth Street, one on the even side of the avenue between Fourth Street and Fifth Street, and one in front of Town Hall. The scope of the project includes design work for full replacement of the brick and concrete sidewalks, replacement of integrated sidewalk planters, installation of two streetlamps. The project will address the substandard conditions along these sections of the streetscape, including cracked, heaving, non-compliant sidewalks; lack of accessibility to businesses; deteriorated concrete planters; poor lighting for pedestrian traffic where old streetlamps still exist; and inadequate drainage.

The bid-ready plans and specifications produced by the proposed project will bring the town one step closer to remedying the above conditions. The plans and specs. will include the following:

- Replacement of brick and concrete sidewalks and plazas with concrete sidewalks and plazas with brick borders and highlights to match newly replaced CDBG-funded sidewalks on Avenue A.
- Replacement of concrete sidewalk planters with new planters with 12" wide granite curbing
- Replacement of inefficient, low emittance streetlamps in front of Town Hall with new high efficiency LED streetlamps to match CDBG-funded streetlamp project adjacent to project areas.
- Installation of new electrical load centers and boxes for streetlamps.
- Installation of ADA compliant ramps to businesses where feasible.
- Installation of new metal benches and trash receptacles.
- Repair of existing subsurface irrigation lines to planters.

National Objective: This project meets the National Objective of benefitting Low-to-Moderate persons on an area-wide basis because the service area (Census Tract 407.1, Block Groups 2 and 4) has an LMI composite percentage of 72%.

Procurement: The services of a registered landscape architect/civil engineer will be procured by the town to complete the preparation of bid ready plans and specifications for the project. Procurement will be pursuant to MGL Chapter 30B, as amended November 2016.

Site Control: The Town of Montague has an easement to repair or maintain all sidewalks along Avenue A.

Grant Management and Implementation: The Town of Montague will contract with the Franklin County Regional Housing & Redevelopment Authority (HRA) to administer this activity if its FY22.23 CDBG is awarded. Because HRA is a public entity, the Town of Montague can contract with HRA both to administer and implement CDBG programs without going through a competitive procurement process.

CDBG funds will be used as follows:

Landscape Architectural & Engineering Services: Bid Ready Plans and Specifications approximately \$60,000

DESIGNATION OF ENVIRONMENTAL CERTIFYING OFFICER

In my capacity as Chairman of the Selectboard for the Town of Montague, Massachusetts, I designate Walter Ramsay, Assistant Town Administrator, as the Town's Environmental Certifying Officer.

Richard Kuklewicz, Chairman
Selectboard, Town of Montague

Date



Board of Selectmen Town of Montague

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

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

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

Name of applicant: Suzanne LoManto
Address of applicant: 1 Avenue A Turners Falls
Phone # of applicant: 413-863-3200
Name of organization: River Culture
Name of legally responsible person: Town of Montague
Location of assembly: First St / Turners Falls
Date of assembly: Sunday, September 24, 2023
Time of assembly: Begin: 10am End: 4pm
Number of expected participants: streets closed 9am - 5pm
If a procession/parade: WWW.northeastunity.com
Route: _____

Number of people expected to participate: 1,000

Number of vehicles expected to participate: 300

Subject of demonstration: Northeast Unity car show

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

Signatures:

Police Chief: _____

Date: 1-26-23

Comments/Conditions:

1 Detail Officer \$85.50 per hour 4-min
Detail will be 9-5 Call P.D. one week prior to schedule

Board of Selectmen, Chairman: _____

Date: _____

Comments/Conditions: _____

Northeast Unity Car Show

SUNDAY, SEPTEMBER 24, 2023

Sponsored by

Nik Kramarczyk: mygolfisslow@comcast.net

Rachel Levey: Rachellevey@gmail.com

Derek Benoit: Derek.benoit80@gmail.com

Co-Sponsored by RiverCulture

<https://northeastunity.com>

Hello Select Board,

I am looking for input related to a NEW event around Turners Falls- a 300+ vintage car show. Montague residents Nik and Rachel and their partner Derek are vintage VW car restorers and active on the regional car show scene. They have considerable experience planning very large car shows and would like to start an annual tradition in Turners Falls.

Attached is a map with about 300 cars. Our plan is to park them for free public viewing on First Street from Avenue A to Unity Park. The show would also utilize municipal parking around Town Hall. Nova Motorcycles would join the event with a vintage motorcycle show and a "parts swap" market. This free event would be 10am-4pm and also feature several food trucks on Nova Motorcycles property.

RiverCulture would be responsible for coordination with the Town departments, insurance and road closures. The planning team would be responsible for registration, communication with the car owners, and event parking.

HOW IT WORKS

First Street would be divided into (2) one-way traffic patterns originating at the intersection of L Street. Participating cars will enter from L Street and upon check-in, be directed to exhibition parking. Cars will only be parked on one side of the street to make room for emergency vehicles. Cars will also be parked in municipal lots around Town Hall.

ROAD CLOSURE

First Street from Avenue A to the Unity Park Hill. Unity Park and the far parking lots would still be accessible from Second Street.

POLICE

Chief Williams will require a police detail during the set up and operation of the event. This fee will be paid for through event car registration.

possibly

Thank you,

Suzanne LoManto

with Nik, Rachel and Derek



Northeast Unity Autoshow

Sunday September 24, 2023

Layout goals:

- Create a cohesive space for the show, where attendees are encouraged to wander and not just stay in one location
- Ensure safe access for emergency vehicles if the need arises
- Avoid traffic issues downtown by directing attendees to access the "show grounds" via side streets
- Minimize entrance/exit points to simplify duties of event staff



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission

☒ For Reconsideration

LICENSING AUTHORITY CERTIFICATION

MONTAGUE

City /Town

02991-GP-0736

ABCC License Number

TRANSACTION TYPE (Please check all relevant transactions):

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

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

APPLICANT INFORMATION

Name of Licensee Brick and Feather Brewery, Inc.

DBA

Street Address 78 11th Street, Turners Falls, MA

Zip Code 01376

Manager Lawrence George

Granted under Special Legislation? Yes ☐ No ☐

\$19 Farmer Series Pouring Permit

Annual

Malt

If Yes, Chapter
of the Acts of (year)

Type

(i.e. restaurant, package store)

Class

(Annual or Seasonal)

Category

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

DESCRIPTION OF PREMISES

Complete description of the licensed premises

The proposed alteration would be to add an outdoor seating area approximately 40' x 10' directly in front of the building to be bordered by planters and chains and includes 5 tables with 14 chairs. The current public area is approximately 1,200 sq. ft. "retail area" and excluding the office and storage area. (See attached for rest of description)

LOCAL LICENSING AUTHORITY INFORMATION

Application filed with the LLA:

Date

10/31/2022

Time

2:30 PM

Advertised

Yes ☒ No ☐

Date Published

November 17, 2022

Publication

Montague Reporter

Abutters Notified:

Yes ☒ No ☐

Date of Notice

November 19, 2022

Date APPROVED by LLA

11/28/2022

Decision of the LLA

Approves this Application

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

For Reconsideration, Selectboard Meeting held on January 30, 2023

For Transfers ONLY:

Seller License Number:

Seller Name:

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
Ralph Sacramone
Executive Director



Board of Selectmen
Town of Montague

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

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

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

Name of applicant: Ric Smith

Address of applicant: 9255 Sunset Blvd. Ste. 515 West Hollywood CA 90069

Phone # of applicant: 310-779-3478

Name of organization: Sheepdog The Movie, LLC

Name of legally responsible person: Steven Grayhm

Location of assembly: multiple - See attached

Date of assembly: 2/14-3/9

Time of assembly: Begin: varies - see attached End: varies - see attached

Number of expected participants: 34 Crew, 4 cast, ~10 extras

If a procession/parade:

Route: Not a parade, but we will be asking for some Intermittent Traffic Control on Ave. A, 2nd and 4th for one of our shoot days.

Number of people expected to participate: 34 Crew, 4 cast, ~10 extras

Number of vehicles expected to participate: 3 trucks, 1 passenger van, 10-15 cars. We will be willing to park as directed by the town.

Subject of demonstration: Independent Film

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

Signatures:

Police Chief: [Signature] Date: 1-26-23

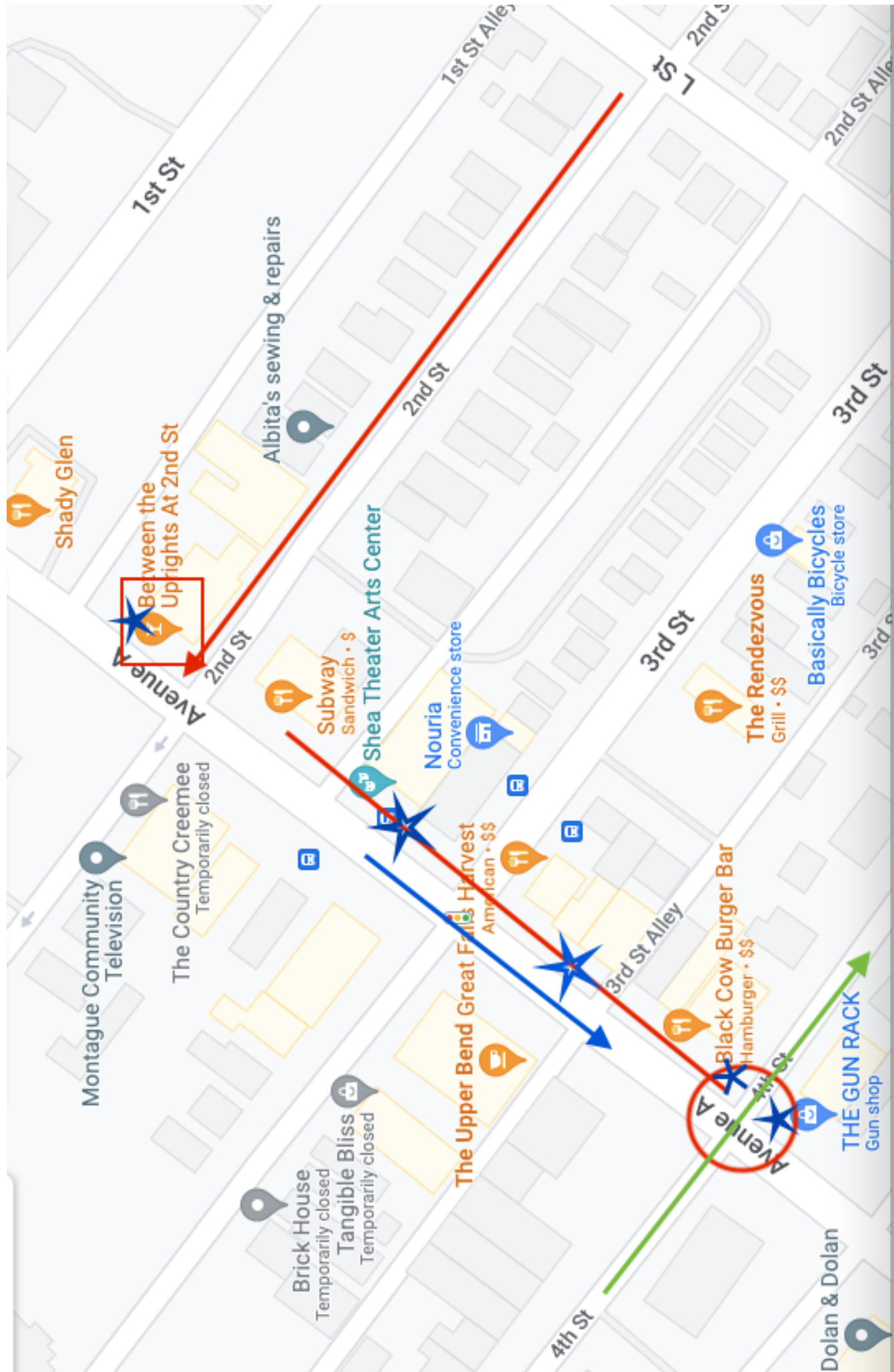
Comments/Conditions: Detail officers as needed

Board of Selectmen, Chairman: Date:

Comments/Conditions:

2/14 - Shooting at a house in Greenfield
2/15 - Shooting on Avenue A and at "Between the Uprights" (this is the day we would probably impact the public the most)
2/16 - Paperlogic factory.
2/17 - An apartment at 4th and J St in Turners Falls and Gary's Coins and Antiques (No traffic control needed, would only affect parking directly in front of Gary's. Parking concerns to be discussed)
2/18 - Back to the house in Greenfield
2/19 - Off
2/20 - Off
2/21 - House in Greenfield
2/22 - House in Greenfield
2/23 - Start at Courthouse Location (we haven't found yet) then back to the House in Greenfield
2/24 - House in Greenfield
2/25 - Cemetery (we haven't found yet) and Greenfield
2/26 - Off
2/27 - Off
2/28 - Salvation Army Store in Turners Falls, other locations TBD.
3/01 - Locations unknown at this time
3/02 - Locations unknown at this time
3/02- Locations unknown at this time
3/04 - Some driving through Greenfield and then shooting at the Shady Glen Diner.
3/05 - Off
3/06 - Off
3/07 - Location unknown at this time
3/08 - Location unknown at this time
3/09 - Rural and town driving (location pending per Turners Falls PD) and then shooting at Shea Theater (but this location is not 100%).

We're happy to accommodate what is going to make the town happy. We are fully insured and can list the town as an additional insured on our policy.



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	60,864.74	167,928		
5113 1st Registrar	525	525.00	525	262.50	625		
2nd Registrar	525	525.00	525	262.50	625		
3rd Registrar	525	525.00	525	262.50	625		
5124 P/T Wages Temp	4,098	7,815.42	25,500	14,259.99	20,000		
5132 Overtime							
5144 Longevity	300	300.00	300	300.00	300		
TOTAL PERSONAL SERVICES	129,843	133,765.91	155,819	76,212.23	190,103		-
5247 Software and Storage Support	6,395	5,384.20	10,190	2,988.00	13,573		
5248 Office Equipment R & M	500	65.00	500		500		
5305 Printing/Bookbinding	4,500	6,625.16	7,000	453.04	9,000		
5314 Seminars	300	250.00	300		300		
5315 Other Professional/Technical	3,600	5,741.86	6,700	3,480.88	6,700		
5344 Postage	3,850	4,762.44	5,850	5,583.84	7,400		
5345 Advertising	100		100		100		
5420 Office Supplies	4,000	3,162.79	5,500	1,431.23	5,800		
5430 Food for Pollworkers			1,300	771.74	900		
5581 Subscriptions/Books	275	157.40	275	143.00	275		
5599 Clerk Equip < \$2K					4,250		
5710 Travel	1,500	1,884.92	2,000	50.31	2,000		
5730 Dues & Memberships	110	170.00	110		110		
5740 Insurance	200	200.00	200	100.00	200		
TOTAL EXPENSES	25,330	28,403.77	40,025	15,002.04	51,108		-
TOTAL TOWN CLERK	155,173	162,169.68	195,844	91,214.27	241,211	241,211	241,211
				Change	45,367	23.16%	

25-Jan added equipment exp (computers, furniture) for new employee

There is a four-year election cycle that keeps repeating.

Elections FY

3 2023,2027,2031,2035,2039

2 2024,2028,2032,2036,2040

3 2025,2029,2033,2037,2041
1 2026,2030,2034,2038,2042

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				840.00
	MGL Ch41:19K Stipend				1,000.00
12/8/2014	Assistant Town Clerk	D10	27.81	1,820.00	50,614.20
new hire	Admin Asst	B-1	19.28	1,820	35,089.60
					Total
					167,928

DOH | Svc
FY24 |

12/8/2014 9

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 Socall - Social Media and
5248	Office Equipment R & M	500	500	-		
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%	now includes postage for dog licenses
5345	Advertising	100	100	-		
5420	Office Supplies	5,500	5,800	300	5.45%	now includes supplies for dog licenses
5430	Food for Pollworkers	1,300	900	(400)	-30.77%	
5581	Subscriptions/Books	275	275	-		
5599	Clerk Equip < \$2K	-	4,250	4,250	100.00%	new staff person
5710	Travel	2,000	2,000	-		
5730	Dues & Memberships	110	110	-		
5740	Insurance	200	200	-		

EXPENDITURES		Budget FY22	Actual FY22	Budget FY23	Expended thru 12/31/2022	FY24 Level Services Request	FY24 BOS Recommend	FY24 BOS & Fin Comm Recommend
5112	F/T Wages	949,883	889,472.04	973,039	450,502.35	1,058,598	-	-
5124	Part Time Temp Wages	12,000	9,792.38	19,000	3,562.50	43,200	-	-
5132	F/T Wages OT	22,000	23,580.43	22,500	10,992.44	25,000	-	-
5142	Shift Differential	18,250	14,367.25	20,490	10,578.25	16,975	-	-
5144	Longevity	3,600	1,700.00	2,100	600.00	3,700	-	-
5144	Cell Phone Stipends	1,525	1,217.47	1,525	375.05	1,525	-	-
5193	Vacation Buy Back	11,292	21,174.18	-	854.80	-	-	-
5194	Sick Leave Buy Back	4,200	4,791.73	-	-	-	-	-
TOTAL PERSONAL SERVICES		1,022,750	966,095.48	1,038,654	477,465.39	1,148,998	1,148,998	1,148,998
5241	Siemens annual monitoring	3,000	2,740.00	3,000	2,822	3,000	-	-
5242	Buildings R & M	21,500	25,826.16	25,100	7,716.37	25,100	-	-
5243	HVAC R & M	25,000	19,355.10	25,000	1,382.00	25,000	-	-
5245	Vehicles R & M	35,000	20,669.34	35,000	4,538.92	35,000	-	-
5247	Computer R & M/Support	4,200	608.99	2,000	-	2,000	-	-
5251	Other Equipment R & M	7,800	12,281.22	10,000	8,315.43	10,000	-	-
5277	Rental/Lease Vehicles	-	-	-	-	-	-	-
5278	Uniform Rental/Cleaning	-	-	-	-	-	-	-
5310	DOT Testing	5,000	3,767.59	5,000	1,612.59	5,000	-	-
5314	Seminars	200	1,330.00	200	-	1,000	-	-
5315	Other Professional & Technical	18,000	15,340.91	18,500	3,661.00	18,500	-	-
5320	Street Line Painting	28,000	23,797.75	28,000	3,066	28,000	-	-
5341	Telephone/Internet/Pagers	3,500	2,200.96	3,000	1,544.27	3,000	-	-
5344	Postage	100	131.34	100	12.00	100	-	-
5345	Advertising	2,500	2,514.33	2,500	523.02	2,500	-	-
5420	Office Supplies	4,000	1,700.87	3,500	1,219.44	3,500	-	-
5430	Building R & M Supplies	6,500	4,649.29	5,500	166.75	5,500	-	-
5432	Electrical	-	-	-	-	-	-	-
5435	Hand Tools	5,000	4,877.91	5,000	2,258.43	5,000	-	-
5440	Oil & Lubricants	8,000	7,341.42	8,000	2,352.25	10,000	-	-
5443	Misc. Parts & Accessories	52,500	39,658.48	70,500	22,534.87	70,500	-	-
5451	Cleaning Supplies	9,000	5,820.13	8,500	4,219.92	8,500	-	-
5460	Groundskeeping Supplies	2,000	3,694.08	2,000	3,663.94	3,000	-	-
5481	Gasoline	45,000	20,371.33	45,000	16,172.35	63,140	-	-
5482	Diesel	53,000	34,760.06	53,000	33,044.78	67,200	-	-
5484	Vehicle Parts & Accessories	85,000	96,232.29	85,000	42,429.88	85,000	-	-
5500	Medical Supplies	150	219.17	150	163.53	200	-	-
5530	Public Works Supplies	55,000	63,954.71	71,500	32,583.87	71,500	-	-
5534	Sidewalk Materials	-	-	-	-	-	-	-
5580	Equipment < \$5K	-	-	-	-	-	-	-
5582	Uniforms/Clothing	14,000	16,235.69	15,500	7,080.56	15,500	-	-
5588	Trees	1,000	-	500	-	500	-	-
5710	Travel	125	103.90	125	-	125	-	-
5730	Dues/Memberships	500	850.00	500	1,619.00	500	-	-
5783	Hoister & Other Licenses	1,500	1,025.58	1,500	531.53	1,500	1,500	-
	CARES Ineligible Exp	-	-	-	-	-	-	-
TOTAL EXPENSES		496,075	432,058.60	533,175	205,234.53	569,365	569,365	569,365
5800	Flail Mower Lease FY18-22	21,321	21,320.41	-	-	-	-	-
TOTAL CAPITAL OUTLAY		21,321	21,320.41	-	-	-	-	-
TOTAL		1,540,146	1,419,474.49	1,571,829	682,699.92	1,718,363	1,718,363	1,718,363
Change						146,534	9.32%	

General Category: Public Works - CWF

Dept # 661-449

EXPENDITURES	Budget FY22	Actual FY22	Budget FY23	Expended thru 12/31/2022	FY24 Level Services Request	FY24 BOS Recommend	FY24 BOS & Fin Comm Recommend
5112 F/T Wages	21,300	1,474.40	21,300	717.90	30,642		
5132 F/T Wages OT	2,500	11,142.17	2,500	11,620.66	29,300		
5142 Shift Differential	1,000	669.46	1,000	1,026.03	1,000		
TOTAL PERSONAL SERVICES	24,800	13,286.03	24,800	13,364.59	60,942		60,942
5249 Other Repairs	1,000	711.00	1,000		1,000		
5252 Collection System	4,500	5,942.76	4,500	6,870.00	4,500		
5271 Easements	500	100.00	500	1,350.00	1,350		
5277 Rental/Lease Vehicles	1,000		1,000		1,000		
5283 Other Equipment	1,000		1,000		1,000		
5303 Engineering/Architectural	300	579.91	300		300		
5430 CSO Monitor/Report					25,000		
5443 Misc. Parts/Accessories	5,000	4,028.05	5,000	2,115.10	5,000		
5530 Public Works Supplies	4,700	10,184.98	4,700		12,700		
TOTAL EXPENSES	18,000	21,546.70	18,000	10,335.10	51,850		51,850
5800 Capital Outlay	8,000		8,000				
TOTAL CAPITAL OUTLAY	8,000	-	8,000	-	-		-
TOTAL WPCF HWY SUBSIDIARY	50,800	34,832.73	50,800	23,699.69	112,792	112,792	112,792
				Change	61,992	122.03%	

10-Jan added amount for 5430

10-Jan increased 5271 to meet actual FY23 cost

10-Jan move capital outlay money (rarely used) to 5132

EXPENDITURES		Budget FY23	Request FY24	\$ Change	% Change	Explanation
5112	F/T Wages	21,300	30,642.40	9,342	43.86%	
5132	F/T Wages OT	2,500	29,300.00	26,800	1072.00%	corrects allocation between accounts (5132)
5142	Shift Differential	1,000	1,000.00	-		some from 5800, some corrects allocation between
5249	Other Repairs	1,000	1,000.00	-		
5252	Collection System	4,500	4,500.00	-		
5271	Easements	500	1,350.00	850	170.00%	
5277	Rental/Lease Vehicles	1,000	1,000.00	-		
5283	Other Equipment	1,000	1,000.00	-		
5303	Engineering/Architectural	300	300.00	-		
5430	CSO Monitor/Report	-	25,000.00	25,000	100.00%	expensed moved from 661 and increased for co
5443	Misc. Parts/Accessories	5,000	5,000.00	-		
5530	Public Works Supplies	4,700	12,700.00	8,000	170.21%	spending more in this category
5800	Capital Outlay	8,000	-	(8,000)	-100.00%	moved to 5132
		-	-	-		

EMPLOYEE BENEFITS

Dept # 910

EXPENDITURES	Budget FY22	Actual FY22	Budget FY23	Expended thru 12/31/2022	FY24 Level Services Request	FY24 BOS Recommend	FY24 BOS & Fin Comm Recommend
5170 Non-Contrib Retirement	2,045	1,363.08	2,045				
5171 Retirement	1,066,196	1,066,196.00	1,062,570	1,062,570.00	2,045		
5172 Workers' Compensation	43,000	28,610.32	44,000	29,861.00	1,095,624		
5173 Unemployment Compensation	10,000	4.00	10,000		44,000		
5174 Health Insurance	1,194,420	987,858.17	1,185,000	566,257.79	10,000		
5175 Life Insurance	17,200	13,558.18	17,665	556.32	1,237,000		
5177 Medicare	65,000	64,224.89	70,000	37,431.36	17,665		
5179 Ret Hlms Other Towns					75,000		
TOTAL PERSONAL SERVICES	2,397,861	2,161,814.64	2,391,280	1,696,676.47			
TOTAL EMPLOYEE BENEFITS	2,397,861	2,161,814.64	2,391,280	1,696,676.47	2,481,334	2,481,334	2,481,334

5174 includes amount for possible two new employees and one retirement, plus a 5% rate increase. Revisit after rate increase known, may increase for more retirements
 1/25/2023 increased 5174 by 6%. HCGIT voted rate increase. Added additional retirement contingencies

Change 90,054 3.77%

	Budget FY23	Request FY24	\$ Change	% Change	Explanation
5170 Non-Contrib Retirement	2,045	2,045	-		
5171 Retirement	1,062,570	1,095,624	33,054	3.11%	increase per latest funding schedule
5172 Workers' Compensation	44,000	44,000	-		
5173 Unemployment Compensation	10,000	10,000	-		
5174 Health Insurance	1,185,000	1,237,000	52,000	4.39%	anticipated retirements, 6% rate incr
5175 Life Insurance	17,665	17,665	-		
5177 Medicare	70,000	75,000	5,000	7.14%	higher total wages
Totals	2,391,280	2,481,334	90,054	3.77%	

FY24 Budget and Personnel Request Notes

01/09/2022

All Town departments have submitted annual FY24 budget requests, which are detailed in the Town Budget workbook, which will be provided to members of the Finance Committee and Selectboard. The workbook itself is being reviewed by the Town Accountant and Town Administrator in preparation for posting on the website.

Overall Budget Requests: Requested operating budgets show increases of 4.8% for the Town, 3.4% for the Clean Water Facility, and 35% for the Airport. Overall, the requested increase of 5.2%. Note that school requests are not yet part of these calculations and will be clarified in the coming weeks.

Department Level-Requests: Departments were asked to present level-service budget requests, with allowance for additional programmatic and personnel requests that would be considered by the Selectboard in January. Some departments – such as the Cemetery Commission, Libraries, and Farmers' Market– have already been the focus of discussions with the board, while others will present as new matters to consider.

Individual department-level budget changes are displayed in a simple table view later in this document, in both dollars and percentages. Note that the wage lines in some departmental budgets may appear disproportionately high. In certain instances, this is due to the fact that their FY23 budget was never adjusted for present year COLAs. This is the case for departments that had vacancies in funded positions, which therefore did not require a budget adjustment at the Fall Special Town Meeting.

Personnel Requests: In addition to looking broadly at individual department budgets, the Selectboard will want to place special focus on any personnel related changes that are requested. In FY22, these were the subject of a special meeting to review and consider their necessity, value, or appropriateness to the Town. Some of the changes you may wish to review this January include:

- The Town Clerk is requesting a full-time administrative assistant, will entail additional benefit-related costs
- The Library Trustees are requesting additional staff hours for the Carnegie Library
- The Moderator is requesting a stipend increase from 370 to 500
- The Board of Registrars are requesting a stipend increase from 525 to 625

- The Airport Commission is requesting several proposals, which are reported to be within the operation's revenue capacity:
 - Re-grade and accelerate step increases for the Airport Manager from D7 to E10
 - Re-grade the Airport Operations Manager from A9 to D1 per the original Airport Commission plan to increase grade when required licensing was attained
 - Increase Airport Operations Manager from 30 hour per week to 40 hours per week, will entail additional benefit-related costs



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

9
FY 24

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Department: Health Department Submitted by: Melanie Ames Zamojski

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

Increased office budget from \$3,000 to \$4,500 due increase in office supplies

Increased mileage to include reimbursement for animal control which has not previously been charged for

Recommend \$1,000. Stipend as a one-time fee for Medical Director, we are currently without a Medical Director

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 ongoing COVID pandemic (and now compounded by flu and RSV) involve increased public notification of safety procedures, with mailings, in-house printing. Additionally, the public health nurse has been precepting public health students from UMASS. The last class of students have provided valuable information about our community's health and recommendations.

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.

The Health Department is currently without a Medical Director, which has significantly limited the ability of the department to provide vaccines to the community. The Department is currently seeking someone to fill the role. New Public Health Performance Standards are expected to go into effect within the next year.

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.

The Board of Health and Health Department has entered into two cooperative agreements with collaboratives providing Public Health services.

1. Montague is a part of the Greenfield, Montague, Deerfield, and Sunderland Public Health Collaborative. This grant funded the cost of additional nurse hours. Robin has provided a focus on COVID related interventions, contact tracing, employer assistance, and cluster investigation. Additionally, this grant provided an epidemiologist who has assisted to interpret data and community testing results. As a group the collaborative developed a "traffic light" system of community warning for increasing or decreasing COVID risk. (Seen weekly in a local paper)
2. This year Montague agreed to work with a second collaborative group of the above communities and also include Leverett and Shutesbury. This collaborative is focused on providing a health agent to be available to the communities either as needed or to those towns without a health agent. Additionally, this grant also provides additional nursing hours. As this grant has only been recently approved, it is still in the early planning stages.



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

FY 24

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Department: Montague DPW Submitted by: Tom Bergeron Superintendent

1. Please describe and provide the rationale for any substantial changes in your FY23 line-item budget submission.

Line items that have been increased were due to contract increases. Some of those items included trash, wages, and snow and ice.

2. To this point in FY23, has your department experienced any notable successes, such as improving or providing new programs or services, or implementing new technologies? If so, please describe.

Some of the new successes that the DPW has had to were being able to use a new robotic sewer camera, and a new Vector. Both of these allow us to handle bigger sewer jobs and with much more accuracy.

3. Are there presently challenges to your department's ability to meet its goals and objectives that are due to its FY23 operating budget? If so, offer your recommendation(s) for improving the situation.

The DPW has taken on more responsibility with the sewer lines, including many reports to the DEP. This alone has put strain on the DPW, as we have to do many sewer line inspections with the same crew that we need for road work. Splitting the time up for both means some of the Department's project either did not happen or were not finished.

A new hire for the department to help with the extra sewer work would be a good start.

4. Did you receive funding for any special articles in FY23? What is the status of those expenditures/investments? Does your department have any older special article appropriations that remain unspent?

We received our annual discretionary account.



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

FY 24

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Department: 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. Vote by Mail is required for all elections at the town's expense, Early Voting In-Person has been expanded for all Primaries, State and Federal Elections, along with mandatory work weekends and mandatory all day Saturday Voter Registration. Election worker salaries, office supplies, printing, postage, and professional/technical line items are to be increased substantially according to the election calendar.

We need to talk about more than just increasing line items – This office now needs a third person. With the burden of early voting by mail and in-person voting has put this office in turmoil and burdened 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. An election does not happen in one day and then it magically disappears the next. One election takes 3 months to prepare for and it now takes a month for an election to be over. It used to be just our local elections were like this – well, now it is all elections. Elections takes president in the heat of the moment, 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 done, dogs need to be registered, ZBA & Planning decisions need to be recorded, town meeting still happens with all the afterwork, bylaws need to be submitted to the AG, public records request still need to be fulfilled; not to mention that our daily load of foot traffic, phone requests and on-line services need to be tended to.

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 year of non-stop elections and I fear that without additional office support that 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.

For your knowledge of elections – there is a four-year election cycle that keeps repeating. FY23 had 3 elections, FY24 will have 2 elections, FY25 will have 3 and FY26 will have 1 election – and then it keeps repeating 3, 2, 3, and 1 elections.

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 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.

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.

Not to beat a dead horse but, due to the New Vote Act the office needs additional help on a permanent basis to perform all mandated obligations. The office relied on hired help, to get through the implementation of the New Vote Act. We had to close our office to the public to get tasks accomplished to meet deadlines – we should have closed it more, but then the phone rings more with the requests so it is a mute-point. From July through the end of November was crazy busy and it will be this way permanently. It is sink or swim time and I, myself prefer to swim. I don't want to tread water either – we need a real fix for what has been laid upon the town clerk's table. We get so far behind, because something has got to give – only to deal with it later down the line.

On another note, all city and town clerks across the state are facing the same problems. So much so that some cities/towns are refusing to perform certain tasks and obligations in their own offices due to time constraints, only to send customers to surrounding towns. My office was on the receiving end of this this July through November – many of our surrounding towns and cities turned people away from their windows and 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



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

FY 24

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Department: AIRPORT Submitted by: BRYAN CAMDEN- MANAGER

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

We have several notable increases in our FY24 budget. Line 5111 (Airport Manager Wages) increases \$10,053, which brings this pay range closer to industry standard. The airport manager is gone without a substantial wage increase despite the increase in duties and growth of the Airport. Line 5114 (Full Time Wages) increases \$18,649, part of which is due to an increase from 30 hours to 40 hours. The one full time employee has taken on a fair amount of additional duties as the airport continues to expand, and this increase reflects a pay range closer to a similar position in the industry. Lines 5211, 5213, 5214, 5481, and 5482 are all utility / fuel related and any increases are reflective of the increase in costs associated with new energy contracts and current retail climate. New item "Town Payment" reflects a budget amount that is allocated to continue borrowing payment from the airport back to the Town of Montague per agreements in the past. Line 5800 (Capital Project / Local Share) is expected to cover any local costs associated with grants and to cover costs of small internal capital projects, such as roof or pavement repairs. Line 5171 (Retirement) doubled due to the first year of assessment of both full time positions, rather than in FY23 where only one position was assessed.

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.

At this time we are continuing to expand on all faces the aviation services provided to our users. Property upgrades continue to be the biggest expenses, as expected.

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.

At this time we have no notable challenges to meeting our FY23 goals.

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.

No special funding was awarded to the Airport in FY22 or FY23 by the Town of Montague.

Airport FY24 Budget Additional Information

****Comparison to similar facilities is difficult, as the only other airport in Franklin County is almost 3 times the size in land, consisting of 2 runways, and 19 additional based aircraft, with 24% additional operations.**

-Pittsfield Municipal Airport: For our purposes, the best reasonable comparison based upon staffing, based aircraft, rural location, weather, hangars, and operations, despite the pavement size, is the Pittsfield Municipal Airport. The airport manager is a full time position with FY20 wages totaling \$62,005.41. It is important to note that the duties of the Pittsfield Airport Manager are limited, as the airport does not manage any hangars, fueling systems, or ground support. Furthermore, a hefty overtime line item of \$10,000 allows for additional compensation for the manager. Pittsfield also employs 2 other positions titles “Assistant Airport Manager” for \$21,912.48 and “Airport Inspector” for \$42,317.29. In the case of the Turners Falls Airport, portions of both of these positions are rolled into the Airport Manager or Assistant Airport Manager duties. Pittsfield Airport shows a total FY20 budget of \$275,190 and total FY20 revenues of \$139,831.83, requiring the city to contribute \$76,548.70 to create a balanced budget.

-The Norwood Municipal Airport, while considered a “relief” airport for greater Boston for general aviation, has a similar number of hangars, operations, and a primary runway length. Their location in relation to the Boston area, and the fact that they have 2 runways does not make it an ideal comparison facility. In FY22, the airport manager at Norwood had wages totaling \$108,900, with the two full time employees splitting \$82,444 allocated for worker wages. Norwood Airport does not provide fueling services, FBO services, and is only responsible for minimal structures. Norwood Airport also allocates a hefty overtime line item of \$10,000 and snow removal labor and associated cost line item of \$47,380 (labor, fuel, materials). No FY22 revenue information was available for this airport.

-The Orange Municipal Airport, while larger in overall size and runway length, has less non-aviation duties from the airport staff, and less town owned structures to maintain. In FY23, the Orange Airport manager had a salary of \$78,025, with one full time non-skilled worker (no official certifications or licenses) wage line totaling \$31,606.36. While the Orange Airport does cover all budgeted expenses, worker benefits and airfield insurance is part of the Town of Orange general operating budget. Additional information of those costs and overall revenues was not available.

-The Waterville Robert LaFleur Airport located in Waterville ME is a reasonable comparison when looking at based aircraft and operations, geographical location, staffing, duties, FBO operations, and runway length (although they do have 2 runways). In FY23, the Waterville airport allocated \$112,808 for full time salaries and wages, of which \$78,500 were for the Airport Manager, with the remaining for the non-skilled worker (no official certifications or licenses). An additional FY23 overtime allocation of \$4,000 and part time wages allocation of \$50,460 were budgeted. Overall in FY23, the total cost to operate the Waterville Airport was budgeted at \$580,958 with revenues expected at \$491,442. It is important to note that this airport factors in fuel cost and revenue as part of the operational budget, with \$225,000 allocated for purchasing fuel and expected revenue of \$400,000. This is not an ideal way of budgeting, due to major fluctuation in the aviation fuels market. Even with the fuel sales revenue going directly to the daily operational costs, the airport is still projecting a deficit of \$89,516, which will be funded by the city.

-Outside of the New England Area an at random airport that was of similar size, operations, location, and based operations was the Berkeley County Airport, located in Moncks Corner, South Carolina. This airport is operated by the county services division, and has one full time airport manager, and 2 part time / temporary employees. Salaries for the airport manager in FY23 total \$115,287, with wages for the part time employees totaling \$55,182. Additional funds for overtime totaled \$3,800, with the cost of living line totaling \$5,764. There are no line items of funds allocated for snow removal due the location of this facility. Berkeley Airport has a FY23 "all in" budget totaling \$561,508 in expenses with projected revenues totaling \$379,900, with a projected defect of \$181,608, which will be funded by the county.

Expenditures:

Airport expenses are for the most part based around 3 categories: Employee expenses, debt service, and operational expenses. The majority of the employee expenses proposed for FY24 are based around one full time benefitted airport manager position, one full time benefitted operations manager position, and several non-benefitted part time co-op position. Debt service is based upon the borrowing for the Pioneer Aviation property purchase, and as of right now will continue into 2032. The majority of operational expenses are utility / reoccurring expense related (water, electricity, heating, insurance, internet) or consumable related (gasoline, diesel, equipment maintenance filters and oils). A minimal amount of operations funds are able to be allocated to non-critical expenses (building and grounds upkeep, equipment upkeep and replacement). While the airport budget has grown substantially in the last few years, so have the costs and duties to keep operating at the levels of service that our users expect.

Airport Manager Wages (600-5-482-5111): The airport manager position holds a title that does not begin to cover the wide array of duties associated with the job. The airport manager performs the duties of a full time office staffer, janitor, grounds keeper, snowplow operator, record keeper, grant writer, FAA & DOT compliance manager, electrician, plumber, carpenter, and many more. While it is difficult to compare wages from one airport to another due to so many factors such as based aircraft, buildings, staff, runway lengths, and location, an operation the size of Turners Falls Airport with the diverse revenue sources and job requirements, it is expected that compensation should be at least \$68,000 per year. This position was moved to E10 in FY24, which is in fact the highest step in that wage scale, but due to the under compensation for the last several years, it was the best practicable option, with the expectation that in FY25 this position would likely move into the "F" salary range from the hourly range. Most department heads are no longer hourly but salary compensated positions. The airport manager has and continues to dedicate 60-70 hours per week to make the airport a fully functional operation.

Full Time Wages (600-5-482-5114): This position was 30 hours / week in FY23. In FY24 this will now be 40 hours / week, with a significant overall pay increase (\$28,585 FY23 to \$47,234 FY24) of which about 47% is directly related to the increase in hours. The remaining amount is reflective of the correct level of compensation for the responsibilities of the position. The current staff member in that position has been with the airport for 3 years, and has continued his professional development, obtaining licenses and certifications required for the job. As someone that is certified and now has history in the aviation industry that person could easily

obtain higher paying employment at another facility without much effort. It is critical that we work as a town to make sure we do everything in our powers to retain key workers that are dedicated to their jobs.

FCTS Co-op / Intern (600-5-482-5124): This is similar to the Full Time Wages, we need to do what is within our powers to retain and attract valuable workers. This will mean paying more than the minimum wage amounts of \$15.00, when a high school student can start an entry level, basic skill set job at \$17.50 / hour. The FY24 budget allows for 2 Co-op / Intern position at \$16.50 / hour for 750 hours each position. This will give adequate staffing for most of the FY2 year, with likely reduced services in the winter months like always. The Airport Commission still has concerns about attracting qualified workers at that rate, and adjustments may have to be made at some point.

Building & Grounds (600-5-482-5241): While this line items is being level funded in FY24 from the FY23 total, I would predict that it will not be enough if the airport needs to tackle any major building projects in FY24. It is likely that this one line will be over-expended with other lines be under-expended which will balance out, however it is important to note that this line items is responsible for maintaining 6 building, 270 acres of fences, wires, cameras, lighting, drainage, and many other items.

Other Supply Equipment (600-5-482-5580): This is new to the FY24 budget, and will be used to fund the purchase of new equipment. Likely candidates for replacement in FY24 include but is not limited to small hand tools, gas powered grounds tools for battery equipment, and some of our outdated safety devices.

Other Supply Buildings (600-5-482-5581): This is new to the FY24 budget, and will be used to fund any small building repairs or operational equipment replacement. We will likely have to replace the door track system in the Pioneer Aviation hanger in FY24, which will be done in house saving thousands. However materials will cost at least \$3,500. This is one of many projects that are pending.

Equipment Repair and Maintenance (600-5-482-5244): The majority of this budget (\$12,500) will be spent to keep up with preventative maintenance on all equipment, including but not limited to 5 generators, 3 mowers, 2 gators, 1 tracked skid steer, 1 excavator mower, 1 dump truck, 1 pickup truck, aviation ground support carts, and many more items. We have seen an increase of well over 60% in cost for some filters, oils, parts, and labor in the last 3 years.

Capital Projects / Local Share (600-5-482-5800): Funds to be used for a local share of an FAA project OR to fund a portion or all of an airport mini capital project such as a heating system replacement or windows and doors project. With an aggressive and well planned internal CIP the airport should be able to get ahead of all building and grounds deferred maintenance within 4 years. (FY28).

NOTES: The airport has a 2007 John Deere mowing / snowplowing tractor that was not maintained from purchase date until July 2017, and that has began to show it ugly face in

recent months. Fuel pump, tank, and turbo have all been replaced in the last 3 months. The unit needs new tires (\$4,500), several steel hydraulic lines replaced, (\$3,500) and an oil leak addressed (\$2,000) before mowing season. Smaller non critical items like lighting, brakes, and HVAC failures can be addressed at a later date. While the commission has discussed replacing it over the past few months, the cost would exceed \$65,000. The potential of a lease purchase options was reviewed, which would run about \$15,000 per year until paid off. With the state picking up the cost for the Pioneer Aviation taxi-lane and ramp replacement it will not be possible to gain additional funding in time to make a purchase if at all before the next heavy work cycle. There is a potential that the commission will be asking the town to assist with either funding a portion of the replacement of the tractor or the repairs in the next 2 years. Repairs will rectify the issues on a short term timeline only, potentially buy a few years of additional reliable service.

The airport is, for all planning purposes, a small town. The commission is responsible for all snow removal, all mowing, all equipment maintenance, all building maintenance, all bills and costs including insurance, 4 waste water systems, 1 waste water pump station, fire alarm and sprinkler systems, a significant amount of pavement maintenance, 3 public parking lots, 270 acres of maintained land based on a strict management plan, 6 buildings, a fuel depot, 3 public meeting rooms / restrooms cleaned weekly, HVAC systems of every size and shape and operation, grant applications / allocations / compliance, FAA DOT EPA DEP TSA NHESP and tribal coordination and compliance, a dozen plus hangar rental spots that need to be kept clean and ready for the paying users, pest control, airfield lighting repairs, vegetation maintenance, airspace reviews, continuing education, public outreach, payroll, billing (500+ bills annually and delinquent payment chasing), vendor payments, and about 50 other tasks. The airport is the only town department that has such a wide range of tasks under one department "roof", and the airport is the only department without office staff. It should be expected that in the next few financial years there is a good chance that a proposal will be brought forward to either source out some office tasks or hire on a part time position.

Revenues:

Airport revenues are driven by 3 main groups, FAA grant, aviation and non-aviation related sources. The FAA grant funds are specifically directed towards the annual payments for the Pioneer Aviation Purchase, and are formulated to cover a certain percentage of the overall due, in combination with airport generated revenue. In FY24 the total due on the loan is \$101,535 or 23.65% of the total budget, of which \$71,348.00 will come from FAA funds and the remaining \$30,187.00 from airport revenues. Aviation related revenues are comprised of 5 groups that are: PILOTS, Rentals / Leases, Maintenance Shop Leases, Landing Fees, Additional Planes.

Expected Revenues: FY24 \$442,648, of which \$78,348 is FAA grant reimbursement. Non-Aviation revenues continue to be critical to funding, making up over 60% of total airport revenues and includes warehouse leases, other rentals, SMART solar payments, and solar ground lease.

PILOTS (600-4-482-4180): Revenues collected from hangars based on the airfield that are privately owned, and under a long term land lease agreement with the Montague Airport Commission. FY24 Revenues Expected to be \$22,000

Rentals / Leases (600-4-482-4360): This is by far the largest source line items of aviation related revenues. This includes annual land leases of hangars, tie downs, town owned hangar space lease, and overnight / service fees. Annual land leases are based upon the total used square footage of a hangar, and calculated at .651 cent per square foot / annually with expected revenues of \$32,500 estimated in FY24. The new FCTS Aviation Program will hold a land lease totaling \$7,500 +/- based upon the final building and utility footprint, which is now factored into the overall annual expected revenues. Tie downs are a fluid source of revenue, which may change monthly based upon aircraft on site. In FY24 the estimated tie down related revenue is \$7,200. Town owned hangar space is also fluid, and based upon what we would expect to see on a 90% occupancy level over 12 months, totaling \$28,740. Overnight and service fees are related to on time hangar rentals, overnight ramp fees, ground power unit fees, concessions (water, papers, coffee, ice) fees, and access fees with expected revenues of \$2,200.

Maintenance Shop Lease (600-4-482-4364): This source is only related to the leasing of the space in the hangar for the long term lease agreement with the aircraft maintenance company, totaling \$12,600 annually. This is a fixed fee that is guaranteed unless the tenant fails to remain operating, in which the lease contains legal stipulations to recover funds. In FY24 an additional renter will occupy the unused office space generating additional revenues totaling \$10,000 as part of a mixed use joint venture.

Landing Fees (600-4-482-4365): These are exactly what it sounds like, fees collected for commercial or for profit users of the airport. Majority are discounted if additional services are purchased at the time of visit, such as fuel or overnight hangar space. Aircraft conducting business with our maintenance provider are not charged a landing fee. Expected FY24 revenues should total \$3,000

Non Aviation Leases (600-4-482-4363): Our primary non-aviation lease is the 14,400 sqft commercial warehousing building located at 36 Industrial Blvd, generating annual revenue of \$115,000. Leases will remain level for FY24 with a contracted increase in FY25. Additional non-aviation lease revenue includes meeting space usage agreements totaling \$3,250, and annual equipment storage fees totaling \$2,750.

Misc Revenue (600-4-482-4800): Some additional non-aviation revenues include storage unit rental totaling \$3,400, and any fees from property usage for events. We expect some additional revenue in FY24 related to parking / vehicle storage fees. Aviation and non-aviation related working office space will fall under this in FY24, and is valued at \$16,500.

SMART Solar (600-4-482-4840): This is the revenue received from electricity generated and sold to Eversource under the Solar Massachusetts Renewable Target (SMART) program. This number is extremely fluid, and is based upon generation, which is effected by wind, rain, snow, clouds. A fair estimate for production year revenues would be \$3,400.

House Rent (600-4-482-4362): Rental income from the airport owned property located at 321 Millers Falls Road, totaling \$14,400 annually. While this property has ran a severe defect for the last 2 years, it is now a viable location that will continue to generate steady income. Most of the major repairs are completed, and additional emergency repairs to windows / foundation were completed in 2022.

Solar Ground Lease: This line will be new for the 4th quarter of FY23, once a final land lease is executed in March 2023. The airport is releasing an RFP for the development of underutilized portion of the airfield on the north-east end (behind the tech school). Potential project are limited due to the location and lack of utilities and access. The best fit, least impact, highest return project would be a photovoltaic development. Proposed project guidelines would allow for the leasing of up to 33 acres of property under a lease issued by the Airport Commission. The primary goal of this leased property is to establish a large, secure, long term source of revenue for the airport with a secondary goal of providing a sustainable operation for a local business by reducing both operational costs and carbon footprint at a local level. The market value for the property is proposed at an industry average amount of \$115,000 annually. The ideal candidate will developed it into a “behind the meter” photovoltaic system for select off takers on Industrial Blvd. This lease will be long term, with the rate up for review every 5th year.

Vending: While by far the smallest revenue generator, vending is still a contribution to the overall revenue stream. This includes revenue from snack and drink machines located in Pioneer Aviation and the Administration Offices. Revenue ranges weekly depending on flying conditions, building usage, and what tasty treats are in the machine. Expected FY24 revenue is under \$1,200.

NOTES: When reviewing all active land leases and property lots in FY22 and FY23 it was discovered that the Sewage Pump / Lift station located in front of the Franklin County Technical School on Industrial Blvd is actually located on property under the authority of the Montague Airport Commission. Under the FAA and DOT strict grant assurance guidelines, the airport is expected to obtain a fair market value for the use of any portion of property under control of the Airport Commission. Clearly this was an over site many years ago when the station was constructed, and has gone without notice since. Since this would technically be under the non-aviation type of lease, the valuation would be based upon either square footage of area used or equipment valuation. A rough calculation for an annual triple net lease rate based on square footage is \$12,120 (\$6.00 / sqft X 2020 sqft). With that said, the commission would like to get some form of lease agreement established in 2023-2024 to protect the Airport Commission regarding any liability and to make sure the FAA can not file a letter of non-compliance if the airport is audited. It is important to note that this will not be a “money grab”, as the lease would likely be in exchange of other town services or payment would be considered a wash.



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

FY 24

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Department: Police Submitted by: Chief Williams

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

The base price for the new Hybrid FY24 cruiser compared to last year's cruiser has gone up \$8000. This does not include any cost increases with the up fitting. (Radio, lights, computer, cage, markings etc.) The cruiser being up fitted now is \$53,686.50 and is budgeted for \$54K. The cruiser I would order for FY24 jumped to \$68,063.50 with comparable up fitting. The gas version is \$3500 less.

Lease/Contracts 5247 has increased due to new, updated and mandatory software (POST).

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.

We have implemented this year's new positions. We promoted a Fifth Sergeant on November 7, 2022 and just recently filled the additional patrol officer, bringing us to (18) fulltime staff. We had a lateral transfer (ten year veteran) from Boston PD to Montague. This has saved the Town approximately \$40K in training expenses.

We also added the Fifth Dispatcher who was up and running on her own in mid-November. We are now fully staffed in dispatch.

The marked cruiser I ordered (19) months ago is finally being up fitted at MHQ Industries and we hope to have delivery no later than mid-December. This will be our third hybrid. Due to the long delay in this process, we were supposed to take delivery prior to June 30, 2022. Because of that delay and after conversation with the Town accountant, I purchased a 2022 Chevy Tahoe as an administrative vehicle and there was approximately \$8K left in that line item. (FY22 Budget)

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.

Unfortunately we have had some extended absences in dispatch and the overtime budget is down to 30% at the end of November. Being fully staffed with the fifth dispatcher I hope to overcome any additional funding for this current fiscal year.

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.

Negative.



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	

9B

**TOWN OF MONTAGUE POLICY GOVERNING THE
EXPENDITURE OF
DISCRETIONARY CAPITAL SPENDING IN THE
DEPARTMENT OF PUBLIC WORKS**

I. Purpose and Scope

In an effort to streamline the capital planning process, and to provide flexibility to Superintendent of Public Works (Superintendent) in implementing the Departments capital program, the Capital Improvements Committee has voted to recommend that the Montague Financial Management and Operations Policies allow for the Department of Public Works (DPW) to be granted, on an annual basis, an unspecified, appropriation for the purpose of purchasing DPW vehicles or equipment or making major repairs to existing vehicles or equipment as a means of delaying the need for such purchases. This appropriation would be in addition to any dollar amounts recommended to town meeting for the purchase of specific vehicles or equipment. Although the Superintendent will be granted discretion, there are specific procedures that must be followed by the Superintendent when carrying out this authorization. The purpose of this policy is to ensure that the Selectboard provides effective oversight for these expenditures.

II. Applicability

This policy applies only to the DPW at this time, though the Capital Improvements Committee may choose to extend its applicability to the spending of other departments at a future date.

III. Policy

It shall be a policy of the Town of Montague that the Capital Improvements Committee be authorized to allocate in its annual Capital Budget recommendation a sum or sums of "discretionary" money to the DPW for the purpose of purchasing DPW vehicles or equipment, or to make major repairs to existing vehicles or equipment, as a means of delaying the need for such purchases. Said authority to be discretionary in nature, meaning that the Superintendent shall have the ability to select the specific vehicles or equipment that will be purchased or repaired using this unspecified lump sum appropriation. All purchases shall be made subject to the procedures established for this purpose in Section IV.

IV. Procedures

- A. Prior to expending any discretionary funds over twenty-five thousand dollars (\$25,000) for any single purchase, the Superintendent shall obtain approval for the proposed expenditure from the Selectboard or its designee.
- B. The DPW shall ensure that all discretionary spending is done in accordance with current Massachusetts Procurement Laws and maintain documentation of such
- C. No later than the date provided for the submission of Capital Requests for the subsequent fiscal year, the Superintendent shall provide to the Capital Improvements Committee a detailed report describing how any discretionary appropriations were used in the previous and

11.30.2022 DRAFT Approved by Capital Improvements Committee

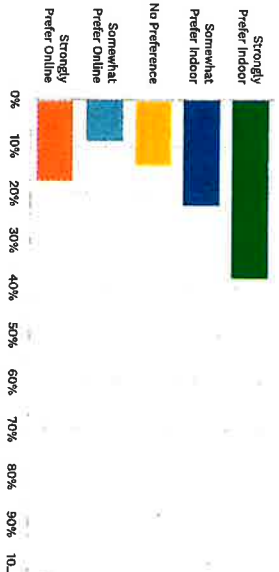
current fiscal years, as well as any expenditures that may be anticipated in the coming year.

- D. The Discretionary fund should be replenished annually at Annual Town Meeting to a amount not to exceed a total balance of one hundred thousand dollars (\$100,000), based on the amount in the fund as of March 1.

March 2, 2023 STM

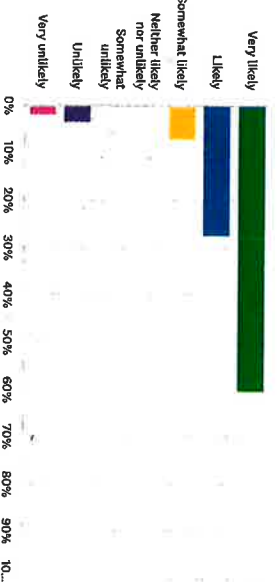
Please indicate your relative preference for holding the March 3 Speci...

Answered: 58 Skipped: 0



How likely are you to attend if this meeting is held indoors at TFHS?

Answered: 58 Skipped: 0



March 2, 2023 STM

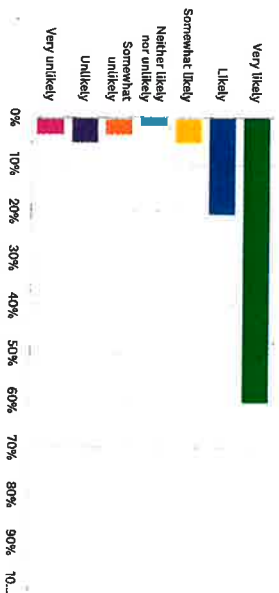
Y (0)

March 2, 2023 STM

Y (0)

How likely are you to attend if this meeting is held online via Zoom?

Answered: 58 Skipped: 0



March 2, 2023 STM

Y (0)

108

**COMMONWEALTH OF MASSACHUSETTS
ALCOHOLIC BEVERAGES CONTROL
COMMISSION**

95 Fourth Street, Suite 3, Chelsea, MA 02150

2023 Seasonal Population Increase Estimation Form

City / Town:

MONTAGUE

Date:

Jan 30, 2023

Alcoholic Beverages Control Commission
c/o Licensing Department
95 Fourth Street, Suite 3
Chelsea, MA 02150

To Whom It May Concern:

Acting under authority contained in M.G.L. Ch. 138, s17, as amended, our Board at a meeting held on

Jan 30, 2023

Date of Meeting

, estimated that the temporary increased resident population

of

MONTAGUE

City / Town Name

, as of July 10, 2023 will be

8800

Estimated Population

This estimate was made and voted upon by us at a meeting called for the purpose, after due notice to each of the members of the time, place and purpose of said meeting, and after investigation and ascertainment by us of all the facts and after cooperative discussion and deliberation. The estimate is true to the best of our knowledge and belief.

The above statements are made under the pains and penalties of perjury.

Very truly yours,
Local Licensing Authorities

This certificate must be signed by a majority of the members of the local licensing authority.



Montague: South Street over Sawmill River

Proposed Bridge Replacement

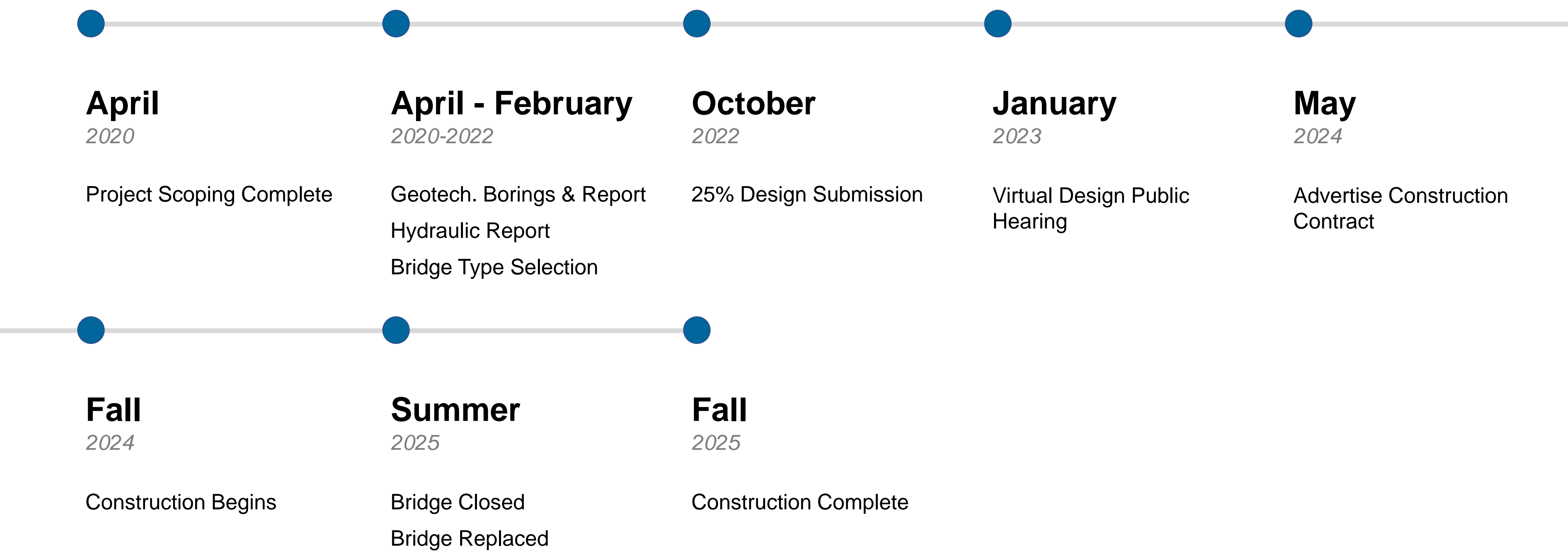
Virtual Design Public Hearing

January 24, 2023

Project File No. 609427



Project Schedule



Existing Conditions

- Structurally Deficient Bridge
 - Superstructure condition inspection coding: “4” – poor condition
- Bridge is not properly aligned with the channel
 - West Abutment impedes river flow
- Existing bridge too low for design storm flood levels



Existing Conditions Continued

Deteriorated Superstructure



Existing Conditions Continued

Traffic Restricted to Single Lane



Project Goals

- Adjust abutment locations in accordance with Massachusetts Stream Crossing Standards
- Raise the bridge profile to the extent feasible to improve clearance to design storm
- Mitigate scour potential of the structure.
- Restore two lanes of traffic
- Limit impacts to private properties and environmentally sensitive areas.



Preferred Alternative – Satisfies Project Goals

- Span Length increased to 58'-6"
- Highest low chord of all alternatives
- Integral abutment bridge is additional scour protection
- Two 10' lanes provided
- Narrow overall width limits impacts



Preliminary Right of Way (ROW) discussion – 25% Design

- The Town of Montague is responsible for acquiring all necessary rights in public land for design, construction, and implementation of a project.
- Affected property owners will be contacted by municipal officials from the Town of Montague
- Procedures must comply with state and federal regulations governing the acquisition process.
 - Property owners are protected under Massachusetts General Laws, primarily Chapter 79.
 - If project receives federal funds, property owners are further protected under Title III of the Real Property Act of 1970, as amended.
- Fee takings, permanent easements, and/or temporary construction easements may be required.
- Preliminary ROW Plans can be viewed at the Planning Office within the Montague Town Hall: 1 Avenue A, Turners Falls, MA 01376

Private Property Impacts

- Removal of the build up of sediment within the river
- Regrade portion of the river to align with the new bridge
- Temporary water control will be installed in the river to control flow during construction
- Construction access will be provided to allow the contractor to perform work in the river



Environmental Permitting

- Limited impacts to resource areas
 - Dredging to remove build up of sediment in the river
- NEPA Categorical Exclusion
- Water Quality Certification required
- Pre-Construction Notification (PCN) required



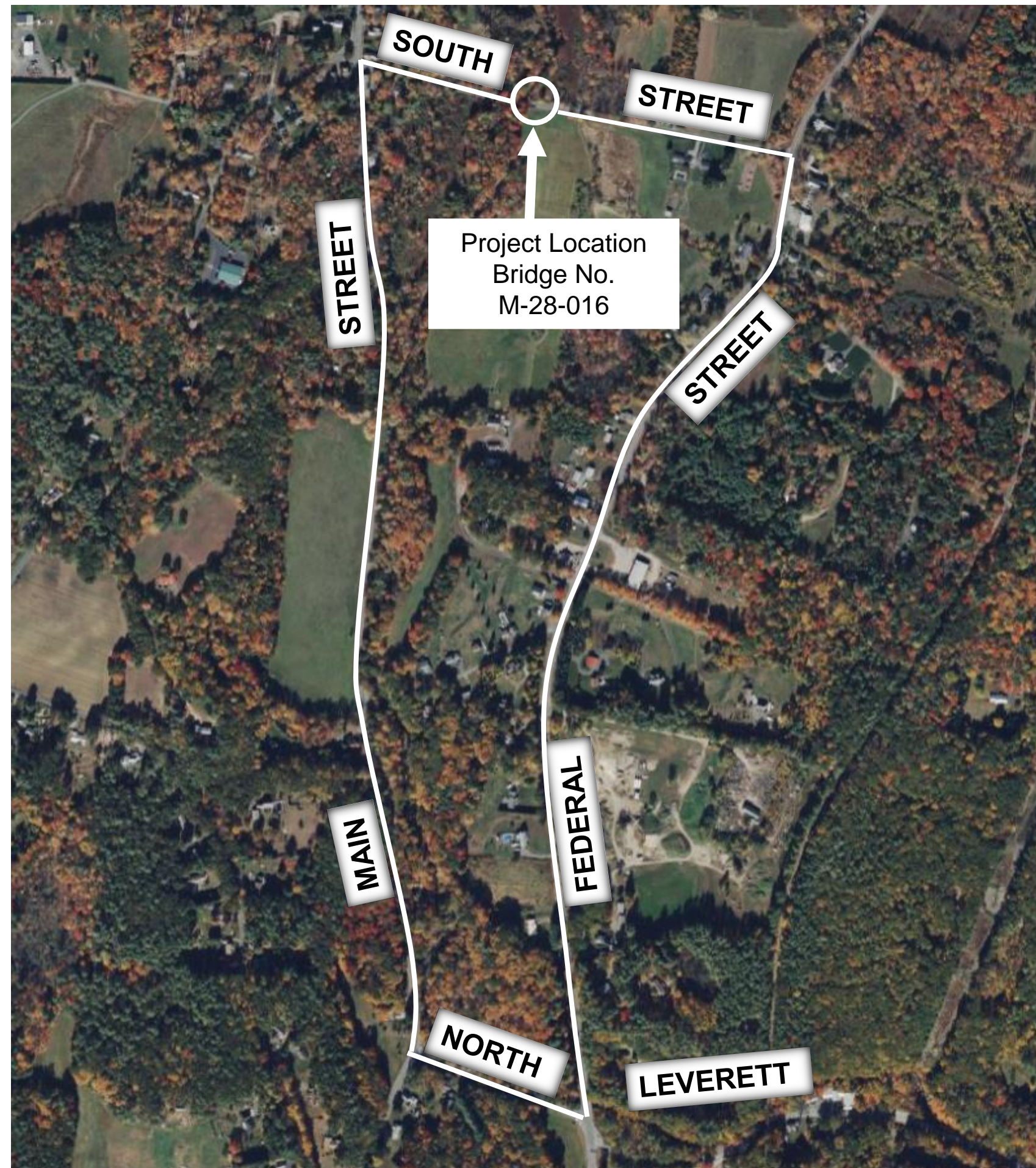
Proposed construction approach:

- Bridge Closed During Reconstruction:
 - Standard MassDOT workday (No night work)
 - Precast Concrete
 - Use accelerated construction techniques
- Construct bridge during summer months
 - Closure anticipated Summer 2025
 - Approximate 100 day +/- closure period
 - Bridge reopens shortly after school resumes in the Fall
 - Total construction duration approx. 1yr



Traffic Management:

- Single lane of traffic to remain in effect until bridge closed for reconstruction
- Traffic will be detoured during bridge construction
 - Main Street
 - North Leverett Road (ST 47)
 - Federal Street (ST 63)
 - Traffic will be detoured during bridge construction
- 2.4 mile detour length



Please sign, scan and return

TO: Andrea Woods, Chief Procurement Officer
FRCOG, 12 Olive Street, Suite 2, Greenfield, MA 01301

We understand that our municipality is participating in the Franklin Regional Council of Governments Collective Highway Products and Services Bids and Contracts for FY 2024.

CONSTRUCTION SERVICES BIDS: (please print clearly)

We authorize NAME: _____ whose title is _____
_____ for the City/Town of _____ and
whose direct email address* is _____ and telephone number is _____
_____ as the official signatory for all highway construction services contracts in
which we choose to participate. We understand that contract execution will be managed through
DOCU-SIGN and that we will be responsible for electronically signing the contracts in a timely manner.
Each participant/signatory must sign before the contract is considered Executed and no work can begin
until all Participants have signed.

We understand that we have had the opportunity to preview the Contract Templates for Highway
Construction for FY24, each Invitation for Bids with Specifications, and applicable Prevailing Wage
Schedules at the FRCOG website at
<https://frcog.org/bids><https://linkprotect.cudasvc.com/url?a=https%3a%2f%2ffrcog.org%2fbids&c=E,1,ceR397nrwqgCph6pzD-xdVI7tK3IMuMZdCTVQN2mTbqwfo2Y-OfLSCdnAqGr_XydCXcltvsN7afWONO04BjRmTuMEFcOSg3rdYNt2sUc3ADo82-srdqmmmdg,&typo=1> and
any issues or questions about the form of contract were presented to Andrea Woods, CPO before the
Bid Opening which is currently scheduled for May 11, 2023.

*Note, Docu-Sign cannot accommodate a shared email address – it must be specific to the signatory.

MATERIALS/GOODS BIDS:

We authorize the Franklin Regional Council of Governments (FRCOG) to contract or renew
contracts on our behalf and we have taken action to duly appoint the FRCOG as our agent for Materials
bids which include Aggregates and Loam, Cold Patch, Geotextiles, Calcium Chloride Products, Culvert
and Guardrail Products, and Hot Mix Asphalt Picked Up.

We acknowledge that FRCOG takes precautions to ensure that procured vendors or contractors have
adequate insurance coverage as required by law. Nevertheless, in the event that any vendor or
contractor is deemed to be an employee of our city/town for the purposes of Massachusetts Workers
Compensation laws, as set forth in Massachusetts General Law (M.G.L.) c. 152, or lapses in their liability
coverage, we agree to indemnify and hold harmless FRCOG from any and all claims, liabilities,
assessments, costs (inclusive of attorneys' fees and costs of litigation), penalties, judgments, and awards
which may be assessed against us.

We agree to abide by M.G.L. c. 30b and c. 30, §39M for the purposes of procuring additional
highway products and services, and will not engage in any activity in violation of Massachusetts ethics
laws.

Municipalities may not concurrently contract for the same service from multiple collectives (i.e.
BRPC, state OSD contracts). A choice must be made before executing the contract.
All financial obligations to vendors and contractors as a result of these agreements are the full
responsibility of our city/town and not the FRCOG.

SELECTBOARD / MAYOR OF THE TOWN / CITY OF: **MONTAGUE**

Signature

Date

IF REQUIRED:

Signature

Signature

Signature

Signature

FEE SCHEDULE FOR FY24

FY 2024 Fee Structure

To assist with each municipalities' budget planning, please use the following figure for the structure of fees that will apply to the Collective Highway Bid program for FY24.

Town Population	Fee for FRCOG Member	Fee for Non-FRCOG Member
<500	\$1,100	\$1,300
>500 but < 1,000	\$1,800	\$1,975
>1,000 but < 5,000	\$2,850	\$3,250
>5,000 but < 20,000	\$3,100	\$3,500

(FRCOG member means municipalities in Franklin County who are all members of FRCOG and already pay assessments for FRCOG's other services.)

Andrea Woods, MCPPO (she/hers)
Chief Procurement Officer
12 Olive St., Greenfield, MA 01301
413-774-3167 X 104
Email bids@frcog.org

12C



340 The Bridge Street, Suite 204
Huntsville, AL 35806
256-430-3366
www.adsenv.com

ADS Contact
Matthew Brown | Business Development Manager
51 Wentworth Ave, Suite 15 | Londonderry, NH 03053
MBrown3@idexcorp.com | 256.656.6385

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

Quote Reference: Montague.Aqua.MA23
Date: 1.19.2023
Terms: Net 30
Delivery: 30 Days ARO
Effective To: 2.19.2023

Description	Quantity	Unit Retail Price
CSO Public Notification Platform	1	\$6,250.00
One time Site Setup		
Items may be taxable in accordance with local tax laws.		

Public notification system will be operational within 60 days of signed contract
The price above provides setup for the public notification system. The subscription will expire on June 30, 2023.

NOTES:

1. Assumes maximum number of email subscribers less than 100 total subscribers. Additional Subscribers can be accommodated for an additional fee.
2. The above prices do not include any special, modified, or custom documentation or manuals that may be required. Standard ADS Environmental Services manuals, appropriate to the flow monitors delivered, are included with the equipment.
3. Sale of the above equipment and software is subject to acceptance of ADS Environmental Services Equipment Sale Agreement. Activation of software requires users to execute ADS Environmental Services Software License Agreement.
4. The CSO Public Notification Platform will meet the present requirements of MassDEP CSO notifications in terms of timing and content, as of 1/1/23.
5. These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

National Opioid Settlements: Teva, Allergan, CVS, Walgreens, and Walmart

MONTAGUE TOWN, MA

Reference Number: CL-386209

***TO LOCAL POLITICAL SUBDIVISIONS AND SPECIAL DISTRICTS:
THIS NOTICE CONTAINS IMPORTANT INFORMATION ABOUT NATIONAL OPIOID SETTLEMENTS.***

SETTLEMENT OVERVIEW

Proposed nationwide settlement agreements (“Settlements”) have been reached that would resolve opioid litigation brought by states, local political subdivisions, and special districts against two pharmaceutical manufacturers, Teva and Allergan (“Manufacturers”), and three pharmacies, CVS, Walgreens, and Walmart (“Pharmacies”). Local political subdivisions and special districts are referred to as “subdivisions.”

The Settlements require the settling Manufacturers and Pharmacies to pay billions of dollars to abate the opioid epidemic. The Settlements total over \$20 billion. Of this amount, approximately \$17 billion will be used by participating states and subdivisions to remediate and abate the impacts of the opioid crisis. Depending on participation by states and subdivisions, the Settlements require:

- Teva to pay up to \$3.34 billion over 13 years and to provide either \$1.2 billion of its generic version of the drug Narcan over 10 years or an agreed upon cash equivalent over 13 years;
- Allergan to pay up to \$2.02 billion over 7 years;
- CVS to pay up to \$4.90 billion over 10 years;
- Walgreens to pay up to \$5.52 billion over 15 years; and
- Walmart to pay up to \$2.74 billion in 2023, and all payments to be made within 6 years.

As provided under the Agreements, these figures are net of amounts attributable to prior settlements between the Defendants and certain states/subdivisions, and include amounts for attorneys’ fees and costs.

The Settlements also contain injunctive relief governing opioid marketing, sale, distribution, and/or dispensing practices.

Each of the proposed settlements has two key participation steps.

First, each eligible state decides whether to participate in each Settlement. A list of participating states for each settlement can be found at <https://nationalopioidsettlement.com>.

Second, eligible subdivisions within each participating state decide whether to participate in each Settlement. The more subdivisions that participate, the more funds flow to that state and its subdivisions. Any subdivision that does not participate cannot directly share in any of the settlement funds, even if the subdivision’s state is settling and other participating subdivisions are sharing in settlement funds. If the state does not participate in a particular Settlement, the subdivisions in that state are not eligible to participate in that Settlement.

WHO IS RUBRIS INC. AND WHAT IS THE IMPLEMENTATION ADMINISTRATOR?

The Settlements provide that an Implementation Administrator will provide notice and manage the collection of participation forms. Rubris Inc. is the Implementation Administrator for these new Settlements and was also retained for the 2021 national opioid settlements.

WHY IS YOUR SUBDIVISION RECEIVING THIS NOTICE?

Your state has elected to participate in one or more of the Settlements with the Manufacturers and/or the Pharmacies, and your subdivision may participate in those Settlements in which your state has elected to participate. This notice is also sent directly to counsel for such subdivisions if the Implementation Administrator has their information.

If you are represented by an attorney with respect to opioid claims, please contact them. **Subdivisions can participate in the Settlements whether or not they filed a lawsuit or are represented.**

WHERE CAN YOU FIND MORE INFORMATION?

Detailed information about the Settlements, including each settlement agreement, may be found at: <https://nationalopioidsettlement.com>. This website also includes information about how the Settlements are being implemented in most states and how funds will be allocated within your state.

You are encouraged to review the settlement agreement terms and discuss the terms and benefits with your counsel, your Attorney General's Office, and other contacts within your state. Information and documents regarding the Settlements and your state allocation can be found on the settlement website at <https://nationalopioidsettlement.com>.

Your subdivision will need to decide whether to participate in the proposed Settlements, and subdivisions are encouraged to work through this process before the **April 18, 2023** deadline.

HOW DO YOU PARTICIPATE IN THE SETTLEMENTS?

The Settlements require that you take affirmative steps to "opt in" to the Settlements.

In the next few weeks, you will receive documentation and instructions from the Implementation Administrator or, in some cases, your Attorney General's Office. In order to participate in a settlement, a subdivision must sign and return the required Participation Form for that settlement.

Please add the following email addresses to your "safe" list so emails do not go to spam / junk folders: dse_na3@docusign.net and opioidsparticipation@rubris.com. Please monitor your email for the Participation Forms and instructions.

All required documentation must be signed and returned on or before **April 18, 2023**.

From: [National Opioid Settlements Implementation Administrator](#)
To: [StevenE - Montague Town Administrator](#)
Cc: [StevenE - Montague Town Administrator](#)
Subject: NEW NATIONAL OPIOID SETTLEMENT NOTICE – Teva, Allergan, CVS, Walgreens, and Walmart - RefNum CL-386209
Date: Wednesday, January 25, 2023 5:20:44 PM
Attachments: [national_opioid_settlement_notice_settlement_overview.pdf](#)

To: MONTAGUE TOWN, MA
Reference Number: CL-386209

**NOTICE OF NEW NATIONAL OPIOID SETTLEMENTS
AND UPCOMING ACTION NEEDED TO PARTICIPATE**

New national opioid settlements have been reached with **Teva, Allergan, CVS, Walgreens, and Walmart.**

This is the formal notice required by the settlements and authorized by the parties.

Please read this email and the attached document carefully.

You are receiving this notice because your state has elected to participate in one or more of the five national opioid settlements with **Teva, Allergan, CVS, Walgreens, and Walmart.** The list of participating states for each settlement can be found at <https://nationalopioidsettlement.com>. Your subdivision or special district may participate in each settlement for which your state has elected to participate.

Your subdivision or special district might have participated in the national opioid settlements with Johnson & Johnson/Janssen or the three Distributors (Cardinal, AmerisourceBergen, and McKesson). This notice concerns the opportunity to participate in one or more of the **new** settlements with **new** Settling Defendants (**Teva, Allergan, CVS, Walgreens, and Walmart**). Your subdivision or special district may participate in a new settlement even if it did not participate in a prior national settlement.

In the next few weeks, you will receive additional information and documentation to sign and return if you wish to join the new settlements. Please review the list of individuals on this email and contact the Implementation Administrator at opioidsparticipation@rubris.com if someone else at your subdivision or special district should receive communications about these settlements.

Your subdivision or special district must “opt in” to participate in the new settlements. To do so, you must sign and return the documentation that you will be receiving in the next few weeks.

The deadline to return the required documentation is April 18,

2023. *Documentation submitted for prior national settlements is not applicable to the new settlements.*

The attached document provides additional information concerning the new national opioid settlements involving **Teva, Allergan, CVS, Walgreens, and Walmart.**

Questions about this notice or the process for receiving and submitting the required Settlement Participation Forms may be directed to your attorney, the Implementation Administrator at opioidsparticipation@rubris.com, or your Attorney General's Office.

If your subdivision or special district is represented by an attorney with respect to opioid claims and they are not copied on this message, please immediately contact them concerning this notice.

Thank you,

National Opioid Settlements Implementation Administrator
National Teva, Allergan, Walgreens, Walmart, and CVS Settlements

The Implementation Administrator is retained to provide the settlement notice required by the respective settlement agreements referenced above and to manage the collection of settlement participation forms for each settlement.

Opioid Settlements: Allocation of Funds

Updated for the January 2023

MMA Annual Business Meeting and Trade Show

As many of you are aware, last year a settlement was reached in the national opioid litigation involving the big three distributors and Johnson & Johnson. This settlement resulted in creation of a national fund of approximately \$26 billion, of which Massachusetts received approximately \$500 million to address costs incurred in addressing the opioid crisis. Pursuant to an allocation agreement reached with the Attorney General, Massachusetts municipalities will receive a total of 40% of the Commonwealth's settlement proceeds. The remaining 60% will be placed in a statewide Opioid Recovery and Remediation Fund to be administered by the Attorney General.

In order to benefit from this settlement and receive the increased allocation of municipal settlement proceeds, each municipality was required to execute and submit to the Attorney General a State Subdivision Agreement. See [here](#). Completed and executed forms were to be submitted to MAOpioidSettlements@mass.gov. Additional information is available on the Attorney General's website [here](#).

More recently, the national consortium of attorneys in this matter has announced five additional proposed national settlements. The new settlement proposals concern CVS, Walgreens, Walmart, Teva, and Allergan and are estimated to provide up to \$20 billion in additional funding. The proposed settlement agreements also require changes in corporate behavior to address the issues raised in the litigation regarding the marketing and sale of opioids. These new proposed settlements will each have an opt-in procedure before they become effective, with different time frames for each individual settlement. Municipalities generally must decide whether to participate in these settlements by the end of March 2023. The consortium attorneys provided municipalities with opt-in documents for all five of the new settlement proposals at the same time, allowing municipalities at a single executive session held for litigation strategy, to decide whether to participate in these settlements. Nevertheless, separate settlement documentation will need to be signed for each settlement. Specific information on these and other settlement matters will be provided directly by the consortium. While the consortium attorneys believe the claims brought in the national litigation are strong, there is always risk, uncertainty, delay, and expense associated with continued litigation. The current settlement proposals provide a meaningful resolution together with the funding from the existing settlements. Continued litigation by municipalities choosing to opt out would involve municipal participation in a potentially extensive discovery process and may be burdensome to municipal resources. The consortium attorneys therefore believe it is in the best interests of municipalities to participate in these newly proposed settlements.

We hope this information is helpful. Please contact [Mark Reich](#) or [Lauren Goldberg](#) with any further questions.

Disclaimer: This information is provided as a service by KP Law, P.C. This information is general in nature and does not, and is not intended to, constitute legal advice. Neither the provision nor receipt of this information creates an attorney-client relationship with KP Law, P.C. Whether to take any action based upon the information contained herein should be determined only after consultation with legal counsel.

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