

**SELECTBOARD, BOARD OF HEALTH and FINANCE COMMITTEE
MEETING NOTICE**

UPSTAIRS MEETING ROOM, 1 AVENUE A, TURNERS FALLS, MA

Due to COVID-19 Public Participation will be by:

Join Zoom Meeting: [https://zoom.us/j/92031096484?](https://zoom.us/j/92031096484)

Meeting ID: 920 3109 6484 Password: 860672

Dial into meeting: +1 646 558 8656 or +1 312 626 6799 or +1 301 715 8592

MONDAY, JUNE 15, 2020

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

Meeting Being Taped

Votes May Be Taken

1. 6:30 PM Selectboard Chair opens the meeting, including announcing that the meeting is being recorded and roll call taken
2. 6:31 Board of Health Chair opens the meeting, roll call taken
3. 6:32 Finance Committee Chair opens the meeting, roll call taken
4. 6:33 Approve Joint Selectboard, Board of Health and Finance Committee Minutes: 6/8/20
5. 6:34 Public Comment Period: Individuals will be limited to two (2) minutes each and the Selectboard will strictly adhere to time allotted for public comment
6. 6:35 Request for Transfer from the Reserve Fund
 - Transfer \$2,100 to IT Misc Expenses, #001-5-155-5580-000, present balance \$1,770.48 (Most of this is due to additional needs resulting from COVID-19)
 - Transfer \$9,500 to IT Consultant, #001-5-155-5247-000, present balance \$9,000.00 (Additional IT work outside of the scope of the contract to set up employees with remote access to their computers so they can work from home due to COVID-19)
7. 6:45 Chelsey Little, WPCF Superintendent
 - Execute agreement in the amount of \$55,450 with Associated Building Wreckers, Inc. of Springfield MA for WPCF fuel oil tank and vault removal
8. 6:55 Brian McHugh, FCRHRA
 - Execute letter to Mark Southard, DHCD requesting program extension to September 30, 20 for the CDF-G-2018-Montague-00831 CDBG Program
 - Execute Budget and Program Revision Form for the CDF-G-2018-Montague-00831 CDBG Program

**SELECTBOARD, BOARD OF HEALTH AND FINANCE COMMITTEE
MEETING NOTICE
UPSTAIRS MEETING ROOM, 1 AVENUE A, TURNERS FALLS, MA
MONDAY, JUNE 15, 2020**

9. 7:00 Jeff Singleton, FRTA Representative
- FRTA Annual Meeting Notice
10. 7:05 COVID-19 Updates and Action Items
- Review of any Updated State Guidance or Orders
 - Receive Update on first week of outdoor café dining service
 - Review Town Reopening Plan
 - Review plan to Re-Open Parks and Rec and other outdoor facilities
11. 7:30 Submission of 1/12th Budget to DLS as Contingency Measures
12. 7:40 Discussion of Black Lives Matter rallies
13. 7:50 Town Administrator's Report
- If necessary, discuss consideration of reducing Town Meeting quorum
 - Topics not anticipated in 48 hour posting

Upcoming Meetings:

Selectboard Meeting, **TUESDAY, June 23, 2020, 6:30 PM** via Zoom

REQUEST FOR TRANSFER FROM THE RESERVE FUND

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6 of the Massachusetts General Laws.

- 1. Amount requested: \$ 2,100
- 2. To be transferred to account number 001-5-155-5580-000
Account Title IT Misc Expenses
- 3. Present balance in said line item appropriation: \$ 1,770.48

The amount requested will be used for (give specific purpose):

Additional IT costs through 6/30/20. Most of this is due to additional needs resulting from COVID-19, although I was able to move some of these expenses to the Discretionary Account (which will be entirely spent by 6/18/20). Just over \$1,000 of the expense is for final Zoom expense, specifically a 10th Zoom license, plus 10 licenses for email and Windows required for each Zoom license. The remaining expenses are additional support licenses needed and 5 upgrades to Office 2019. This transfer also closes deficits in some line items and provides a very small cushion for currently unforeseen expenses through 6/30. I have included a sheet that breaks down the remaining costs from the budget as a whole.

This expenditure is extraordinary and/or unforeseen for the following reasons:

COVID-19 – not planned. Additional COVID expenses charged to the Discretionary account prevented that account from being used for some of the detailed expenses.

Carolyn Olm
Officer/Department Head

Date: 6-9-20

ACTION OF OVERSIGHT BOARD

Date of Meeting: _____ Number present & voting: _____

Transfer recommended in the amount of \$ _____ Transfer disapproved: _____

Chairperson _____

ACTION OF FINANCE COMMITTEE

Date of Meeting: _____ Number present & voting: _____

Transfer voted in the amount of \$ _____ Transfer disapproved: _____

Chairperson, Finance Committee _____

ACTUAL & BUDGETED EXPENSES & ENCUMBRANCE

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 001-5-155-####-###

Level of Detail = SUBACCOUNT; Level = 9

Fund: General Fund

Period: June 2020

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
General Government							
Computer							
Wages & Expenses							
001-5-155-5100-000	IT Administrator Stipend	2100.00	0.00	0.00	0.00	2100.00	100.00
001-5-155-5247-000	IT Consultant	36000.00	0.00	27000.00	0.00	9000.00	25.00
001-5-155-5341-000	IT DSL Line	1900.00	185.27	1962.74	0.00	(62.74)	(3.30)
001-5-155-5346-000	IT Server Anti-Virus	700.00	0.00	875.00	0.00	(175.00)	(25.00)
001-5-155-5347-000	IT Domain Hosting	400.00	0.00	400.00	0.00	0.00	0.00
001-5-155-5348-000	IT Website Maintenance	600.00	0.00	675.00	0.00	(75.00)	(12.50)
001-5-155-5349-000	IT Website Registration/Securi	300.00	0.00	399.98	0.00	(99.98)	(33.33)
001-5-155-5580-000	IT Miscellaneous Expenses	4000.00	(550.70)	2229.52	0.00	1770.48	44.26
	TOTAL Wages & Expenses	46000.00	(365.43)	33542.24	0.00	12457.76	27.08
	TOTAL Computer	46000.00	(365.43)	33542.24	0.00	12457.76	27.08
	TOTAL General Government	46000.00	(365.43)	33542.24	0.00	12457.76	27.08
	TOTAL General Fund	46000.00	(365.43)	33542.24	0.00	12457.76	27.08

IT Stipend (2100.00)
 4th Q Cons. (9000.00)
Available 1357.76

625.50 +	O/S Exp.	
270.80 +	For Zoom:	
127.25 +	10 MS Exch. Email Licenses	625.50 ①
467.27 +	10 Windows Server Client Lic.	270.80 ②
1,802.70 +	10th Zoom License	127.25 ③
3,293.52 *	Other	
	Add'l Support Licenses	467.27 ④
	5 Office Pro Plus 2019	1802.70 ⑤
3,293.52 +		<u>3293.52</u>
1,357.76 -	Less Avail.	(1357.76)
1,935.76 *	Need	<u>1935.76</u>

CarolynO-Montague Town Accountant

From: Horace Moody <moodyhh@moodyconsult.com>
Sent: Monday, June 01, 2020 2:24 PM
To: CarolynO-Montague Town Accountant
Subject: Zoom Account Costs

Hi Carolyn,

The related Microsoft software costs for the recently purchased Zoom licenses are as follows:

- ① 10 MS Exchange Email Licenses
\$625.50 (10 x 62.55)
- ② 10 Windows Server Client Access Licenses
\$270.80 (10 x 27.08)

For a total of \$896.30.

Plus of course, the cost for the 10 Zoom licenses which is \$1,272.50 (10 x \$127.25).^③

Thanks,
Horace

Sent from my iPhone

we solve IT™

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Thomas Hobbs
Phone:
Fax:
Email:

Account Manager:
Phone:
Fax:
Email:

24999240.02

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 6/3/2020
Valid Through: 7/3/2020
Account #:

Customer Contact: Horace Moody
Email: moodyyh@moodyconsult.com

Phone: (413) 522-7259
Fax:

QUOTE PROVIDED TO:	SHIP TO:
AB#: 7846522 TOWN OF MONTAGUE-IT DEPT ACCOUNTS PAYABLE 1 AVENUE A TURNERS FALLS, MA 01376 (413) 863-4654	AB#: 7846524 TOWN OF MONTAGUE TOWN ACCOUNTANT 1 AVENUE A TURNERS FALLS, MA 01376 (413) 863-4654

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	.00 lbs	NET 30	

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com, or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	1	35157331	CON-SSSNT-ASA55 08K	US Only Smart Net Total Care Solution Support 8x5 Next Business Day ASA5508-K9 JMX2207G108 Cisco/Service	Cisco/Service	\$ 467.27	\$ 467.27
2	1	34729852	CON-SSSNT-WSC24 8TS	US Only Smart Net Total Care Solution Support 8x5 Next Business Day WS-C2960X-48TS-L FOC2217T1LW Cisco/Service	Cisco/Service	\$ 303.31	\$ 303.31
3				contract 201468920 201539140 start 6/12/2020 end 6/11/2021 quote 291580233			\$
Subtotal						\$	770.58
Fee						\$	0.00
Shipping and Handling						\$	0.00
Tax							Exempt!
Total						\$	770.58



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

Quote No.	1025503428860.1	Sales Rep	Julio Hinkson
Total	\$2,428.20	Phone	(800) 456-3355, 7289156
Customer #	98596872	Email	Julio_Hinkson@Dell.com
Quoted On	May. 26, 2020	Billing To	CAROLYN OLSEN
Expires by	Jun. 25, 2020		MA-L TOWN OF MONTAGUE
			TOWN ACCOUNTANT
			1 AVE A
			TURNERS FALLS, MA 01376

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Julio Hinkson

Shipping Group

Shipping To	Shipping Method
RECEIVING DEPT MA-L TOWN OF MONTAGUE 1 AVE A TURNERS FALLS, MA 01376-1128 () -	Standard Delivery

Product	Unit Price	Qty	Subtotal
VLA OFFICE PRO PLUS 2019	\$360.54	5	\$1,802.70 (5)
VLA EXCHANGE STD PER USER CAL 2019 For Zoom	\$62.55	10	\$625.50 (1)
Subtotal:			\$2,428.20
Shipping:			\$0.00
Estimated Tax:			\$0.00
Total:			\$2,428.20

ACTUAL & BUDGETED EXPENSES & ENCUMBRANCE

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 001-5-950-5155-013

Level of Detail = SUBACCOUNT; Level = 9

Fund: General Fund

Period: July 2019 to June 2020

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
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Miscellaneous

Special Articles

Wages & Expenses

001-5-950-5155-013	#21 5/4/19 IT Discretionary	11000.00	9267.50	9267.50	0.00	1732.50	15.75
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Source Register	Jrn#	Date	Document	Vnd#	Vendor Name	Transaction Description	Amount
AP 004843-156700	ACTPAY	10/17/19	1033603099	1772	Dell Marketing.L.P.	pro support for server	1141.84
GL 010276-000132	CHSRCT	12/12/19				MCTV reimb share mtg rm monito	(1649.05)
AP 004850-157813	ACTPAY	12/04/19	57314381	2146	GovConnection, Inc.	DPW firewall and smartnet	2168.85
AP 004853-158177	ACTPAY	12/19/19	244832	4032	Thomas W. Wyman	wiring for mtg room monitors	2100.00
AP 004872-160483	ACTPAY	04/29/20	1038913400	1772	Dell Marketing.L.P.	Selectboard laptop	1295.00
AP 004872-160587	ACTPAY	05/04/20	1039078454	1772	Dell Marketing.L.P.	2 laptops for remote working	2590.00
GL 010382-000116	GENJRN	09/04/19				2 TV wall mounts for conf room	159.98
GL 010382-000117	GENJRN	10/13/19				HDMI cables/conf room monitors	64.96
GL 010382-000118	GENJRN	11/12/19				cat6 jacks - conf room	33.20
GL 010382-000119	GENJRN	11/12/19				cat6 5' patch cable -conf room	12.36
GL 010382-000120	GENJRN	11/12/19				cat6 cable, cords -conf room	32.56
GL 010382-000121	GENJRN	12/11/19				adhesive tape loop-conf room	44.69
GL 010382-000122	GENJRN	12/11/19				3 pk surge protecters- conf rm	29.99
GL 010382-000123	GENJRN	12/16/19				Apple mirror - conf rooms	5.30
GL 010382-000124	GENJRN	12/16/19				mobile cart for 55' monitor	423.99
GL 010382-000126	GENJRN	06/09/20				move partial Zoom-close #24	813.83

Σ = 4698.83

COVID-19 Expenses

Expenditure Total 9267.50

TOTAL	Wages & Expenses	11000.00	9267.50	9267.50	0.00	1732.50	15.75
TOTAL	Special Articles	11000.00	9267.50	9267.50	0.00	1732.50	15.75
TOTAL	Miscellaneous	11000.00	9267.50	9267.50	0.00	1732.50	15.75
TOTAL	General Fund	11000.00	9267.50	9267.50	0.00	1732.50	15.75

REQUEST FOR TRANSFER FROM THE RESERVE FUND

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6 of the Massachusetts General Laws.

- 1. Amount requested: \$ 9,500
- 2. To be transferred to account number 001-5-155-5247-000
Account Title IT Consultant
- 3. Present balance in said line item appropriation: \$ 9000.00

The amount requested will be used for (give specific purpose):

Additional IT work outside of the scope of the contract to set up employees with remote access to their computers so they can work from home due to COVID-19.

The balance of \$9,000 in the account represents the amount that will be due for the 4th quarter of FY21 for regular IT work.

This expenditure is extraordinary and/or unforeseen for the following reasons:

COVID-19 – not planned

Candice Olsen
Officer/Department Head

Date: 6-3-2020

ACTION OF OVERSIGHT BOARD

Date of Meeting: _____ Number present & voting: _____

Transfer recommended in the amount of \$ _____ Transfer disapproved: _____

Chairperson

ACTION OF FINANCE COMMITTEE

Date of Meeting: _____ Number present & voting: _____

Transfer voted in the amount of \$ _____ Transfer disapproved: _____

Chairperson, Finance Committee



24 Franklin Street, Unit 8C
 Greenfield, Massachusetts 01301
 phone: (413) 771-7761 email: moodyfh@javaret.com

Invoice

BILL TO
Town of Montague / COVID-19 Support 03/20/2020 - 06/01/2020

DATE	INVOICE #
6/3/2020	1525

DATE	DESCRIPTION	TERMS		PROJECT
		HOURS	RATE	AMOUNT
3/20/2020	Onsite at the Town Hall to demonstrate to Walter the use of the Planning Department Laptop to access his Town Planning desktop remotely. Numerous phone calls and planning to begin the coordination of events during the COVID-19 pandemic. Placed order for the selectmen's office laptop.	3.25	90.00	292.50
3/20/2020	Completed the setup of the old Planning Laptop for use as a remote access workstation. Placed order for 10 power supplies to facilitate the remote use of office phones. This includes the time to research and locate a vendor.	3.25	90.00	292.50
3/22/2020	Began the preparation of 5 (workstations and laptop) for Town Hall deployment to enable remote access. This included the removal of old software and the installation and testing of new software on these repurposed Library workstations. MONT_REMOTE_01, MONT_REMOTE_02, MONT_REMOTE_03, MONT_REMOTE_04 and MONT_REMOTE_05.	8.25	90.00	742.50
3/23/2020	Continued with the preparation of 5 (workstations and laptop) for Town Hall deployment. This included the removal of old software and the installation and testing of new software on these repurposed Library workstations. MONT_REMOTE_01, MONT_REMOTE_02, MONT_REMOTE_03, MONT_REMOTE_04 and MONT_REMOTE_05.	12.25	90.00	1,102.50
3/24/2020	Completed the setup and deployment of workstation MONT_REMOTE_01 to Karen Tonelli. This involved detailed training and troubleshooting for her connection.	2.5	90.00	225.00
Thank you for your business.		Total		



24 Franklin Street, Unit 8C
 Greenfield, Massachusetts 01301
 phone: (413) 774-7761 email: moodyhh@javaret.com

Invoice

BILL TO
Town of Montague / COVID-19 Support 03/20/2020 - 06/01/2020

DATE	INVOICE #
6/3/2020	1525

TERMS	PROJECT
Due on receipt	

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
3/25/2020	Completed the setup and configuration of the three remote workstations: MONT_REMOTE_02, MONT_REMOTE_03 and MONT_REMOTE_06. Delivered remote access workstations and demonstrated the remote access process to JonD, CarolynO and KevinB. Completed network administration tasks to add the accounts for CarolynO, JonD and KevinB to the Cisco router / firewall to allow remote connections. Retrieved the MONT_REMOTE_07 retired workstation from the Library. Began the setup of this workstation in preparation for GinaM.	8.75	90.00	787.50
3/26/2020	Completed the setup and configuration of the MONT_REMOTE_07 workstation for use by Gina McNeely. Completed network administration tasks to add GinaM as a user again and to permit her remote connection to our network via our router / firewall. Configured email forwarding and notification tasks to alert emailers of DanielW's absence. Troubleshooted remote connection issue for JonD. Worked with BMSI to correct a remote login application for Carolyn. Continued to work on the WPCF laptop to ready it for remote access use. Continued work on the MONT_REMOTE_05 (this will be renamed later) laptop to get it ready to be deployed.	6.5	90.00	585.00

Thank you for your business.	Total
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24 Franklin Street, Unit 8C
 Greenfield, Massachusetts 01301
 phone: (413) 774-7761 email: moodyhh@javaret.com

Invoice

BILL TO
Town of Montague / COVID-19 Support 03/20/2020 - 06/01/2020

DATE	INVOICE #
6/3/2020	1525

TERMS	PROJECT
Due on receipt	

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
3/27/2020	Continued the setup of WPCF laptop. Continued the setup of MONT_REMOTE_04 for Chelsey Little. Work to modify WPCF network to allow more orderly use by network users. Added email accounts for the WPCF. Began the training of remote access for Patrick Murphy.	6.75	90.00	607.50
3/30/2020	Trained and turned over the MONT_REMOTE_04 remote computer to Chelsey. Continued special setup work for MONT_WPCF_REMOTE_01 computer for Patrick.	1.75	90.00	157.50
3/31/2020	Looked into issues with Zoom users in the Town Clerk's office. Continued clean-up and setup of the computer MONT_WPCF_REMOTE_01 (their old laptop) to allow Patrick Murphy to be able to work remotely from home. Setup additional account on this computer without Administrator access. I was onsite at the WPCF to demonstrate this process.	2.5	90.00	225.00
4/1/2020	Purchased and setup a special ZOOM account for use by the Town Hall for meetings. Worked with Wendy to perform a test and create a simulated ZOOM meeting. Installed the Logitech WebCam on the upstairs computer. Installed a second (and larger) monitor on the meeting room computer.	3.75	90.00	337.50
4/2/2020	Correspondence with Dell salesman to get special government pricing for ZOOM. Additional ZOOM training and configuration with Wendy.	1.75	90.00	157.50
4/6/2020	Preparation of Zoom settings for this evening's meeting. Onsite with Wendy to ensure Zoom Town Meeting went smoothly.	2.75	90.00	247.50
4/7/2020	Assisted Wendy with Zoom account login and file downloading.	1.25	90.00	112.50
Thank you for your business.		Total		



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 Greenfield, Massachusetts 01301
 phone: (413) 771-7761 email: moodyhh@javaret.com

Invoice

BILL TO
Town of Montague / COVID-19 Support 03/20/2020 - 06/01/2020

DATE	INVOICE #
6/3/2020	1525

		TERMS		PROJECT	
		Due on receipt			
DATE	DESCRIPTION	HOURS	RATE	AMOUNT	
4/8/2020	Work to prepare Monday's Zoom meeting video recording to be uploaded to the MCTV Cloud Storage.	2.75	90.00	247.50	
4/9/2020	Additional work to compress the Video to an acceptable upload / download size. On site at the Town Hall to discuss the modification of the Conference Room table to allow more convenient and efficient meeting hosting. Additional price and product searching for conference hardware - WebCam units. Provided additional phone support to Wendy regarding Zoom. Also, retrieved pricing for Zoom from Dell.	2.25	90.00	202.50	
4/21/2020	Various matters and phone calls relating to the remote access for Town Hall employees.	2.25	90.00	202.50	
4/27/2020	Assisted Wendy in the setup for the Zoom meeting.	2.75	90.00	247.50	
4/28/2020	Followed up on the previous night's Selectmens' Zoom meeting regarding editing and downloading the recording.	1.75	90.00	157.50	
4/29/2020	Additional Zoom and remote access discussion with Town staff regarding the purchase of Zoom licenses and workstations / laptops. Assistance to Tim Little at WPCF in connecting the "LEAD" iPad to the SCADA workstation via TeamViewer. Re specification of the "LEAD" email account to facilitate the login to the TeamViewer portal to allow connection to the SCADA workstation. Work with TeamView support.	2.5	90.00	225.00	
4/30/2020	Time to finalize order for 9 Zoom licenses for specific departments at the Town Hall. This involved working to identify those departments. Time to identify and order an iPad for the DPW to facilitate Zoom meeting attendance.	4.75	90.00	427.50	
5/6/2020	Continued support to Wendy for Zoom meetings. Continued follow-up on the Zoom licenses.	0.75	90.00	67.50	
Thank you for your business.		Total			



24 Franklin Street, Unit 8C
 Greenfield, Massachusetts 01301
 phone: (413) 771-7761 email: moodyth@javaret.com

Invoice

BILL TO
Town of Montague / COVID-19 Support 03/20/2020 - 06/01/2020

DATE	INVOICE #
6/3/2020	1525

DATE	DESCRIPTION	TERMS		PROJECT	
		HOURS	RATE	AMOUNT	
		Due on receipt			
5/18/2020	Setup of two new remote laptops for BOH and FINCOM. Created 2 Zoom Professional accounts - BOH and FINCOM. The Zoom accounts include Windows Client Access and Microsoft Exchange email accounts.	7.75	90.00	697.50	
5/20/2020	Training Anne, Al and Carolyn on use of the Zoom accounts and meetings. Setup a workstation (one of remote workstations) for Carolyn to use in the meeting room. Brought in the new remote laptop for Anne to use in the BOH meeting on 5/20. Brought in the new laptop for the Finance Committee. Worked with Wendy so that she could co-host 2 meetings at the same time. This included some workstation setup as well.	6.25	90.00	562.50	
5/27/2020	Work with Wendy to setup new BOS.ZOOM account for Selectmen's meetings. Worked with KarenT regarding a Zoom account for Assessors. Created the following Zoom Accounts: PLANNING.ZOOM POLICE.ZOOM COA.ZOOM BOS.ZOOM	3.75	90.00	337.50	
5/29/2020	Onsite at Recreation Department to install unbranded Webcam onto his workstation.	1.25	90.00	112.50	
6/1/2020	Creation of new Zoom account for Recreation. Time to review other Zoom related issues and costs.	1.25	90.00	112.50	
Thank you for your business.				Total	\$9,472.50

**Town of Montague
AGREEMENT FOR CONSTRUCTION
PROJECT UNDER C 149**

**PROJECT - FUEL OIL TANK & CONCRETE VAULT REMOVAL
LOCATION – TOWN OF MONTAGUE, WATER POLLUTION CONTROL FACILITY
34 GREENFIELD RD., MONTAGUE, MA 01351-9522
413-773-8865, WPCF.SUPT@MONTAGUE-MA.GOV**

The following provisions shall constitute an Agreement between the Town of Montague, acting by and through its Selectboard, hereinafter referred to as "Town," and Associated Building Wreckers, Inc., with an address of 352 Albany St., Springfield, MA 01105 hereinafter referred to as "Contractor", effective as of the ____ day of June, 2020. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work and furnish all services necessary for the Fuel Oil Tank & Concrete Vault Removal Project, including the scope of services and all other requirements as set forth in Attachment A, Invitation for Bid.

ARTICLE 2: TIME OF PERFORMANCE:

The Contractor shall complete all work and services required hereunder **commencing 6 July 2020 and continuing through 6 August 2020**.

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above the **contract sum of \$55,450**. The Contractor shall submit monthly invoices to the Town for services rendered, which will be due 30 days following receipt by the Town.

ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this Agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

Either party may terminate this Agreement at any time for convenience by providing the other party written notice specifying therein the termination date which shall be no sooner than thirty (30) days from the issuance of said notice. Upon receipt of a notice of termination from the Town, the Contractor shall cease to incur additional expenses in connection with the Agreement. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date as determined by the Town. Such payment shall not exceed the fair value of the services provided hereunder.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the contract. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

ARTICLE 7: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

ARTICLE 8: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 9: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

ARTICLE 10: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. No

amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

ARTICLE 11: INDEPENDENT CONTRACTOR:

The Contractor acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Agreement and shall not be considered an employee or agent of the Town for any purpose.

ARTICLE 12: INSURANCE:

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers' compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

The Contractor shall at all times during the contract maintain in full force and effect Employer's Liability, Worker's Compensation, Bodily Injury Liability, and Property Damage and General Liability Insurance, including contractual liability coverage. All insurance shall be by insurers and for policy limits acceptable to the Town of Montague and before commencement of work hereunder the Contractor agrees to furnish the Town certificates of insurance or other evidence satisfactory to the Town to the effect that such insurance has been procured and is in force.

For the purpose of the Contract, the Contractor shall carry the following types of insurance in at least the limits specified below:

COVERAGES	LIMITS OF LIABILITY
Worker's Compensation	Statutory
Employer's Liability	\$500,000/\$500,000/\$500,000
Automobile Liability	\$1,000,000.00 combined single limit for bodily injury and property damage
General Liability	\$1,000,000.00 each occurrence \$3,000,000.00 aggregate
Excess Umbrella Liability	\$2,000,000 each occurrence \$2,000,000 annual aggregate

The Town of Montague shall be named as additional insured under the liability and automobile insurance. The excess/umbrella liability insurance policy should contain a broad form general liability endorsement.

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty day notice of cancellation to the Town.

ARTICLE 13: SEVERABILITY:

If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

ARTICLE 14: ENTIRE AGREEMENT:

This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

ARTICLE 15: COUNTERPARTS:

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be a counterpart original.

CERTIFICATION AS TO PAYMENT OF STATE TAXES

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, _____, authorized signatory for the Contractor do hereby certify under the pains and penalties of perjury that said Contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or
Corporate Name

By:
Corporate Officer
(if applicable)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CONTRACTOR

TOWN OF MONTAGUE

By

by its Selectboard

Printed Name and Title

Approved as to Availability of Funds:

_____ (\$ _____)
Town Accountant Contract Sum

Town of Montague, MA – Invitation for Bids (IFB)



**Montague Water Pollution Control Facility
Fuel Tank & Concrete Vault Removal Project**

34 Greenfield Road, Montague MA 01351-9522

Issued April 29, 2020



Bidders Walkthrough & Bid Conference: May 7, Thur. 2020 at 10am - Mandatory

Questions Due: May 13, Wed. 2020 at 1pm

Sealed Bids Due: May 20, Wed. 2020 at 1pm

Town of Montague Invitation for Bids

WPCF Fuel Tank & Concrete Vault Removal Project

In accordance with M.G.L. Chapter 149, the Town of Montague will receive Sealed Bids until 1:00PM on Wednesday, May 20th for the removal of the 4,000 gallon fuel tank and concrete vault at the Montague Water Pollution Control Facility (WPCF) at 34 Greenfield Road, Montague MA 01351-9522. All bids must be submitted in printed hard copy.

Construction labor associated with this bid is subject to **prevailing wage rates** as per MGL Chapter 149, Section 26 - 27f inclusive. **OSHA 10 safety training** is also required to certify that "all employees to be employed at the worksite" have successfully completed a 10-hour course in construction safety approved by the United States Occupational Safety and Health Administration (OSHA), referred to as the OSHA 10 course.

A copy of the IFB may be obtained at <https://www.montague-ma.gov/BIDS>. Registration is required to ensure all interested contractors receive updates relative to the project.

The contract will be awarded to the responsible contractor offering to perform the work to specifications for the lowest price. Contractors must respond to IFB requirements, and demonstrate suitable experience and satisfactory references. The Town of Montague reserves the right to reject any or all bids as is determined to be in the best interests of the Town. Key dates include:

Bidders Walkthrough & Bid Conference:	Thur. May 7, 2020 at 10am, Mandatory
IFB Questions Due:	Wed. May 13, 2020 at 1pm
Bids Due:	Wed. May 20, 2020 at 1pm

Responses must be received at the WPCF no later than Wednesday, May 20, 2020 at 1pm and should be addressed as follows:

Montague WPCF Fuel Tank & Concrete Vault Removal Project
C/O WPCF Superintendent
34 Greenfield Road, Montague MA 01351-9522

The Project Contact is: Chelsey Little, Superintendent
34 Greenfield Road, Montague MA 01351-9522
WPCF.SUPT@montague-ma.gov
413-773-8865

The Town of Montague is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, race, or disability. SOMWBA certified vendors are encouraged to apply.

Montague Water Pollution Control Facility Fuel Tank & Concrete Vault Removal Project

A. Project Scope

The Montague Water Pollution Control Facility is located at 34 Greenfield Road in Montague. This procurement is for a contractor to remove the 4,000 gallon fuel oil tank and concrete vault from the area in front of the WPCF Administration Building and to restore the area. All work will be performed in an environmentally safe manner.

The successful bidder will provide all labor, materials and equipment necessary for safe fulfillment of the project as specified in this Invitation for Bid. Construction labor associated with this bid is subject to prevailing wage rates as per MGL Chapter 149, Section 26 - 27f inclusive. OSHA 10 Training is also required for workers on the site.

Specifications/Requirements of the Project:

- Excavation of the entire concrete vault structure.
- Evacuate, remove and properly dispose of the remaining contents, #2 heating oil est. 1,000gallons, from the fuel storage tank.
- Remove and properly dispose of all remaining liquids from the vault.
- Removal and properly dispose of the fuel tank.
- Removal and properly dispose of all contaminated sand from within the vault.
- Disconnection and capping of all fuel supply and return lines and pump up level gauge lines and gauge.
- Cleaning of the vault as necessary for demolition and removal. Any demolition of the vault will be done by non-vibratory means, i.e. no jackhammering due to closeness of the Administration Building structure and underground utilities. The method of demolition and removal must be detailed in the bid.
- Contaminated solids will be kept separate and handled accordingly.
- The Town has hired a Licensed Site Professional (LSP) to inspect and advise the Town as concerns all environmental issues to ensure the proper handling, removal, disposal and that site conditions are in accordance with regulatory requirements. Be advised that the LSP may shutdown the site at any time to ensure environmental requirements are met.
- The LSP must clear the area before operations for backfilling and compaction can occur. If LSP requires additional soil removal or any additional work, that will be billed accordingly.

- Landscaping and concrete structures, sidewalks etc., will be restored to original design and condition. The Office sign does not need to be replaced.
- Extras including shutdown by the LSP will be charge hourly.
- Utilities involved include potable water lines, electrical conduit and drain lines. Facility main power runs through the work area and is in close proximity to the site electrical transformer. All work must be done in a manner that allows continued operation of all facilities.
- Comply with all necessary permit requirements.
- All work is to be done by qualified technicians at or above industry standard.
- The contractor will warranty all work for a period of 1 year.
- This is a prevailing wage project. Weekly payroll reports must be submitted. See attached Prevailing Wage sheet for relevant rates.
- Contractor must abide by state guidelines for construction projects available online at: <https://www.mass.gov/doc/april-2-2020-construction-supplemental-guidelines>

B. Key Dates and Rule for Award

- **Bidders walk through and Conference** will be held at the Montague WPCF on **Thursday, May 7 at 10am**. Attendance at both is **mandatory**.
- **Questions** pertaining to this IFB may be **submitted in writing** (email or otherwise) no later than **Wednesday May 13 at 1pm**. **No phone calls!** Submit to Chelsey Little at WPCF.SUPT@montague-ma.gov. Late questions will not be considered. Only registered bidders will receive responses to all submitted questions.
- **Sealed bids must be received by Wednesday May 20 at 1pm** and should be labeled "Montague WPCF Fuel Tank Installation Project." Hand deliver or submit by mail C/O Chelsey Little, WPCF Superintendent, 34 Greenfield Road, Montague MA 01351-9522. Late bids will not be considered. Bids will be opened at that same time and location.
- **Rule for Award:** The bid will be awarded to the responsive and responsible bidder offering the lowest price. Conditional bids cannot be accepted.

C: Contractor Requirements

Contractor shall:

- The contractor is responsible for verifying any specifications represented in this IFB prior to bidding. Measurements may be confirmed during the bidder walkthrough.
- Obtain all permits as required and comply with all building code requirements. Town permit fees will be waived for this project.
- Coordinate construction schedule with Montague WPCF leadership.
- Warrant all work for a minimum of one year from project completion date.

Additional Statutory Requirements:

- Submit with response a bid deposit equal to 5% of the value of the total bid.
- Perform work at prevailing wage and file weekly payroll reports.
- Provide documentation of employee OSHA 10 certification with weekly payroll.
- After award, provide a payment bond equal to 50% of the bid price.

D. Required Insurance

The Contractor shall at all times during the contract maintain in full force and effect Employer's Liability, Worker's Compensation, Bodily Injury Liability, and Property Damage and General Liability Insurance, including contractual liability coverage. All insurance shall be by insurers and for policy limits acceptable to the Town of Montague and before commencement of work hereunder the Contractor agrees to furnish the Town certificates of insurance or other evidence satisfactory to the Town to the effect that such insurance was obtained and is in force.

For the purpose of the Contract, the Contractor shall carry the following types of insurance in at least the limits specified below:

COVERAGES	LIMITS OF LIABILITY
Worker's Compensation	Statutory
Employer's Liability	\$500,000/\$500,000/\$500,000
Automobile Liability	\$1,000,000.00 combined single limit for bodily injury and property damage
General Liability	\$1,000,000.00 each occurrence \$3,000,000.00 aggregate
Excess Umbrella Liability	\$2,000,000 each occurrence \$2,000,000 annual aggregate

The Town of Montague shall be named as additional insured under the liability and automobile insurance. The excess/umbrella liability insurance policy should contain a broad form general liability endorsement.

E. Bidder Instructions –Review Carefully!

- Note all deadlines as specified in this IFB. The Town of Montague cannot make exceptions for missed walkthrough or other deadlines.
 - **Bidders Walkthrough & Conference: May 7 at 10am, Mandatory**
 - **Questions Due: May 13 at 1pm**
 - **Bids due: May 20 at 1pm**
- All bids must be accompanied by a **bid deposit** equal to 5% of the value of the total bid.
- After award is made, provide a payment bond equal to 50% of the bid price.
- After award is made, provide a certificate of insurance as specified.
- Construction labor associated with this bid is subject to prevailing wage rates as per MGL Chapter 149, Section 26 - 27f inclusive. A current prevailing wage sheet is included as an attachment.
- Construction labor associated with this bid is subject to OSHA 10 Training requirements.
- The contract will be awarded to the responsive and responsible bidder that offers the required expertise at the lowest price. The Town will contact bidder references. The town retains the right to contact additional references or to not award the contract to a bidder if it judges a bid to not be in the best interest of the town.
- The selected contractor will be subject to the terms and conditions of the Town of Montague standard contract - sample attached.
- The Town is tax exempt. A tax exempt certificate will be provided upon request.
- The Town will make approved payments within 30 days of receipt of invoice.
- The Town will waive any of its own usual inspectional fees. Other agency fees may apply.

Submission Checklist

- ~~Bidders should include a brief statement of their capacity and past experience that verifies they understand and can meet the requirements of this project.~~
- ~~All price quotes are to be submitted on the attached Price Quote Form and signed by an authorized representative of the bidder organization.~~
- ~~A 5% Bid Deposit must be submitted.~~
- ~~All forms attached to this IFB should be completed, signed, and returned as part of the proposal submission. (The sample contract does not need to be submitted with bid.)~~



Selectboard
Town of Montague
1 Avenue A
Turners Falls, MA 01376

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

June 15, 2020

Mark Southard
Community Development Manager
Department of Housing & Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114

Dear Mr. Southard,

The Town of Montague would like to request an extension to September 30, 2020 for the CDF - G-2018-Montague-00831 CDBG Program. The Franklin County Regional Housing and Redevelopment Authority (HRA) is administering the grant for the Town and is submitting this extension to complete the Housing Rehab Program activity and the Rutter's Park Construction activity.

The Rutter's Park Construction activity is at 95% completion. Final payment of retainage was delayed until spring when it will be confirmed that the grass that was seeded had grown and mowed per contract specifications; and with restrictions placed on the contractor due to COVID19, the final inspections were delayed.

The Housing Rehabilitation Program goal was to complete 2 units. HRA has closed loans and completed 4 units and the fifth and final project that was committed in February includes lead paint remediation work that was put on hold due to COVID19 restrictions. The contractor was unable to work and the homeowner was unable to relocate in time to complete the project by the end of this quarter. Additional time will allow the homeowner to be relocated while the contract completes the lead paint remediation work.

If you have any questions, please feel free to contact Brian McHugh, Director of Community Development at the Franklin County Regional Housing and Redevelopment Authority. He can be reached at (413) 863-9781 x 125 or bmchugh@ferhra.org.

Sincerely,

Richard Kuklewicz, Chair
Board of Selectmen

The Town of Montague is an equal opportunity provider and employer

8
A

Massachusetts Community Development Block Grant Program
Chapter 3 Grant Management Forms

Budget and Program Revision Form

Community/Grantee: Town of Montague	Original Award: \$ 737,935.00
Program Name/Year: Grant #: CDF-G-2018-Montague-00831	Revision #: P-number (program revision) B-number (budget revision) E-number (extensions) E #2
Contract End Date: 06 / 30 / 20	Date Revision Submitted: 06 / 15 / 20

This request is for the following change(s). Grantee check all "Requested" that apply; DHCD will initial those that are approved in the approved column

Grantee Requested	An X in the left column indicates the item is included by the Grantee, an X in the right hand column indicates DHCD approval of the item when the form is signed.	DHCD Approved
	Budget Amendment to increase the grant award to \$	
	Budget Revision for:	
	• Change in administrative dollars	
	• Transfer of funds from construction to non-construction or vice versa	
	• Cumulative transfers among separately budgeted activities which exceed or are expected to exceed 10% of the approved grant award if the grant award exceeds \$100,000	
x	Program Extension (to increase period of availability of funds/period of performance) to 09 / 30 / 20	
x	• This extension will extend period of performance beyond the end of the term of the current grant agreement	
	Program Revision for:	
	• Revision in scope or effectiveness of a project/program design or significant change in the accomplishment of the national objective or beneficiaries to be served.	
	• Changes in key personnel	
	• For non-construction projects, contracting out or subgranting or otherwise obtaining services of a third party to perform activities which are central to the purposes of the award if not specified in the application or grant award	
	• Other, specify	

This request is submitted and all relevant information specified on page 4 is provided in attachments. I understand that the revision or extension requested is not approved unless and until this form is countersigned as "approved" or "approved with revisions" by the Associate Director and returned to me.

	06/15/20 Richard Kuklewicz, Chair, Selectboard
Authorized Signature for Grantee:	Date / / Print Name & Title:

Program Rep. initial and date:	Program manager signature and date:
---------------------------------------	--

This request # _____ is _____ approved as requested	_____ approved with the modifications shown on the _____ denied
_____ following pages numbered _____	

_____	Sandra L. Hawes, Associate Director, DCS
Authorized signature for Mass. CDBG	Print name, title, and date

8B)



Franklin Regional Transit Authority 12 Olive St, Greenfield MA 01301
www.fрта.org Tel: (413)774-2262 Fax: (413)772-2202

ANNUAL MEETING NOTICE

**The Advisory Board
Of the
FRANKLIN REGIONAL TRANSIT AUTHORITY**

Thursday, June 18, 2020
10:30 a.m. – 12:00 p.m.

You may join the meeting from your computer, tablet or smartphone at:
<https://global.gotomeeting.com/join/152179101>.

You can also dial in using your phone:
United States (Toll Free): 1 866 899 4679 or
United States: +1 (646) 749-3117
Access Code: 152-179-101

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
<https://global.gotomeeting.com/install/152179101>

AGENDA

1. Introductions (5 minutes)
2. Review and Vote to Accept Minutes from November 21, 2019 Meeting (5 minutes)
3. Old Business: None
4. New Business: Update from Finance & Audit Committee (15 minutes)
-recommend FY 21 budget to Advisory Board
5. Review and Approve FY 21 Budget (20 minutes)
6. Review and Approve FY 21 Resolution (5 minutes)
7. Nomination/Election of Finance and Audit Committee for FY 21 (10 minutes)
8. Review and Approve Changes to Title VI per 5311 Technical Assistance and Compliance Review (5 minutes)
9. COVID-19 Updates (15 minutes)
10. Other Updates (10 minutes)
11. Discussion of any subject not anticipated prior to the notice being sent to the Advisory Board Members pursuant to Article II, section 4 of the by-laws or anticipated 48 hours prior to the meeting pursuant to the Open Meeting Law or a subject which cannot be delayed until the next Advisory Board meeting, including the need for an executive session.

The Franklin Regional Transit Authority does not discriminate on the basis of disability with the respect to admission to, access to, or operation of its programs, services, or activities. Individuals who need auxiliary aids for effective communication with respect to programs, services, and activities of the Franklin Regional Transit Authority should contact the FRTA Administrative Office at 413-774-2262, toll free 1-888-301-2262.

Town of Montague



Plan for Re-Opening of Montague Town Hall and Other Facilities

Draft for Selectboard and Board of Health Review

June 11, 2020

Draft for Review



Guiding Considerations for Re-opening

It is our goal to restore Town buildings, programs and services to as close to full operation as possible

However, this will be done in a manner that:

- Greatly reduces the risk of COVID-19 transmission/infection
- Respects State and Montague Board of Health orders
- Is responsive to evolving public health guidance
- Recognizes that all programs and services may not be on the same schedule
- Shows respect for our employees and the public

Draft for Review



State Mandatory Safety Standards

Mandatory Safety Standards for Workplaces

Social Distancing

- All persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces
- Establish protocols to ensure that employees can practice adequate social distancing
- Provide signage for safe social distancing
- Require face coverings or masks for all employees (see Montague BOH policy)

Draft for Review



State Mandatory Safety Standards

Mandatory Safety Standards for Workplaces

Hygiene Protocols

- Provide hand washing capabilities throughout the workplace
- Ensure frequent hand washing by employees and adequate supplies to do so
- Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site

Draft for Review



State Mandatory Safety Standards

Mandatory Safety Standards for Workplaces

Cleaning and Disinfecting

- Establish and maintain cleaning protocols specific to the business
- If an employee is diagnosed with COVID19, cleaning and disinfecting must be performed
- Disinfection of common surfaces must take place at intervals appropriate to workplace

Draft for Review



State Mandatory Safety Standards

Mandatory Safety Standards for Workplaces

Staffing and Operations

- Provide training for employees regarding the social distancing and hygiene protocols
- Employees who are displaying COVID-19 symptoms do not report to work
- Establish plan for employees who become ill from Covid-19 and a return-to-work plan

Draft for Review



Schedule for Re-Opening

Town Offices remain closed to public entry with only limited exceptions, but will begin to open as follows:

- Town Hall: Managed entry and limited hours starting June 25
- DPW, WPCF, Police, Airport: Managed entry as of June 25
- Parks & Recreation: Fieldhouse managed entry as of June 25, playground openings pending. Summer camp TBD.
- Libraries: Curbside pick-up and delivery only. May allow managed entry on circulation desk at start of Phase 2/Step 2
- COA: Outreach service only until further notice

Draft for Review



Managed Public Entry

What will it look like?

- All buildings will remain locked. Visitors may enter by appointment or on a managed walk-in basis.
- All visitors must answer screening questions and, at Town Hall, comply with a temperature check
- All visitors must wear masks or plexi-shields
- Limit of one visitor per office/department at a time to avoid any interior queuing
- High traffic buildings may have limited “public hours”

Draft for Review



Staffing of our Operations

- Offices and employees return to normal full- or part-time schedule. Certain allowances remain for high-risk employees
- Remote work will continue to be encouraged as possible
 - Must be available for scheduled appointments requiring in-person
 - Must be 100% available during the normal work day
 - Outlook Calendar must be up to date reflecting all appointments
- Employees are not to come in if they feel sick or have been directly exposed to an infected individual
 - Protocol requires notification of supervisor, forwarded to Town Administrator and Town Nurse for case management
- Ten foot separation of work space or barriers must be installed in any 2-person work space before opening

Draft for Review



Town Hall: Public Entry/Cleaning Protocol

- Public hours limited to 10:30-12:30 and 3:30-5:30 daily
- One-way traffic: entry from back parking lot door and out through front vestibule except in instances of limited mobility
- Front Desk Greeter/Screeners will manage traffic flow
 - Expect to hire summer help to assist with this task
 - Rotation of town staff for any unfilled shifts
- Common area high-touch surface cleaning by DPW occurs before office opens each morning and at 1pm each day
- Individual office staff responsible for sanitizing their service area
- Staff will wear masks in accordance with BOH mask policy
- No public restroom until further notice

Draft for Review



Town Hall: Other Requirements

- All requirements shown in "Managed Public Entry Slide" apply
- Staff will wear masks when engaging the public in accordance with BOH mask policy, even where distancing is possible
- Town will provide sanitizer, masks (face shields if available)
- "Rule of 3"
 - Any multi-person meeting that brings room occupancy above two (2) must allow for required physical (social) distancing; or must
 - Be held in a conference room. Meeting organizer must sanitize table and chair arms after meeting
- Wherever possible, continue to encourage remote meetings, mail slot drop off, et cetera. We do not prefer to have more foot traffic in the building

Draft for Review



Additional Considerations

- We expect to learn quickly what does and does not work relative to public entry protocols and will adjust accordingly
 - If you have a concern, bring it to Town Administrator/Health Director
- We expect state guidance and public health trends will continue to evolve and we will evolve along with them
- If at any point the supply of cleaning materials in an office is getting low, please let the DPW and BOH know immediately
- We are thankful that the direct public health impact of COVID-19 has been very modest to date and share a commitment to keeping it that way

Draft for Review



MONTAGUE PARKS & RECREATION DEPARTMENT

56 First Street, Unity Park Fieldhouse

Turners Falls, MA 01376

Phone: (413) 863-3216/Fax: (413) 863-3229

www.montague-ma.gov

104

Jonathan J. Dobosz, CPRP, CPO
Director of Parks & Recreation
recdir@montague-ma.gov

Jennifer L. Peterson
Clerk/Bookkeeper
recclerk@montague-ma.gov

MEMO

TO: Montague Board of Selectmen and Board of Health

FROM: Jon Dobosz, CPRP, CPO, Director of Parks & Recreation

RE: Revised Plan to Re-Open Town Outdoor Recreation Facilities

DATE: June 11, 2020

On Wednesday, June 10 a meeting was held between Steve Ellis, Daniel Wasiuk, Tom Bergeron, Chief John Zellman, Chief Chris Williams, and myself to develop a plan to re-open outdoor recreation facilities. The following are the protocols that were determined as being the most appropriate course of action to mitigate potential contamination relative to the COVID-19 Pandemic;

- *Cleaning of Play Area Surfaces -
 - Procedure & Materials - high touch surfaces at each playground will be sprayed with an appropriate commercial cleaner & disinfectant using a pump spray unit. There will be a secondary unit that will be used to rinse the cleaning solution off the surfacing. Manufacturer recommendations will be followed during application. If it is found that a household cleaner proves just as effective, we will switch to those products. It is anticipated that the initial cost of supplies and material will be approximately \$750—\$1,000.
 - Frequency - The Unity Park playground and outdoor fitness equipment will be cleaned every morning, seven days a week until further notice. Depending on patron load, additional cleaning may occur in the afternoon. The playground at Peskeomskut Park will also be cleaned every morning. Other Town owned playgrounds at Highland Park in Millers Falls, Montague Center Park, Rutter's Park and Norma's Park in Lake Pleasant will be cleaned a couple times a week, with specific days at the discretion of the Parks & Recreation Director.
 - Staffing - cleaning will be performed by members of the DPW and Parks & Recreation Department. Public Works will assume cleaning duties at Unity Park and Peskeomskut Park on Mondays and Tuesdays, with Parks & Recreation doing so Wednesdays through Sundays. It is anticipated that staffing will be an added expense of approximately \$300 - \$350 per week.

**The Parks & Recreation Department and Department of Public Works reserves the right to modify the above protocols under the discretion of the Town Administrator and Director of Public Health.*

- Re-opening of Other Outdoor Facilities - The group recommended the re-opening of the Unity Park basketball court and sand volleyball court, with appropriate signage posted at these areas requiring patrons to observe appropriate social distancing, gathering limits, the use of face masks, and practicing proper personal hygiene.

Finally, the Unity Park Fieldhouse Restrooms will remain closed to public use at this time. We are currently working on the acquisition of a portable toilet and wash station for Unity Park, but their date of installation will be determined by the development of an appropriate cleaning schedule. Park patrons should also bring their own water bottles this summer as the water fountain inside the Fieldhouse will be shut off.

We appreciate the general public's patience during these challenging times, and ask for their faithful adherence to all posted guidelines and help keep these valuable public resources open.

The Town of Montague is an Equal Opportunity Employer & Provider