

**MONTAGUE SELECTBOARD Meeting**  
**1 Avenue A, 2<sup>nd</sup> Floor Meeting Room, Turners Falls, MA and VIA ZOOM**  
**Monday, March 6, 2023**

**AGENDA**

**Join Zoom Meeting** <https://us02web.zoom.us/j/84992211331>

**Meeting ID: 849 9221 1331      Dial into meeting: +1 646 558 8656**

This meeting/hearing of the Selectboard will be held in-person at the location provided on this notice. Members of the public are welcome to attend this in-person meeting. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda should make plans for in-person vs. virtual attendance accordingly.

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

**Meeting Being Taped**

**Votes May Be Taken**

- 1. 6:00 PM**      Selectboard Chair opens the meeting, including announcing that the meeting is being recorded and roll call taken

*Moment to acknowledge the passing of Paul Emery, long-serving member of the Board of Assessors and Town Meeting on February 13.*

2. 6:04      Approve Selectboard Minutes from February 27, 2023
3. 6:05      Public Comment Period: Individuals will be limited to two (2) minutes each and the Selectboard will strictly adhere to time allotted for public comment
- 3A. 6:05      Suzanne LoManto, River Culture
- Execute Mass Cultural Council Recovery for Organizations Grant, \$6,850
4. 6:10      Alan Atwood, Eastern Collegiate Cycling Conference, Road Coordinator
- Use of Public Property; Eastern Collegiate Cycling Conference April 16 2023 7:30am-4:00pm. Lap will be using 1<sup>st</sup>, 3<sup>rd</sup>, and L street around Unity Park.
5. 6:20      Bryan Camden, Airport Manager
- Execute the Massachusetts Skills Capital Grant Program joint award for the Montague Airport Commission and Franklin County Technical School totaling \$4,158,000 for the purpose of establishing an Aviation Maintenance Technician Chapter 74 training program.
6. 6:30      Montague Wood Bank
- Execute Grant agreement with the Alliance for Green Heat, Inc. in the amount of \$14,231 for the purpose of funding small equipment purchases for the Montague Wood Bank.

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7. 6:35 Personnel Board
- Mass in Motion Initiative
    - Establish Mass in Motion Working Group
    - Appoint Members to MiM Working Group;
      - Eileen Dowd, Eileen Mariani, Roy Rosenblatt, Anne Jemas (tentative), Maureen Pollock (Town Planner), Gina McNeely (Board of Health), Caitlin Kelley (Library Director), and Roberta Potter (COA Director)
    - Execute Agreement for Facilitation and Consulting Services with Colleen Doherty, \$3,730
  - Town Clerk Office Staffing
8. 6:45 FY24 Budget Development – Steve Ellis, Francia Wisnewski
- Update on Finance Committee Process
  - Review of Budget Calendar - Joint Meetings March 15 and 22
  - Discuss Selectboard Approach to Budget Reconciliation Meeting
9. 7:05 Walter Ramsey, Assistant Town Administrator
- Request to authorize the use of up to \$46,8000 from ARPA funds for land survey, landscape architecture, and civil engineering services associated with the Avenue A Streetscape Design Project (Between Third St and One Avenue A) and to authorize the execution of a professional services agreement with Berkshire Design Group in that amount. Said design funds will leverage a \$975,000 Congressional Directed Spending grant for construction.
  - Request to submit a congressionally directed spending grant application for Collection System Improvements
10. 7:20 Town Administrator Business
- Town Meeting Debrief – Discussion and Follow Ups
  - Legislative Updates: Possible extension of remote meeting accommodations (H57)
  - FERC Relicensing Settlement Agreement Updates
  - Fall Festival Updates
  - General Pierce Bridge Project Completion – Lighting Concerns
11. 7:35 Executive session in accordance with G.L. c.30A, §21(a)(6) to consider the possible purchase, exchange, taking, lease or value of real property-First Light Power, votes may be taken

**OTHER:**

**Next Meeting:** Selectboard, Monday March 13, 2023, at 6:30 PM via ZOOM



February 01, 2023

Dear Suzanne LoManto,

We are pleased to inform you that Town of Montague RiverCulture has been approved for a Cultural Sector Recovery for Organizations grant of \$6,850 (FY23-OR-OER-29688) from the Mass Cultural Council.

Thanks to vigorous advocacy from the cultural sector, the Legislature once again showed strong, bipartisan support for the Mass Cultural Council, including a historic \$60.1 million one-time appropriation to assist artists and cultural organizations with COVID recovery needs. This grant program is supported by that major investment.

Enclosed you will find a contract package that contains award instructions and reporting requirements. Please review these documents carefully and return the required paperwork to our Fiscal Department by March 31, 2023. This will help us process your grant as quickly as possible. For questions about the contract, please email [Finance.Recovery@mass.gov](mailto:Finance.Recovery@mass.gov) or call 617-858-2711. For questions about the program email [Organization.Recovery@mass.gov](mailto:Organization.Recovery@mass.gov) or call 617-858-2821.

Culture is ultimately about you. You play an integral role in creating and supporting a cultural life in Massachusetts that is vital, accessible, and thriving. Thank you for all that you do to elevate our rich cultural life in Massachusetts.

A handwritten signature in black ink that reads 'Nina Fialkow'.

Nina Fialkow  
Chair

A handwritten signature in black ink that reads 'Michael J. Bobbitt'.

Michael J. Bobbitt  
Executive Director

## COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions for Human and Social Services](#) or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

<b>CONTRACTOR LEGAL NAME:</b> Town of Montague RiverCulture (and d/b/a):		<b>COMMONWEALTH DEPARTMENT NAME:</b> Massachusetts Cultural Council <b>MMARS Department Code:</b> ART	
<b>Legal Address:</b> (W-9, W-4): Town Hall 1 Avenue A Turners Falls MA 01376-1115		<b>Business Mailing Address:</b> 10 Saint James Ave., 3 <sup>rd</sup> Fl., Boston, MA 02116	
<b>Contract Manager:</b> Suzanne LoManto	<b>Phone:</b> 413-863-3200	<b>Billing Address (if different):</b>	
<b>E-Mail:</b> riverculture@montague-ma.gov	<b>Fax:</b>	<b>Contract Manager:</b> Cyndy Gaviglio	<b>Phone:</b> 617-858-2711
<b>Contractor Vendor Code:</b> VC6000191893		<b>E-Mail:</b> cyndy.gaviglio@mass.gov	<b>Fax:</b>
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD001. (Note: The Address ID must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b>	
		<b>RFR/Procurement or Other ID Number:</b> FY23-OR-OER-29688	
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b>		<input type="checkbox"/> <b>CONTRACT AMENDMENT</b>	
<b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department) <input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <b>Department Procurement</b> (includes all Grants - <a href="#">815 CMR 2.00</a> ) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach Employment Status Form, scope, budget) <input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		Enter <b>Current Contract End Date</b> <i>Prior</i> to Amendment: ____, 20 ____. Enter <b>Amendment Amount:</b> \$ _____. (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b> <input type="checkbox"/> <b>Amendment to Date, Scope or Budget</b> (Attach updated scope and budget) <input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget) <input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language/justification and updated scope and budget)	
<b>The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding:</b> (Check ONE option): <input checked="" type="checkbox"/> <a href="#">Commonwealth Terms and Conditions</a> <input type="checkbox"/> <a href="#">Commonwealth Terms and Conditions For Human and Social Services</a> <input type="checkbox"/> <a href="#">Commonwealth IT Terms and Conditions</a>			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under <a href="#">815 CMR 9.00</a> <input type="checkbox"/> <b>Rate Contract.</b> (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended ) <input checked="" type="checkbox"/> <b>Maximum Obligation Contract.</b> Enter total maximum obligation for total duration of this contract (or <b>new</b> total if Contract is being amended) <b>\$6,850</b>			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting <b>accelerated</b> payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __% PPD; Payment issued within 20 days __% PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments ( <a href="#">M.G.L. c. 29, § 23A</a> ); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) This is a grant of financial assistance to assist in the recovery from the COVID 19 pandemic			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input type="checkbox"/> 2. may be incurred as ____, 20 ____, a date <b>LATER</b> than the Effective Date below and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input checked="" type="checkbox"/> 3. were incurred as of <b>July 01, 2022</b> , a date <b>PRIOR</b> to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <b>June 30, 2023</b> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the " <b>Effective Date</b> " of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <a href="#">801 CMR 21.07</a> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b>		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b>	
X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)		X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)	
Print Name: _____		Print Name: <u>David T. Slatery</u>	
Print Title: _____		Print Title: <u>Deputy Director</u>	

**ATTACHMENT A - SCOPE OF SERVICES AND ADDITIONAL TERMS & CONDITIONS**

**CONTRACTOR NAME:** Town of Montague RiverCulture

**ADDRESS:** Town Hall 1 Avenue A Turners Falls MA 01376-1115

**BRIEF DESCRIPTION OF CONTRACT SERVICES** (make any necessary changes if your project has changed significantly from the information below; initial and date):

This is a grant of financial assistance to assist in the recovery from the COVID 19 pandemic

**APPLICATION #:** FY23-OR-OER-29688

**TOTAL MAXIMUM OBLIGATION OF CONTRACT:** \$6,850

**CONTRACT START DATE:** July 01, 2022

**CONTRACT TERMINATION DATE:** June 30, 2023

Contract must be signed and returned to the offices of the Mass Cultural Council no later than **March 31, 2023**.

**DATE ANNUAL OR FINAL REPORT IS DUE:** July 14, 2023

**PAYMENT:** The Contractor will be reimbursed one hundred percent (100%) of the Contract amount upon receipt of a completed and authorized Contract. The Council shall make reasonable efforts to process payments promptly. The Council shall not be liable for any interest or penalty charges for late reimbursement.

**ADDITIONAL RESTRICTIONS BEYOND THOSE STATED IN PROGRAM GUIDELINES** (if blank there are none):

## ATTACHMENT B: Additional Terms & Conditions

**1. SCOPE OF CONTRACT.** The Contractor agrees to perform the services set forth in the application for funding filed by the Contractor with the Council (the "Application") in accordance with the terms and conditions of the contract (the "Contract"). The Application is incorporated into the Contract by reference; the terms of the Application are binding on the Contractor unless amended by a subsequent written agreement signed by both the Council and the Contractor. The Contractor represents that it is qualified to perform and has obtained all necessary licenses and permits required to perform the services under this Contract.

Additionally, the Contractor agrees to perform the services in accord with the requirements set forth by the Council in the FY23 Cultural Sector Recovery for Organizations guidelines (the "Guidelines"), as posted on [www.massculturalcouncil.org](http://www.massculturalcouncil.org). The Guidelines are incorporated into the Contract by reference; the terms of the Guidelines are binding on the Contractor unless amended by a subsequent written agreement signed by both the Council and the Contractor.

**2. NON-DISCRIMINATION AND ACCESS FOR PEOPLE WITH DISABILITIES.** The contractor agrees to abide by state and federal regulations which bar discrimination on the basis of race, gender, religious creed, color, national origin, ancestry, disability, age, gender identity, or sexual orientation, and which require accessibility for persons with disabilities. The MCC expects the contractor to be in compliance with:

- The Americans with Disabilities Act of 1990 (ADA)
- Section 504 of the Rehabilitation Act of 1973 (Section 504)
- Title VI of the Civil Rights Act of 1964
- Other applicable state and local laws

(a) If a complaint or claim alleging violation by the Contractor of any statute, order, rule, or regulation with which the Contractor is obligated to comply is presented to the Massachusetts Commission Against Discrimination ("MCAD"), the Contractor agrees to cooperate with MCAD in the investigation and disposition of such complaint or claim and to assume all legal fees incurred by the Contractor in connection with the defense of such claim.

(b) In the event of the Contractor's non-compliance with the provisions of this Section 2, the Council shall impose such sanctions as it deems appropriate, including but not limited to: (i) withholding of payments due the Contractor under the Contract until the Contractor complies; and (ii) termination or suspension of the Contract.

**3. PENALTIES, HOLDS, REDUCTIONS, RESTRICTIONS, REVERSIONS AND CANCELLATIONS.** The Council has the right to withhold, reduce, cancel, revert, discontinue funding, or apply restrictions to the use of grant funds if the Contractor:

- Fails to perform the services set forth in the Application and/or fails to perform the services in accord with the requirements set forth by the Council in the Guidelines.
- Does not comply with all grant requirements and/or reporting requirements as stated in the Guidelines.
- Intentionally misrepresents its finances, organization/programming, or other eligibility requirements in the Application and/or any reports submitted to the Council.



**ATTACHMENT D**  
CREDIT and PUBLICITY AGREEMENT  
between the  
MASS CULTURAL COUNCIL and GRANTEES

This credit and publicity agreement is hereby incorporated into the body of the grant contract between the Mass Cultural Council ("the Council") and the grant recipient ("the Contractor") named below as explicit terms and conditions of the contract. By the signatures below the Contractor agrees to abide by these terms and conditions.

**THIS FORM MUST BE SIGNED AND RETURNED WITH YOUR CONTRACT.**

**1. ADVOCACY & ACKNOWLEDGING LEGISLATIVE SUPPORT**

90% of Mass Cultural Council's budget comes from an appropriation by the State Legislature. It is important to thank those elected officials responsible for funding Mass Cultural Council. We strongly encourage the Contractor to send personalized letters to the leadership of the State House and their state representative and senator, thanking them for Mass Cultural Council's appropriation and your grant award. For more information on how to find and contact your legislators, visit <https://massculturalcouncil.org/about/contracts/credit-and-publicity-kit/>.

While we strongly encourage all grantees to conduct this kind of advocacy for public funding for the cultural sector, **recipients of [CIP Portfolio](#) and [CIP Gateway](#) grants must meet specific advocacy requirements in order to remain eligible for funding.** Review the Portfolio Guidelines or Gateway Guidelines for details.

**2. CREDIT**

**Mass Cultural Council Credit Logo:** Credit must be given by the Contractor to the Council regarding all activities to which Council funds contribute by using the credit logo in:

- a) Printed promotional materials such as postcards, flyers, season/subscription brochures, and newsletters: Any promotional material, regardless of length, prepared by the Contractor, that credits an annual funding source, must also credit the Council.
- b) Digital materials such as web sites, blogs, videos, and social media: Do not include the logo on surveys.
- c) Programs/Playbills: Credit must be given on all programs printed by a grant recipient in a type size not smaller than 7 point font.
- d) Event signage: For any event presented with funding from the Council, signage must include the Council listed with other major public, private, and corporate sponsors, in proportional order of the size of the contribution.
- e) Exhibition Signage: For any exhibition presented with funding from the Council, the wall text must include the Council listed with other major public, private, and corporate sponsors, in proportional order of the size of contribution.
- f) Educational Materials: Credit must be given to the Council in all educational materials distributed in association with any Council-funded activity, such as brochures, pamphlets, flyers, etc.

The logo must be produced as a unit without alteration.

Download logo at <https://massculturalcouncil.org/about/contracts/credit-logos/>

**Verbal Credit:** When written credit is not applicable, such as there being no printed program, verbal credit shall be given prior to performances.

3. DONOR RECOGNITION

Any wall plaques or advertisements that acknowledge the Contractor's annual or ongoing support from corporations and/or foundations must also acknowledge the Council.

4. COLLABORATORS

Organizations that are collaborators with the primary grant recipient must comply with these requirements. The Contractor is responsible for informing said collaborators of this policy and ensuring they fulfill these obligations.

5. CO-SPONSORSHIP

Those programs that are "co-sponsored" will have additional, specific publicity requirements, dependent on the program at the time of negotiation. Under no circumstances may a Contractor state or imply that its programs and/or activities are "sponsored," "co-sponsored" or "presented" by the Council without expressed, written consent from the Council.

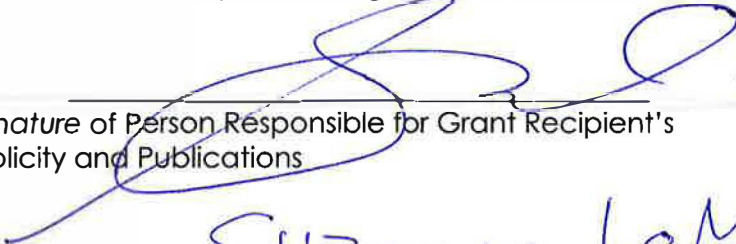
6. ADDITIONAL REQUIREMENTS

Mass Cultural Council reserves the right to negotiate additional requirements regarding credit and publicity on a case-by-case basis.

FOR MORE INFORMATION ABOUT THIS POLICY, CONTACT YOUR PROGRAM STAFF CONTACT OR MASS CULTURAL COUNCIL'S PUBLIC AFFAIRS DEPARTMENT.

RiverCulture

Print the Grant Recipient or Organization Name



2/23/23

Signature of Person Responsible for Grant Recipient's  
Publicity and Publications

Date

Suzanne LoManto





# Board of Selectmen Town of Montague

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

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

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

Name of applicant: Alan Atwood

Address of applicant: 4 Harvest Lane, Nashua, NH 03063

Phone # of applicant: 603-402-4612

Name of organization: Eastern Collegiate Cycling Conference

Name of legally responsible person: Alan Atwood

Location of assembly: Unity Park

Date of assembly: Sunday, April 16th

Time of assembly: Begin: 7:30am End: 4:00pm

Number of expected participants: 200

If a procession/parade:

Route: Lap will be using 1st St, 3rd St & L St around Unity Park

Number of people expected to participate: 200

Number of vehicles expected to participate: 50

Subject of demonstration: Collegiate bicycle race

**Attach a copy of your insurance policy or liability binder indicating a minimum policy of \$1Million Individual/\$2Million Group.**

\*\*\*\*\*Signatures:

Police Chief: [Signature] Date: 2-27-23

Comments/Conditions: 4 detail officers at \$85.50

Board of Selectmen, Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

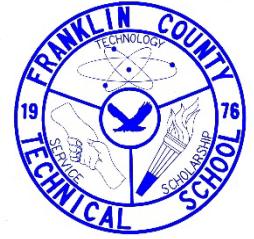
# FRANKLIN COUNTY TECHNICAL SCHOOL

82 Industrial Boulevard

Turners Falls, Massachusetts 01376

TEL: 413-863-9561

FAX: 413-863-2816



**Russ A. Kaubris**  
Business Manager

Airport Commission  
Turners Falls Municipal Airport  
10 Aviation Way  
Turners Falls, MA 01376

Dear Commissioners,

The Franklin County Technical School, through a Skills Capital Grant from the State Executive Office of Administration and Finance has obtained \$4.1 million for the purpose of constructing and equipping an aviation hangar to open a new aviation mechanics program. The Franklin County Technical School has received assurances from the Massachusetts Office of Administration and Finance that a collaborative project with the Turners Falls Municipal Airport is well within the allowable limits of the grant. It is the intent of the Franklin County Technical School to reimburse the Turners Falls Municipal Airport all costs related to the constructing and equipping of the aviation hangar to prepare it for approval as an aviation mechanics program.

This letter is to offer assurance of the availability of these funds for their intended purpose, which includes the purchase of a steel building kit, preparing the leased site and the purchase of materials that are reasonably needed to support the launch of the aviation mechanics program. The nature and amount of services or resources associated with each invoice must be apparent. This will allow the Franklin County Technical School to properly document the use of Skills Capital Grant funds. A precise schedule for invoicing and reimbursement can be arrived upon in consultation with the school district's Business Manager.

The Franklin County Technical School's intent is to form a long-term lease, and therefore, a long-term working relationship with the municipal airport. In this way we hope to optimize this beneficial relationship between two governmental entities of importance to the taxpayers of the Town of Montague and greater Franklin County.

Respectfully,

Richard Martin, Superintendent  
Franklin County Technical School





Dear Partners in Wood Heating,

First, we want to express our appreciation for your efforts, through your firewood bank, to help people in need in your community. Leadership, volunteerism, charity, and camaraderie – these are the things that make our communities strong and that we can all be proud of.

A little bit about us. We are a non-profit organization, working to advance cleaner and more efficient wood-heating systems for low- and middle-income families. We were recently selected by the U.S. Forest Service to help them deploy new federal funds, provided through the Bipartisan Infrastructure Act, to firewood banks like yours. Our primary role in carrying out this program is to distribute funding to firewood banks that need funds and agree to basic guidelines. We also want to improve safety practices at wood banks, increase the volume of wood that you can handle, and assist households that receive wood to use it safely. Below are the guidelines for this new funding program.

We look forward in partnering with you in helping families stay warm and building a national community of firewood bank leaders. By working together and sharing our experiences – both successes and failures – we can get to know and learn from each other, and improve our effectiveness.

Sincerely,

John Ackerly  
President  
Alliance for Green Heat  
[jackerly@forgreenheat.org](mailto:jackerly@forgreenheat.org)  
[www.firewoodbanks.org](http://www.firewoodbanks.org)  
[www.forgreenheat.org](http://www.forgreenheat.org)



**Guidelines for Firewood Banks Receiving Funding from the Alliance for Green Heat**  
*Updated December 5, 2022*

## **Required activities**

Use of safety equipment: Volunteers who use equipment purchased with this grant are required to wear safety gear as appropriate, including:

Boots, gloves, eye protection when splitting wood with an axe

Boots, gloves, eye and ear protection when splitting wood with a splitter

Boots, gloves, eye and ear protection, and chaps when using a chain saw

Insurance and Liability waivers: All firewood banks must have their volunteers and/or workers sign a liability waiver (The liability waiver must also include holding Alliance for Green Heat harmless.) This protects you, your firewood bank, and the Alliance for Green Heat, in the event of an accident and it helps to educate and warn about potential dangers. We have a sample liability waiver that we encourage you to use, or you can use your own, and send a copy to us.

First aid kits: All firewood banks are required to have a Class A or Class B first aid kits on hand, which can be purchased with grant funds.

Age restrictions: Children under the age of 18 are not allowed to operate dangerous power machinery which includes chain saws and splitters.

Testing and reporting moisture content of wood: All firewood banks must have moisture meters and develop a system to regularly test the moisture content (MC) of their wood to deliver seasoned wood. AGH will provide a sample sheet for banks to start with.

Delivering seasoned wood: Firewood banks will do their utmost to deliver seasoned wood (less than 20% MC) during the heating season. Wood that is higher than 20% MC burns poorly, produces less heat and causes damage to air quality (particulate matter) and chimneys (creosote). Homes that put excessive smoke into the air from unseasoned wood, harm the environment and could impact the reputation of your firewood bank. For homes in towns or suburbs, the moisture content requirements are even more important, as the airshed for those homes is shared by more people.

Education and Outreach: We urge firewood banks to provide educational materials (we will share these with you) to wood recipients on clean burning practices, wood storage, home fire safety and opportunities for energy audits and weatherization services in your area.

Impacts of grant: We encourage you to share stories and photos about how this grant has benefitted your firewood bank. We will provide a sample press release you can use to help spread the word about your work, attract more volunteers, get more free wood and achieve your other goals.

Contract and Reporting: Firewood banks must sign a contract that spells out the terms of the grant and basic reporting requirements. The reports are simple and include basic accounting of your expenditures (with receipts for items over \$250), information about how much wood was delivered and other major outcomes of the grant, and your recommendations about how the grant program can be done better next year. **Please note that 80% of funds must be spent (or equipment ordered) within two weeks of receiving the grant funds.**

## **Other recommended activities**

Deliver kindling too! The dirtiest part of a wood stove fire and sometimes the most frustrating too, is getting a good fire going. A lot of folks simple don't use enough kindling, often because they don't have it handy. So, consider delivering lots of kindling (in boxes or paper bags?). Splitting wood usually makes lots of kindling anyway, so keep that stuff, let it dry too, and give it to folks with all the big pieces.

Training video: Volunteers using chain saws are invited to take this 16-minute online chain saw training course at [Safety Hub](#). AGH will provide log-in info.

### Weatherization services

Many low income households are eligible to get [free weatherization services](#) that include furnace tune-ups, better insulation, and things like energy saving light bulbs, low-flow shower heads, etc. [Check this map](#) to see the eligibility rules and sign-up process in your state. We urge wood banks to help recipients of firewood check their eligibility and help them get signed up. This is a one of the best things you can do for homes struggling to pay utility bills and a great job for one or more volunteers to focus on. Remember, firewood goes much further in a home that is not constantly leaking its warm air!

Please let us know if any of your firewood recipients have had a recent energy audit, we would like to be in touch with them to see if the auditor inspected their wood stoves. Many auditors don't and AGH will work with energy audit companies to encourage them to include stove inspections in their audits.

Home Fire Safety: Smoke alarms and carbon monoxide detectors save lives. Many fire departments and/or American Red Cross offices are working to install free smoke alarms and carbon dioxide detectors and may be interested in working with your firewood bank. We urge you to check to see if homes you deliver firewood to have smoke and CO detectors.

Woodstove safety: In addition to delivering seasoned wood to needy households, we urge you to take additional steps to see if the wood stove of the homes receiving wood are not accidents waiting to

happen. Many stoves in homes are very old, were self-installed and have seen better days. Some old stoves are still safe and others are not safe at all due to furniture or firewood too close to the stove, smoke leaking into the home or other issues. You may be able to partner with a local chimney sweep or fire department, or you may have someone capable of inspecting stoves. AGH has developed a guide to doing [stove safety inspections](#).

## Other Issues

### Check if your area has “no-burn” days

Some cities and counties have higher air quality standards and may restrict when you can use your fireplace or wood stove. Check with your local air quality agency and [this resource page](#) from the EPA to see what restrictions may exist in your area.

### Portable Air Monitors

One of the eligible expenses in your budget can be a portable air monitor. These monitors can give you, your volunteers, and your community minute-by-minute readings of air pollution in the immediate vicinity of the monitor. We like [Purple Air](#) monitors that cost \$250.

Weights & Measures – There are weight and measure laws that cover the sale of many commercial items. Since you are not selling firewood, weights & measures regulations should not apply to firewood banks but you should get acquainted with the regulations in your state to make sure that they don't apply to your firewood banks.

Wood size – if you are finding that your wood is not under 20% moisture content, one strategy is to split it into smaller pieces. Smaller pieces dry quicker and are easier to burn. Larger pieces of wood are often wetter and produce more smoke and creosote. They require more tending of the fire and usually don't produce as nice of a flame as smaller pieces. We recommend a maximum thickness, or diameter of 4 – 6 inches, depending on the size of the stove. Here is some general guidance for your volunteers:

- Less than 3 inches in diameter  
No split (use as is).
- 3 to 6 inches in diameter  
Split in half.
- 6 to 12 inches in diameter  
Split into four equal pieces.
- Greater than 12 inches  
Split three or more pieces off the outside edge. Split the remaining core piece to produce pieces within the 6-inch maximum rate used in this example.

Contact us: If you have submitted a grant application, you will be assigned a Grant Manager, and should direct any questions to them. If you have not yet submitted a grant application, send questions to: [info@forgreenheat.org](mailto:info@forgreenheat.org)



**CONTRACT**  
**Between The**  
**Town of Montague**  
**And The ALLIANCE FOR GREEN HEAT, INC.**  
**February 23, 2023**

This agreement to award grant funds is made by and between the Alliance for Green Heat (AGH) and Town of Montague.

In agreement with the U.S. Department of Agriculture (USDA) Forest Service, grant funds for this firewood bank program shall be awarded with the following conditions:

A. NON-DISCRIMINATION. In accordance with Federal law and USDA civil rights regulations and policies, Town of Montague agrees to not discriminate on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity.

B. PRINCIPAL CONTACTS. Individuals listed below are authorized to act as principal contact person(s) for matters related to this grant award.

John Ackerly, President  
Alliance for Green Heat  
512 Elm Ave  
Takoma Park, MD 20912  
[jackery@forgreenheat.org](mailto:jackery@forgreenheat.org)  
202-365-4765

Walker Korby, Montague Tree Advisory Committee Member  
1 Ave A  
Turners Falls, MA. 01376  
413-834-4269  
[cwalkerkorby@gmail.com](mailto:cwalkerkorby@gmail.com)

C. GRANT DETAILS (required by the USDA Forest Service). This funding is a sub-award to Town of Montague who is the subrecipient.

(i) Subrecipient's unique entity identifier: JCWRSRYTPL19

(ii) AGH Federal Award Identification Number (FAIN): 22-DG-11132544-049

(iii) Federal Award Date to AGH, the recipient: Sept 20, 2022.

(iv) Period of Performance Start and End Date: February 23, 2023 – May 1, 2023.

(v) Budget Period Start and End Date: Same as Performance Start and End date.

(vi) Amount of Federal Funds Obligated by this action by the pass-through entity (AGH) to the subrecipient: \$14,231

(vii) Total Amount of Federal Funds Obligated to the subrecipient by AGH, the pass-through entity including the current financial obligation \$14,231

(viii) Total Amount of the Federal Award committed to the subrecipient by AGH, the pass-through entity: \$14,231

(ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA).

Section 40803(c)(17). \$8,000,000 shall be made available to the Secretary of Agriculture to provide feedstock to firewood banks; and b) to provide financial assistance for the operation of firewood banks.

(x) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity: USDA. John Ackerly, Alliance for Green Heat, 512 Elm Ave, Takoma Park, MD, 20912, jackerly@forgreenheat.org.

(xi) Assistance Listings number and Title; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement: 10.719, Infrastructure Investment & Jobs Act Firewood Bank Program, amount = \$712,000.

(xii) Identification of whether the award is R&D: This award does not include R&D.

D. Town of Montague acknowledges that neither it, nor an officer or agent acting on its behalf have been convicted of a felony criminal violation under any Federal law within the last 24 months.

E. PAYMENTS – AGH will use electronic wire transfers for all grant funding payments. Wire transfers can only be made directly to the bank account of Town of Montague unless an alternative method is agreed upon and listed in this contract. Thus, Town of Montague needs to prepare all purchases in advance so the purchases do not exceed the amount of the approved budget.

F. RESTRICTIONS ON GRANT FUNDING: This grant may not be used to purchase any item that costs \$5,000 or more. In addition, it cannot be used for food, drink, entertainment, or lobbying.

G. INDEMNIFICATION. The Town of Montague shall not hold AGH or the USDA Forest Service Forest Service liable for any damages resulting from any activity caused by or arising directly or indirectly from the cutting, splitting, processing, delivering wood or any other activity pursuant to the activity of the wood bank. The Town of Montague shall hold harmless and indemnify AGH and the Forest Service, including their officers, employees, contractors, and agents, against any and all claims, suits, actions, costs, counsel fees, expenses, damages, judgments, decrees, including damage to any property owned by Town of Montague or any third party, by reason of any person or property being injured or damaged directly or indirectly by use or application of woodcutting tools obtained or activities undertaken through grant funds.

H. INSURANCE COVERAGE. AGH strongly recommends Town of Montague to have or purchase general liability insurance to protect itself, its officers and/or volunteer leaders from liability which insures against claims for bodily injury, personal injury, and property damage based upon, involving, or arising out of Town of Montague's activities. All policies to be carried by Town of Montague shall be issued by and binding upon an insurance company licensed to do business in Massachusetts.

I. GUIDELINES FOR FIREWOOD BANKS RECEIVING FUNDING FROM AGH

1. *Incorporation of guidelines in Appendix A:* This contract incorporates the more extensive list of guidelines for Firewood Banks Receiving Funding from AGH. The list below includes a short summary of key parts.
2. *Age Restrictions.* Town of Montague shall require all volunteers working with dangerous woodcutting tools and equipment, such as chain saws and splitters, to be at least eighteen (18) years of age.
3. *Use of Safety equipment.* Town of Montague will have Class A or Class B first aid kits and require volunteers to wear safety and protective items while using dangerous equipment, including boots, gloves, ear, and eye protection when cutting or splitting wood, and chaps when using a chainsaw.
4. *Liability Insurance and Liability Waiver.* Town of Montague shall have liability insurance and require volunteers and/or workers to complete and sign a liability waiver. Unless otherwise stipulated in this contract, the liability waiver shall release AGH, Town of Montague and its directors, officers, agents, employees, volunteers, and affiliates from any and all liability, claims, costs, and expenses of any kind and of whatever nature which the volunteer, his or her heir or heirs, next of kin, or legal representatives may have or which may later accrue, caused by or arising directly or indirectly from the volunteer's participation in Town of Montague's activities. The waiver must reasonably detail the risks involved in specified activities, including but not limited to handling of tools and equipment for processing and delivering firewood.
5. *Testing and reporting moisture content of wood:* All firewood banks must have moisture meters and develop a system to regularly test the moisture content (MC) of their wood to deliver seasoned wood (less than 20% MC).
6. *Delivering seasoned wood:* Firewood banks will do their utmost to season its wood, including cutting and splitting the wood as early as possible each year and keeping the wood covered from rain. Firewood banks will seek to deliver seasoned wood (less than 20% MC) during the heating season.
7. *Educational information and other assistance:* Town of Montague agrees, to the extent it can, to offer educational information to recipients of firewood about how to burn wood as cleanly and safely as possible. It also agrees, to the extent it can, to provide recipient households with information about how to sign up for free or subsidized energy audits and weatherization services. AGH will provide sample literature and information about energy audits and weatherization in your state.

J. PROGRAM REPORTS. The. Town of Montague shall submit an interim financial report within two weeks of receiving the grant funds, showing that at least 80% of the funds were spent. A second, final report shall be submitted by April 15, 2023, describing major outcomes of the grant and recommendations about how the program can be improved in the future. Both reports shall be submitted via our online reporting platform. Failure to submit the required reports may hinder or prevent Town of Montague from applying for funding in future years.

K. OTHER PROVISIONS. Town of Montague agrees to provide photos of its activities and grants permission for AGH to use photographs via TV and print news media, newsletters, brochures, websites, etc.  
 Yes     No

Feb. 23, 2023

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Signature, John Ackerly

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Date

John Ackerly, President  
Alliance for Green Heat  
Takoma Park, MD 20912

Signature Richard Kuklewicz

---

Date

Richard Kuklewicz, Selectboard Chair  
Town of Montague  
1 Ave A  
Turners Falls, MA. 01376

**MEMORANDUM OF UNDERSTANDING**  
**by and between**  
**The TOWN OF Montague**  
**AND**  
**FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS**  
**for Mass in Motion Age-friendly Planning**

This Memorandum of Understanding (hereinafter referred to as "Agreement") is by and between the Town of Montague, Massachusetts (hereinafter referred to as the "Town"), having a usual place of business at 1 Avenue A, Turners Falls, MA 01376, and the Franklin Regional Council of Governments, hereinafter called "FRCOG", doing business at 12 Olive St. Ste 2, Greenfield, MA 01301. This agreement is effective as of November 15, 2022.

Whereas the FRCOG proposes to engage the Town for the completion of the tasks outlined in Article 2 – Scope of Services.

Now therefore, in consideration of the mutual covenants herein contained the parties agree as follows:

**ARTICLE 1 ENGAGEMENT OF THE TOWN**

The FRCOG hereby engages the Town and the Town hereby accepts the engagement to perform services in connection with the preparation and completion of the tasks specified in the Scope of Services identified in Article 2.

The FRCOG may terminate this Agreement for nonperformance of the services required under this Agreement including the progress of work for such services.

Upon receipt of written notification from the FRCOG to the Town that the Agreement or any portion thereof is to be terminated, the Town shall immediately cease operations on the work stipulated, and assemble all material that has been prepared, developed, furnished or obtained under the terms of the Agreement that may be in the possession or custody of the Town and shall transmit the same to the FRCOG on or before the fifteenth (15th) day following the receipt of the written notice of termination together with evaluation of the cost of the work performed. The Town shall be entitled to complete payment for any satisfactorily completed uncompensated work performed prior to such notice and for the cost of assembling the material to be transmitted to the FRCOG.

In the event that there is a disagreement between the FRCOG and the Town, the terms of this Agreement for Services shall control.

**ARTICLE 2 – SCOPE OF SERVICES of THE TOWN**

1. Hold initial meeting with the FRCOG and at minimum Selectboard November/December 2022.

2. **Convene small work group to work** with FRCOG staff to set local age and dementia friendly community priorities. Up to \$4,230 is available to the town annually through this MOU. In Year One the funds should be used to support the planning process: Allowable costs include:
  - **hiring an “age-friendly champion”** from the town who will convene the workgroup throughout the planning process
  - expenses for food, childcare, travel for meetings or trainings and can be expended in the form of vouchers, as long as any of these do not offer cashback options
  - expenses for meeting support including equipment, meeting space, translation, technology and tech support.

**Work group may include** the Selectboard, Council on Aging, older adults, Board of Health, Public Library, Planning Board. We are especially interested in the participation of anyone with lived experience of disability.

- a. Review regional needs assessment data specific to Montague (December 2022/January 2023)
- b. Attend regional health equity training to ensure that strategies developed for the town support the neediest residents. (February 2023)

**February-June 2023 (and into FY'24 under amended MOU as needed)**

- c. Answer additional questions about needs in the town not already included in regional needs assessment.
- d. Identify priority issues for making the town more age and dementia-friendly, including identifying root causes of those issues.
- e. Identify strategies to address priority issues
- f. Identify who is responsible for implementing strategy(ies).
- g. With support of FRCOG, identify resources to support implementation of strategy(ies).

**DELIVERABLES:** Convene workgroup, meet at least twice, identify priority issues and root causes, strategies to address priorities, who will implement priorities, and resources to support implementation.

The Town shall perform the professional services in accordance with this Agreement. The Town shall receive prior approval from the FRCOG for any expenditure not specifically provided for in this Agreement, which is thought to be billable. The Town is advised that any work undertaken within the terms and provisions of this Agreement shall be with the full knowledge and consent of FRCOG and any work performed without the prior written agreement of the FRCOG, shall not be considered as work under this Agreement and payment for such work will not be allowed. The Town shall complete all work as specified in this Article.

### **ARTICLE 3 – TIME OF PERFORMANCE**



Name: Dowd, Eileen

**MONTAGUE APPOINTED OFFICIAL**

**NAME:** Eileen Dowd

**DATE:** 3/6/2023

**COMMITTEE:** Mass In Motion Initiative

**TERM:** 4 months

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

**SELECTMEN, TOWN OF MONTAGUE** **TERM STARTS:** 03/06/23

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Eileen Dowd \_\_\_\_\_ personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the Mass In Motion Initiative according to the foregoing appointment.

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

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

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

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

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

Name: Mariani, Eileen

**MONTAGUE APPOINTED OFFICIAL**

**NAME:** Eileen Mariani

**DATE:** 3/6/2023

**COMMITTEE:** Mass In Motion Initiative

**TERM:** 4 months

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

**SELECTMEN, TOWN OF MONTAGUE** **TERM STARTS:** 03/06/23

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Eileen Mariani personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the Mass In Motion Initiative according to the foregoing appointment.

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

MONTAGUE TOWN CLERK

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

APPOINTED OFFICIAL

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

Name: Rosenblatt, Roy

**MONTAGUE APPOINTED OFFICIAL**

**NAME:** Roy Rosenblatt

**DATE:** 3/6/2023

**COMMITTEE:** Mass In Motion Initiative

**TERM:** 4 months

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

**SELECTMEN, TOWN OF MONTAGUE** **TERM STARTS:** 03/06/23

Roy Rosenblatt personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the Mass In Motion Initiative according to the foregoing appointment.

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

MONTAGUE TOWN CLERK

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

APPOINTED OFFICIAL

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Name: Jemas, Anne

**MONTAGUE APPOINTED OFFICIAL**

**NAME:** Anne Jemas

**DATE:** 3/6/2023

**COMMITTEE:** Mass In Motion Initiative

**TERM:** 4 months

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

**SELECTMEN, TOWN OF MONTAGUE** **TERM STARTS:** 03/06/23

Anne Jemas personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the Mass In Motion Initiative according to the foregoing appointment.

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

MONTAGUE TOWN CLERK

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

APPOINTED OFFICIAL

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Name: Pollock, Maureen

**MONTAGUE APPOINTED OFFICIAL**

**NAME:** Maureen Pollock

**DATE:** 3/6/2023

**COMMITTEE:** Mass In Motion Initiative

**TERM:** 4 months

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

**SELECTMEN, TOWN OF MONTAGUE** **TERM STARTS:** 03/06/23

Maureen Pollock personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the Mass In Motion Initiative according to the foregoing appointment.

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

MONTAGUE TOWN CLERK

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

APPOINTED OFFICIAL

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

Name: McNeely, Gina

**MONTAGUE APPOINTED OFFICIAL**

NAME: Gina McNeely

DATE: 3/6/2023

COMMITTEE: Mass In Motion Initiative

TERM: 4 months

TERM EXPIRATION: 6/30/2023

**SELECTMEN, TOWN OF MONTAGUE** **TERM STARTS:** 03/06/23

Gina McNeely personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the Mass In Motion Initiative according to the foregoing appointment.

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

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

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

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

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



Name: Kelley, Caitlin

**MONTAGUE APPOINTED OFFICIAL**

**NAME:** Caitlin Kelley

**DATE:** 3/6/2023

**COMMITTEE:** Mass In Motion Initiative

**TERM:** 4 months

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

**SELECTMEN, TOWN OF MONTAGUE** **TERM STARTS:** 03/06/23

Caitlin Kelley personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the Mass In Motion Initiative according to the foregoing appointment.

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

**MONTAGUE TOWN CLERK**

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

**APPOINTED OFFICIAL**

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

Name: Potter, Roberta

**MONTAGUE APPOINTED OFFICIAL**

NAME: Roberta Potter

DATE: 3/6/2023

COMMITTEE: Mass In Motion Initiative

TERM: 4 months

TERM EXPIRATION: 6/30/2023

SELECTMEN, TOWN OF MONTAGUE TERM STARTS: 03/06/23

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Roberta Potter personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the Mass In Motion Initiative according to the foregoing appointment.

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

MONTAGUE TOWN CLERK

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

APPOINTED OFFICIAL

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

## COLLEEN R. DOHERTY

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### SUMMARY

Substantial experience with students, staff, and faculty in higher education, mainly at community colleges. Specific areas include: ***student retention and success; academic and career advising (pre-enrollment, advising, career planning and placement including internships/co-ops, transfer, job placement); counseling; gender equity; college orientation courses; and professional development for staff and faculty. Developed and implemented best practices.***

**Current Volunteer work at Gill-Montague Senior Center.** Turners Fall, MA. March 2022 – present.

**\*Student-focused and Experience** Provided all academic and career advising direct services to students, averaging 300 contacts per year, both individually and in groups: academic advising (general and program specific), probation compliance, career counseling for undecided students, creating an academic plan, job search strategies and resume development, creative careering. Taught and developed curriculum for FYE courses at 3 institutions.

**\*Diversity** Provided direct service to students from diverse backgrounds in all positions, with anywhere from 20-99% diverse student populations. Commitment to hiring staff who reflect the backgrounds of student population, achieving 46% staff diversity in work area. Assisted schools with equity, diversity, inclusion, and Title IX compliance for state and federal mandates.

**\*Communication** Experienced presenter, teacher, writer, trainer on a wide range of topics (selecting a college major and institution, promoting student success and retention, job search strategies, pro-active faculty advising) and venues (admission/recruitment events at colleges and high schools, professional development for educators).

**\*Technology** Collaborated with technology staff to develop and move forward web-based, social media, and on-line applications to increase student completion and retention: 5 Blackboard Learn Communities, on-line appointment calendars, advisor notes, cross-campus student referral system, and student academic plans. High level user of college student information and early alert systems, attendance tracking, web-based student success plans, Microsoft office suite.

**\*Best Practices and Collaborative Projects (Lead or co-Lead)** Starfish Early Alert and Connect; CAPS (student career, academic and personal success) Plan; First Year Experience course (*Strategies for College and Career*); NACADA Career Advising and Student Retention; Title III Institutional Improvement through Holistic Advising and Instructional Methodologies; First Humanities Career Fair; First Elderhostel above the arctic circle.

### EDUCATION

M.A.Ed Counseling/Student Personnel Northern Arizona University, Flagstaff, AZ  
B.A. Psychology Major, Geography Minor. Westfield State College, Westfield, MA

## **EMPLOYMENT EXPERIENCE (Relevant to Position)**

OREGON Coast Community College, Newport, OR 8/16 – 12/19.

### **Academic Advisor**

\*Provide academic advising, retention interventions and support services to 300 plus students with focus on allied health careers and liberal arts. \*Develop and deliver new student orientation to all incoming students. \*Member of Nursing student selection committee and All College Governance Committee. \*Co-chair of professional employee bargaining unit. \*Utilize several online student information and retention systems. \*Serve as Advisor to Student Government Council.

National College of Natural Medicine, Portland, OR 7/2015 – 5/2016.

### **Academic Advisor**

\*Secure, proctor, and deliver student tests. \*Track and process unexcused absences. \*Complete academic contracts with students on probation. \*Assist students with course and track changes to their programs. \*Develop study skills strategy web-based resource guide.

Quinsigamond Community College, Worcester, MA 3/2002 – 2/2015.

### **Dean of Career and Academic Advisement; Assistant Dean of Career and Academic Advisement; Director of Career Development (Title III grant)**

- \*Ensure the delivery of quality career and academic planning services from a students' entry into college through exit: pre-enrollment, career and academic planning, course and program selection, positive placement, including transfer, internships/co-ops, service learning, and job attainment (job readiness and job search).
- \*Provide direct services to students in work area with a 36% diverse student population. Developed and facilitated groups for students on academic probation.
- \*Oversee the offices /services of career planning, career placement, prior and alternative credit, academic advising- including specialized advising and job placement for unemployed adults enrolled in a DOL program; accuplacer and GED testing, transfer services, and first-year experience course.
- \*Project Manager for the implementation of Starfish Early Alert and Connect, a new virtual /on-line retention tool. Oversee all facets of the project launch and implementation, establish team, lead campus communications and internal marketing, pilot with STEM courses.
- \*Initiate a yearly Curriculum Summit to improve the exchange of cross-campus information regarding curriculum and program changes.
- \*Expand, improve, and co-deliver over 10 Advisor Professional Development activities yearly to advisors.
- \*High level user of college student information systems, early alert systems, job data-base, web-based student success plans, and Microsoft office suite products.
- \*Initiate and oversee the first Virtual Transfer and Employment Fair, involving cross-campus collaboration.
- \*Develop and integrate student technology-based products (Portal, Email, Blackboard, Starfish) and advising into student orientation program.
- \*Design and teach credit course entitled, *Strategies for College and Career*, aimed at increasing retention and success for first-year students. Course content: college orientation, study skills, and career development.
- \*Write content for an on-line course (IntraLearn) for Title III faculty that included a component on "effective instructional methodologies." Focus on adult learners using adult learning theories and pedagogy of works by theorists: S. Brookfield, P. Cross, P. Maki, and B. Bloom. Utilized cooperative learning, and varied pedagogies, minimizing traditional lecture mode.
- \*Provide coordination, coaching, professional development, and resources to faculty teaching course Title III courses and academic advising.

### **Assistant Director of Field Experience for Humanities and Fine Arts, University of MA, Amherst, MA**

- \*Recruited, advised and placed students in internships and co-ops, locally, state and nation-wide.
- \*Facilitated application and academic contract process with faculty, student and placement site.
- \*Provided resume critiques to field experience students. \*Developed new field placement sites.
- \*Maintained existing relationships with employers. \*Reviewed evaluations from employers and students.
- \*Monitored student progress at field placement sites via phone, e-mail and on site visits to organizations.

**Coordinator, Gender Equity Center of Western MA**, Springfield Technical Community College, Springfield, MA

- \*Established, coordinated and evaluated the activities of a newly formed center to increase female participation in math, science and technologies in 40 public secondary and post-secondary schools.
- \*Conducted training and consultations for individual schools on inclusion and Title IX compliance with state and federal discrimination, equity, diversity, and sexual harassment legislation.
- \*Supervised the design and implementation of 100 professional development programs for 4,000 educators.
- \*Conducted and supervised the design of over 100 programs and events for over 3,000 students.
- \*Wrote and supervised the development of equity curricula for students and educators.
- \*Developed resource materials for local, state and nation-wide distribution: web site, 4 educational videos, 5 print publications (role models and equity curriculum for teachers), educational posters and brochures.
- \*Collaborated with numerous educational and community organizations to promote equity.

**Tech Prep Counselor, Women in Technology Program**, Greenfield Community College, Greenfield, MA

- \*Provided personal, career development, and advising counseling to adult, college re-entry women.
- \*Taught career development and study skills courses.\*Utilized college and community referrals for women.

**Coordinator of Counseling Services**, University of Alaska-Southeast, Juneau, AK

- \*Counseling- provided a full spectrum of counseling services to students; issues included adjustment to college, eating disorders, suicide intervention, substance abuse, sexual abuse and recovery, referrals to community-based organizations; and mediation and educational programs to student residents.
- \*Career Development- designed, initiated, marketed, and provided services to students with a focus on undeclared/undecided students; initiated use of computerized career guidance programs.
- \*Academic Advising- Assisted students with program/course selection; scheduled classes; monitored student progress; initiated early academic intervention procedure with faculty. \*Advisor for Native Student Group.

**Multicultural Career Counselor**, Career Services, Northern Arizona University, Flagstaff, AZ

- \*Provided career and employment planning for a diverse student body, including counseling, computerized career programs, and group career planning for undecided and first year students.
- \*Delivered presentations on topics of job interviews, resume writing, and job search strategies.
- \*Ongoing educational outreach/presentations to students of color.

**Career Counselor**, Alaska Technical Center, Kotzebue, AK

- \*Provided orientation, vocational assessment, personal and career counseling to Native Alaskan adult students.
- \*Monitored student academic progress. \*Conducted employment follow-up with graduates and employers.
- \*Developed and taught Employability/Life Skills course, with focus on job readiness.
- \*Coordinated cooperative work experience and job placement services.

**Other:**

**Clinician** Franklin Hampshire Community Mental Health, Northampton, MA

**Program Manager** Women's Shelter, Maniilaq Association, Kotzebue, AK

**Coordinator** Crossroads Day Treatment Program for MA Department of Mental Health

**PRESENTATIONS**

**WRITING PROJECTS**

**INSTRUCTION**

**Select Presentations and Professional Development:**

- \*New Student Orientation: design, deliver and update all relevant college success materials for incoming students.
- \*Student Workshops/Events: Career Planning NOW and Take Charge sessions for Undecided Students; Resume Writing, Interviewing, Co-operative Education, Job Search Strategies; College Success through Advising and Career Planning; Promoting Student Success for Students on Academic Probation.
- \*Starfish Early Alert and Connect, a New Student Success and Retention Tool at QCC. Presentations across

college community and for faculty/staff professional development.

- \*NACADA presentations and pre-conference workshops on First Year Experience course (*Strategies for College and Career*); Career Advising and Student Retention.
- \* Faculty/Staff Professional Development: Effective Instructional Pedagogies; Creating Model Equity Schools; Gender Fair Curriculum/Instructional Practices; Recruiting/Retaining Females in STEM programs.
- \*Best Practices from Title III Initiatives in Community Colleges - FYE, Career Advising and Educational Plans. Delivered at Massachusetts Teaching and Learning Conferences, American Association of Community Colleges, Bellwether College Consortium, International First Year Experience Conference.
- \*FYE Course - Strategies for College and Career Curriculum for faculty teaching course.

### **Select Writing Projects and Reports:**

- \**Student Retention Report, Late Registrants Report, Transfer and Placement Follow-up Report*, Alumni Profiles in *Career Focus* publications. Quinsigamond Community College.
- \*Served as a reviewer for NACADA book on merging career planning and academic advising.
- \**Retention, a Comprehensive University-wide Plan*. University of Alaska Southeast.
- \*Doherty, C.R. *STEPS- Career Decision Making for Students of the Southwest*, Northern Arizona University, Flagstaff, AZ, (publication for Upward Bound Career Program).
- \**Effective Instructional Methodologies for Title III faculty*. On-line course (Intralearn platform).
- \*Project Coordinator/Writer/Editor for 5 educational publications - *Gender Equity Lesson Plans; Media Literacy & Gender Equity; Massachusetts Nontraditional Role Models: Promoting Females in High Wage Professions; Stairway to Success: Springfield Career Role Models with Practical Lesson Plans; and Tools for her Future: A Directory of Women in Nontraditional Careers*.

### **Instruction:**

- \**Self-Assessment and Career Planning; Strategies for College and Career*, Quinsigamond Community College.
- \**Issues and Techniques in Career Development*- graduate psychology course, Springfield College.
- \**College Success and Study Skills*, Greenfield Community College.
- \**Orientation and Career Development*, University of Alaska Southeast.
- \**Career Development* for college bound minority high school students, Northern Arizona University.
- \**Employability/life Skills* for adult, Native Alaskan post-secondary students. Alaska/Kotzebue Technical Center.

### **INTERESTS**

Travel, Hiking, Cooking, Health, Celtic Archaeology, Music, Reading, Volunteering at the Hoyt Arboretum and Gill-Montague Senior Center.







February 28, 2023

Walter Ramsey, AICP  
 Montague Assistant Town Administrator  
 Town of Montague  
 1 Avenue A  
 Turners Falls, MA 01376  
 413-863-3200

**RE: Avenue A Streetscape Improvements**

**Proposal for Land Survey, Landscape Architecture, and Civil Engineering Services Including:**

**Avenue A: Between 1<sup>st</sup> Street and 3<sup>rd</sup> Street on the even side**  
**Accessible Entrance Feasibility for two store fronts**  
**Irrigation System Restoration**  
**Tree Assessment**  
**Design for Outdoor Dining**  
**Town Hall Streetscape Improvements**  
**Traffic Light Mast Replacement**

Dear Walter:

Berkshire Design Group is pleased to submit this proposal for providing land surveying, landscape architecture and civil engineering services for the proposed streetscape improvements on Avenue A described above and per our email correspondence.

We understand that our project responsibility would be to assist you in updating the current design plans and evaluating the potential for improved storefront accessibility, improvements to the streetscape in front of Town Hall, and other general renovations to continue the enhancement of the downtown streetscape. Our design fees include Land Survey, Design Services, Construction Documents, and Construction Administration services for streetscape improvements for the areas identified above.

We proposed the following scope of work, divided into tasks:

**Task 1: Topographic Survey**

We understand a full survey of the streetscape between 1<sup>st</sup> Street and 3<sup>rd</sup> Street and at the front of Town Hall was previously performed by our office. Under this phase we will field verify the existing conditions to ensure accurate and updated information. We are budgeting a full day of field work to confirm existing survey information in the area as well as update the survey with any minor modifications such as curbing, that may have been improved since the original survey. Due to limited information at some locations, Berkshire Design will also perform limited topographic survey to locate the limits of existing sidewalks, curb, roadway pavement, and other surface features that may impact the proposed design in locations where survey is lacking. The survey will capture the face of buildings and spot grades in the road and at the thresholds of the building entries onto Avenue A. This task will not include the determination of property lines but will include locating any monumentation that is incidental to topographic survey.

The topographic survey will not locate existing utilities, except surface features within the limit of work. A separate consultant will be engaged for any hidden utilities under the ground (see Task 2 below). Pavement markings will not be located. As a portion of this project is proposed to include electrical conduit runs, further subsurface investigation may be required. We are including an allowance for ground penetrating radar and utility tracing in the field if it becomes necessary under Task 2 below.

This proposal assumes that all police detail required for survey work within the right of way and temporary traffic management will be provided by the Town.

All survey data will be collected in state plane coordinates. Property line determination and preparation of easement plans is excluded from this proposal.

### **Task 2: GPR Survey (Lump Sum Fee Allowance)**

Berkshire Design will coordinate with a GPR (Ground Penetrating Radar) Specialist to scan the areas within the streetscape where work is proposed. This scope is broken out as a separate service and may be helpful in identifying locations where unrecorded utilities may be buried within the zone of work. At the time of the proposal, we have not yet received a proposal for the GPR service. This fee is an allowance which we will refine once the proposal is received.

### **Task 3: Electrical Services (Hourly Allowance)**

Berkshire Design will coordinate on Montague's behalf, a Professional Electrical Engineer to advise at to streetscape lighting, conduit sizing, transformer, and meter locations. The electrical engineer will perform review of any submittals and RFI's from the Town's selected contractor during the construction phase. This scope is listed as an allowance, that will be billed hourly against. If at the end of the project the full allowance is not billed out, we will close out the phase at the lower amount and not charge the Town for any unbilled portion of the allowance.

### **Task 4: Mechanical/ Plumbing (Hourly Allowance)**

Berkshire Design will coordinate on Montague's behalf, a Professional Plumbing Engineer and/or an irrigation specialist to advise at to irrigation upgrades, irrigation pipe sizing, controls, meter connections, and reuse of the existing system to the extent possible. Depending on the level of work necessary to rehab the current system, Berkshire Design may be able to complete this task in-house but until we further investigate the current condition, we are unclear what might be required so we are including an hourly rate if consultation is needed. This consultant will be billed at an hourly rate. If at the end of the project the full allowance is not billed out, we will close out the phase at the lower amount and not charge the Town for any unbilled portion of the allowance.

### **Task 5: Schematic Design**

Understanding a design for the 1<sup>st</sup> to 3<sup>rd</sup> Street has already been completed, Berkshire Design will update the drawings with any new survey information and adjust the proposed design with modifications to make the drawings current. Schematic designs will be developed for areas not previously designed including the potential

for creating an accessible entrance to the two storefronts discussed above, for the streetscape improvements in front of Town Hall, and an outdoor dining area at The Country Creemee. Berkshire Design will develop up to three (3) design options for these areas which will explore detailed grading towards improving accessibility as well as pavement markings and layout, planting beds, and overall design cohesiveness. After these options are prepared, we will meet with you to discuss the schemes followed by preparation of one final Schematic Plan.

#### **Task 6: Design Development**

Upon completion of the preferred schematic plan, we will prepare a Design Development package which will be presented to the town for final review and approval before advancing to construction documents. This phase includes a meeting with the town to review progress as well as a single round of drawing revisions based on comments received. During this phase, Berkshire Design will also develop an initial assessment and recommendation for the existing Ash trees and potential mast arm replacement. Mast arm replacement assessment will be limited to reviewing the current condition and installation of the existing infrastructure and suggesting a potential replacement product based on input from various manufacturers. If a structural analysis or traffic control assessment is required, that work will be considered as additional services and will only proceed with your authorization.

#### **Task 7: Construction Documents**

We will prepare a final set of construction drawings and technical specifications for bidding. Final drawings will contain the level of detail necessary to allow contractors to accurately estimate the project. Bid documents will contain all necessary bidding information to conform to requirements for this project. We assume that this project will be reviewed by your office and the Department of Public Works and this proposal includes one round of revisions to the plans based on comments from each group.

Our proposal assumes that public shade tree permits/hearings are not required and does not include the services of a certified arborist. Our plans will include typical details for tree protection to meet town standards.

#### **Task 8: Bidding & Construction Administration**

We will assist you in advertising the project for public bid, hold a pre-bid conference, prepare necessary addenda, and answer bidder's questions in accordance with public bidding laws. The distribution of all bid documents will be handled through a third-party vendor, BidDocs Online. We will electronically send all bid documents to BidDocs for coordination and review. Together we will be responsible for all bid advertisements. Bid documents will be available both electronically and hard copy if requested. We will address any bidder inquiries (addendums) and evaluate the bids received and make a recommendation for the contract award upon low bidder reference checks.

After a contract award is made, we will provide periodic observation of the site work to observe compliance with drawings and specifications of the contract during construction (assumes a 6-week construction period). We will review and assist in the preparation of change orders and review payment requisitions by the contractor. We will prepare final punch lists for the work.

The cost of third-party bidding services, bid advertisements, and printing of bid or construction documents are the responsibility of the client and are reimbursable to Berkshire Design.

**Excluded Scope**

Please note that above proposal does not include arborist, geotechnical, stormwater design, environmental assessments, or structural services. These services can be added at your request as additional services charged at the consultants' hourly rates or lump sum fee proposal for your review and approval prior to proceeding.

**Fees**

The listing below outlines our proposed fee, with the tasks corresponding to the scope of services.

<u>Task</u>	<u>Fee</u>
Task 1 – Topographic Survey	\$ 3,400.00
Task 2 – GPR Allowance	\$ 8,000.00
Task 3 – Electrical Allowance	\$ 8,000.00
Task 4 – Mechanical Plumbing Allowance	\$ 5,000.00
Task 5 – Schematic Design	\$ 5,800.00
Task 6 – Design Development	\$ 2,600.00
Task 7 – Construction Documents	\$ 6,100.00
Task 8 – Bidding and Construction Admin	\$ 8,500.00
<b>Total:</b>	<b>\$ 46,800.00 (\$26,400 less allowance)</b>

Thank you for requesting this proposal. BDG is thrilled at the opportunity to be part of your team and helping positively shape the Montague Community

Sincerely,

**Berkshire Design Group**



Jeffrey Squire, RLA, ASLA

*Principal, President*

Today the House passed a redrafted version of a \$282 million [supplemental 2023 budget bill](#) filed by Gov. Maura Healey in January that includes a majority of her [“immediate needs” bond bill](#), as well as extensions of pandemic-related authorizations related to public meetings and outdoor dining.

The House bill’s \$585 million in bonding authorizations include \$400 million for the [MassWorks Infrastructure Program](#) and \$104 million for the [Massachusetts Clean Water Trust](#).

The House included other MMA priorities — [extensions to pandemic-related authorizations that were set to expire within the next month](#). The bill would:

- Permit remote and hybrid meeting options for public bodies through March 31, 2025
- Permit remote voting options for representative town meetings through March 31, 2025
- Permit reduced quorums for open town meetings through March 31, 2025
- Extend an expedited process for temporary permits for outdoor dining service and to-go cocktails through April 1, 2024