

MONTAGUE SELECTBOARD MEETING

VIA ZOOM

Monday, February 13, 2023

AGENDA

Join Zoom Meeting <https://us02web.zoom.us/j/89942067278>

Meeting ID: Dial into meeting: 899 4206 7278 +1 646 558 8656

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

Meeting Being Taped

Votes May Be Taken

1. 6:30 PM Selectboard Chair opens the meeting, including announcing that the meeting is being recorded and roll call taken
2. 6:30 Approve Selectboard Minutes from January 30 and February 6 2023 if available
3. 6:31 Public Comment Period: Individuals will be limited to two (2) minutes each and the Selectboard will strictly adhere to time allotted for public comment
4. 6:32 Sewer Commissioners Chelsey Little Clean Water Superintendent
 - Discharge Report Monthly Summary
 - Millers Falls Flow Summary Report (Calendar Year 2022)
 - Screw Pumps PLC Failure Update
 - Out of Town Sludge Receiving Update
 - Generator Project Update
5. 6:50 Review of Lead Collection System Operator's Job Description, Steve Ellis, Tom Bergeron, Chelsey Little
6. 7:00 Tom Bergeron, DPW Superintendent
 - Purchase 2 or more message board signs, \$37,550 (price for 2) from ARPA funds
 - Purchase a 2015 Leeboy Paving Box to replace a 1987 Puckett Power Box, \$53,000 from DPW Discretionary Account
7. 7:10 Board of Health, Melanie Ames Zamojski, Chair
Intent to Appoint Candaicy David of Turks & Caicos as Montague Health Director
 - Review of Credentials
 - Unique circumstances regarding availability as non-US citizen
 - Request authorization to spend legal counsel funds in support of H-1B Visa application process
 - Any Other BOH Updates
8. 7:30 Mike Kane and Anna Raby, Eversource
 - Utility Pole Update
9. 7:40 Annie Levine, Great Falls Farmers Market
 - Approve Use of Peskeompskut Park: Great Falls Farmers Market, Saturdays 8:00AM-2:00PM (includes set up and break down) from May to October 2023

Montague Selectboard Meeting
February 13, 2023
Page 2

10. 7:50 Maureen Pollock, Town Planner
- Review scope of the Montague City Village Center Plan, technical assistance to be provided from the Complete Neighborhoods Program
 - Execute Memorandum of Agreement with Mass Housing Partnership for participation in the Complete Neighborhoods Program
11. 8:05 Deb Bourbeau Town Clerk, Eileen Seymour Treasurer/Collector
- Discuss possible transition to appointed Treasurer/Collector and Town Clerk positions
12. 8:15 Town Meeting Warrant – To approve and execute March 2, 2023 Special Town Meeting Warrant, attached hereto
- Make any recommendations related to the Town Meeting Warrant and Motions
13. 8:25 Wendy Bogusz, Executive Assistant
- Annual Town Meeting: Article submission deadline for May 6, 2023 Annual Town Meeting, March 16, 2023 at 4:00 PM
 - Turners Falls Power Canal Service outage will take place September 25, 2023 through September 30, 2023
14. 8:35 Town Administrator Report
- Discussion of ARPA spending strategy and timeline
 - Topics not anticipated within the 48 hour posting
15. 8:45 Anticipated executive session in accordance with G.L. c. 30A, §§21(a)(2) and 21(a)(3) to discuss strategy with respect to collective bargaining, as an open meeting may have a detrimental effect on the Selectboard's bargaining position, and to conduct collective bargaining sessions (NAGE).

OTHER:

Next Meeting:

- Selectboard, Monday, February 27, 2023 at 6:30 PM via ZOOM
- Special Town Meeting, Thursday March 2, 2023 at 6:30 PM TFHS Auditorium, 222 Turnpike Road, Montague

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

Franklin, ss.

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

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the Inhabitants of the Town of Montague qualified to vote in Town affairs to meet in the Turners Falls High School Theater, 222 Turnpike Road, Montague on Thursday, March 2, 2023, at 6:30 P.M. and to act on the following articles and any motions which may be presented.

ARTICLE 1: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$10,000 or any other amount for the purpose of preparing a section of the Highland Cemetery for green burials, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

(Cemetery Commission Request)

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

(Selectboard Request)

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

(Clean Water Facility Request)

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

(Town Accountant Request)

ARTICLE 5: To see if the Town will vote to authorize the Trustee of the OPEB Fund established under G.L. c. 32B, § 20 to employ reputable and knowledgeable investment consultants to assist in determining

appropriate investments and pay for those services from the OPEB Fund, or pass any vote or votes in relation thereto.

(Town Accountant Request)

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

(Finance Committee Request)

ARTICLE 7: To see if the Town will vote to amend the vote taken pursuant to Article 8 at the May 7, 2022 Annual Town Meeting, Schedule II Appointed Officials, to add the position of Great Falls Farmers Market Manager with an annual stipend of \$4,000, or pass any vote or votes in relation thereto.

(Selectboard Request)

ARTICLE 8: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$2,500 or any other amount for the purpose of funding a budget for the Great Falls Farmers Market for FY23, or pass any vote or votes in relation thereto.

(Selectboard Request)

ARTICLE 9: To see if the Town will vote to amend the vote taken pursuant to Article 8 at the May 7, 2022 Annual Town Meeting, Schedule II Appointed Officials, to add the position of Hearing Officer with an annual stipend of \$2,500, and to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$625 for the prorated annual amount for the remainder of FY23, or pass any vote or votes in relation thereto.

(Building Inspector Request)

ARTICLE 10: To see if the Town will vote to (a) authorize the Selectboard to acquire by purchase, gift, eminent domain or otherwise, the fee to and/or permanent and/or temporary easements for public way purposes, including without limitation, for the construction, alteration, installation, maintenance, improvement, repair, replacement and/or relocation of a bridge, rights of way, sidewalks, drainage, utilities, driveways, guardrails, slopes, grading, rounding, landscaping, and other appurtenances and/or facilities, to enable the Town to undertake the South Street Over Sawmill River Bridge Project and for any and all purposes incidental or related thereto, in, on and under certain parcels of land, and land adjacent to and within 200 feet of said parcels, and shown more particularly on plans entitled "Massachusetts Department of Transportation Highway Division Plan and Profile of South Street Over Sawmill River Bridge No. M-28-026 in the Town of Montague, Franklin County," dated November 22, 2022, prepared by WSP USA Inc., said plans on file with the Town Clerk, as said plans may be amended and/or incorporated into an easement plan;; and, further (b) authorize the Selectboard to enter into all agreements and take any and all actions as may be necessary or appropriate to effectuate the foregoing purposes, or pass any vote or votes in relation thereto.

(Selectboard Request)

ARTICLE 11: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$1,500 or any other amount for the purpose of sealing the concrete surface of the Unity Skatepark and anything incidental or related thereto, or pass any vote or votes in relation thereto.

(Parks and Recreation Request)

ARTICLE 12: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$2,000 or any other amount for the purpose of conducting an architectural evaluation of what is known as “the Blacksmith Shop”, located at 12 Station Street, Map 43, Lot 119 in Montague Center to determine the feasibility for retention and restoration or demolition of the building located thereon, whether partial or total, and anything incidental or related thereto, or pass any vote or votes in relation thereto.

(Parks and Recreation Request)

ARTICLE 13: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$35,250, or any other amount, for the purpose of supporting consulting and design costs associated with applying for and/or participating in the Massachusetts Board of Library Commissioners' Massachusetts Public Library Construction Program including any and all incidental and related costs, or pass any vote or votes in relation thereto.

(Library Request)

ARTICLE 14: To see if the Town will vote to appropriate the sum of \$2,500,000 to pay costs of replacing the screw pumps at the Clean Water Facility and appurtenances thereto, including but not limited to engineering, bidding, and construction, as well as all other costs incidental and related thereto, and to meet this appropriation to authorize the Treasurer, with the approval of the Selectboard, to borrow said sum under General Laws Chapter 44, or any other enabling authority and issue bonds or notes of the Town therefor; and to authorize the Selectboard to execute any such documents and/or agreements necessary to effectuate the purposes of this vote; or pass any vote or votes in relation thereto.

(CWF Request)

ARTICLE 15: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$68,000 or any other amount for the purpose of purchasing and equipping a transit van, including the purchase and installation of a charging station and any and all incidental or related costs, or pass any vote or votes in relation thereto.

(CWF Request)

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

(DPW Request)

ARTICLE 17: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$100,000 or any other amount for the purpose of purchasing and equipping a one-ton dump truck with plow and sander, including any and all incidental or related costs, or pass any vote or votes in relation thereto.

(DPW Request)

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

(Building, Assessing, and Health Departments Request)

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

(Selectboard Request)

ARTICLE 20: To see if the Town will vote pursuant to the provisions of G.L. c.41, §1B to change the position of elected Town Clerk to an appointed position; provided, however, that before such a change will take effect, it must be approved by the voters at the 2023 Annual Town Election, or to pass any vote or votes in relation thereto.

(Selectboard and Town Clerk Request)

ARTICLE 21: To see if the Town will vote pursuant to the provisions of G.L. c.41, §1B to change the position of elected Treasurer/Tax Collector to an appointed position; provided, however, that before such a change will take effect, it must be approved by the voters at the 2023 Annual Town Election, or to pass any vote or votes in relation thereto.

(Selectboard and Tax Collector/Treasurer Request)

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

Matthew Lord

Christopher M. Boutwell, Sr.

Richard Kuklewicz, Chairman
Selectmen, Town of Montague

Franklin, ss Montague, MA February ____, 2023

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

Constable of Montague

MONTAGUE BOARD OF HEALTH MEETING

Monday, February 13, 2023

VIA ZOOM

JOIN ZOOM MEETING:

<https://us02web.zoom.us/j/89942067278>

Meeting ID: Dial into meeting: 899 4206 7278 +1 646 558 8656

MEETING AGENDA

MEETING BEING TAPED

TOPICS MAY START EARLIER IF THERE IS NOT A HEARING

1. 7:10 Intent to Appoint Candaicy David of Turks & Caicos as Montague Health Director
 - Review of Credentials
 - Unique circumstances regarding availability as non-US citizen
 - Request authorization to spend legal counsel funds in support of H-1B Visa application process
 - Any Other BOH Updates

*****Topics not anticipated within the 48 hours of posting***
Meeting Agenda Subject to Change*****

Montague Discharge Permit Results January 2023

Parameter	Permit Required Limitation	Result
Flow	1.83 MGD (Average Monthly)	0.729
BOD mg/L	30 mg/L (Average Monthly)	28.3
BOD % Removal	>/= 85.0% (Average Monthly)	93.5%
TSS mg/L	30 mg/L (Average Monthly)	23.6
TSS % Removal	>/= 85.0% (Average Monthly)	93.1%
pH Low	6.0 SU (Daily)	6.03
pH High	8.3 SU (Daily)	8.07

MGD=Millions of Gallons per Day (standard water/wastewater flow measurement)

BOD=Biochemical Oxygen Demand

TSS= Total Suspended Solids

pH= potential hydrogen (acid/base scale)

SU= Standard Units

mg/L= milligram per liter

Annual Flow Summary January, 2022 Dec...	POTW # 1 Plant Flow Gals/Month	PRECIP TOT Inches/Month	Montague Gals/Month	Farley Flow Gals/Month
Jan...	3,875,552	2.340	2,847,839	140,243
Feb...	3,676,456	4.520	2,538,116	158,367
Mar...	4,802,857	3.650	3,421,112	147,688
Apr...	5,636,524	3.580	4,308,530	139,782
Ma...	4,683,042	2.750	3,877,756	103,681
Jun...	2,844,330	1.770	2,472,373	94,879
Jul...	2,589,843	2.300	2,111,902	79,301
Au...	2,415,098	3.080	1,758,544	91,728
Se...	2,748,047	6.740	1,962,067	105,852
Oct...	2,642,575	3.160	1,907,262	104,002
No...	2,578,551	4.120	1,594,034	114,315
De...	3,537,674	4.010	1,942,625	207,533
Sum	42,030,549	42.020	30,742,160	1,487,371

TOWN OF MONTAGUE
DRAFT JOB DESCRIPTION

POSITION TITLE:	Collection System Lead Operator	DATE:	February 2023
DEPARTMENT:	Department of Public Works	GRADE:	TBD
REPORTS TO:	DPW Superintendent	FLSA:	Non-Exempt

Statement of Duties

Position is responsible for leading implementation of the department's maintenance of the Montague collection system inclusive of its wastewater and stormwater systems, catch basins, and related structures. Regular responsibilities to include the identification of required work activities, implementation and documentation of required maintenance, and lead-level support for incident-based and routine reporting related to the collection system. This position will maintain regular and effective communication between the DPW and the Clean Water Facility on areas of mutual operational concern.

At the discretion of the DPW superintendent or Foreman, when time allows this position will assist with other DPW activities in a fashion similar but not limited to that of a Truck Driver/Laborer. This may include providing semi-skilled and unskilled labor in areas of maintenance and repair for the Public Works Department. These additional responsibilities will reasonably include ensuring the safety and cleanliness of town streets and roadways, ensuring the proper working condition of equipment and supplies, and performing a variety of equipment operation, maintenance and repair duties.

Supervisory Responsibilities

Employee leads an in-field staff as may be assigned by the DPW Superintendent or DPW Foreman to operate and maintain equipment and systems related to the collection system and catch basins and any related structures. According to established procedures and rules, employee is responsible for establishing work procedures and performance standards related to collection system maintenance, scheduling work, assigning and reviewing work, providing employee performance feedback, new employee orientation, and training. The employee may assist with staff recruitment. The employee elevates reports of employee performance to the DPW Superintendent but does not have decision making authority relative to these matters.

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

Supervision/Guidance Received

Employee plans, prioritizes, and performs work in accordance with standard practices and previous technical training. Employee is expected to solve problems by interpreting instructions accordingly, and by applying known collection system maintenance and tracking techniques and reporting requirements to the performance of work related to the collection system and related structures. Instructions for new assignments or special projects usually consist of statements of

Truck Driver/Laborer
Department of Public Works
January 2013

**TOWN OF MONTAGUE
JOB DESCRIPTION**

desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy, regulatory, or other requirements; the methods used in arriving at the result are not usually reviewed in detail.

Job Environment

Position responsibilities require knowledge of regulations, and the use of judgment and initiative, to perform maintenance, reporting and supervisory functions. Work requires examining, analyzing and evaluating facts, and circumstances surrounding individual projects or situations, and determining actions to be taken within the limits of standard or accepted practices. Employee is expected to resolve problems using judgment to analyze situations and determine appropriate actions. Errors can result in delay of work projects, poorly constructed and maintained roadways and facilities, damage to costly equipment, damage to public safety, misuse of manpower and materials and legal repercussions.

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

Position Functions

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

Essential Functions

1. Responsible for implementation of required maintenance and improvements to the collection system and related structures, including routine requirements prescribed by policy or regulation, and emergency situations as may arise.
2. Maintains the town's collection system, monitors equipment; builds and maintains catch basins; installs, rebuilds or replaces sewer lines, storm drainage lines and manholes.
3. Confers with the DPW superintendent and DPW Foreman to identify and prioritize needed maintenance and improvements as related to the collection system and related structures.
4. In collaboration with the DPW Superintendent, advises Town departments and boards regarding maintenance and improvement needs of the collection system and its related structures in support of capital project planning.

Truck Driver/Laborer
Department of Public Works
November, 2012

**TOWN OF MONTAGUE
JOB DESCRIPTION**

5. Collects and inputs routine and ad hoc/emergency reporting data to ensure compliance with policies and regulations. Reports developed for state or federal agencies are to be reviewed and submitted by the DPW superintendent, unless in-field reporting is time-sensitive. In these instances, the DPW Superintendent will perform post hoc review and issue any needed revisions as needed.
6. Conducts regular required and event-prompted inspections of CSO structures, CSO outfalls, the Millers Falls Flume and the Avenue A Buffer Line.
7. Inspects and operates the Avenue A Buffer Line in response to CSO or other events. Ensures proper cleaning and maintenance. Consults with CWF staff prior to evacuating the buffer line.
8. Conducts investigative operations to diagnose collection system function, including but not limited to dye testing, smoke testing, and CCTV camera work.
9. Identifies potential vendors and seeks quotes as needed. Coordinates with vendors to ensure that work performed on the collection system and its related structures is accomplished as per contract.
10. Provides primary supervision for DPW Staff while in the field performing observations, maintenance, and improvements to the collection system and its related structures. In-field supervision will be performed in collaboration with the DPW Foreman in those instances where there is an overlap in responsibilities, with the DPW Foreman having final supervisory responsibility.
11. Operates and provides training to others in relation to specialized vehicles and equipment, including GIS and other computer-dependent reporting systems, required to maintain the collection system and related structures.
12. Enters data into computer database related to catch basin locations, sewer flow data, marking out deadheads, and separating out sewer from storm drainage lines, and any other similar tasks.
13. Maps location of sewer collection lines for flow and size of pipes.
14. Maintains collection system-related web page including CSO/SSO Notification/Advisory pages to ensure timely updating in accordance with policy and regulations.
15. Additional responsibilities may include those tasks regularly or occasionally performed by other members of the DPW staff for which the individual is qualified to perform, similar but not limited to responsibilities outlined in the DPW Truck Driver Laborer job description.
16. Operates a variety of vehicles and equipment including motor driven vehicles and equipment including trucks with a rated capacity of more than 26,001 lbs., vac truck, sewer cameras, sewer rodder, loaders, backhoes, dump trucks, pavers, and jackhammers; ensuring that all safety precautions are followed.

Truck Driver/Laborer
Department of Public Works
November, 2012

**TOWN OF MONTAGUE
JOB DESCRIPTION**

17. Performs CDL circle check; lubricates, adds oil, inflates tires and otherwise services equipment to ensure proper operation; reports any malfunctions to supervisor, and may assist in making minor repairs and maintenance.
18. Prepares for and responds to seasonal challenges including snow removal, snow and storm water, flooded areas, construction projects, and repair and maintenance of equipment and machinery.
19. As requested, participates in all snow and ice removal operations and other emergencies declared by the department.

Recommended Minimal Qualifications

Education and Experience

A candidate for this position should have a High School diploma or equivalent and one year experience in the operation of heavy equipment, trucks, and construction work or equivalent education and experience. Experience operating a sewer vac truck and robotic sewer camera preferred.

Additional Requirements

A candidate for this position is required to have a valid Class B commercial driver's license (CDL), and an air brake endorsement within 90 days of hire, and able to obtain a hoister's license within a year.

- Must be able to obtain NASSCO Certification in the following areas within one year of hire: Pipeline Assessment Certification (PACP), Lateral Assessment Certification (LACP) and Manhole Assessment Certification (MACP)
- Must be able to obtain Grade III Collection System

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of:

- Materials, methods, and current practices essential to the maintenance of town collection system and related structures.

Skill in:

- Ability to supervise a maintenance task or work site
- Safe and effective equipment, materials and vehicle operation techniques
- Proficiency with computer and web-based software

Truck Driver/Laborer
Department of Public Works
November, 2012

**TOWN OF MONTAGUE
JOB DESCRIPTION**

And ability to:

- Read, interpret and explain maps and engineering plans, understand complex codes and regulations
- Follow directions and instruct others
- Maintain records and prepare reports
- Update computer based data systems

Tools and Equipment Used

Equipment operated includes trucks in excess of 26,001 lbs, light truck, automobile, heavy equipment, light equipment, pneumatic tools, power tools, hand tools and office machines.

Physical Requirements

The employee is frequently required to stand, walk, sit, speak, hear, use hands to operate equipment, and drive motor equipment during work hours. The employee regularly lifts or carries up to 60 pounds and occasionally lifts up to 100 pounds. Normal vision is required for this position.

Work Environment

Employee works at loud construction sites and is exposed to outdoor weather conditions, fumes and/or airborne particles, wastewater, moving mechanical parts and extremes of temperature constantly; high places, toxic and/or caustic chemicals, occasionally.

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

Approved:

_____ Date _____
Town Administrator

_____ Date _____
Board Chair, if necessary

Paver

Tom Bergeron <Tbmedrescue@yahoo.com>

Wed 2/8/2023 1:57 PM

To: TomB - Montague Highway Department <hwysupt@montague-ma.gov>



Sent from my iPhone



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



MASTER SERVICE AGREEMENT
NOTICE TO PROCEED

September 3, 2020

RoadSafe Traffic Systems
55 Bodwell Street
Avon, MA 02322

Contract Number: 111753
Action Item Date: August 26, 2020
Action Item Number: 1

Dear Mark Di Martino,

Enclosed is a signed copy of your Master Service Agreement with the Massachusetts Department of Transportation, Highway Division.

This contract is relative to the Specialized Equipment, Parts & Services for Roadway Telecommunications, Intelligent Traffic systems (ITS), Integrated Project Control Systems (IPCS) statewide.

The duration of this contract shall be from July 1, 2020 until June 30, 2025.

Sincerely,

Anna Dolata

Anna Dolata
Supervisor, Contracts & Records

AD/mas

cc: Fiscal
Contracts & Records

E-Mail: Tony Wade
Christine Hurley-Barnes
Sharon Rong

POWER SUPPLY CONFIGURATION

SOLAR PANELS

Provide maximum solar recharging year-round

- Designed to run 12 months in most regions without manual recharging

HIGH-QUALITY CONSTRUCTION

SUPERIOR POWDER COATING FINISH

Impact, humidity, salt spray and rust resistant

4 ADJUSTABLE STABILIZER LEGS

Stabilization and easy transportation

TONGUE WHEEL JACK

Easy, safe trailer set up

MANUAL LIFT MECHANISM

For a quick deployment

RUGGED INDEXED ROD MAST BRAKE

The sign can be positioned at 209° (17° increments)

LOCKABLE PLASTIC BOX

Controller, modem and other components protection

2-IN. (51 MM) COUPLER OR 3-IN. (76 MM)

PINTLE EYE

For easy towing

REMOVABLE TONGUE

Saves space for storage

V-TOUCH CONTROLLER

NTCIP* COMPLIANT

EASY-TO-READ

7-inch (178 mm) color LCD touchscreen display screen

USER-FRIENDLY

One-click icon-based menu items

TIME-SAVING

Create your own library of messages

SIMPLE TO OPERATE

Intuitive point-and-go icons make displaying and editing messages quick and easy to display

ADDITIONAL FUNCTIONALITIES

Scheduling, sign diagnostics, pin-protected security, and much more



Transport position

DISPLAY

- Display panel: 45 x 80 in. (1142 x 2026 mm)
- Full-matrix of 30 x 56 pixels
- 2 LEDs per pixel
- 3 lines of 9 characters per line (5 x 7 default font)
- Up to 3 lines of 13 characters per line (3 x 7 font)
- Plug-and-play display modules for simplified maintenance

DIMENSIONS AND WEIGHT

- Overall length: 133 in. (3367 mm)
- Overall width: 70 in. (1788 mm)
- Traveling height: 91 in. (2308 mm)
- Operating height: 133 in. (3387 mm)
- Weight (approx.): 1150 lb (521 kg)
- Axle/suspension: 2000 lb (909 kg)

OPTIONS

- Battery charger
 - Radar
 - Traffic data (requires radar)
 - Rear leveling swivel jacks
 - Tilt-and-rotate solar panels
- Other options are available to meet your needs.

WARRANTY

- 1 year on complete trailer
- 2 years on electronic components manufactured by Ver-Mac



QUEBEC, CANADA OFFICE: 1781 BRESSE STREET, QUEBEC CITY, QC, G2G 2V2, CANADA
 CONROE, TX OFFICE: 3479 POLLOK DRIVE, CONROE, TX, 77303, USA
 T: 418-654-1303 TF: 888-488-7446 F: 418-654-0517

PCMS-548 TRAILER-MOUNTED MESSAGE SIGN

Ver-Mac's PCMS-548 is a mini full-matrix trailer-mounted portable changeable message sign. It displays 3 lines and 9 characters (8.75 in.) per line by default, with the ability of displaying multiple fonts, lines of text and graphics. This unit comes equipped with our Stealth Technology, NTCIP-compliant* V-Touch Controller, V-Sync Wi-Fi communication and JamLogic® Fleet Management Software.

Cutting-edge technology an energy-efficient design, and high-quality construction are combined to provide the most reliable, cost-effective and safe to operate message sign on the market. The PCMS-548 is perfect for lower speed roadways and urban areas.



PRO SERIES FEATURES

STEALTH TECHNOLOGY

Sealed maintenance-free batteries
Anti-theft hidden battery compartment

V-SYNC WI-FI TECHNOLOGY

Change messages locally using your smartphone
Safely change messages away from traffic.

ROBUST TRAILER DESIGN

Tongue wheel jack for safe and easy set up
Controller located away from the road
Rugged indexed rod mast brake

FULLY-INTEGRATED CELLULAR 4G LTE MODEM

No 3G upgrade needed
10-year fleet cell service
Cell plan for smart work zones (optional)

JAMLOGIC® SOFTWARE

Hourly automated refresh and battery/GPS alerts & reports
Interactive map & list view of all equipment
Project folders to organize equipment
Logs date/time of all activated messages

APPLICATIONS

- City and county (urban areas)
- School zones
- Special events

3 WAYS TO CHANGE A MESSAGE



ON THE SIGN

Using our V-Touch Controller



NEAR THE SIGN

Using our V-SYNC Wi-Fi



REMOTELY

Using JamLogic® Web on your computer, tablet or smartphone

C. S. David

Registered Environment Health Specialist/ Registered Sanitarian

CONTACT

 North Caicos

Turks and Caicos Islands



Michael Nelson
Search Committee Chair
C/O Anne Stuart
Town of Montague
Montague, MA

December 18, 2022

Dear Ms. Stuart,

I am interested in the Health Director vacancy within the Town of Montague. Having the right fit within an organization is crucial to enable the organisation to run effectively and cohesively. I believe that I would be a great fit to your organization in this role.

I bring to this position my expertise as a Registered Environmental Health Specialist with many years of working experience in diverse work environments and cultures. I have worked independently managing staff and the daily work schedules of a District, so that taking on this management role would be an effortless transition. My years of experience and training have exposed me to many disciplines of environmental health including solid waste, water and waste water, vector control, occupational safety and health, regulatory compliance, standards development and quality assurance. My core functions entailed inspections, investigation, and audits at residential, institutional and commercial properties and preparation of written technical reports. Additionally, I have gained invaluable leadership skills, having worked independently for the last ten (10) years supervising staff, planning and managing the day-to-day operations of the office.

Additionally, I also possess a Certified Professional Food Safety Credential, a ServSafe Food Manager certification, and a ServSafe Certified Instructor and Registered Examination Proctor Certification. However, I am willing to acquire any certification/credential necessary for this position on employment.

I have a warm, friendly and approachable personality. I am reliable and highly motivated with a strong customer focus.

I strongly believe that I would be a valuable addition to your team to contribute to your culture of excellence of your organization.

I have attached my resume for your perusal.

Yours sincerely,

Candaicy. S. David (Ms.) REHS/RS, CP-FS

Candaicy S. David

Registered Environmental Health Sanitarian/Registered Sanitarian

CONTACT

 North Caicos

Turks and Caicos Islands



EDUCATION

PGDip | 2013 | London School Hygiene and Tropical Medicine

*Associate Sc. | 1999 | University of Guyana

*Best Graduating Student

CREDENTIAL

REHS/RS

Certified Professional-Food Safety

ServSafe Food Safety Manager

Certified ServSafe Proctor and Registered Examination Instructor

PROFILE

A Registered Environmental Health Sanitarian/ Registered Sanitarian with over 15 years in environmental health with a wide cross section of training, knowledge and experience in food safety, water and waste water, solid waste, occupational safety and health, among others. I am passionate about protecting health and transforming the lives of people through regulation, legislation and enforcement.

EXPERIENCE

Environmental Health Officer | 2006-2022

- Provides management support to plan, develop and review Environmental Health Policies, Programmes and Procedure consistent with Regional and International Standards, Policies and Practices.
- Plans, supervises, and evaluates Environmental Health Trainee Officers, Vector Control Officers and Litter Wardens. Conducts in-service training for these Officers.
- Enforces Public and Environmental Health Laws, Regulations and Sanitation Standards.
- Regulates and monitors food safety from farm to consumers to ensure compliance with Food Hygiene Regulations, HACCP Principles, ServSafe guidelines and Good Manufacturing Practices. Collects samples for analysis.
- Plans and executes public awareness campaigns and health promotions.
- Participates in the development, execution and evaluation of Disaster Preparedness Plans.
- Ensures occupational health and safety of work environments. Ensures that housing conditions promote the physiological well-being of occupants. Monitors atmospheric and indoor air quality.
- Regulates and monitors institutions and licensed establishments to prevent the spread of nosocomial and other infections, communicable diseases, and to reduce health and safety risks to inhabitants, employees and the general public.

- Performed accommodation health, safety and risk inspections
- Conducts Food Safety Training for food handlers, managers and owners/operator of food service establishments in accordance with Food Safety Guidelines.
- Inspect, and monitor potable water supplies and bottling plants for compliance with the World Health Organization Guideline for Drinking Water Quality. Collects samples for analysis.
- Oversees solid and hazardous waste management. Monitors the environment for pollution and take appropriate remedial action.
- Determines life cycle stages of zoonoses, vectors and pest for signs and stages of breeding, mode of transmission and infective stages to effect control measures.
- Conducts surveillance at ports of entry and vessel sanitation in accordance with the International Health Regulation.

PREVIOUS EXPERIENCE

Technical Officer- Standards Development and Implementation| 2001-2005

- Technical Support

Provide technical and administrative support to Technical Committees, Sub-Committees and Working Groups. Plan, schedule and conduct meetings of Technical Committees, Sub- Committees and Working Groups. Participate in meetings of Technical Committees, Sub- Committees and Working Groups. Coordinate and advance the work of the Codex Alimentarius Focal Point at the Coordinating Committee for Latin America and Caribbean

- Standard Development

Prepare and revise standards in accordance with industry requirements. Promote the harmonizing of regional and international standards within industry and commerce.

- Quality Management

Develop and guide the implementation of Quality Management Systems for industry and commerce.

To: Michael Nelson and Steve Ellis
Date: January 31, 2023
Re: Candaicy David

Ms. David's Certifications

- Certified Professional-Food Safety (CS-FS)
 - ServSafe Food Protection Manager Certification
 - Registered Environmental Health Specialist/RS
1. **National Environmental Health Association (NEHA)** is a major credentialing organization in the US and is highly respected.
 - a. Certified Professional-Food Safety (CS-FS) is an excellent credential and exceeds MA requirements for food establishment inspectors.
 - i. CP-FS is renewable yearly or biyearly and does not “expire” on the date listed on the certificate.
 2. **ServSafe Certification** is required by MA for food inspectors.
 - a. There are several ServSafe Credentials that look very similar.
 - i. Ms. David has the Food Protection Manager this the correct certification for MA inspectors.
 - ii. Expires every 5 years and is renewable after taking an exam.
 3. **NEHA Registered Environmental Health Specialist/RS**
 - a. Is one of two Registered Sanitarian Licenses accepted in MA.
 - i. It is a required credential in MA in order oversee sections of Title 5.
 - ii. CEU's are required for individuals to renew this license.
 - iii. Requires a bachelor's degree or equivalent to apply for this credential.
 4. World Education Services (WES)
 - a. I am not familiar with WES.
 - i. Ms. David is missing pages 3 and 4 of the WES document.
 - ii. The document jumps from the US equivalent of an Associates Degree to US equivalency of 1 year of graduate study.
 - iii. We can “assume” she has a bachelor's degree because she has the REHS/RS credential.

In MA she would have to become:

- a. A Licensed Soil Evaluator
 - a. This is a three day course of classroom and field study. It is required in MA.
- b. A Certified Septic System Inspector.
 - a. A day long course followed by an examination.
- c. A certified Swimming Pool Operator
 - a. A two day course and examination.
- d. A MA Housing Inspector
 - a. The MA Public Health Inspector Training: Housing.
 - b. This is a multiday course followed by an examination.
- e. A Certified Lead Paint Determinator
- f. Other training and certifications as they arise and that I may have missed!

Ms. Candaicy David's credentials exceed those of other Public Health Professional's working in Franklin County. They are excellent for the Health Director Position.

To: Michael Nelson and Steve Ellis
Date: January 31, 2023
Re: Candaicy David

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WORLD EDUCATION SERVICES

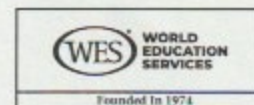
2. CREDENTIAL EVALUATION AND AUTHENTICATION REPORT

Name: DAVID, Candaicy S
Date of Birth: March 25, 1978

Date : August 22, 2022
Ref#: 4508771/me
Page: 2 of 4

2. Name on Credential: DAVID, Candaicy Shebiki
Credential Authentication: Documents were sent directly by the institution
Country or Territory: United Kingdom
Credential: Postgraduate Diploma
Year: 2013
Awarded By: University of London
Status: Accredited Institution
Institution Attended: London School of Hygiene and Tropical Medicine
Admission Requirements: Bachelor's degree
Length of Program: One year
Major: Public Health

U.S. Equivalency: One year of graduate study



INSTRUCTIONS FOR USING THIS REPORT: An explanation of the terms used in this report can be found on the reverse side. This report is valid only when printed on watermarked paper and sealed with an official WES stamp on each page.



WORLD EDUCATION SERVICES (WES) CREDENTIAL EVALUATION REPORT

CREDENTIAL EVALUATION AND AUTHENTICATION REPORT

Name: DAVID, Candaicy S
Date of Birth: March 25, 1978

Date : August 22, 2022
Ref#: 4508771/me
Page: 1 of 4

U.S. EQUIVALENCY SUMMARY

Associate degree from, and one year of graduate study at, a regionally accredited institution

Duplicate Evaluation Report (original completed on March 20, 2020)

CREDENTIAL ANALYSIS

- | | |
|-----------------------------------|--|
| Name on Credential: | DAVID, Candaicy Shebiki |
| Credential Authentication: | <i>Documents were sent directly by the institution</i> |
| Country or Territory: | Guyana |
| Credential: | Associate of Science |
| Year: | 1999 |
| Awarded By: | University of Guyana |
| Status: | Accredited Institution |
| Admission Requirements: | Caribbean Examinations Council Secondary Education Certificate |
| Length of Program: | Two years |
| Major: | Environmental Health |
| U.S. Equivalency: | Associate degree |



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The National Environmental Health Association

(Incorporated 1937)

Issues This

Certificate of Registration

As Testimony That

Candaicy David

*Has satisfactorily fulfilled the requirements set forth by the
National Credentialing Board
and is therefore, by these presents, entitled to recognition
as a:*

Registered Environmental Health Specialist / Registered Sanitarian

by the National Environmental Health Association

*In Witness Whereof, we have subscribed our names and affixed our
Seal of the Association this day of August 17, 2021*

<i>Credential ID Number</i>	16453
<i>Initial certification issued</i>	<i>September 1, 2021</i>
<i>Current Certification Period</i>	<i>September 1, 2021 - August 31, 2023</i>



A handwritten signature in black ink, appearing to read "David Dyjack".

David Dyjack, Dr.PH, CIH
Executive Director & CEO, NEHA

A handwritten signature in black ink, appearing to read "Roy Kroeger".

Roy Kroeger, REHS/RS®
President, NEHA



Candaicy S. David

NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION



CREDENTIAL TYPE Certified Professional - Food Safety, CP-FS®

CREDENTIAL ID 16094

EXPIRATION DATE January 31, 2024

NEHA Code of Ethics for NEHA Credentialed Professionals:

As an environmental professional, credentialed by the National Environmental Health Association, I hereby acknowledge, accept, and agree to abide by the following code of conduct and ethics:

I shall endeavor to keep myself current and informed and satisfy any continuing education requirements that may be in effect for my credential; I shall conduct myself in a professional manner befitting of my credential status; I shall proudly represent my credentialed status to the public I serve; I shall do nothing to undermine, detract from, or otherwise cause to develop any damaging associations with respect to this credential. I accept that any activity on my part that will cause this credential any measure of injury serves as a breach and a failure on my part to uphold this code of ethics. Moreover, I accept that such actions for which I might be responsible could result in the revocation of my credential; I shall do nothing to impair my ability to discharge any administrative or regulatory duty related to my professional credential that may also be required under federal, state or local law as a part of the position I hold.

The National Environmental Health Association

(Incorporated 1937)

Issues This

Certificate of Registration

As Testimony That

Candaicy David

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National Credentialing Board
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Roy Kroeger, REHS/RS®
President, NEHA

**SHRM membership increases to \$244 in February, 2023. Lock in your rate of \$229 now! ×
Multi-year membership discounts available.**

[View Benefits of Membership](#)

How to Sponsor an Individual for an H-1B Visa

June 8, 2022

The H-1B visa provisions (<https://www.uscis.gov/working-in-the-united-states/h-1b-specialty-occupations>) authorize the employment of select qualified individuals who are not otherwise authorized to work in the United States. The intent of this program is to help employers that cannot otherwise obtain needed business skills and abilities from the U.S. workforce for certain specialty occupations. The H-1B visa is valid for up to three years and renewable for an additional three years, for a maximum of six years.

The U.S. Citizen and Immigration Services (USCIS) defines a specialty occupation as one that requires the theoretical and practical application of a body of specialized knowledge and a bachelor's degree or the equivalent in the specific specialty (e.g., sciences, medicine, health care, education, biotechnology, business specialties).

Current laws limit the annual number of qualifying foreign workers who may be issued a visa or otherwise be provided H-1B status to 65,000, with an additional 20,000 under the H-1B advanced degree exemption. Qualifying nonprofit research institutions are exempt from this cap. The USCIS generally takes three to six months to process a completed application, but employers may choose to expedite the process by paying for premium processing, which guarantees the USCIS will adjudicate the petition within 15 days. For more information, see [How Do I Use the Premium Processing Service?](https://www.uscis.gov/forms/how-do-i-use-premium-processing-service) (<https://www.uscis.gov/forms/how-do-i-use-premium-processing-service>)

This guide outlines the steps an employer would take to petition the USCIS for approval to hire an H-1B worker.

Step 1: Review the Job Description to Ensure It Qualifies as a Specialty Occupation

The job qualifications must meet one of the following criteria to qualify as a specialty occupation:

- Bachelor's or higher degree or its equivalent is normally the minimum entry requirement for the position.
- The degree requirement for the job is common to the industry, or the job is so complex or unique that it can be performed only by an individual with a degree.
- The employer normally requires a degree or its equivalent for the position.
- The nature of the specific duties is so specialized and complex that the knowledge required to perform the duties is usually associated with the attainment of a bachelor's or higher degree.

When recruiting for such a position, employers must ensure their applicants meet one of the following criteria:

- Have completed a U.S. bachelor's or higher degree required by the specific specialty occupation from an accredited college or university.
- Hold a foreign degree that is the equivalent to a U.S. bachelor's or higher degree in the specialty occupation.
- Hold an unrestricted state license, registration or certification that authorizes them to fully practice the specialty occupation and be engaged in that specialty in the state of intended employment.
- Have education, training or progressively responsible experience in the specialty that is equivalent to the completion of such a degree (generally three years of work experience or training in the field may equate to one year of college), and have recognition of expertise in the specialty through progressively responsible positions directly related to the specialty.

Step 2: Determine the Rate of Pay for the Position

SHRM membership increases to \$244 in February, 2023. Lock in your rate of \$229 now! Multi-year membership discounts available

Department of Labor (DOL).

View Benefits of Membership

Although the regulations governing the LCA process do not require an employer to use any specific wage methodology to determine the prevailing wage, they do require that the prevailing wage be based on the best information available at the time the employer files an application. See 20 C.F.R. §655.731 (<https://www.law.cornell.edu/cfr/text/20/655.731>) for specific guidance.

Employers have the option of using one of three wage sources to obtain the prevailing wage:

- A Prevailing Wage Determination (PWD) obtained from the National Prevailing Wage Center (NPWC);
- A survey conducted by an independent authoritative source; or
- Another legitimate source of wage information. This may include a wage rate set forth in a collective bargaining agreement.

By obtaining a PWD from the NPWC, employers are given "safe-harbor status," meaning that if the employer's wage compliance is investigated for any reason, the Wage and Hour Division of the Department of Labor will not challenge the validity of the prevailing wage as long as it was applied properly (i.e., correct geographic area, occupation, and skill level).

To request a prevailing wage determination (PWD) employers must complete Form ETA-9141 and submit it to the NPWC. Electronic filing using the Foreign Labor Application Gateway (FLAG) System (<https://flag.dol.gov/>) is strongly recommended.

Step 3: Notify the U.S. Workforce

Notice must be given to U.S. workers on or within 30 days before the date the employer files the LCA with the DOL. This notice must meet the requirements of 20 C.F.R. §655.734. A copy of the completed LCA can serve as the notice, but it is not required to be posted as long as all the required information is posted. Required information includes:

- The number of H-1B nonimmigrants the employer seeks to employ.
- The occupational classifications in which the H-1B nonimmigrants will be employed.
- The wages offered.
- The period of employment.
- The locations at which the H-1B nonimmigrants will be employed.
- The following statement: "Complaints alleging misrepresentation of material facts in the labor condition application and/or failure to comply with the terms of the labor condition application may be filed with any office of the Wage and Hour Division of the United States Department of Labor."

Worker notification must be done in one of the following ways:

- When there is a collective bargaining representative for the occupation in which the H-1B worker will be employed, the employer must provide such notice to that collective bargaining representative via a copy of the LCA or other document that includes all items listed above.
- When there is no collective bargaining representative, the employer must provide the items listed above by either of the following:
 - **Hardcopy worksite notice.** Post the notice of the filing of the LCA (or the information therein) at two conspicuous locations at the place of employment for 10 days. Appropriate locations for posting the notice include near Wage and Hour Division notices or Occupational Safety and Health Administration notices.
 - **Electronic notice.** Electronically provide the notice of the filing of the LCA to all workers at the place of employment. If an employer chooses to provide notice electronically, the employer must electronically notify all employees at the place of employment in the occupational classification for which H-1B workers are sought. This notice may be provided by sending individual e-mail messages, by posting on an appropriate electronic bulletin board for 10 days or by using other appropriate methods.

Step 4: Submit Labor Condition Application (LCA/Form 9035/9035E) to the DOL for Certification



Board of Selectmen Town of Montague

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

Event Application for use of PESKEOMPSKUT PARK and MONTAGUE CENTER TOWN COMMON

Name of applicant Great Falls Farmers Market

Name of business/group sponsoring proposed event if applicable: _____

If applicable, number of years your organization has been running this event in Montague? 28

Address 1 Avenue A, Turners Falls, MA 01376

Contact phone 781-492-7663 Contact email greatfallsfarmersmarkettturners@gmail.com

FID _____

Dates of proposed event Every Saturday, May-Oct Location: Peskeomskut Park

Hours 9AM-1PM Set Up: 8AM-9AM Clean Up: 1PM-2PM

Approximate number of people expected to attend 150

What provisions will be made regarding clean up of site? Each vendor cleans up their own space.

Will the proposed event be:

- Musical
- Theatrical
- Exhibitions
- Amusements
- Wedding
- Other _____

Fully & specifically describe content of the proposed exhibition, show and/or amusements:

The Great Falls Farmers Market will offer a variety of vendors and will include various programming, including musical performances.

Fully & specifically describe the premises upon which the proposed event is to take place.

The market is set up along the path parallel to 7th street across from Aubochon Hardware.

Use back of form or attach a map of the premises indicating parking area(s), entertainment area(s), vendor area(s), location & number of toilets, location & number of garbage receptacles, garbage storage area, camping area(s), and location of first aid/medical stations.

Will vendors be selling:

- merchandise
- food/beverage
- alcohol
- other services _____

Fully & specifically describe the extent to which the event and/or premises would affect public safety, health, or order. If serving alcohol, indicate separate serving area, approved server i.e. TIPS trained. (separate license required to serve alcohol)

N/A

Describe the appropriate level and nature of security and/or traffic control that would be needed and what provisions have been made.

N/A

What provisions will be made regarding first aid and emergency medical care?

N/A

Are you also applying to place signs within Montague to advertise or give directions to your event? (See the Montague Building Inspector)

If so, at which locations? _____

Yes, at Peskeomskut Park and potentially at other locations TBD.

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

*The market is covered under the town's insurance.

I attest that to my knowledge the information provided in this application is accurate and not misleading.

Signature of applicant Amos L

Date 2/6/23

License fees:

Monday – Saturday = \$25.00 per day

Sunday = \$50.00

BOARD OF SELECTMEN – Approval

Date: _____

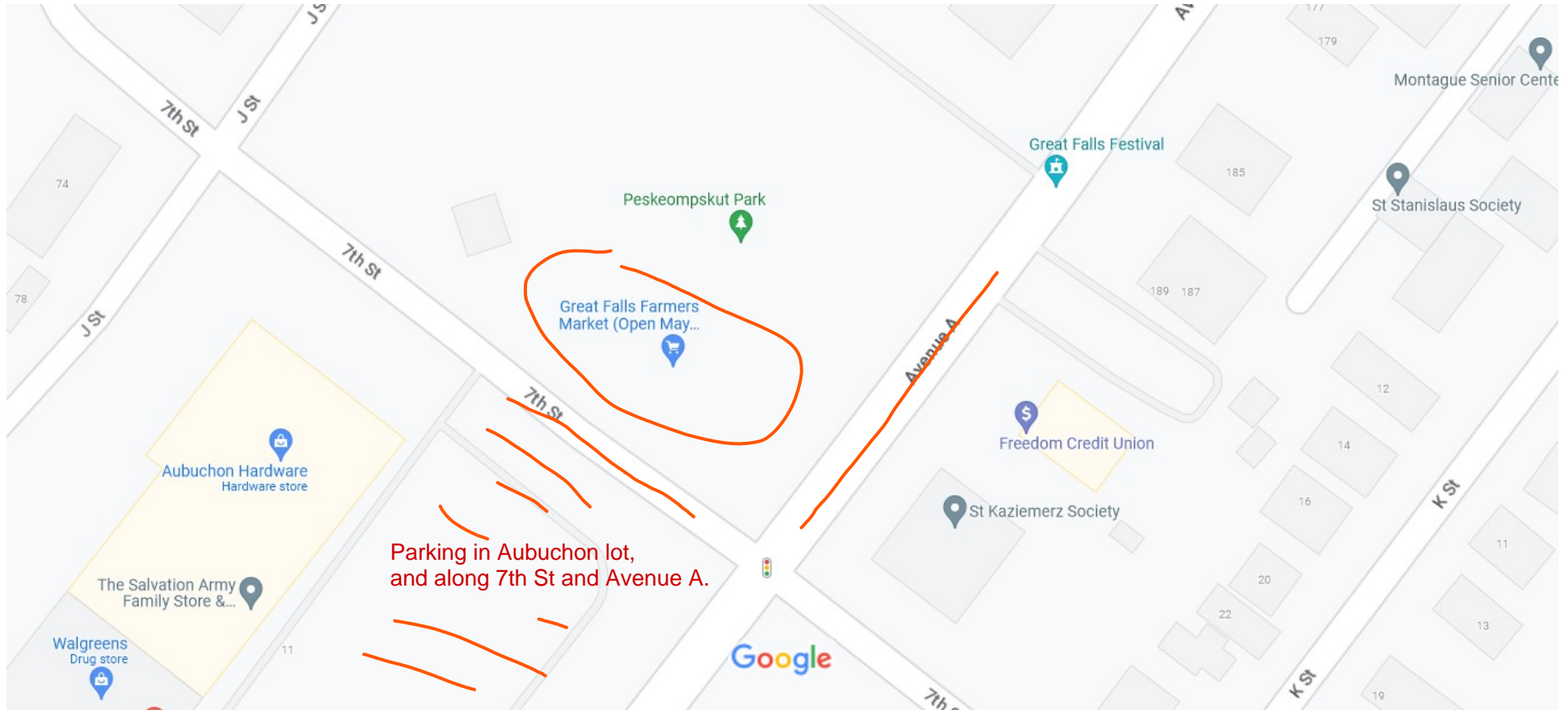
POLICE CHIEF - Approval / Comments

Date: _____

BOARD OF HEALTH – Approval / Comments

Date: _____

Google Maps



Parking in Aubuchon lot,
and along 7th St and Avenue A.

The Great Falls Farmers Market is situated along the paved path that lies parallel to 7th street and will expand on the paths going across towards 6th street if space is needed in order to keep the market accessible. The market does not have its own bathroom facilities but both Food City and the library have public restrooms during our hours of operation. The market does not use any additional garbage receptacles beyond those already provided in the park.

Complete Neighborhoods Initiative Project

Proposed Project Area – Village of Montague City, Montague MA

Dated: January 24, 2023

Proposed Project Scope:

Montague's Comprehensive Plan calls for developing a mixed-use village center in the Montague City neighborhood. Montague City is strategically located on a major thoroughfare between Turners Falls and downtown Greenfield. The village center is served by a fixed transit stop and intersects the Canalside Rail Trail. In 2023, the most prominent building in the village, the former Farren Hospital will be demolished and the land will be gifted to the town. This presents a once in a generation opportunity to repurpose over 10 acres in the core of the neighborhood. In addition to the Farren site, there are formerly industrial properties off Rod Shop Road that are part of study area.

With a major redevelopment initiative on the horizon at the Farren Site, The Montague Planning Department is proposing to conduct a zoning, land use, and connectivity analysis of the village center to be better understand the land use potential and regulatory limitations of the area. The town anticipates a community engagement component to help ascertain what the neighborhood envisions for its center. The consultant will help the community understand what could be done under current regulations and also make some recommendations that will help the town achieve its vision of a mixed-use village center.

Potential scope:

- Review Montague Zoning Bylaw and current planning documents, interview town planner, finalize study area
- Hold initial community session to discuss community desires in terms of mixed-use, housing and open space potential. Present two or more scenarios (This could be held virtually and be hosted by the Planning Board).
- Provide zoning analysis and recommendations
- Provide connectivity analysis and recommendations (Look at potential for re-routing the bike path off Rod Shop Road/Depot Street)
- Report on recommendations at follow-up community meeting. (This could be held virtually and be hosted by the planning board.
- Finalize report based on comments of follow-up meeting.

The Town is envisioning that work under the CNP project may result in specific recommendations for zoning amendments relative to changes to zoning districts, residential land use classifications, dimensional regulations, and design standards and/or form-based codes.

See attached map for the proposed project area.



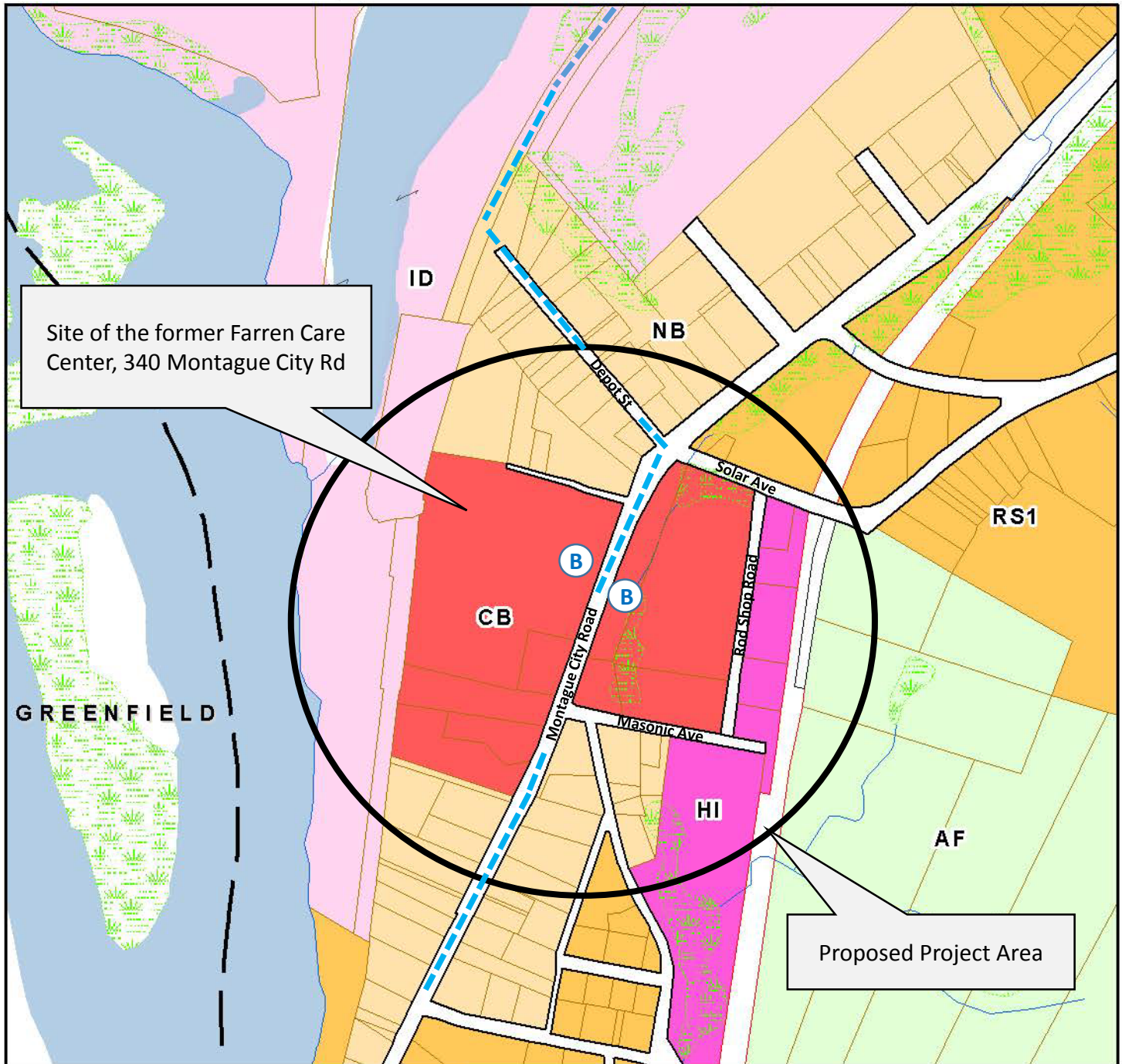
Complete Neighborhoods Initiative Project

Proposed Project Area – Village of Montague City, Montague MA

January 19, 2023

1 inch = 450 Feet

www.cai-tech.com



Large Scale	Public Road	Water-poly	(ID) Industrial
CAI Town Line	Railroad	Wetlands	(NB) Neighborhood Business
PWater	Property Hook	(AF) Agricultural - Forest	(RS1) Residential-1
Private Road	RoadNotPar	(CB) Central Business	(B) Bus Stop for FRTA fixed routes
Property Line	WaterLines	(HI) Historic Industrial	Canalside Rail Trail connects to on-street bike lanes

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (“Memorandum”) is made as of February ____, 2023, by and between the CITY OF GREENFIELD, by and through its Mayor, the TOWN OF MONTAGUE, the TOWN OF ORANGE, the TOWN OF ERVING, by and through their respective Chairs of Select Boards, and the TOWN OF WHATELY and the TOWN OF DEERFIELD, by and through their respective Town Administrators, (collectively, the “Communities”), and the MASSACHUSETTS HOUSING PARTNERSHIP FUND BOARD, a public instrumentality and body politic and corporate, having a business address of 160 Federal Street, Boston, MA 02110 (“MHP” and together with the Communities, the “Parties”).

RECITALS

WHEREAS, the 2021 Act Enabling Partnerships for Growth (the “2021 Act”) authorized \$50 million over five years for financial assistance in the form of grants or loans to accelerate and support the creation of low-income and moderate-income housing in close proximity to transit nodes (the “TOD Program”);

WHEREAS, the 2021 Act identified MHP as the authorized administrator of the TOD Program funds, and MHP has entered into a contract with the Department of Housing and Community Development to serve as such administrator;

WHEREAS, MHP developed the Complete Neighborhoods Partnership Program (the “Program”) to administer and disburse a portion of the TOD Program funds. The Program provides funds or in-kind technical services to eligible awardees to advance the production of affordable housing developments in proximity to transit nodes and mobility infrastructure;

WHEREAS, MHP has selected the Communities as an eligible awardee for participation in the Program, and the Communities have jointly elected to participate in the Program; and

NOW, THEREFORE, this Memorandum sets forth certain agreements and commitments between the Communities and MHP with respect to the Program.

AGREEMENT

In consideration of the recitals set forth above and incorporated herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Communities and MHP hereby covenant and agree as follows:

1. Funding. MHP shall provide Program-related technical services to the Communities in a maximum amount valued at no more than Two Hundred Fifty Thousand and 00/100 Dollars (\$250,000), as further described in the Workplan (as defined below).
2. Repayment. The value of Program-related technical services provided to private parties (“Private Recipient”) shall be reimbursed to MHP. As condition of accepting assistance from the Program, the Private Recipient shall execute a repayment agreement to reimburse MHP

for the cost of the assistance if the project proceeds into development. To ensure repayment, the Private Recipient agrees to include the cost of technical assistance in all development budgets prepared for the project and to periodically advise MHP on the status of the proposed project. Repayment is due at construction closing or permanent financing closing, whichever is earlier. The Private Recipient's repayment obligation shall terminate upon either of the following conditions: (i) the project results in the production of affordable housing units as required by the Department of Housing and Community Development or (ii) no redevelopment of the property commences within 10 years of the date of the repayment agreement.

3. Technical Services.

A. MHP and the Communities have developed the Plan of Assistance attached hereto as Exhibit A, which outlines the specific technical services that will be provided to the Communities by MHP and its service providers (as the same may be subsequently amended or modified, the "Workplan"). The Workplan may evolve and/or be modified over the term of this Memorandum by mutual written agreement of the Parties (which may be provided by email). Notwithstanding the foregoing, the Parties shall at all times use their best efforts to implement and revise, if necessary, the Workplan in a mutually acceptable manner; provided, however, that if a conflict related to the Workplan remains unresolved for more than thirty (30) days, MHP shall have the right to resolve the conflict in its sole discretion.

B. The Communities shall provide in-kind administrative services to support the Workplan and/or the Program, including but not limited to scheduling of any required public meetings with the Communities' land use boards and/or legislative bodies, providing copies of documents as needed by MHP and/or MHP's service providers, and if applicable, fulfilling the Communities' contribution to the Project.

C. Should the Communities fail to complete, or cause to be completed, any task assigned to it in the Workplan without MHP's prior written waiver of such task (which may be provided by email), MHP shall have the right to terminate this Memorandum upon ten (10) business days' prior written notice to the Communities, after which time MHP will have no further obligations to the Communities under the Workplan.

4. Term. This Memorandum shall terminate on June 30, 2025, unless otherwise extended by mutual agreement of the Parties or terminated sooner by either Party upon thirty (30) days' prior written notice to the other Party; provided, however, that in the event all Program funds are utilized, this Memorandum may be terminated immediately upon written notice from MHP to the Communities.

5. Entire Agreement. This Memorandum, including but not limited to the Workplan, contains the entire agreement of the Parties and may not be modified except by written agreement by authorized representatives of both Parties (which may be provided by email).

6. Terms. The term Communities shall include, wherever the context permits, its successors and assigns. The term MHP shall include, wherever the context permits, its successors and assigns. The Communities shall not assign, transfer, sell or otherwise convey in

whole or in part, at any time, its rights, duties, or interests under, in and to this Memorandum, without the prior written consent of MHP.

7. Headings. Headings and captions in this Memorandum are for convenience and reference only and the words and phrases contained therein shall in no way be held to explain, modify, amplify, or aid in the interpretation, construction or meaning of any of the provisions hereof.

8. Representations and Warranties. The Communities represent and warrant that they are duly organized, existing and in good standing under the laws of the Commonwealth of Massachusetts and that they have all necessary power and authority to conduct their businesses as their businesses are now being conducted; and have all power and authority to enter into this Memorandum and to perform their obligations hereunder. MHP represents that it has all necessary power and authority to enter into this Memorandum and perform its obligations hereunder.

9. Liability. The Communities shall indemnify and hold harmless MHP, including its officers, agents, and employees, against any and all claims, liabilities, losses, damages, costs, and expenses sustained or incurred in connection with this Memorandum arising out of the negligent, reckless, or intentional conduct of MHP or its officers, agents, or employees.

10. Modification. This Memorandum may not be modified or amended except by written agreement executed by the Parties hereto.

11. Severability. If any provision of this Memorandum shall be deemed unenforceable or invalid, such provision shall not affect, impair, or invalidate any other provision of this Agreement.

12. Governing Law. This Memorandum is being executed and delivered in the Commonwealth of Massachusetts and shall in all respects be governed, construed, applied, and enforced in accordance with the laws of said Commonwealth.

13. Legal Review. The Parties hereto acknowledge that they have been advised by legal counsel of their choice in connection with the interpretation, negotiation, drafting and effect of this Memorandum and they are satisfied with such legal counsel and the advice which they have received.

14. Compliance with Commonwealth of Massachusetts Requirements. In the event that the Commonwealth of Massachusetts imposes additional or different requirements of the Program requirements, the Parties agree to cooperate in good faith to modify the obligations hereunder in order to comply with such new Program requirements.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the Parties have each caused this Memorandum of Agreement to be duly executed and delivered at Boston, Massachusetts as a sealed instrument as of the date first written above.

CITY OF GREENFIELD

By: _____
Name: _____
Its: _____

TOWN OF MONTAGUE

By: _____
Name: _____
Its: _____

TOWN OF ERVING

By: _____
Name: _____
Its: _____

TOWN OF WHATELY

By: _____
Name: _____
Its: _____

TOWN OF DEERFIELD

By: _____
Name: _____
Its: _____

MASSACHUSETTS HOUSING
PARTNERSHIP FUND BOARD

By: _____
Name: Laura F. Shufelt
Its: Community Assistance Director

TOWN OF ORANGE

By: _____
Name: _____
Its: _____

[Remainder of Page Intentionally Left Blank]

EXHIBIT A

PLAN OF ASSISTANCE FOR GREENFIELD, DEERFIELD, ERVING, ORANGE, MONTAGUE, AND WHATELY

Greenfield Region Complete Neighborhoods Workplan

Greenfield, Deerfield, Erving, Orange, Montague, Whately

January 2023 - June 2025

A. Program Need

The partnership between Greenfield, Deerfield, Erving, Orange, Montague, and Whately will work to advance several housing, transportation, and climate goals for the region, as identified in key regional plans and reports. The 2013 Sustainable Franklin County plan identifies strong community support for locating new housing near jobs and transit services, and to protect agricultural land and open space. There is also strong support for the redevelopment of Brownfields and vacant or underutilized mill buildings and other properties.

To help meet these goals, the six communities have identified priority and emerging development areas to target resources through the Complete Neighborhoods Partnership program.

Funding for public transit is tied to ridership, and the Franklin Regional Transit Authority (FRTA) is supportive of efforts by our communities to increase housing density along existing FRTA bus routes. The 2020 Franklin County Regional Transportation Plan revealed a strong demand for expanded public transit services either through the establishment of new routes to unserved areas of the region, or the initiation of additional service runs on existing routes.

The FRTA's 2020 Comprehensive Regional Transit Plan update identifies several improvements implemented over the last five years including redesigning the system, expanding service hours on fixed routes, adding designated stops, launching the Go-Card and fixed route monthly passes, and piloting micro transit service across 10 communities. The plan specially calls out Route 31 - the Greenfield to Northampton route serving South Deerfield and the Whately Park and Ride - as having the highest ridership. Increasing service frequency of this route is a top priority for the region.

Finally, the Franklin County 2020-2025 Comprehensive Economic Development Strategy Plan seeks to support initiatives that "Welcome and encourage younger and ethnically diverse people to live and work in the region; Holistically consider the needs of the workforce, including education, housing, transportation, childcare and overall health; Address rural investment inequity, and strive for greater public and private investment in the region; [and] Ultimately, create a region that is vibrant, sustainable, equitable and inclusive."

B. Partnership Goals & Strategies

1. Increase economic opportunity for disadvantage populations by prioritizing investments in creating housing in underutilized and vacant properties near existing and planned transit nodes.
2. Create and preserve inclusive neighborhoods by creating new housing options for all income levels and support preservation of expiring affordability.
3. Support housing production in the region by providing technical assistance on planning, predevelopment, and permitting, especially where municipal staff capacity is limited.
4. Target program resources to prepare projects for market feasibility, especially for small scale and redevelopment opportunities.
5. Leverage work of existing coalitions for community engagement and education around affordable housing.

C. Workplan

Total Partnership Budget: up to \$250,000

1. Regional Zoning Assessment & Housing Toolkit

Community: All

Budget: up to \$20,000, possibly supplemented by FRCOG

Consultant team: FRCOG

Duration: up to 9 months

Workplan strategies: community capacity building; inclusive & equitable growth

Project goals:

- Identify zoning barriers for regional housing production goals.
- Develop recommendations for streamlined and predictable permitting for the region, focus on infill and redevelopment strategies.

2. South Deerfield Municipal Campus Masterplan

Community: Deerfield

Consultant team: VHB

Duration: up to 12 months

Workplan strategies: community capacity building; readiness for investment

- Conduct community outreach to develop a vision and master plan for the campus.
- Conduct existing conditions analysis, including site constraints and zoning analysis to understand development potential.
- Prepare preliminary concept scenarios to guide future development.
- Master planning to improve connectivity with nearby Whately park & ride

3. Elm Circle
Community: Deerfield
Duration: 3 - 6 months
Workplan strategies: implementation
Project goals:
 - Support RDI and Elm Circle property owner in affordability preservation. Needs: appraisal and capital needs assessment.

4. Erving Care Drive Housing
Community: Erving
Duration: 3 - 6 months
Workplan strategies: implementation
Project goals:
 - MHP staff revise and reissue RFP for affordable/mixed income housing behind senior center.
 - Financial review of RFP proposals and 40B consulting may be needed.

5. 156 Main Street (Grader properties)
Community: Greenfield
Duration: up to 6 months
Consultant: Kuhn Riddle Architects
Workplan strategies: readiness for investment
Project goals:
 - Conversion of two upper levels from commercial to residential.
 - Architecture test fits

6. 361 Main Street (Garden Cinema)
Community: Greenfield
Duration: up to 6 months
Workplan strategies: readiness for investment
Project goals:
 - Convert upstairs to residential

7. Montague City District Plan
Community: Montague
Duration: up to 9 months
Consultant: VHB
Workplan strategies: community capacity building
Project goals:
 - Prepare district plan to facilitate housing production and mixed-used, walkable neighborhood along FRTA stop

8. Orange Center Zoning Buildout Analysis

Community: Orange

Duration: 9 - 12 months

Consultant: Judi Barrett

Workplan strategies: community capacity building

Project goals:

- Conduct visioning exercise for Orange Center
- Prepare scenario-based build out analysis based on recodified zoning bylaws

9. 268 State Road (DeMaio)

Community: Whately

Budget: up to \$40,000

Duration: 9-12 months

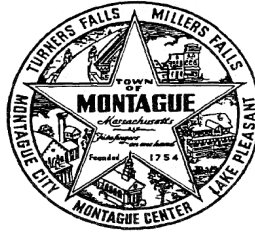
Consultant: VHB

Project goals:

- Site due diligence, including wetlands delineation and Phase I
- Concept plan
- RFP assistance

Additional projects may be identified over the 30-month period of the program and funded subject to budget availability.

G:\Community\Complete Neighborhoods Initiative\Complete Neighborhoods Partnership\FY22_Cohort 1\Greenfield Region\Administration\Community Memorandum of Understanding CNP Greenfield Region.docx



Town of Montague
OFFICE OF THE TREASURER/COLLECTOR
1 Avenue A
Turners Falls, MA 01376
(413)863-3200 Fax(413)863-3224
treasurer@montague-ma.gov

February 9, 2023

TO: Selectboard

Town of Montague

FROM: Eileen Seymour

Treasurer/Tax Collector

RE: Moving Treasurer/Tax Collector Position to Appointed

Dear Selectboard,

I am writing this letter to officially acknowledge my support for moving the position of Treasurer/Tax Collector from an elected position to an appointed position. While I understand the benefits and the history of having elected positions, it is my opinion that the positions have evolved over the years and are much more comprehensive, which I believe makes it appropriate for the Town to have as broad of a selection of candidates as possible in the event of the incumbent leaving.

When I was hired in 2016, due to the circumstances of the retiring Treasurer/Collector's elected term, I was appointed for almost 2 ½ years before running for election. I worked very closely with the Selectboard, Town Administrator, and other departments in the same way then as I do now as an elected official.

There have been many changes over the years to the positions, including many technological modernizations and municipal law changes and modernizations. This, along with the necessity of

handling comprehensive bond issues, overseeing the sometimes complicated tax title and land court process, state and federal tax reporting, and most importantly, ensuring that the Towns' main source of revenue, tax receipts, is handled in a timely manner and collection is at its highest level, is the justification that I would use to opening up the position to a larger pool of candidates in the future.

I apologize for not being able to be there in person and would be happy to answer any questions that may arise at a meeting in the future. Thank you.

Sincerely,

Eileen Seymour
Treasurer/Tax Collector
Town of Montague

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

Franklin, ss.

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

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the Inhabitants of the Town of Montague qualified to vote in Town affairs to meet in the Turners Falls High School Theater, 222 Turnpike Road, Montague on Thursday, March 2, 2023, at 6:30 P.M. and to act on the following articles and any motions which may be presented.

ARTICLE 1: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$10,000 or any other amount for the purpose of preparing a section of the Highland Cemetery for green burials, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

(Cemetery Commission Request)

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

(Selectboard Request)

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

(Clean Water Facility Request)

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

(Town Accountant Request)

ARTICLE 5: To see if the Town will vote to authorize the Trustee of the OPEB Fund established under G.L. c. 32B, § 20 to employ reputable and knowledgeable investment consultants to
Special Town Meeting Warrant: March 2, 2023

assist in determining appropriate investments and pay for those services from the OPEB Fund, or pass any vote or votes in relation thereto.

(Town Accountant Request)

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

(Finance Committee Request)

ARTICLE 7: To see if the Town will vote to amend the vote taken pursuant to Article 8 at the May 7, 2022 Annual Town Meeting, Schedule II Appointed Officials, to add the position of Great Falls Farmers Market Manager with an annual stipend of \$4,000, or pass any vote or votes in relation thereto.

(Selectboard Request)

ARTICLE 8: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$2,500 or any other amount for the purpose of funding a budget for the Great Falls Farmers Market for FY23, or pass any vote or votes in relation thereto.

(Selectboard Request)

ARTICLE 9: To see if the Town will vote to amend the vote taken pursuant to Article 8 at the May 7, 2022 Annual Town Meeting, Schedule II Appointed Officials, to add the position of Hearing Officer with an annual stipend of \$2,500, and to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$625 for the prorated annual amount for the remainder of FY23, or pass any vote or votes in relation thereto.

(Building Inspector Request)

ARTICLE 10: To see if the Town will vote to (a) authorize the Selectboard to acquire by purchase, gift, eminent domain or otherwise, the fee to and/or permanent and/or temporary easements for public way purposes, including without limitation, for the construction, alteration, installation, maintenance, improvement, repair, replacement and/or relocation of a bridge, rights of way, sidewalks, drainage, utilities, driveways, guardrails, slopes, grading, rounding, landscaping, and other appurtenances and/or facilities, to enable the Town to undertake the South Street Over Sawmill River Bridge Project and for any and all purposes incidental or related thereto, in, on and under certain parcels of land, and land adjacent to and within 200 feet of said parcels, and shown more particularly on plans entitled "Massachusetts Department of Transportation Highway Division Plan and Profile of South Street Over Sawmill River Bridge No. M-28-026 in the Town of Montague, Franklin County," dated November 22, 2022, prepared by WSP USA Inc., said plans on file with the Town Clerk, as said plans may be amended and/or incorporated into an easement plan;; and, further (b) authorize the

Selectboard to enter into all agreements and take any and all actions as may be necessary or appropriate to effectuate the foregoing purposes, or pass any vote or votes in relation thereto.

(Selectboard Request)

ARTICLE 11: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$1,500 or any other amount for the purpose of sealing the concrete surface of the Unity Skatepark and anything incidental or related thereto, or pass any vote or votes in relation thereto.

(Parks and Recreation Request)

ARTICLE 12: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$2,000 or any other amount for the purpose of conducting an architectural evaluation of what is known as “the Blacksmith Shop”, located at 12 Station Street, Map 43, Lot 119 in Montague Center to determine the feasibility for retention and restoration or demolition of the building located thereon, whether partial or total, and anything incidental or related thereto, or pass any vote or votes in relation thereto.

(Parks and Recreation Request)

ARTICLE 13: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$35,250, or any other amount, for the purpose of supporting consulting and design costs associated with applying for and/or participating in the Massachusetts Board of Library Commissioners' Massachusetts Public Library Construction Program including any and all incidental and related costs, or pass any vote or votes in relation thereto.

(Library Request)

ARTICLE 14: To see if the Town will vote to appropriate the sum of \$2,500,000 to pay costs of replacing the screw pumps at the Clean Water Facility and appurtenances thereto, including but not limited to engineering, bidding, and construction, as well as all other costs incidental and related thereto, and to meet this appropriation to authorize the Treasurer, with the approval of the Selectboard, to borrow said sum under General Laws Chapter 44, or any other enabling authority and issue bonds or notes of the Town therefor; and to authorize the Selectboard to execute any such documents and/or agreements necessary to effectuate the purposes of this vote; or pass any vote or votes in relation thereto.

(CWF Request)

ARTICLE 15: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$68,000 or any other amount for the purpose of purchasing and equipping a transit van, including the purchase and installation of a charging station and any and all incidental or related costs, or pass any vote or votes in relation thereto.

(CWF Request)

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

(DPW Request)

ARTICLE 17: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$100,000 or any other amount for the purpose of purchasing and equipping a one-ton dump truck with plow and sander, including any and all incidental or related costs, or pass any vote or votes in relation thereto.

(DPW Request)

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

(Building, Assessing, and Health Departments Request)

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

(Selectboard Request)

ARTICLE 20: To see if the Town will vote pursuant to the provisions of G.L. c.41, §1B to change the position of elected Town Clerk to an appointed position; provided, however, that before such a change will take effect, it must be approved by the voters at the 2023 Annual Town Election, or to pass any vote or votes in relation thereto.

(Selectboard and Town Clerk Request)

ARTICLE 21: To see if the Town will vote pursuant to the provisions of G.L. c.41, §1B to change the position of elected Treasurer/Tax Collector to an appointed position; provided, however, that before such a change will take effect, it must be approved by the voters at the 2023 Annual Town Election, or to pass any vote or votes in relation thereto.

(Selectboard and Tax Collector/Treasurer Request)

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

Matthew Lord

Christopher M. Boutwell, Sr.

Richard Kuklewicz, Chairman
Selectmen, Town of Montague

Franklin, ss Montague, MA February ____, 2023

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

Constable of Montague

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

MOTIONS

ARTICLE 1: MOVED: That the Town vote to appropriate the sum of \$10,000 for the purpose of preparing a section of the Highland Cemetery for green burials, including any and all incidental and related costs, said sum to be raised from Free Cash.

(Cemetery Commission Request)

ARTICLE 2: MOVED: That the Town vote to establish a special purpose Canal District Utility Improvements Stabilization Fund in accordance with MGL Chapter 40 Section 5B and further to accept the provisions of the fourth paragraph of MGL Chapter 40 Section 5B and pursuant to such acceptance to allocate 100 percent of the First Light easement payments to said Canal District Utility Improvements Stabilization Fund, effective for the fiscal year beginning July 1, 2023.

(Selectboard Request)

ARTICLE 3: MOVED: That the Town vote to change the name of the WPCF Capital Stabilization Fund to the CWF Capital Stabilization Fund.

(Clean Water Facility Request)

ARTICLE 4: MOVED: That the Town vote to accept General Laws Chapter 32B, Section 20, and establish an Other Post-Employment Benefits Liability Trust Fund (OPEB Fund), effective March 3, 2023.

(Town Accountant Request)

ARTICLE 5: MOVED: That the Town vote to authorize the Trustee of the OPEB Fund established under G.L. c. 32B, § 20 to employ reputable and knowledgeable investment consultants to assist in determining appropriate investments and pay for those services from the OPEB Fund.

(Town Accountant Request)

ARTICLE 6: MOVED: That the Town vote to appropriate the sum of \$40,000 for the purpose of supplementing the FY23 Reserve Fund Budget, said sum to be raised from Free Cash.

(Finance Committee Request)

ARTICLE 7: MOVED: That the Town vote to amend the vote taken pursuant to Article 8 at the May 7, 2022 Annual Town Meeting, Schedule II Appointed Officials, to add the position of Great Falls Farmers Market Manager with an annual stipend of \$4,000.

(Selectboard Request)

ARTICLE 8: MOVED: That the Town vote to appropriate the sum of \$2,500 for the purpose of funding a budget for the Great Falls Farmers Market for FY23, said sum to be raised from Free Cash.

(Selectboard Request)

ARTICLE 9: MOVED: That the Town vote to amend the vote taken pursuant to Article 8 at the May 7, 2022 Annual Town Meeting, Schedule II Appointed Officials, to add the position of establish a Hearing Officer, with an annual stipend of \$2,500, and appropriate \$625 for the prorated annual amount for the remainder of FY23, said sum to be raised from Free Cash.

(Building Inspector Request)

ARTICLE 10: MOVED: That the Town vote to (a) authorize the Selectboard to acquire by purchase, gift, eminent domain or otherwise, the fee to and/or permanent and/or temporary easements for public way purposes, including without limitation, for the construction, alteration, installation, maintenance, improvement, repair, replacement and/or relocation of a bridge, rights of way, sidewalks, drainage, utilities, driveways, guardrails, slopes, grading, rounding, landscaping, and other appurtenances and/or facilities, to enable the Town to undertake the South Street Over Sawmill River Bridge Project and for any and all purposes incidental or related thereto, in, on and under certain parcels of land, and land adjacent to and within 200 feet of said parcels, and shown more particularly on plans entitled "Massachusetts Department of Transportation Highway Division Plan and Profile of South Street Over Sawmill River Bridge No. M-28-026 in the Town of Montague, Franklin County," dated November 22, 2022, prepared by WSP USA Inc., said plans on file with the Town Clerk, as said plans may be amended and/or incorporated into an easement plan; and, further (b) authorize the Selectboard to enter into all agreements and take any and all actions as may be necessary or appropriate to effectuate the foregoing purposes.

(Selectboard Request)

ARTICLE 11: MOVED: That the Town vote to appropriate the sum of \$1,500 for the purpose of sealing the concrete surface of the Unity Skatepark and anything incidental or related thereto, said sum to be raised from Free Cash.

(Parks and Recreation Request)

ARTICLE 12: MOVED: That the Town vote to appropriate the sum of \$2,000 for the purpose of conducting a formal evaluation of what is known as "the Blacksmith Shop", located at 12 Station Street, Map 43, Lot 119 in Montague Center, to determine the feasibility for retention

and restoration or demolition of the building located thereon, whether partial or total, and anything incidental or related thereto, said sum to be raise from Free Cash.

(Parks and Recreation Request)

ARTICLE 13: MOVED: That the Town vote to appropriate the sum of \$35,250, for the purpose of supporting consulting and design costs associated with applying for and/or participating in the Massachusetts Board of Library Commissioners' Massachusetts Public Library Construction Program including any and all incidental and related costs, said sum to be raised from the remaining balance of Article #27 of the May 6, 2017 Annual Town Meeting, which appropriated funds for a Libraries Building Study.

(Library Request)

ARTICLE 14: MOVED: That the Town vote to appropriate the sum of \$2,500,000 for the purpose of replacing the Clean Water Facility Screw Pumps, including any and all incidental or related costs, and to meet this appropriation to authorize the Treasurer, with the approval of the Selectboard, to borrow said sum under General Laws Chapter 44, or any other enabling authority and to issue bonds or notes of the Town therefor; and to authorize the Selectboard to execute any such documents and/or agreements necessary to effectuate the purposes of this vote. .

(CWF Request)

ARTICLE 15: MOVED: That the Town vote to appropriate the sum of \$68,000 for the purpose of purchasing and equipping a transit van, including the purchase and installation of a charging station, and all incidental or related costs, said sum to be raised from CWF Retained Earnings.

(CWF Request)

ARTICLE 16: MOVED: That the Town vote to appropriate the sum of \$80,000 for the purpose of purchasing and equipping a pickup truck with plow and sander, including any and all incidental or related costs, said sum to be raised from Free Cash.

(DPW Request)

ARTICLE 17: MOVED: That the Town vote to appropriate the sum of \$100,000 for the purpose of purchasing and equipping a one-ton dump truck with plow and sander, including any and all incidental or related costs, said sum to be raised from Free Cash.

(DPW Request)

ARTICLE 18: MOVED: That the Town vote to appropriate the sum of \$52,500 for the purpose of purchasing and equipping a municipal inspection vehicle, including purchase and installation of a charging station and any and all incidental and related costs, said sum to be raised from Free Cash.

(Building, Assessing, and Health Departments Request)

Special Town Meeting Motions: March 2, 2023

ARTICLE 19: MOVED: That the Town vote to appropriate the sum of \$230,000 for the purpose of replacing the roof of the Colle building, located at 85 Avenue A, including any and all incidental or related costs, said sum to be raised from Colle Receipts Reserved for Appropriation.

(Selectboard Request)

ARTICLE 20: That the Town vote pursuant to the provisions of G.L. c.41, §1B to change the position of elected Town Clerk to an appointed position; provided, however, that before such a change will take effect, it must be approved by the voters at the 2023 Annual Town Election.

(Selectboard and Town Clerk Request)

ARTICLE 21: That the Town vote pursuant to the provisions of G.L. c.41, §1B to change the position of elected Treasurer/Tax Collector to an appointed position; provided, however, that before such a change will take effect, it must be approved by the voters at the 2023 Annual Town Election.

(Selectboard and Tax Collector/Treasurer Request)

Town of Montague
March 3, 2023 Special Town Meeting
Background Information

Article 1: Green Burial Area at Highland Cemetery

The Cemetery Commission is requesting an appropriation for \$10,000 to prepare the wooded section of the Highland Cemetery for green burials. Creation of this space is consistent with the intent of the Commission when they recommended that the Town assume control of the formerly private cemetery last year. This will include dead tree removal and chipping, area cleanup, debris removal and the creation of walking trails. This appropriation will enable the project to be completed more efficiently and cost effectively than stretching the work out over several years through the operating budget.

Selectboard recommends 3-0
Finance Committee recommends 6-0

Article 2: Canal District Stabilization Fund

FirstLight recently paid the Town \$250,000 to support utility improvements in the Canal District. This was required by an agreement related to an exchange of easements in that area related to the Strathmore Footbridge. Establishing a Special Purpose Stabilization Fund is a DOR-recommended approach to segregating these funds and ensuring they are used for the intended purpose. This article will create the Canal District Stabilization Fund. While no further payments are anticipated, if any were provided they would be automatically deposited into this fund without further Town Meeting action. In this instance, because the funds were received in FY23 and this fund was not established prior to July 1, 2022, the \$250,000 will actually flow into Free Cash and will need to be formally transferred through a vote of the STM in Fall 2023.

Selectboard recommends 3-0
Finance Committee recommends 6-0

Article 3: Change Name of the WPCF Capital Stabilization Fund

The official name of a stabilization fund is the name provided when it was created. Since the Water Pollution Control Facility is now officially the Clean Water Facility, consistency requires a formal name change for their Capital Stabilization Fund.

Selectboard recommends 3-0

Articles 4 and 5: OPEB Trust Fund

Montague’s Other Post Employment Benefits (OPEB) Trust Fund was established in 2015, a year before the Legislature adopted a statute governing such funds. So now, in order to avoid annual Management Letter comments in our audit, we need to approve these articles per those later statutes. This action will not materially change the nature or management of our OPEB Trust Fund. Note that the trustee of this fund is the Montague Treasurer.

Selectboard recommends 3-0

Article 6: Increase Reserve Fund

On December 22, 2022, the Finance Committee approved a Reserve Fund Transfer of \$40,000 to replace both Town Hall boilers. One of the two boilers had completely failed, with the other on its last legs. At the time of this transfer, Town Hall had recently lost heat on three or four occasions. The boilers were professionally evaluated and found to require emergency replacement. The intention at the time was to replenish the Reserve Fund at the next Special Town Meeting and that is the purpose of this motion.

Selectboard recommends 3-0

Finance Committee recommends 6-0

Article 7: Great Falls Farmers’ Market Manager Position

The Montague Agricultural Commission started the Great Falls Farmers’ Market several years ago. Although the Market used the town’s Tax Identification Number for its bank account, it was never under the Town’s management and accounting. The market struggled to raise enough funding through receipts and grants to cover a stipend for its volunteer Manager. Acknowledging the benefits the Market provides to residents and farmers, the Selectboard recommends that it be institutionalized as a department in the town budget, with annual stipend for the Manager of \$4,000 per year. The FY24 budget is currently proposed to include this stipend amount and to include \$1,000 for advertising and other direct expenses.

Selectboard recommends 3-0

Finance Committee recommends 6-0

Article 8: Great Falls Farmers’ Market Budget for FY2023

If the previous article is approved, this article would fund the Market for the second half of the current fiscal year, providing 50% of both the Manager’s stipend and expenses. This acknowledges that the Market will begin activity in the coming months in preparation for the Market’s operating season from May through October.

Selectboard recommends 3-0
Finance Committee recommends 6-0

Article 9: Building and Fire Code Hearing Officer

In Massachusetts, Building Departments and Fire Departments have the need and ability to write tickets for certain building code and fire code violations. This is well known to improve compliance and thereby address public safety concerns. In order to make use of ticketing, a municipality must appoint a Hearings Officer to handle any appeals to issued tickets. Implementing this position will help municipal and fire district officials gain compliance with building and fire code violations at problem properties, as an alternative to going to court.

This article would establish an annual stipend of \$2,500 for the Hearing Officer and budget 25% of that amount for the last 3 months of FY2023. This minimum stipend amount is established in the statute.

Selectboard recommends 3-0
Finance Committee recommends 6-0

Article 10: South Street Bridge Replacement - Easements

This article would allow the town to acquire the easement(s) required for the replacement of the South Street bridge over the Sawmill River. The bridge is structurally deficient and is currently subject to weight restrictions. MassDOT is funding the design and construction of the new bridge, however the Town is responsible for acquiring all necessary rights. Based on the preliminary design, only one temporary construction easement is required on private property, however that is still subject to change. The town is obligated to follow state and federal regulations governing the acquisition of property. The bridge is currently being designed and the construction is planned to take place between Fall 2024 and Fall 2025.

Selectboard recommends 3-0

Article 11: Sealing of the Unity Park Skatepark

The Unity Park Skatepark was constructed in 2016 and needs to be cleaned and re-sealed to mitigate water absorption and degradation due to frost/thaw cycles and help maintain a skateable surface. This article would provide funds to support a thorough cleaning of the its surface and application of a waterproof sealing agent to the concrete surface. This is recommended practice as concrete is porous and absorbs moisture. Applying a waterproof sealing agent will help maintain surface integrity. This is a scheduled maintenance activity.

Selectboard recommends 3-0

Finance Committee recommends 6-0

Capital Improvement Committee recommends 3-0

Article 12: Architectural Evaluation of the former Blacksmith Shop

This would allow the town to conduct a formal architectural evaluation of what is known as “the Blacksmith Shop”, located at 12 Station Street in Montague Center. The 3,150 square foot structure is currently used for cold storage by the Parks and Recreation Department.

The study is necessary to advance design plans for improvements to the Montague Center Park. The Parks & Recreation Department is spearheading a comprehensive park refurbishment project that includes improvements to the playground, ballfield, and access points throughout the park area. The Department and project planning committee feel that formalized parking is essential to the park, and the area where the blacksmith shop is situated seems to be an ideal location. However, both the committee and the Montague Historical Commission wish to execute a formal evaluation of the building that will help determine the proper course of action relative to this plan. The Town will procure an architect to determine the approximate original construction date(s) of the building, conduct an independent analysis of the buildings' structural, architectural, and materials needs. The information will inform the potential for retention or demolition of the structure, which is listed on the Montague Center National Register Historic District.

Selectboard recommends 3-0

Finance Committee recommends 6-0

Capital Improvement Committee recommends 3-0

Article 13: Main Branch Library Building Planning

The Montague Public Libraries is requesting to re-appropriate \$35,250 from an unspent 2017 building assessment article for the purpose of advancing planning for construction of a new main branch library in Turners Falls. The appropriation will support consulting and design costs associated with applying for and/or participating in the Massachusetts Board of Library Commissioners' Massachusetts Public Library Construction Program, which would potentially provide 40-50% of construction and design costs a library construction project. The funds will be used to hire a consultant to develop a Library Program Plan and to assist with application to the MPLC Program. Any remaining funds will help advance additional design work once the project is accepted into the Program.

Selectboard recommends 3-0

Finance Committee recommends 6-0

Capital Improvement Committee recommends 3-0

Article 14: CWF Screw Pump Replacement

This article will support the Screw Pump Replacement Project at the Clean Water Facility. The Archimedes-style screw pumps are a critical feature of the plant, as they pump wastewater entering at the lower end of the facility to the upper end for treatment. Installed in 2002, The current Internalift screw pumps, are at the end of their 20-year expected life. Appurtenant work is required in this rehab cycle including rehabilitation of the wet well, and replacement of HVAC components and controls. Delaying replacement risks catastrophic failure to the plant, requiring emergency response and very costly extended bypass pumping.

The Clean Water Facility intends to finance the \$2,500,000 project with support from the United States Department of Agriculture's Rural Development Grant and Loan Program. That program is expected to fund between 35% to 70% of project costs as a grant with the balance to be funded by a USDA loan. The Selectboard has allocated \$800,000 of federal ARPA funding to the project with the intention of offsetting the projected loan cost. The grant program requires a full appropriation by town meeting prior to applying. Due to the intricacies of the grant program, the town will not know how much grant funding will be obtained prior to applying. If the town receives the 35% grant minimum, the project would have a net cost of \$825,000 after accounting for the \$800,000 ARPA appropriation. The net cost could potentially be as low as \$0 if the town receives a larger grant.

Selectboard recommends 3-0

Finance Committee recommends 5-0-1

Capital Improvement Committee recommends 3-0

Article 15: CWF Transit Van

This is to replace the 2008 utility truck with a more environmentally friendly option for conducting pump station rounds, where staff can house critical equipment and spare parts to maintain the 8 stations and 4 grinder pumps. The preference is to purchase a hybrid or electric vehicle, and the appropriation includes the cost of installing a charging station.

Selectboard recommends 3-0
Finance Committee recommends 6-0
Capital Improvement Committee recommends 3-0

Article 16: Pickup Truck with Plow and Sander

This article will allow the Department of Public Works to purchase a new pickup truck with a plow and sander. The new vehicle will replace a heavily used 2010 Ford F350. This is a planned replacement.

Selectboard recommends 3-0
Finance Committee recommends 6-0
Capital Improvement Committee recommends 3-0

Article 17: One Ton Dump Truck with Plow and Sander

This article will allow the Department of Public Works to purchase a new one-ton dump truck with a plow and sander. The new vehicle will replace a heavily used 2008 F-350 One Ton Dump Truck. The 2008 dump is at the end of its useful life. This is a planned replacement.

Selectboard recommends 3-0
Finance Committee recommends 6-0
Capital Improvement Committee recommends 3-0

Article 18: Municipal Inspectional Services Vehicle

This article will allow for the purchase of a vehicle to be shared by the Building, Health, and Assessor's Office for the purpose of conducting municipal inspections and Town business. This will be a new vehicle in the municipal fleet. Presently, inspectors must use personal vehicles, which has been a point of concern for some years. A rugged All Wheel Drive or 4Wheel Drive vehicle is necessary to allow for performance during all seasons and at construction sites.

Per the municipal fuel-efficient vehicle purchasing policy, the vehicle is intended to be a hybrid or electric vehicle. The appropriation includes the cost of installing a charging port. There is an adequate appropriation remaining to cover insurance and fuel costs for FY23, so no other budget adjustments are requested.

Selectboard recommends 3-0
Finance Committee recommends 6-0
Capital Improvement Committee recommends 3-0

Article 19: Colle Building Roof Replacement

This article would fund the planned replacement of the roof on the Colle Building at 85 Avenue A. The Town commissioned a grant-supported assessment of the Colle Building roof in January 2022. The study observed that the synthetic rubber membrane roof, installed circa 2002, was near the end of its useful life, but still functioning. The building has experienced leaks in the past two years and further failures are increasingly likely. The study advised replacement of the roof and the addition of code-compliant insulation.

The Colle Building is a Town-owned property in the center of Turners Falls that is under lease to the Center for Responsive Schools (60+ employees). Building lease revenue exceeds expenses and is used to support ongoing capital and other costs. Excess revenue is saved in the Colle Building Reserve Fund, which is the source of funding for this project. The balance in that account was \$451,600 as of 2/1/23.

Selectboard recommends 3-0
Finance Committee recommends 6-0
Capital Improvement Committee recommends 3-0

Article 20: Appointed Town Clerk

This article would change the Montague Town Clerk from an elected position to an appointed position; provided, however, that before such a change will take effect, it must be approved by the voters at the 2023 Annual Town Election.

Town Clerk Recommends
Selectboard - Vote Pending

Article 21: Appointed Tax Collector/Treasurer

This article would change the Montague Tax Collector/Treasurer from an elected position to an appointed position; provided, however, that before such a change will take effect, it must be approved by the voters at the 2023 Annual Town Election.

Treasurer/Collector Recommends
Selectboard - Vote Pending



Selectboard
Town of Montague

1 Avenue A
Turners Falls, MA 01376

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

February 13, 2023

Please be advised article submissions for the May 6, 2023 Annual Town Meeting Warrant will close on Thursday, March 16th at 4:00 P.M. All requests must be submitted on the appropriate forms obtained from the Selectboards Office, no further articles will be added to the warrant after this date.

Thank you.

Wendy Bogusz
Executive Assistant



99 Millers Falls Road
Northfield, MA 01360
Ph: (413) 659-4478
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E-mail: yves.georges@firstlightpower.com
Yves Georges
Senior Operations Manager, North

February 6, 2023

Town Administrator
c/o Mr. Steven Ellis
Town of Montague
1 Avenue A
Turners Falls, MA 01376

Dear Mr. Ellis,

The Turners Falls Power Canal service outage will take place Monday, September 25, 2023 through Saturday, September 30, 2023. The canal will be drained by 0700 hours, Monday, September 25, 2023 and remain so until Saturday, September 30, 2023. During this time, the canal will be dewatered to perform inspection and maintenance work along the canal at a number of locations.

We will be performing maintenance activities in and around the canal throughout the week. If you have any projects or activities, pertaining to the power canal, scheduled during this period, please contact me regarding coordination and accessibility issues.

It may become necessary to cancel or reschedule this outage due to system load conditions during this period. You will be notified of changes as they occur. If you have any comments or questions regarding this schedule, please call me so we can discuss them.

Very truly yours,

A handwritten signature in black ink, appearing to read "Yves Georges", written over a faint circular watermark.

Yves Georges
Senior Operations Manager, North

YG:lb