

MONTAGUE SELECTBOARD MEETING

In-Person at 1 Avenue A, Turners Falls and VIA ZOOM

Monday, January 8, 2024

AGENDA

Join Zoom Meeting: <https://us02web.zoom.us/j/85351377274>

Meeting ID: 853 5137 7274 Passcode: 858494 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. 6:00PM Selectboard Chair opens the meeting, including announcing that the meeting is being recorded and roll call taken
2. 6:00 Approve Selectboard Minutes: December 11 and 18, 2023
3. 6:02 Public Comment Period: Individuals will be limited to two (2) minutes each and the Selectboard will strictly adhere to time allotted for public comment
4. 6:04 Tom Bergeron, Superintendent, Montague Highway Department
 - Authorize and Execute FY25 FRCOG Collective Highway Bid Process
 - Montague Transfer Station, DEP 3rd Party Inspection Report and Corrective Action Form
5. 6:15 St. Kazimierz Society, 197 Avenue A, Turners Falls
 - Request Change of Manager on Club All Alcohol, Section 12 Liquor License; Brenda Ozdarski
6. 6:20 Entertainment License Requests
 - Annierose Klingbeil, Musica Franklin, at Unity Park, May 11, 2024, 12:00 PM to 6:00 PM
 - Lawrence George, Brick and Feather Brewery, 78 11th Street Turners Falls, Yearly license request
7. 6:30 Personnel Board
 - Rescind vote of 12.18.2023 to change wage rate for on call reserve officers pending Special Town Meeting consideration of this revision to Schedule II, Appointed Officials
 - Consider adoption of Approved Business Meals Reimbursement Schedule as proposed by the Town Administrator
 - Appoint David Dempsey to the Energy Committee, 6 month term, term expires 6/30/2024
 - Appoint Kristi Bodin, Cable Advisory Committee, 2 year, 6 month term, term expires 6/30/26
 - Update on Montague Exit From Police Civil Service (Steve)

Montague Selectboard Meeting

January 8, 2024

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8. 6:45 Informational Meeting for FY24 CDBG Application
9. 7:05 Brian McHugh, Director, FCRHRA
- To Approve Final Quarterly Report for the FY21 Town of Montague Community Development Block Grant Program Activities
 - To authorize payment #2 to Berkshire Design Group in the amount of \$935.00 for the FY22-23 Montague Hillcrest Park Construction Project
10. 7:15 Executive Assistant Business
- Special and Annual Town Meeting
 - Article submission deadline for March 14, 2024 Special Town Meeting; suggested date Wednesday, February 7th at 4:00 PM (changed from previous meeting which was February 8th at 4:00 PM)
 - Article submission deadline for May 4, 2024 Annual and Special Town Meeting; suggested date, Wednesday, March 13th at 4:00 PM
11. 7:25 Assistant Town Administrators Business
- Review of slate of FY25 Capital Requests
 - Consider expediting two requests to March 14 Special Town Meeting: DPW Skid Steer and DPW and Ferry Road Culvert Replacement
 - Completion of Burn Dump Cap Repair
 - Overview of Avenue A Streetscape Improvement Design (Affecting sidewalks in front of 1,2,38,52,60,64,76 Avenue A)
12. 7:40 Town Administrators Business
- FY25 Budget Updates
 - Review Budget Calendar and Set SB Schedule for Review and Recommendations
 - Set Agenda and Special Topics for January 16 Budget and Personnel Hearing
 - Town Request for \$75,000 for a Wastewater Asset Vulnerability Inventory included in MassDEP 2024 Draft Intended Use Plan for Clean Water State Revolving Fund programs
 - Approve Steven Ellis as NetDMR Signatory for EPA Reporting
 - Changes to State Regulations Governing Opioid Settlement Payments
 - Update on FERC Relicensing Process and Recent FirstLight Filings
 - Developing Conversation re: Ambulance Service in Montague
 - Updates Re “White Bridge” Repairs and Closure
 - Topics not anticipated in the 48 hour posting
13. 8:15 Executive session in accordance with G.L. c.30A, §21(a)(3) to discuss strategy with respect to collective bargaining with the New England Police Benevolent Association (NEPBA) Union, if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares.

Next Meeting:

- Selectboard, Tuesday, January 16, 2024 at 6:00PM via ZOOM



Franklin Regional Council of Governments

TO: Collective Highway Bid Participants

FROM: Ellen Batchelder, Assistant Procurement Officer (ph 413-774-3167 x131)
Email ebatchelder@frcog.org

RE: FY25 Budget Notice and Signatory Authorization Form

DATE: December 29, 2023

In order to consolidate the collection of information requiring Select Board / Awarding Authority review and approval, we are providing the following details for the upcoming round of Collective Highway bids.

FY 2025 Fee Structure

To assist with each municipalities' budget planning, please use the following figure for the structure of fees that will apply to the Collective Highway Bid program for FY25. (This is the same fee schedule as FY24).

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

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

FY 2025 Contract Signatory

As we begin the FY25 FRCOG Collective Highway Bid process, requesting approvals and identifying key signatures is an important first step. As a reminder, we will again use the DocuSign process for contract execution.

To identify the Authorized Contract Signatory for FY25 Construction Services bids, and Permission to Contract on each Participant's behalf, please carefully review the information on page 2, then complete and scan pages 3 & 4 to Ellen Batchelder at ebatchelder@frcog.org no later than **January 19, 2024**.

RE: (1) CONSTRUCTION SERVICES BIDS - CONTRACT SIGNATORY AUTHORIZATION
(2) MATERIALS BIDS - PERMISSION TO CONTRACT ON THE PARTICIPANT'S BEHALF

We are beginning the FY25 FRCOG Collective Highway Bid process. Thank you for your past participation in this program.

Each Municipality must electronically co-sign the Highway contracts for Construction Services bids that they have chosen to participate in via Docu-Sign. Prior years' contracts and bid specifications are available to you for review before you sign on. They can be found at frcog.org/bids or by email request.

With your Permission, FRCOG will continue to execute the vendor contracts for Materials bids on your behalf. Reference the full list of Construction Services and Materials bids on page 5.

This process requires the following two steps:

- 1) Signed approval from your Awarding Authority (the Selectboard / Mayor's office), to name the **Authorized Contract Signatory** for the Construction Services bids for which you will be participating in and,
- 2) Acknowledgement that FRCOG may **Contract on Your Behalf** for the Materials bids.

This authorization will cover other bids you may choose to participate in during the next year including Winter Sand, Salt and Liquid, Water Treatment Chemicals, and Equipment Rental bids which will be issued throughout FY25. This does not commit you to participate in those bids or award any particular bid.

Please complete the information requested on Pages 3 and 4, sign, and return both pages via email to Ellen Batchelder at ebatchelder@frcog.org by **January 19, 2024**.

PLEASE DO NOT DISREGARD THIS REQUEST.

IF WE DON'T HAVE CONTRACT SIGNATORY INFORMATION, WE WILL BE UNABLE TO INCLUDE YOU ON THE HIGHWAY CONTRACTS EVEN THOUGH YOU HAVE PROVIDED ESTIMATES AND PERMISSION TO BE INCLUDED ON THE BIDS.

The signatory may be changed if someone leaves a position or is not re-elected.

Please scan and return Pages 3 and 4 to ebatchelder@frcog.org
by January 19, 2024.

Franklin Regional Council of Governments Collective Purchasing Program
FY25 Fee Schedule & Permission/Authorization Form

TO: Ellen Batchelder, Assistant Procurement Officer
FRCOG, 12 Olive Street, Suite 2, Greenfield, MA 01301

We understand that our municipality is participating in the **Franklin Regional Council of Governments Collective Highway Products and Services Bids and Contracts** for FY 2025.

CONSTRUCTION SERVICES BIDS: (please print clearly)

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

We understand that we have had the opportunity to preview the Contract Templates for Highway Construction for FY25, each Invitation for Bids with Specifications, and applicable Prevailing Wage Schedules at the FRCOG website at frcog.org/bids and any issues or questions about the form of contract were presented to FRCOG before the Bid Opening which is currently anticipated to be on May 9, 2024.

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

MATERIALS/GOODS BIDS:

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

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

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

Municipalities may not concurrently contract for the same service from multiple collectives (i.e. BRPC, state OSD contracts). A choice must be made before executing the contract.

All financial obligations to vendors and contractors as a result of these agreements are the full responsibility of our city/town and not the FRCOG.

SELECTBOARD / MAYOR OF THE TOWN / CITY OF: _____

Signature

Date

IF REQUIRED:

Signature

Signature

Signature

Signature

Please return pages 3 and 4 of this form by January 19, 2024

You may scan/email it to ebatchelder@frcog.org or mail to

FRCOG, 12 Olive Street, Suite 2, Greenfield, MA 01301

THANK YOU!

A list of the Collective Highway Bids by number is attached. For reference, more information can be found on our website at frcog.org/bids

Type of Material or Service

Materials

H1	Aggregates and Loam
H2	High Performance Cold Patch
H3	Geotextiles
H4	Calcium Chloride Product
H5	Culvert Products
H6	Guard Rail Products
H7	Hot Mix Asphalt (FOB) Picked Up

W-1	Winter Sand
W-2	Winter Salt and Treated Winter Salt
W-3	Winter Liquid Pretreatment

Services

H9A	Highway Line Painting-Ch 90
H9B	Highway Line Painting – Rubber – Not Ch 90
H10	Guard Rail Installed
H11A	Road Crack Sealing
H11B	Microsurface, Fog Seal & Cape Seal Applied
H11C	Hot Poured Mastic and Cold Crack Fill
H12	Calcium Chloride Applied
H13	Stone Seal Applied
H14	Rubberized Chip Seal Applied
H15A	Hot Mix Asphalt Applied – Roadways
H15B	Hot Mix Asphalt Applied – Parking Lots, Driveways, Playgrounds
H16	Liquid Asphalt Applied
H17	Asphalt Reclamation
H18	Bonded Wearing Course Applied
H19	Hot in Place Recycling
H20	Cold Planing and Milling
H21	Cold In Place Recycling
H22	Tree Work
H23	Catch Basin Cleaning

Participation Fee and Contract Signing Authority given include:

- Highway Equipment and Operator Rental Contract
- Water Treatment Chemicals



Massachusetts Department of Environmental Protection Bureau of Waste Prevention / Solid Waste Management

Third-Party Inspection Report – 310 CMR 19.018(8)
Operation & Maintenance

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



Instructions

Use this form to record and report the results of a Third-Party Operation and Maintenance Inspection conducted pursuant to 310 CMR 19.018. Be sure to obtain the most recent version of this form. All applicable sections of the submitted form must be completed to be accepted by MassDEP.

Pursuant to 310 CMR 19.018(8)(a), the third-party inspector and facility owner/operator must sign this Third-Party Inspection Report form and submit the completed report to the appropriate MassDEP regional office and one copy of each completed report to the board of health of the municipality in which the facility is located.

In the event that this inspection report contains a recommendation for corrective action(s), the owner/operator shall also submit the information required by 310 CMR 19.018(8)(c)2.

Forms and instructions are available online:

<http://www.mass.gov/eea/agencies/massdep/recycle/approvals/solid-waste-applications-and-forms.html#8>

Note: This form does not identify all of the requirements applicable to each solid waste management facility; other requirements and/or policies may apply to the operation, maintenance and monitoring for each facility.

MassDEP Use Only

Rec'd Date:

FMF #:

RO #:

Reviewer:

Comments:

I. Facility Information

Facility Type (check one):

- Transfer Station/Handling Facility C&D Waste Processor or C&D Waste Transfer Station Municipal Waste Combustor
- Active Landfill Closed Landfill Other: _____
Specify

Facility:

Montague Transfer Station

Facility Name

Turners Falls

City/Town

MA

State

407357

Regulated Object Account Number

01376

ZIP Code

39525

FMF Number

Telephone Number

Operator:

Montague DPW

Operator Name (Doing Business As/Company Name)

413-863-2054

Telephone Number

128 Turners Falls Rd.

Mailing Address

Turners Falls

City/Town

hwysupt@montague-ma.gov

Email Address

MA

State

01376

ZIP Code

Permittee:

Town of Montague

Permittee Name (Entity Identified on Facility Permit)

1 Avenue A

Mailing Address

Turners Falls

City/Town

MA

State

01376

ZIP Code

Responsible Official for the Facility:

Richard Kuklewicz

Responsible Official Name (Individual)

Montague Selectboard

Responsible Official Company Name

townadmin@montague-ma.gov

Responsible Official Email Address

413-863-3200

Responsible Official Telephone Number



**Massachusetts Department of Environmental Protection
Bureau of Waste Prevention / Solid Waste Management**

Third-Party Inspection Report – 310 CMR 19.018(8)
Operation & Maintenance

II. Third-Party Inspector

Jan Ameen
Third-Party Inspector Name
262075
MassDEP Third-Party Inspector Identification Number
413-772-2438
Telephone Number
117 Main St.
Mailing Address
Greenfield
City/Town

FCSWMD
Company Name
05/09/2025
MassDEP Third-Party Inspector Expiration Date (MM/DD/YYYY)
fcswmd@crocker.com
Email Address
MA
State
01301
ZIP Code

Construction and Demolition Waste (C&D Waste) Processing Facility or C&D Waste Transfer Station Only:
Identify the qualified individual that conducted the observation of incoming waste loads and collection of samples of suspect asbestos-containing materials during the inspection [pursuant to 310 CMR 19.018(6)(f)]. If the entire inspection was conducted by the third-party inspector listed above, then check the box and enter only the Asbestos Inspector Certification Number.

Same as above. Provide Asbestos Certification Number ►

MA Dept. of Labor Standards Asbestos Inspector Certification Number

Asbestos Inspector Name
Telephone Number
Mailing Address
City/Town

Company Name
Email Address
State
ZIP Code

III. Inspection Details

A. FREQUENCY

Indicate the scheduled inspection frequency for this facility as required by 310 CMR 19.018(6)(b), or a more frequent schedule set forth in the Facility Permit/Other Approval:

- Bi-Monthly Quarterly Semi-Annual Annual Biennial
 Other (include permit/approval type and date of issuance):

B. DATE, TIME & PERSONNEL

Inspection Date (MM/DD/YYYY):	10/18/2023
Inspection Start Time:	1:45 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
Facility Representatives in Attendance During Inspection: Dave Withers (attendant)	

C. CONDITIONS

Air Temperature: <i>Approximately 55 degrees F.</i>	Wind Direction (direction from which the wind is blowing):									
Weather: <input type="checkbox"/> Clear <input checked="" type="checkbox"/> Partly Cloudy <input type="checkbox"/> Cloudy <input type="checkbox"/> Dry <input checked="" type="checkbox"/> Rain <input type="checkbox"/> Snow	<table border="1"> <tr> <td><input type="checkbox"/> NW</td> <td><input type="checkbox"/> N</td> <td><input type="checkbox"/> NE</td> </tr> <tr> <td><input type="checkbox"/> W</td> <td style="background-color: #cccccc;">Wind</td> <td><input type="checkbox"/> E</td> </tr> <tr> <td><input type="checkbox"/> SW</td> <td><input type="checkbox"/> S</td> <td><input type="checkbox"/> SE</td> </tr> </table>	<input type="checkbox"/> NW	<input type="checkbox"/> N	<input type="checkbox"/> NE	<input type="checkbox"/> W	Wind	<input type="checkbox"/> E	<input type="checkbox"/> SW	<input type="checkbox"/> S	<input type="checkbox"/> SE
<input type="checkbox"/> NW	<input type="checkbox"/> N	<input type="checkbox"/> NE								
<input type="checkbox"/> W	Wind	<input type="checkbox"/> E								
<input type="checkbox"/> SW	<input type="checkbox"/> S	<input type="checkbox"/> SE								
Wind Speed: <input checked="" type="checkbox"/> Calm <input type="checkbox"/> Breeze <input type="checkbox"/> Moderate <input type="checkbox"/> Strong										



**Massachusetts Department of Environmental Protection
Bureau of Waste Prevention / Solid Waste Management**

Third-Party Inspection Report – 310 CMR 19.018(8)
Operation & Maintenance

IV. Pre-Inspection Preparation

A. FACILITY-SPECIFIC O&M REQUIREMENTS

During each third-party inspection, the third-party inspector shall examine and evaluate the facility's solid waste activities, equipment, operations, practices, procedures, and records relevant to the type of third-party inspection being conducted in order to determine the facility's compliance with all applicable requirements as set forth in 310 CMR 19.018(6)(a)1.

Therefore, pursuant to 310 CMR 19.018(6)(a)1, prior to conducting a third-party facility operation and maintenance inspection, the third-party inspector shall, without limitation, complete all of the following:

- Review and become familiar with the regulations set forth at 310 CMR 19.000 – *Massachusetts Solid Waste Regulations*.
- Identify, review and become familiar with all solid waste permits, plans, approvals, and orders (or other enforcement documents issued to the facility by the Department), and the solid waste requirements applicable to the operation and maintenance of the facility.

Relevant requirements may include, without limitation, specific practices and procedures for the operation, maintenance and monitoring of the facility, waste acceptance/storage limits, and other requirements related to the facility's solid waste activities. Without limitation, these facility-specific requirements may be contained in the Facility Permit, Authorization to Construct, Authorization to Operate, Operation and Maintenance Plan, Closure/Post-Closure Plans and Approvals, Facility Modification Approvals, Beneficial Use Determinations, Administrative Consent Orders, and other determinations, authorizations or enforcement actions issued by the Department.

I, *Jan Ameen*, have identified, reviewed and understand all of the aforementioned requirements that are applicable to this facility and the following are my observations and recommendations related to the facility-specific requirements.

▶ *JA*
Inspector Initials

B. SOLID WASTE PERMITS, PLANS, APPROVALS & ORDERS

List all relevant solid waste permits, plans, approvals, orders or other enforcement actions issued to the facility by the Department that contain specific practices, procedures and other requirements still in effect for the operation, maintenance and monitoring or closure/post-closure of the facility. Where applicable, provide the plan or issue date for each item. For enforcement actions, include the document number, effective date, and status of implementation by the facility.

Discussion: March 2016 Authorization to Operate; Waste Ban Plan certification form; Transfer Station Operations certification; certification modification for paper compactor; modification for mattress recycling



**Massachusetts Department of Environmental Protection
Bureau of Waste Prevention / Solid Waste Management**

Third-Party Inspection Report – 310 CMR 19.018(8)
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V. Performance Standards

Examine and evaluate the facility's solid waste activities, equipment, operations, practices, procedures and records relevant to the type of solid waste facility.

Using the tables below, identify all areas evaluated by the inspector during the inspection by checking the box in the first column. Describe all deviations noted during the inspection in the third column. Provide recommendations for corrective action to return to compliance with the applicable performance standard in the fourth column.

Facility Type	Performance Standards
Transfer Station/Handling Facility (Including C&D Facility)	Complete Section A. If C&D Handling/ Processing Facility, then also complete Section B.
Municipal Waste Combustor	Complete Section A.
Active Landfill	Complete Sections C. and F. If active ash landfill, then also complete Section D.
Closed Landfill	Complete Sections E. and F.

A. TRANSFER STATION, HANDLING FACILITY, OR MUNICIPAL WASTE COMBUSTOR (INCLUDING C&D FACILITY)

Evaluated	Performance Standard	Deviation(s)	Comments/Observations and Recommended Corrective Action(s)
<input checked="" type="checkbox"/>	19.205(1) Storm Water Controls.		stormwater drains towards the leaf waste composting area
<input checked="" type="checkbox"/>	19.205(2) Equipment.		
<input checked="" type="checkbox"/>	19.205(3) Weighing Facilities.		All weights are measured on an out-going basis via weight slips.
<input checked="" type="checkbox"/>	19.207(1) General.	Discuss in Section VI.	Discuss in Section VI.
<input checked="" type="checkbox"/>	19.207(2) Supervision of Operation.		
<input checked="" type="checkbox"/>	19.207(3) Access to Facilities.		there is a gate and fence
<input checked="" type="checkbox"/>	19.207(4) Security.		
<input checked="" type="checkbox"/>	19.207(5) Posting of Handling Facility.		all postings are met
<input checked="" type="checkbox"/>	19.207(6) Unloading of Refuse.		
<input checked="" type="checkbox"/>	19.207(7) Special Wastes.		none
<input checked="" type="checkbox"/>	19.207(8) Banned/Restricted Wastes.		waste ban sign is posted;waste ban plan is on site
<input checked="" type="checkbox"/>	19.207(9) Hazardous Waste.		none
<input checked="" type="checkbox"/>	19.207(10) Household Hazardous Waste and Waste Oil Collections.		all requirements are met
<input checked="" type="checkbox"/>	19.207(11) Bulky Waste.		
<input checked="" type="checkbox"/>	19.207(12) Liquid Wastes.		none



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Evaluated	Performance Standard	Deviation(s)	Comments/Observations and Recommended Corrective Action(s)
<input checked="" type="checkbox"/>	19.207(13) Bird Hazards.		none
<input checked="" type="checkbox"/>	19.207(14) Dust Control.		none
<input checked="" type="checkbox"/>	19.207(15) Vector Control.		none
<input checked="" type="checkbox"/>	19.207(16) Control of Wind-blown Litter.		
<input checked="" type="checkbox"/>	19.207(17) Staffing.		
<input checked="" type="checkbox"/>	19.207(18) Employee Facilities.		
<input checked="" type="checkbox"/>	19.207(19) Accident Prevention/Safety.		
<input checked="" type="checkbox"/>	19.207(20) Fire Protection.	extinguisher expired in July '23	
<input checked="" type="checkbox"/>	19.207(21) Recycling Operations.		
<input checked="" type="checkbox"/>	19.207(22) Records for Operational and Plan Execution.		All weights are measured on an out-going basis via weight slips.
<input checked="" type="checkbox"/>	19.207(23) Screening and/or Fencing.		none
<input checked="" type="checkbox"/>	19.207(24) Open Burning.		none
<input checked="" type="checkbox"/>	19.207(25) Inspections.		no 2022 corrective actions
<input checked="" type="checkbox"/>	19.207(26) End-of-Life Mercury-added Products.		proper signage and labels

B. CONSTRUCTION AND DEMOLITION (C&D) WASTE PROCESSING FACILITY OR C&D WASTE TRANSFER STATION

Evaluated	Performance Standard	Deviation(s)	Comments/Observations and Recommended Corrective Action(s)
<input type="checkbox"/>	19.206(1) Enclosed Operations.		
<input type="checkbox"/>	19.206(2) Storage.		
<input type="checkbox"/>	19.206(3) Contact Water.		
<input type="checkbox"/>	Suspect Asbestos-Containing Material (ACM) Inspection and Management Protocol.		
<input type="checkbox"/>	Sample collection of suspect ACM from incoming loads.	Discuss sample results: ▶ <input type="checkbox"/> Attach analytical reports.	



Massachusetts Department of Environmental Protection Bureau of Waste Prevention / Solid Waste Management

Third-Party Inspection Report – 310 CMR 19.018(8)
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VI. Inspection Observations

A. FACILITY CONDITION AND OPERATIONS

Examine and evaluate the facility condition and operations as observed during the inspection, including the following:

- Describe any evidence of the following conditions observed at the time of the inspection:
 - Unpermitted discharges to air, water, land or other natural resources of the Commonwealth; and
 - Dust, odors, litter, and/or other nuisance conditions.
- Document and discuss all deviations from any specific requirements for the facility that are not addressed in the previous section (*Section V. – Performance Standards*), including without limitation, the requirements set forth in the facility's operation and maintenance plan, orders or other enforcement documents, and other solid waste permits, approvals, and authorizations issued to the facility by MassDEP.
- List the types and estimated quantities of all waste and materials stored at the facility at the time of the inspection.
- Provide a narrative that describes the overall status of the general condition, operation and performance of the facility as observed at the time of the inspection.

⇒ Attach photographs taken during the inspection that depict the general condition and operation of the facility. At a minimum, include photographs, as applicable, of the waste unloading (tipping) area, waste storage areas, recyclable material storage and, for transfer stations, the waste reloading activity.

Discussion: There is no evidence of unpermitted discharges or nuisance conditions. Quantities of waste on site during the inspection: trash - none collected on site; bulky waste 100 cubic yards; scrap metal 40 cubic yards; recyclable mixed paper <6 tons (compactor); recyclable mixed containers <3 tons; freon 0; electronics 20 cubic yards; propane tanks 0; tires 200; lamps 1 drum 4', 2 boxes CFLs, 1 8' box; ballasts 1 pail; 160 cubic yards leaves; 300 cubic yards brush; used motor oil; rechargeable batteries, organics dumpster, Salvation Army box, mattress recycling trailer.

B. RECORD REVIEW

Examine and evaluate the facility's record-keeping. Without limitation, document the status of the facility's compliance with, and any deviations from, the record-keeping required by 310 MCR 19.000; the facility's operation and maintenance plan; orders or other enforcement documents issued to the facility; and other solid waste permits, approvals, determinations and authorizations issued to the facility by the Department, including the following:

- Discuss the evaluation of the Facility's "daily log" such as, daily tonnage records.
- List and discuss any special incidents that have occurred since the previous inspection such as exceedances of the facility's permitted waste acceptance limits, nature and outcome of complaints reported to the facility operator (including the identity of the complainant, if known), fires, emergencies, or other disruptions to the routine operation of the facility.

Discussion:



**Massachusetts Department of Environmental Protection
Bureau of Waste Prevention / Solid Waste Management**

Third-Party Inspection Report – 310 CMR 19.018(8)
Operation & Maintenance

VII. Summary and Recommendations

Pursuant to 310 CMR 19.018(6)(a)4., where a third-party inspector observes that the operation or maintenance of the facility deviates from the aforementioned applicable requirements, he or she shall document all such deviations and recommend corrective actions for the facility to take to return to compliance.

A. INSPECTION RESULTS

Based on the examinations and evaluations conducted in Sections V. and VI., please summarize the inspection results by checking one of the following determinations:

- No deviations from the applicable performance standards or additional requirements listed at 310 CMR 19.018(6) were identified during this inspection.**
If no deviations were identified during the inspection, check this box and proceed to Section VII.B.
- Deviations from the applicable performance standards or additional requirements listed at 310 CMR 19.018(6) were identified during this inspection and are discussed further in this report.**
If deviations were identified during the inspection, check this box and ensure that each deviation and the recommended corrective actions are discussed in the applicable section(s) below.

B. STATUS OF PREVIOUS RECOMMENDATIONS FOR CORRECTIVE ACTION

If a previous inspection report identified deviations with recommendations for corrective action, please describe the action(s) taken since the last inspection to return the facility to compliance with the applicable requirements.

Discussion: There were no 2022 corrective actions.

C. RECOMMENDATIONS FOR CORRECTIVE ACTION

Based on the results of this inspection, please list all deviations noted during the inspection and provide recommendations for corrective action to return to compliance with the applicable requirement.

Recommendations: Inspect the fire extinguisher. Chip some or all of the brush pile.

D. ADDITIONAL COMMENTS

Comments:

VIII. Additional Information Checklist

Attach the following additional information, as applicable, to complete the inspection report.*

- Attach photographs taken during the inspection that depict the general condition and operation of the facility, as required in Section VI.A.
- For C&D Waste facilities only, attach the analytical results, as required in Section V.B.

*Note: Pursuant to 310 CMR 19.018(8), MassDEP may request additional information.

Continue to Certification Statement on Next Page ►



**Massachusetts Department of Environmental Protection
Bureau of Waste Prevention / Solid Waste Management**

Third-Party Inspection Report – 310 CMR 19.018(8)
Operation & Maintenance

IX. Certification – THIRD-PARTY INSPECTOR

"I attest under the pains and penalty of perjury that:

1. I have personally examined and am familiar with the information contained in this submittal, including any and all documents accompanying this certification statement;
2. Based on my inquiry of those persons responsible for obtaining the information, the information contained in this submittal is, to the best of my knowledge, true, accurate and complete;
3. I have been able to conduct the third-party inspection and prepare the third-party inspection report without being influenced by the facility owner or operator and, (if I am a municipal employee) without being influenced by my municipal employer, by any coworker or by any elected or appointed official of the municipality; and
4. I am aware that there are significant penalties, including, but not limited to, possible administrative and civil penalties for submitting false, inaccurate, or incomplete information and possible fines and imprisonment for knowingly submitting false, inaccurate, or incomplete information."

Jan Ameen
Signature of Third-Party Inspector

Jan Ameen
Print Full Name

FCSWMD
Company Name

12/6/2023
Date (MM/DD/YYYY)

X. Certification – FACILITY OWNER/OPERATOR

Does the facility maintain a Financial Assurance Mechanism (FAM) pursuant to 310 CMR 19.051?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If yes: • Enter the amount of the current FAM: \$	
• Enter the date of the last revision of the FAM amount, pursuant to 310 CMR 19.051(6):	
<i>As a reminder, pursuant to 310 CMR 19.051(6), the estimate of the cost of closure and post-closure maintenance must be revised every year, and every second year shall be submitted to the Department.</i>	

"I certify under the penalty of law:

1. That I have personally examined and am familiar with the information submitted in this third-party inspection report, including but not limited to the statements above concerning the financial assurance mechanism in place in accordance with any facility permit and 310 CMR 19.051, and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties both civil and criminal for submitting false information including possible fines and imprisonment.
2. That, in the event that this inspection report contains a recommendation for corrective action(s), I have completed and attached to this report a Corrective Action Plan and Schedule*, pursuant to 310 CMR 19.018(8)(c)2."

**Note: The owner or operator may elect to correct deviations identified in the Third-Party Inspection Report in a manner that is different than that recommended by the Third-Party Inspector, so long as the facility is brought back into compliance with applicable requirements.*

Signature of Responsible Official

Richard J. Kukulewicz
Print Full Name

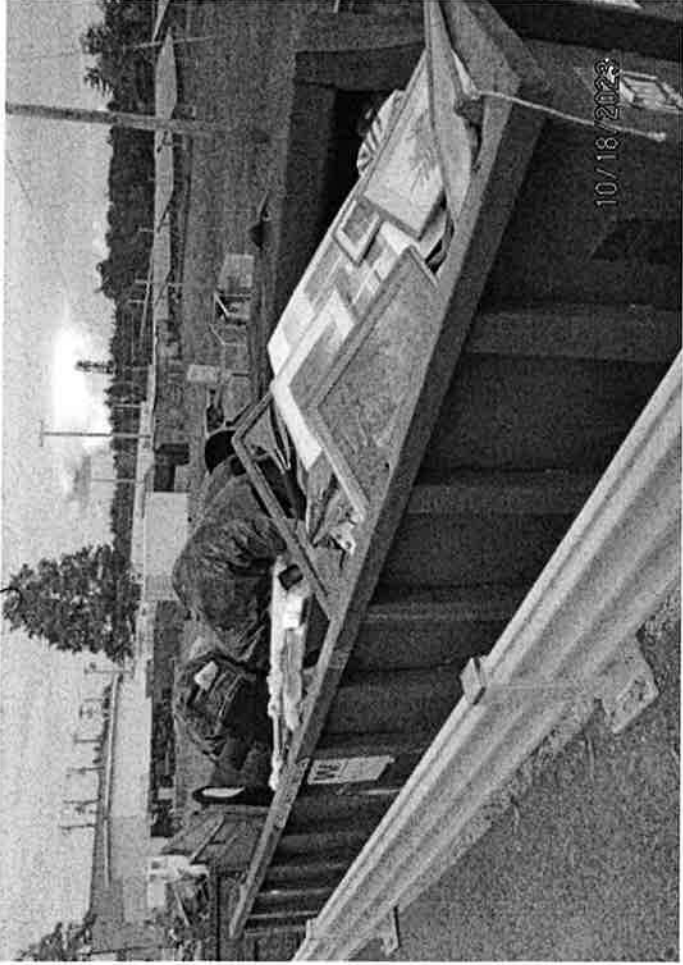
Selectboard Chair
Title

Date (MM/DD/YYYY)

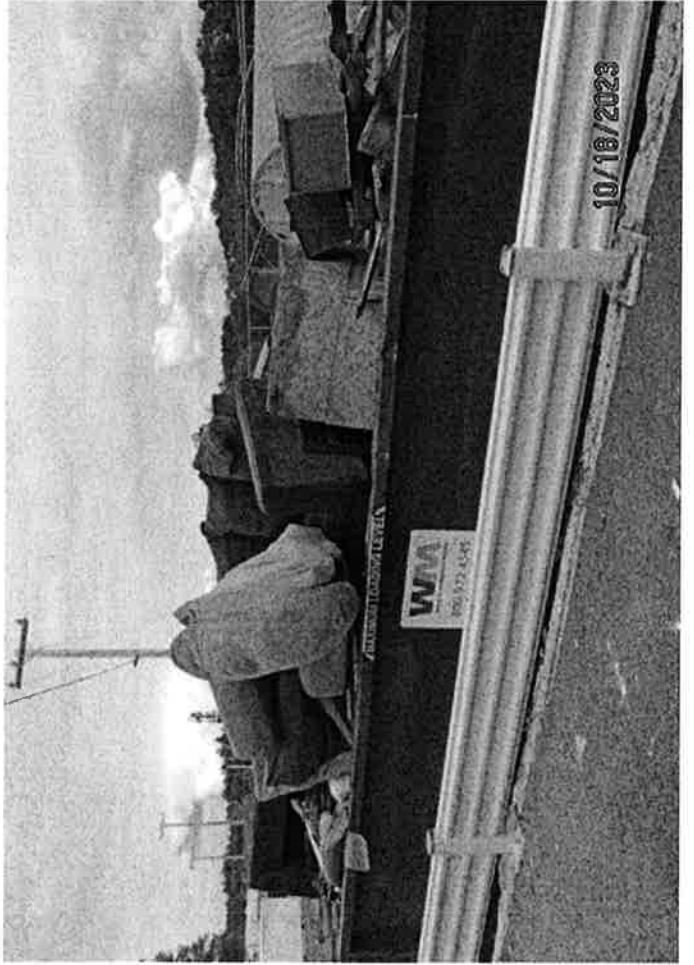
► Pursuant to 310 CMR 19.018(8)(c), a copy of each third-party inspection report shall be maintained at the facility in accordance with the requirements of 310 CMR 19.000. The owner and operator shall make third-party inspection reports available to personnel or authorized representatives of the Department for review at the facility upon request.

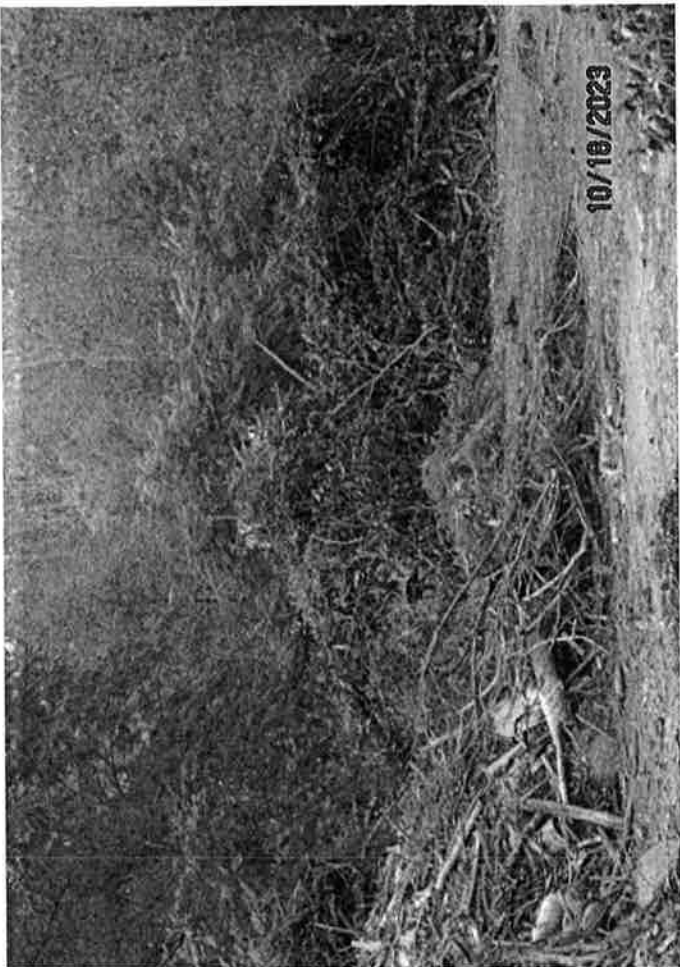
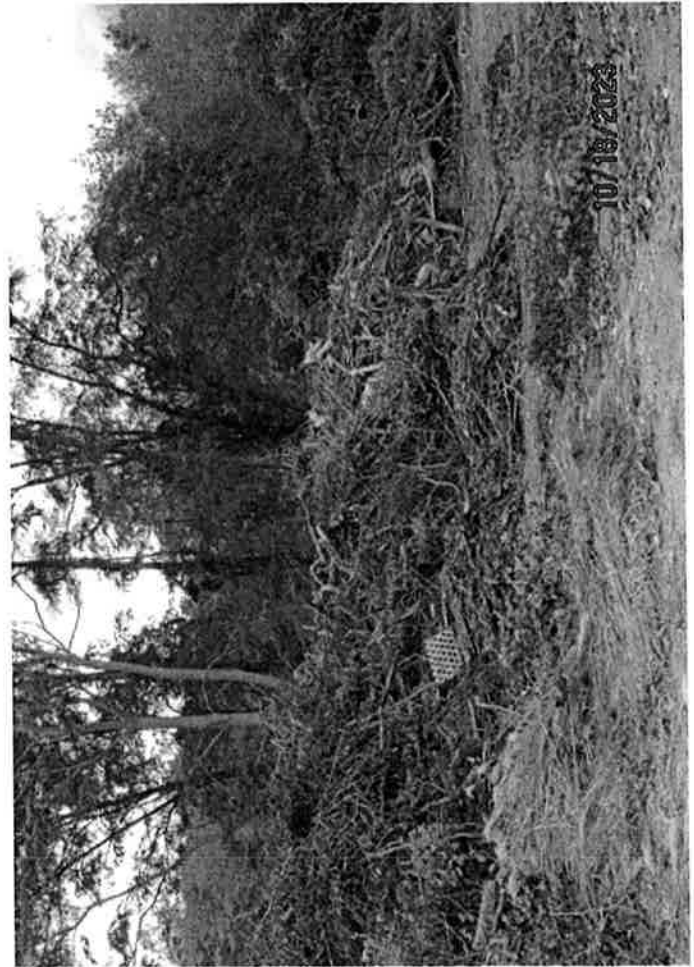
<p>Within 30 days of the inspection date:</p>	<ul style="list-style-type: none"> • Mail this completed form to the MassDEP Regional Office that serves the municipality in which the facility is located. (Attention: Solid Waste Management) • Send one copy to the local board of health for the municipality in which the facility is located. 	<p>A list of municipalities and MassDEP Regional Offices is available online at: http://www.mass.gov/eea/agencies/massdep/about/contacts/find-the-massdep-regional-office-for-your-city-or-town.html</p>
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Montague TS 10/18/23



(over)







**Massachusetts Department of Environmental Protection
Bureau of Waste Prevention / Solid Waste Management**

**Third-Party Inspections – 310 CMR 19.018(8)
Corrective Action Plan & Schedule**

DEP

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



Instructions

In the event that a third-party inspection report prepared in accordance with 310 CMR 19.018(8) contains a recommendation for corrective action(s) at a Solid Waste Management Facility, the owner or operator shall complete and sign **Section IV. Certification** of this form. Pursuant to 310 CMR 19.018(8)(c), the owner or operator shall submit the completed Corrective Action Plan and Schedule form, along with the third-party inspection report with attachments to the appropriate MassDEP Regional Office, and a copy of this form and each completed inspection report with attachments to the board of health of the municipality in which the facility is located. Be sure to obtain the most recent version of this form. All applicable sections of the submitted form must be completed to be accepted by MassDEP. Blank forms and additional instructions on using this form are available online:

<http://www.mass.gov/eea/agencies/massdep/recycle/approvals/solid-waste-applications-and-forms.html#8>

I. Facility Information

Identify the facility and responsible official.

A. Facility

Montague Transfer Station

Facility Name

Turners Falls

City/Town

MA

State

39525

FMF Number

B. Responsible Official

Richard Kuklewicz

Responsible Official Name (Individual)

townadmin@montague-ma.gov

Responsible Official Email Address

Montague Selectboard

Responsible Official Company Name

413-863-3200

Responsible Official Telephone Number

II. Third-Party Inspection

Enter the date of the third-party inspection and identify the inspector that conducted the inspection related to this corrective action plan.

10/18/2023

Inspection Date (MM/DD/YYYY)

Jan Ameen

Third-Party Inspector Name

Continue to Next Page ►



**Massachusetts Department of Environmental Protection
Bureau of Waste Prevention / Solid Waste Management**

**Third-Party Inspections – 310 CMR 19.018(8)
Corrective Action Plan & Schedule**

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



IV. Certification

FACILITY OWNER/OPERATOR

"I certify under the penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties both civil and criminal for submitting false information including possible fines and imprisonment."

Signature of Responsible Official

Richard J. Kuklewicz

Print Full Name

Selectboard Chair

Title

Date (MM/DD/YYYY)

The owner/operator of the facility shall submit this form along with the third-party inspection report to the Department with a copy to the board of health of the municipality in which the facility is located no later than 30 days following the date of the inspection. Pursuant to 310 CMR 19.018(8)(c), a copy of each third-party inspection report shall be maintained at the facility in accordance with the requirements of 310 CMR 19.000. The owner and operator shall make third-party inspection reports available to personnel or authorized representatives of the Department for review at the facility upon request.

<p>Within 30 days of the inspection date:</p>	<ul style="list-style-type: none"> • Mail this completed form to the MassDEP Regional Office that serves the municipality in which the facility is located. (Attention: Solid Waste Management) • Send one copy to the local board of health for the municipality in which the facility is located. 	<p>A list of municipalities and MassDEP Regional Offices is available online at: http://www.mass.gov/eea/agencies/massdep/about/contacts/find-the-massdep-regional-office-for-your-city-or-town.html</p>
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The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission

For Reconsideration

LICENSING AUTHORITY CERTIFICATION



MONTAGUE

00002-CL-0736

City/Town

ABCC License Number

TRANSACTION TYPE (Please check all relevant transactions):

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

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

APPLICANT INFORMATION

Name of Licensee DBA

Street Address Zip Code

Manager

Granted under Special Legislation? Yes No

If Yes, Chapter

of the Acts of (year)

Type (i.e. restaurant, package store) Class (Annual or Seasonal) Category (i.e. Wines and Malts / All Alcohol)

DESCRIPTION OF PREMISES Complete description of the licensed premises

LOCAL LICENSING AUTHORITY INFORMATION

Application filed with the LLA: Date Time

Advertised Yes No Date Published Publication

Abutters Notified: Yes No Date of Notice

Date APPROVED by LLA Decision of the LLA

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

For Transfers ONLY:
Seller License Number: Seller Name:

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
Ralph Sacramone
Executive Director

**TOWN OF MONTAGUE
APPLICATION FOR AN ENTERTAINMENT LICENSE
SPECIAL AND REGULAR**

Date of Application: 12/27/2023 Date Approved: _____ Fee: _____

To the Local Licensing Authority:

The undersigned respectfully applies for an Entertainment License for daily operation, calendar year 2024 during the following hours:

Sunday	from:	to:	Thursday	from:	to:
Monday	from:	to:	Friday	from:	to:
Tuesday	from:	to:	Saturday	from: 12:00	to: 6:00pm
Wednesday	from:	to:	Legal Holiday	from:	to:

This is a "special entertainment permit" request? yes no

This is an annual renewal? yes no

1. NAME OF APPLICANT: Música Franklin TELEPHONE: 413-475-6681

2. D/B/A: _____

3. PREMISES: Unity Park BUSINESS PHONE: _____

4. The specific categories of licensed entertainment sought to be approved are:

Possibly Radio Jukebox Video Jukebox Pinball Machines
 Wide Screen TV Possibly Television/Cable Pool Tables

Automatic Amusement Devices: Video Games, Number of : _____ Type: { Video or { Keno

<input checked="" type="checkbox"/> Dancing by patrons	size of floor <u>N/A</u>
<input checked="" type="checkbox"/> Instrumental Music	number of instruments & amplifiers <u>Up to 50 string instruments, fewer than 5 amplifiers</u>
<input checked="" type="checkbox"/> Live Vocalists	number of persons/type of show <u>Up to 50 youth chorus, various other artists with up to 5 vocalists</u>
_____ Exhibition	type _____
_____ Trade Show	type _____
_____ Athletic Event	type _____
_____ Play	type _____
_____ Readings of Poetry or other	
_____ New Years Eve "after midnight entertainment"	_____

Indoors: Size of area to be used: _____ Allowed: _____ Number of People: _____ Allowed: _____

Outdoors: Size of area to be used: Playground & adjacent areas Available Parking: Unity Park lots

Alcohol to be served: No

Annierose Klingbeil
Applicant Signature

*****OFFICE USE ONLY*****

Board of Health Date

Fire Department, Chief Date

Police Department, Chief Date

Board of Selectmen, Chairman Date

**TOWN OF MONTAGUE
APPLICATION FOR AN ENTERTAINMENT LICENSE
SPECIAL AND REGULAR**

PURSUANT TO CHAPTER 140, SECTION 183-A (SEVEN DAYS)
CHAPTER 140, SECTION 181

Date of Application: 1/2/2024 Date Approved: _____ Fee: _____

To the Local Licensing Authority:

The undersigned respectfully applies for an Entertainment License for daily operation, calendar year 20 24 during the following hours:

Sunday	from: <u>12 pm</u> to: <u>6 pm</u>	Thursday	from: <u>4</u> to: <u>10</u>
Monday	from: <u>4</u> to: <u>10</u>	Friday	from: <u>4</u> to: <u>10</u>
Tuesday	from: <u>4</u> to: <u>10</u>	Saturday	from: <u>12</u> to: <u>10</u>
Wednesday	from: <u>4</u> to: <u>10</u>	Legal Holiday	from: _____ to: _____

This is a "special entertainment permit" request? DATE: 1/2/24 yes no

This is an annual renewal? yes no

1. NAME OF APPLICANT: Brick 3 Feather Brewery TELEPHONE: 863-2574

2. D/B/A: _____

3. PREMISES: 78 11th St, Turners Falls BUSINESS PHONE: 863-2574

4. The specific categories of licensed entertainment sought to be approved are:

- Radio Jukebox Video Jukebox Pinball Machines
- Wide Screen TV Television/Cable Pool Tables

Automatic Amusement Devices: Video Games, Number of: _____ Type: Video or Keno

- | | | |
|---|------------------------------------|----------------------------------|
| <input type="checkbox"/> Dancing by patrons | size of floor | _____ |
| <input checked="" type="checkbox"/> Instrumental Music | number of instruments & amplifiers | <u>3</u> |
| <input checked="" type="checkbox"/> Live Vocalists | number of persons/type of show | <u>1-3, comedy, magic, music</u> |
| <input type="checkbox"/> Exhibition | type | _____ |
| <input type="checkbox"/> Trade Show | type | _____ |
| <input type="checkbox"/> Athletic Event | type | _____ |
| <input type="checkbox"/> Play | type | _____ |
| <input checked="" type="checkbox"/> Readings of Poetry or other | | |
| <input type="checkbox"/> New Years Eve "after midnight entertainment" | | |

Indoors: Size of area to be used: 40' x 25' Allowed: _____ Number of People: 49 Allowed: _____

Outdoors: Size of area to be used: _____ Available Parking: _____

Alcohol to be served: yes

[Signature]
Applicant Signature

*****OFFICE USE ONLY*****

Board of Health Date

Fire Department, Chief Date

Police Department, Chief Date

Board of Selectmen, Chairman Date

Inspector of Buildings Date

**MONTAGUE SELECTBOARD MEETING
In-Person at 1 Avenue A, Turners Falls and VIA ZOOM
Monday, December 18, 2023 at 6:00 PM**

From 12/18/23 Selectboard Minutes:

Personnel Proposal to change wage rate for On-Call Reserve Officers

Boutwell makes the motion to change the wage rate for On-Call Reserve Officers. Seconded by Lord, unanimously approved. Boutwell - Aye, Lord - Aye, Kuklewicz - Aye

B-3 Employee Reimbursements

PURPOSE

To establish a policy that sets out procedures for a uniform method for approval, payment, and accounting of reimbursements to employees for legitimate business-related expenses.

APPLICABILITY

This policy shall apply to all employees, elected officials, appointed officials, and volunteers of the Town. The term employee will be used throughout the policy for all to whom this policy applies.

DEFINITIONS

Business Mileage - Mileage incurred by an employee in a personal vehicle as part of business travel from town offices to an outside destination. For in-town business travel by employees - using their personal vehicles - between town buildings, or about Town, in the performance of their duties, mileage shall be the actual mileage recorded on the vehicle's odometer. If the person is traveling from their home to an outside business location, only the mileage incurred in excess of their normal round-trip commute to the town office shall be reimbursable.

Business travel expenses – expenses incurred for either in-state and out-of-state travel e.g., plane tickets, airport parking, shuttle fees, hotel accommodations, meals, conference/training fees, parking, tolls, taxis and ride sharing (e.g., Uber or Lyft). This does not include mileage incurred by an employee for in-town travel or travel to other Massachusetts municipalities in the performance of regular, daily tasks.

Approved Business Meals – The limit on the amounts authorized to be expended, inclusive of taxes and tip, for breakfast, lunch and dinner that will be paid for with Town funds per a schedule that is established by the Selectboard, and is subject to periodic modification. Reimbursement for alcoholic beverages is prohibited by M.G.L. c. 44 Section 58.

In-State Travel – an employee's travel to other locations in the state other than in-town travel or travel to other Massachusetts municipalities in the performance of regular, daily tasks.

IRS Mileage Rate – a rate published annually by the Internal Revenue Service that reflects the average cost per mile of operating a motor vehicle capturing the costs of gas, oil, repairs, tires, insurance, registration fees, licenses, and depreciation.

Job related expenses – pre-authorized expenses incurred in purchasing items required for the performance of an employee's duties. Reimbursement of expenses incurred by employees pursuant to provisions of collective bargaining agreements shall be governed by such agreements.

POLICY

- Town employees are expected to make every effort to prepay all business travel expenses (e.g. plane tickets, hotel accommodation, conference/training fees, etc.) using a Town credit card or by check through the accounts payable process.

- Business travel expenses incurred during in-state travel require the pre-approval of the employee's department head or his/her designee. Evidence of advance approval must be included with an employee's request for reimbursement. The Town Accountant shall determine the form by which approvals are obtained. In the case of elected officials, appointed officials and volunteers, approving authorities shall be the chairperson of the respective Boards and Committees on which the individual serves.
- Out-of-State business travel requires the pre-approval of the employee's department head and the Town Administrator. Evidence of advance approval must be included with an employee's request for reimbursement. The Town Accountant shall determine the form by which approvals are obtained. In the case of elected officials, appointed officials and volunteers, approving authorities shall solely be the chairperson of the respective Boards and Committees on which the individual serves.
- For business travel requiring the use of a vehicle, including travel between town buildings in the course of a day, employees shall make reasonable efforts to use municipal vehicles instead of their personal vehicles.
- Before paying for job-related expenses out-of-pocket (e.g., office supplies, public works materials, food) town employees should make every effort to procure such items from businesses where the Town has an account and will invoice the Town for purchases.
- Prior to the purchase of job-related expenses out-of-pocket, an employee shall obtain the authorization of his/her supervisor. Such authorization may be verbal or written.
- An employee may not be reimbursed for sales tax incurred. To avoid incurring sales tax, an employee can obtain a certificate from the Town Accountant stating the Town is exempt from sales tax for presentation to a business at the time of purchase of a job-related item.
- When reserving overnight accommodations for business-related travel, employees are expected to stay at "average rate" facilities utilizing a conference rate or a group rate when available.
- Employees shall be reimbursed for room rates and basic internet service only. Examples of charges that will not be reimbursed include, but are not limited to, "wet-bar" expenses, gym fees, laundry and movies.
- Reimbursement for eligible expenses incurred for overnight accommodations will be only for actual expenses incurred.
- When making travel reservations, employees are expected to secure the lowest available fares for airplane, train, or other vehicle transportation. Airplane travel should be at economy, coach, or other lower travel rates.

- Rental cars should be limited to mid-class or smaller vehicles, unless the number of persons attending requires a larger vehicle.
- The Town will reimburse employees for approved business meals per a schedule authorized by the Selectboard. Reimbursement for alcoholic beverages is prohibited by M.G.L. c. 44 Section 58.
- The following expenditures incurred by an employee in the course and scope of their duties shall not be reimbursed:
 - Massachusetts sales tax not including hotel/motel and meals excise taxes
 - Alcoholic beverages including liquor, beer and wine
 - Flowers and gifts for employees or others, in certain cases (see Municipal Expenditures: Proper Public Purposes in City and Town, Volume 19, No.2, a publication of the Massachusetts Department of Revenue, Division of Local Services)
 - Charitable contributions
 - Political contributions
 - The personal portion of any trip
 - Family expenses, including those of a partner when accompanying employee on Town business, child care or pet care
 - Entertainment expenses, including theatre, shows, movies, sporting events, sightseeing tours, golf, spa treatments, etc.
 - Non-mileage personal automobile expenses including repairs, insurance, gasoline, traffic citations
 - Personal losses incurred while on Town business
 - Expenses paid for by any other organization
 - Valet services
 - Mileage while traveling as a passenger in a privately-owned car
 - Personal travel insurance
 - Medical or hospital expenses
 - Theft, loss or damage to personal property while on Town business
 - Personal toilet articles, reading material, or personal telephone calls while on Town Business
- If it is determined that an employee knowingly and purposefully falsified a request for reimbursement, the Town may take disciplinary action up to and including termination.

PROCEDURES

- Requests for reimbursement shall be on a form prescribed by the Town Accountant accompanied by required supporting documentation.
- Expenses incurred that are eligible for reimbursement shall include

- Business mileage
 - Business travel expenses
 - Job-related expenses
-
- On January 1 of each year, that Town Accountant shall distribute to all employees a schedule of the limits on the amount of reimbursement for travel-related expenses as established by a schedule adopted by the Selectboard, which shall be subject to periodic modification.
 - Mileage reimbursement for authorized use of a personal vehicle for the performance of regular, daily tasks or travel to attend other activities (e.g., conferences, training or seminars) shall be based on the IRS Mileage Rate in effect at the time the vehicle is used. Requests for reimbursement shall be accompanied by a map, - Google maps or equivalent – showing the beginning and ending destinations and the mileage.
 - Requests for reimbursement must be accompanied by original, itemized receipts. When an employee pays by personal check, a copy of the canceled check must also be attached to the reimbursement form. When an employee uses his/her credit card or debit card, the customer copy of the credit/debit card receipt or a copy of the credit/debit card statement showing the charge must also accompany the request for reimbursement.
 - Original receipts must indicate the date and time, name of business, location, amount paid and business purpose (handwritten by the employee).
 - A request for reimbursement form must be signed by the employee and submitted to the department head or his/her designee for review, approval and signature.
 - Prior to signing the reimbursement form, the department head or his/her designee shall review the request for reimbursement form to ensure that the costs incurred comply with this policy. If questions arise, the department head shall seek clarification and additional documentation, if needed, from the employee before signing the form.
 - Requests for reimbursement should be submitted no later than one month after expenses have been incurred. Requests for reimbursement for June expenses must be made by July 14th.
 - If documentation (e.g., credit card statements, cancelled checks) required of an employee to accompany requests for reimbursement will not be received until after the close of a fiscal year, the employee – through his/her department head – shall submit a request to the Town Accountant to have the current fiscal year's funds needed to cover the reimbursement encumbered so they will carry over into the next fiscal year and be available to cover the reimbursement request when submitted.
 - Upon signing the request for reimbursement form, the department shall submit the reimbursement form and its attachments to the Town Accountant to be paid in the next accounts payable cycle.

REFERENCES

M.G.L. c. 41, §52
M.G.L. c. 268A, § 3

M.G.L. c. 44, §58

Municipal Expenditures: Proper Public Purposes in City and Town, Volume 19, No.2, a publication of the Massachusetts Department of Revenue, Division of Local Services

ADOPTED BY: MONTAGUE SELECTBOARD

DATE ADOPTED: NOVEMBER 1, 2021

Meals Reimbursement Rate Schedule Adjustment Recommendation

01.08.24

This table presents meal reimbursement rates by location established by the US General Services Administration and is the best known source for accurate representation of typical meals cost. Data specific to Massachusetts municipalities are accessible at: https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2024&state=MA&city=&zip=.

The Town of Montague meals rate schedule currently reimburses \$7 for breakfast, \$15 for lunch, and \$25 for dinner. It is proposed that rates be changed to \$15, \$20, and \$30, respectively. Note that in the event a meal is made available as part of the event program at no charge, that meal is not reimbursible, even if the employee chooses not to partake in it.

+

https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2024&state=MA&city=&zip=

MassMapper FERC Online - Log In UTM - Unemplo... DocuSign EDI Community Proje... Falls Fest - Music Festi... Falls Fest Turners - Go...

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Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Andover	Essex	\$64	\$14	\$16	\$29	\$5	\$48.00
Boston / Cambridge	Suffolk, city of Cambridge	\$79	\$18	\$20	\$36	\$5	\$59.25
Burlington / Woburn	Middlesex less the city of Cambridge	\$69	\$16	\$17	\$31	\$5	\$51.75
Falmouth	City limits of Falmouth	\$69	\$16	\$17	\$31	\$5	\$51.75
Hyannis	Barnstable less the city of Falmouth	\$69	\$16	\$17	\$31	\$5	\$51.75
Martha's Vineyard	Dukes	\$79	\$18	\$20	\$36	\$5	\$59.25
Nantucket	Nantucket	\$79	\$18	\$20	\$36	\$5	\$59.25
Northampton	Hampshire	\$69	\$16	\$17	\$31	\$5	\$51.75
Pittsfield	Berkshire	\$64	\$14	\$16	\$29	\$5	\$48.00
Plymouth / Taunton / New Bedford	Plymouth / Bristol	\$69	\$16	\$17	\$31	\$5	\$51.75
Quincy	Norfolk	\$69	\$16	\$17	\$31	\$5	\$51.75
Springfield	Hampden	\$64	\$14	\$16	\$29	\$5	\$48.00
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25
Worcester	Worcester	\$69	\$16	\$17	\$31	\$5	\$51.75

Showing 1 to 14 of 14 entries

Town of Montague

Approved Business Meals Reimbursement Schedule

The maximum reimbursement for individual meals during approved business travel shall be \$15 for breakfast, \$20 for lunch, and \$30 for dinner, inclusive of taxes and tips (up to 20%). Requests for reimbursement must be supported by the original receipt showing details of purchase. Alcohol is not reimbursable under any circumstance. In the event a meal is provided as part of the event program at no additional charge, the meal for that day is not reimbursable, even if the employee chooses not to partake in it.

The Selectboard may, at its sole discretion, allow for reimbursement in excess of the allowable amount for travel to certain high-cost locations. Where reasonably foreseeable, such approval will be requested in advance of incurring the expense.

This schedule may be updated from time to time by vote of the Selectboard in accordance with Town of Montague Financial Policy B-3 Employee Reimbursements, as approved on November 1, 2021.

Approved/Adopted **01.08.2024**

Selectboard Chair

Selectboard Member

Selectboard Member

January 2, 2024

To: Montague Select Board
From: David Dempsey
143 W. Chestnut Hill Rd.
Montague, MA 01351
413-367-2711

Re: Montague Energy Committee

Dear Members of the Select Board,

I would like to volunteer to serve on the Montague Energy Committee. Although I do not have extensive experience in the energy field, we have had a PV system since 2003 and have had an electric car since 2017. We have also used the Mass Save program to improve our energy consumption. As a retired person, I have more time to offer and some experience that I feel I can bring to the committee and the important work that they are doing for the town.

Thank you for considering my offer.

All the best,
David Dempsey

Hi Wendy,

I hope you're having good holidays. David Dempsey has decided to join the Energy Committee and will be emailing you a letter to the Select Board asking them to appoint him. This is to let you know in advance so you can watch for the email. We're very happy to have someone new joining us.

Thanks and best wishes,
Tim VE
Montague Energy Committee

Name: Dempsey, David

MONTAGUE APPOINTED OFFICIAL

NAME: David Dempsey

DATE: 1/8/2024

COMMITTEE: Energy Committee

TERM: 6 months

TERM EXPIRATION: 6/30/2024

SELECTMEN, TOWN OF MONTAGUE **TERM STARTS:** 01/09/24

Dempsey, David personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the Energy Committee 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: **BODIN, Kristi**

MONTAGUE APPOINTED OFFICIAL

NAME: Kristi Bodin

DATE: 1/8/2024

COMMITTEE: Cable Advisory Committee

TERM: 2 years 6 months

TERM EXPIRATION: 6/30/2026

SELECTMEN, TOWN OF MONTAGUE **TERM STARTS:** 01/09/24

BODIN, Kristi _____ personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the **Cable Advisory Committee** 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.

Community Development Block Grant Program (CDBG)

DISCUSSION OF FY 2024 CDBG APPLICATION PROCESS

- **Eligible Activities: Activities must benefit low/moderate income people or eliminate slum/blight**
 - **Housing assistance:** rehabilitation of substandard dwelling units, lead paint abatement, rehabilitation of shelters or transitional housing, site development costs for new housing projects (in very limited instances, new housing construction), and relocation.
 - **Public facilities:** design, senior centers, neighborhood centers, parks and playgrounds, youth centers, architectural barrier removal, and other types of facilities that serve the needs of low- and moderate-income persons.
 - **Infrastructure:** design, reconstruction of streets and sidewalks, drainage improvements, upgrade of water supply and distribution systems, and construction or repair of sewer lines, including infrastructure to housing projects.
 - **Public Social Services:** day care subsidies, substance abuse counseling, community policing, elder services, first-time homebuyer counseling and down payment assistance, assistance for the homeless, disabled, illiterate adults, abused children, battered spouses and other predominantly low- and moderate-income clientele.
 - **Planning Projects:** planning and pre-development assistance; it must be demonstrated that upon implementation the planned activities will meet a national objective.

- **Process**
 - Informational meeting allows residents and town departments to bring projects to the Board of Selectmen for their review and eligibility for CDBG funding.
 - The Board of Selectmen work with Town Administrator and/or Town Planner to select activities to make the grant application as competitive as possible
 - The Town will hold a public hearing to present Activities that will be included in the FY 2024 CDBG Application

FCHRA's Housing Rehabilitation Program

Project Summary:

- Housing Rehabilitation Programs are administered by the Franklin County Regional Housing & Redevelopment Authority (HRA) on behalf of a town.
- The Program is designed to meet one of the Department of Housing & Urban Development's (HUD) national objectives by providing safe, decent, sanitary housing to persons of low or moderate income through the elimination of building, plumbing, electrical and sanitary code violations.
- The Program is also designed to increase the energy efficiency of homes by making general weatherization improvements, insulating homes, and replacing outdated heating systems and hot water tanks with Energy Star rated boilers, furnaces, and domestic hot water systems.

Program Design:

- 0% deferred payment loans are available to households whose incomes are under the limits listed below. Loans are fully forgiven over the course of 15 years. Prorated payments are due, without interest, when the property transfers ownership before 15 years. Proration of loans can be structured in different ways, e.g., loans can be forgiven in equal parts on the anniversary date of a loan closing or payback can be structured so that loans do not become forgivable until a set year after a loan closing and then decline to \$0 at year 15.
- Loans are generally no greater than \$40,000 per unit. However, if homes need inherently expensive improvements such as lead paint removal, asbestos abatement, a new artesian well, handicapped accessibility modifications, septic system replacement, or historic preservation, then loans can be made for up to \$50,000.
- Loans are intended to make improvements to existing conditions. Removal and replacement of roofs, windows, siding, and electrical, plumbing and heating system repairs and replacement are typical. But other improvements like flooring replacement, bathroom upgrades, and new cabinets may be eligible if conditions are determined to be "sub-code."
- Applicants are required to provide proof of ownership, verification of income for all household members over 18 years of age, verification that property tax payments are current, and verification of homeowner's insurance.
- Houses built prior to 1978 are tested for the presence of Lead Paint by a certified lead paint inspector. Some level of lead paint remediation may be required if lead paint is found, even if there are no children living at the property. If there are children under the age of 6, the project will include full de-leading of the property. All inspection fees are calculated in to the total cost allowed per unit, but the fees themselves are not included in the loan amount. In other words, the loans are for the construction cost and mortgage recording fee only.

- Inspections of properties are made by a qualified Housing Rehab Specialist from HRA. The Rehab Specialist inspects the premises for code compliance and substandard conditions. A detailed Work List is then written up and sent to each homeowner along with instructions for contractors to bid on the project. The bid package includes materials specifications and a list of contractors who have been pre-qualified to work for the Program. However, owners may choose to solicit bids from contractors who are not on HRA's list as long as the contractors are licensed and insured. Homeowners are typically given four weeks to submit bids to HRA. Each bid is reviewed for completeness and cost reasonableness.
- Loans are awarded to projects determined to be the most needy. HRA ranks each project using a criteria point system that factors in household income, code violations, and other demographic indicators such as the number of elderly or handicapped persons living at a property. Once a project is chosen, HRA prepares contracts and verifies contractor's licenses and insurance. A loan closing is then conducted by HRA.
- Notices to Proceed are sent to each contractor with information on progress payments. HRA's Rehab Specialists act as the liaison between owners and contractors. When a contractor submits an invoice for work performed, HRA staff inspects the work for quality and conformance with the contract specifications. Payments are made directly by HRA to the contractors upon approval of the Rehab Specialist and homeowner. Final payments are made only when all applicable municipal inspectors and lead paint inspectors have also approved of the project.

Income Limits:

<u>#FAMILY MEMBERS</u>	<u>MAX. ANNUAL GROSS INCOME</u> (updated 06/15/23)
1	\$55,800
2	\$63,800
3	\$71,750
4	\$79,700
5	\$86,100
6	\$92,500
7	\$98,850
8	\$105,250

TOWN INFORMATION SHEET

MONTAGUE

STATS

4,070 Housing Units*

3,757 occupied housing units (81% built prior to 1979)*

Population 8,251 (20% 65 years and over)*

**Taken from the ACS 2016-2020 5 Year Franklin County Profiles*

HUD Community Low/Moderate Income Scores.....50.6% / score of 10

Housing Rehabilitation Program Income funds:.....\$40,122.63 for a payoff received 12/05/23 (funds will need to go into an FY22.23 activity)

Outstanding Mortgages\$4,504,312

Previous participation in CDBG Programs 38 Times

Current Outstanding Mortgages:

YEAR	PROGRAM/TOWNS	MORTGAGES
1984	Greenfield, Montague, Shelburne and Buckland	\$4,645
1986	Montague	\$85,685
1987	Montague	\$98,220
1988	Montague	\$208,241
1989	Montague	\$388,471
1990	Montague	\$162,104
1991	Montague, Sunderland, Gill	\$127,759
1992	Montague, Leverett, Shutesbury & Sunderland	\$106,200
1993	Montague & Gill	\$147,911
1994	HOME	\$0.00
1994	Northfield, Montague, Greenfield & Leyden	\$73,915
1995	Montague (Lake Pleasant)	\$56,795
1996	Wendell, Warwick, Orange, Montague & Bernardston	\$67,393
1997	Montague	\$40,000
1998	Montague, Colrain, Shelburne	\$76,418
1999	Montague, Orange & Wendell	\$119,623
2000	Montague	\$10,003
2000	Montague Façade	\$0.00
2002	Montague, Leverett & Greenfield	\$108,452
2003	Heath, Amherst, Colrain, Gill, Montague & Orange	\$165,178
2003	Montague (PF/AB)	\$0

2004	Montague, Amherst, Deerfield, Gill & Greenfield	\$235,989
2005	Montague (PF/INFRA)	\$0.00
2006	Montague & Ashfield	\$87,710
2007	Montague	\$171,030
2009	Montague	\$215,521
2010	Northfield, Monroe, Mont.Cntr, Sunderland	\$112,185
2011	Montague	\$76,370
2012	Montague	\$129,923
2013	Montague	\$155,705
2014	Montague (Turners Falls)	\$127,490
2015	Montague (Lake Pleasant)	\$190,510
2016	Montague (Turners Falls)	\$173,891
2017	Montague	\$98,180
2018	Montague	\$146,752
2020	Montague (15 year forgivable loans)	\$295,090
2021	Montague (15 year forgivable loans)	\$115,673
HRRLF	Program Income	\$125,280
	TOTAL OUTSTANDING MORTGAGES	\$4,504,312

Potential Activities for FY 2024:

Social Service Activities
Municipal Lot Repaving
Housing Rehabilitation

Community Based Planning Documents must be included (informational meetings; planning meetings; town boards, etc.)

A Public Hearing will be held in late February or early March to discuss and approve final grant application activities.



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

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

January 8, 2024

Ms. Kathryn McNelis
 Manager, Community Development Unit
 Executive Office of Housing and Livable Communities
 100 Cambridge Street – Suite 300
 Boston, MA 02114

RE: CDF G – 2021 – Montague – 00931
 Final Quarterly Report

Dear Ms. McNelis,

As Chief Elected Official for the Town of Montague, I have reviewed and accepted the FY2021 Montague Community Development Block Grant's final quarterly report.

If you should have any questions please do not hesitate to contact Brian McHugh, Director of Community Development, Franklin County Regional Housing and Redevelopment Authority's (HRA) at 413.836.9781 x 125 or bmchugh@fcrhra.org, as administering agent for the above referenced grant.

Sincerely,

Richard Kuklewicz, Chairman
 Board of Selectmen

Cc: Christine Gicheru, Emily McLaughlin, EOHLA
 Brian McHugh, HRA

QUARTERLY PROGRESS REPORT 2021
QPR #8 – 2021 – Montague – 00931
12.31.23

1. Management/Administrative Issues: Management/Administrative Issues: The Town submitted a budget revision to EOHLC to transfer uncommitted 4C and 6C activity funds to 6A Infrastructure Program Delivery.

2. Project Status/Accomplishments:

4C HOUSING REHABILITATION ACTIVITY: The unit goal for this activity is 3 units of housing rehabilitation and three units have been completed.

TOWN OF MONTAGUE	
Units Complete	3
Units under Construction	0
Units in scoping and bidding	0
TOTALS	3

LEAD PAINT REPORTING:

* Applicable Lead Paint Requirement:

a.	Housing Constructed before 1978	3
b.	Exempt: Housing Constructed 1978 or later	0
c.	Otherwise exempt	2
d.	Exempt: Hard costs <= \$5,000	
	TOTAL	1

* Lead Hazard Remediation Actions:

Lead Safe Work Practices (24 CFR 35.930(b)) (Hard Costs <= \$5,000)	
Interim Controls or Standard Practices (24CFR 35.930 ©) (Hard costs \$5,000 - \$25,000)	
Abatement (24CFR 35.930 (d)) (Hard Costs > \$25,000)	1
(must equal sum in "a." above)	TOTAL 1

PERFORMANCE MEASURES – ACTIVITY 4C:

* Housing Rehabilitation Units

Units occupied by elderly	1
Units moved from substandard to standard	3
Units made accessible	1
Units qualified as EnergyStar	3
# brought into compliance with lead safety rules	1

6B PUBLIC FACILITIES/INFRASTRUCTURE: The architect, contractor, town and HRA representatives met on site to do a final inspection on 09/26/23 and a final punch list of items was completed prior to submission of the final invoice. The project has closed.

8B SOCIAL SERVICE ACTIVITY: Four social service agency programs were funded through this grant, and all completed their funded programs 03/31/23.

- **The Brick House: Youth Education Program:** 87 LMI residents received the benefit of this program that provided positive youth development framework to develop leadership skills, anti-bullying training, social justice education and art education and development.
 - **LifePath, Inc.: Home Sharing Program.** 12 residents (10 LMI residents) received the benefit of this inaugural program to match older adults and others who are willing to share their homes to help elders age in place.
 - **Montague Catholic Social Ministries: Family Learning Together Better Literacy Program:** 119 LMI residents received the benefit of this program that assisted immigrant children to reach education goals and assisted immigrant adults find economic security through sustainable employment.
- The Consortium: Wildflower Alliance Recovery Support Program:** 108 LMI residents received the benefit of this program which provided peer support and advocacy services for residents in recovery.

3. PUBLIC BENEFIT: N/A

4. PROGRAM INCOME: None to report.

CDF - G-2021-Montague-00931
Town of Montague
Financial Activity

Current Quarter: 8
Quarter End Date: 12/31/2023

Activity	Budget	Expenses	%Expended	Committed	Drawdowns
4A Program Delivery	\$36,120.00	\$36,120.00	100%	\$36,120.00	\$36,120.00
4C Rehab Loans/Grants	\$118,142.83	\$118,142.83	100%	\$118,142.83	\$118,142.83
6A Program Delivery	\$36,316.17	\$36,316.17	100%	\$36,316.17	\$36,316.17
6B Streets/Sidewalks	\$408,788.00	\$408,788.00	100%	\$408,788.00	\$408,788.00
6J Other	\$0.00	\$0.00	0%	\$0.00	\$0.00
8A Program Delivery	\$17,655.00	\$17,655.00	100%	\$17,655.00	\$17,655.00
8B Elder Self-sufficiency Services	\$20,000.00	\$20,000.00	100%	\$20,000.00	\$20,000.00
8B English for Speakers of Other	\$20,000.00	\$20,000.00	100%	\$20,000.00	\$20,000.00
8B Substance Abuse Counseling	\$20,000.00	\$20,000.00	100%	\$20,000.00	\$20,000.00
8B Youth Services	\$20,000.00	\$20,000.00	100%	\$20,000.00	\$20,000.00
9 General Admin.	\$91,152.00	\$91,152.00	100%	\$91,152.00	\$91,152.00
Totals	\$788,174.00	\$788,174.00	100%	\$788,174.00	\$788,174.00



9B

AUTHORIZATION TO DISBURSE
Invoice # 2023-145-2
Project No. 2023-145
TOWN OF MONTAGUE FY22.23 CDBG
FY22.23 Hillcrest Park Construction(6C)
Contractor: Berkshire Design Group
4 Allen Place
Northampton, MA 01060

Date: November 13, 2023

Total Contract	21,400.00
Total Paid to Date:	1,275.00
Balance:	20,125.00
This Invoice:	935.00
Balance:	19,190.00

Work Items Complete: Professional landscape architectural, civil engineering and land surveying services listed on the attached invoice, for the period November 1, 2023 to November 30, 2023.

See attached invoice dated: December 27, 2023	FY22.23 MONT \$935.00
---	--------------------------------------

I reviewed this invoice on 12/27/23 and found that the tasks have been completed, as noted. I recommend approval of this pay request for **\$935.00**



Director of Community Development – HRA

We hereby authorize the above payment

TOWN of MONTAGUE (2 of 3 required)

Authorized signature
Chair, Selectboard

Authorized signature
Selectboard

Authorized signature
Selectboard



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

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

INVOICE # 2023-145-2

December 27, 2023

Project No: 2023-145

Re: Montague - 30 Griswold St - Hillcrest Playground

For professional landscape architectural, civil engineering and land surveying services listed below for the period November 1, 2023 to November 30, 2023:

Email invoices to: bmchugh@fcrhra.org, spleasant@fcrhra.org

Task	Fee	% Complete (to date)	% Complete (this period)	Amount Due (this Period)
100% CD	\$8,500.00	26.00%	11.00%	\$935.00
Bidding	\$3,700.00	0.00%	0.00%	\$0.00
Construction Administration	\$9,200.00	0.00%	0.00%	\$0.00
	<u>\$21,400.00</u>			
Subtotal Task Charges				\$935.00
INVOICE TOTAL				\$935.00

Please make check payable to: The Berkshire Design Group, Inc. Please note Project # on check.

Terms: Due upon receipt. A 1.5% late payment charge may be applied to the balance due, if payment in full is not received in 30 days. Thank You.



Board of Selectmen
Town of Montague

1 Avenue A
Turners Falls, MA 01376

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

January 8, 2024

There will be a **Special Town Meeting** on **Thursday, March 14, 2024** at the Turners Falls High School, 222 Turnpike Road, Montague

Please be advised article submissions for the Special Town Meeting will close on Wednesday, February 7 at 4:00 P.M. All requests must be submitted on the appropriate forms obtained from the Selectboard's Office by this deadline, no further articles will be added to the warrant after this date.

Thank you.

Wendy Bogusz
Executive Assistant



Board of Selectmen
Town of Montague

1 Avenue A
Turners Falls, MA 01376

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

January 8, 2024

The **Annual Town Meeting** will be held on **Saturday, May 4, 2024** at the Turners Falls High School, 222 Turnpike Road, Montague

Please be advised article submissions for the Annual Town Meeting and Special Town Meeting (if needed) will close on Thursday, March 14 at 4:00 P.M. All requests must be submitted on the appropriate forms obtained from the Selectboard's Office by this deadline, no further articles will be added to the warrant after this date.

Thank you.

Wendy Bogusz
Executive Assistant

Montague FY25 Capital Cycle Requests As of Dec 21, 2023 (Not ranked)

Submitted by	Project Description	On Cap Plan	CIC Vote	Winter STM	Annual ATM	Notes/Comments
Capital						
CWF	Montague Center Pump Station Rehab	YES			\$ 283,800	To be reduced based on balance as of March 1. Balance of 12/31/23 is \$76,700
DPW	Equipment and Major Repairs (Discretionary)	YES			\$ 100,000	
DPW	Replace 10 Ton Trailer	YES			\$ 40,401	
DPW	New Skid Steer	NO		\$ 90,000		Initially proposed Fall 23 STM. Tabled for consideration during annual budget cycle
DPW	Replace Ferry Rd Culvert	YES		\$ 222,800		Moved to STM so work can proceed summer 2024
DPW	Town Hall Parking Lot Rehabilitation	YES			\$ 275,000	increased based on quote from Warner. Looking into CDBG eligibility
DPW	Alleyway Paving	YES			\$ 30,000	FY25 plan to repave First St Alley
DPW	Manhole and Sewer Pipe Re-lining	YES			\$ 78,500	Reduced scope to immediate priority work: 5 manholes, 360 LF of pipe on Millers Falls Rd
GMRSD	Hillcrest Pavement and Sidewalks	YES			\$ 100,000	detailed quote forthcoming
GMRSD	Hillcrest Cafeteria Reconfiguration	NO			\$ 40,000	detailed quote forthcoming
Libraries	New Main Branch Feasibility Study	YES			\$ 150,000	Contingent on MA Library Building Program acceptance. Reimburse 50% or up to \$100K
Non-Capital						
GMRSD	Sheffield Main Office Reconfiguration	NO			\$ 20,000	detailed quote forthcoming
Conservation Com.	Conservation Trust				\$ 10,000	
Total				\$ 312,800	\$ 1,127,701	\$1,440,501

Capital Projects in development (not ready for FY25 ATM)		On CIP
DPW	Comprehensive Sewer and manhole relining	YES
DPW	Stormwater Outfalls/Slope Stabalization	NO
CWF	Ops Building HVAC/ Workshop	YES
Selectboard	Strathmore Demolition	YES
GMRSD	MSBA New Elem School Feasibility Study	YES

Current Funding Source Balances (11.31.23)	
Town Capital Stab.	\$ 1,531,461
CWF Cap Stab.	\$ 262,668
GMRSD Stab.	\$ 89,745
Free Cash	\$ 612,997
Sewer Ret Earnings	\$ 140,000
Sale of Real Estate	\$ 575,445
Total	\$ 3,212,316

FY25 Grant funded capital projects		grant value	on CIP
Congressional Earmark	Avenue A Streetscape	\$ 960,000	YES
Rural and Small Town	Ave A CSO Reduction	\$ 500,000	YES
Site Readiness	Strathmore Demo Design	\$ 132,700	YES
Comm Dev Block Grant	Hillcrest Neighborhood Playground	\$ 400,000	YES
PARC Grant	Montague Center Playscape	\$ 340,000	YES
DEP GAP II	CWF fine bubble aerators/diffusers	\$ 150,000	YES
USDA Rural Dev.	Screw Pump Replacement	\$ 860,000	YES
		\$ 3,342,700	

Key Dates for Capital Planning	
8-Jan	CIC meets with Selectboard to review capital article slate
10-Jan	CIC meets with Fincom to review capital article slate
27-Feb	STM/ Finalize Draft CIC report
13-Mar	CIC capital article report to FinCom/ Selectboard
15-Mar	Winter Special Town Meeting
4-May	Annual Town Meeting

Review the Capital Project Proposal Details at

https://montague-ma.gov/files/FY25_Capital_Requests_Compiled_12-5-23.pdf

RE: Montague BD - Construction Field Update - Construction Completed

Matt Landman <mlandman@kearsargeenergy.com>

Thu 12/28/2023 3:56 PM

To: Steven E - Montague Town Administrator <StevenE@montague-ma.gov>; Andrew Bernstein <abernstein@kearsargeenergy.com>; richard bayly <richardbayly9@yahoo.com>; Jacquelyn Claver <Jacquelyn.Claver@gza.com <Jacquelyn.Claver@gza.com>; Robin Casioppo <Robin.Casioppo@gza.com <Robin.Casioppo@gza.com>; Ryan DaPonte <Ryan.DaPonte@gza.com>; Maureen Pollock <planner@montague-ma.gov>; Grover, Mary (DEP) <Mary.Grover@mass.gov>; brianna.Dunn@mass.gov <brianna.Dunn@mass.gov>; admpanelena@gmail.com <admpanelena@gmail.com>; Maureen Pollock <planner@montague-ma.gov>; admpanelena@gmail.com <admpanelena@gmail.com>; Walter Ramsey <WalterR@montague-ma.gov>
Cc: E W Tatelbaum <etatelbaum@kearsargeenergy.com>; Pat Fennessey <pfennessey@kearsargeenergy.com>; Ted Maroney <tmaroney@kearsargeenergy.com>; Todd Greene <Todd.Greene@gza.com>

Good Afternoon Everyone,

I wanted to give everyone an update prior to ringing in the New Year. The construction scope has been completed! Brianna, Mary and myself met onsite yesterday to review the completed construction. The only area of concern in the construction zone was some 3/4" stone that was seen on top of the erosion blankets (PICTURE 1) down at the bottom of the gully past the silt fence. This item was immediately addressed this morning by our contractor (PICTURE 2). It was also discussed that the site will be monitored biweekly and this team updated on any changes or concerns. Full vegetation will be needed prior to removing the erosion control. Please see photos of the work to close out concerns at the bottom of the gully this morning.

BEFORE – 12/27/23



AFTER – 12/28/23



The matting was removed, stones cleaned, and erosion mat was reinstalled.

All other construction items pertaining to the UAO were reviewed and can be seen in photos below.







Beyond the scope of the UAO, a few other locations of existing erosion were noted by Brianna and Mary, which they will monitor outside of the area of construction.

1. A small area of erosion was seen toward the stream near the new check dam installed on the old access road. This is probably fully remedied by the new installation but will be monitored.
2. A small section of the riprap has shifted in the swale adjacent to the access road. This was noticed at our kick-off meeting and known to be existing. A very small amount of silt was undermined when the riprap shifted and can be seen at the bottom of this riprap swale near the sand pit. At kickoff meeting and now, this was seen to be small enough that DPW could easily rectify the swale riprap and scoop out silt near sand basin.
3. Three areas of erosion were seen outside the solar array fencing near the top of the hill/Solar parking canopy to the east of the fence line. This riling seems to be older as there was a lot of vegetation to contend with while we accessed these areas. These will be monitored for changes, but it was discussed that gravel gutters in the PV array and the deep gravel installation at the PV Parking Canopy has provided a lot of the stabilization to this area by minimizing concentrated storm runoff. No rutting or riling was seen inside the array fenced area.

Any questions or concerns, please let me know.

Have a Happy New Year Everyone,
Matt-

Matthew Landman

Kearsarge Energy LP
1380 Soldiers Field Road, Suite 3900
Boston, MA 02135
mlandman@kearsargeenergy.com
M: 401-484-3008
T: 617-393-4222



This e-mail transmission contains confidential and privileged information from Kearsarge Energy LP and is intended only for the use of the addressee(s) named above. Any other use is strictly prohibited.

From: Steven E - Montague Town Administrator <StevenE@montague-ma.gov>

Sent: Wednesday, December 27, 2023 10:36

To: Andrew Bernstein <abernstein@kearsargeenergy.com>; Matt Landman <mlandman@kearsargeenergy.com>; richard bayly <richardbayly9@yahoo.com>; Jacquelyn.Claver@gza.com; Robin.Casioppo@gza.com; Ryan DaPonte <Ryan.DaPonte@gza.com>; Maureen Pollock <planner@montague-ma.gov>; Grover, Mary (DEP) <Mary.Grover@mass.gov>; brianna.Dunn@mass.gov; admpanelena@gmail.com; Maureen Pollock <planner@montague-ma.gov>; admpanelena@gmail.com; Walter Ramsey <WalterR@montague-ma.gov>

Cc: E W Tatelbaum <etatelbaum@kearsargeenergy.com>; Pat Fennessey <pfennessey@kearsargeenergy.com>; Ted Maroney <tmaroney@kearsargeenergy.com>; Todd Greene <Todd.Greene@gza.com>

Subject: RE: Montague BD - Construction Field Update

Andrew

AVENUE A STREETScape IMPROVEMENTS - PHASE IV

Montague, Massachusetts

Prepared For:

Town of Montague
One Avenue A
Turners Falls, Massachusetts 01376

Richard Kuklewicz
Selectboard, Chairman

Christopher Boutwell
Selectboard, Vice Chair

Matthew Lord
Selectboard, Clerk

Walter Ramsey
Assistant Town Administrator

Funded By:

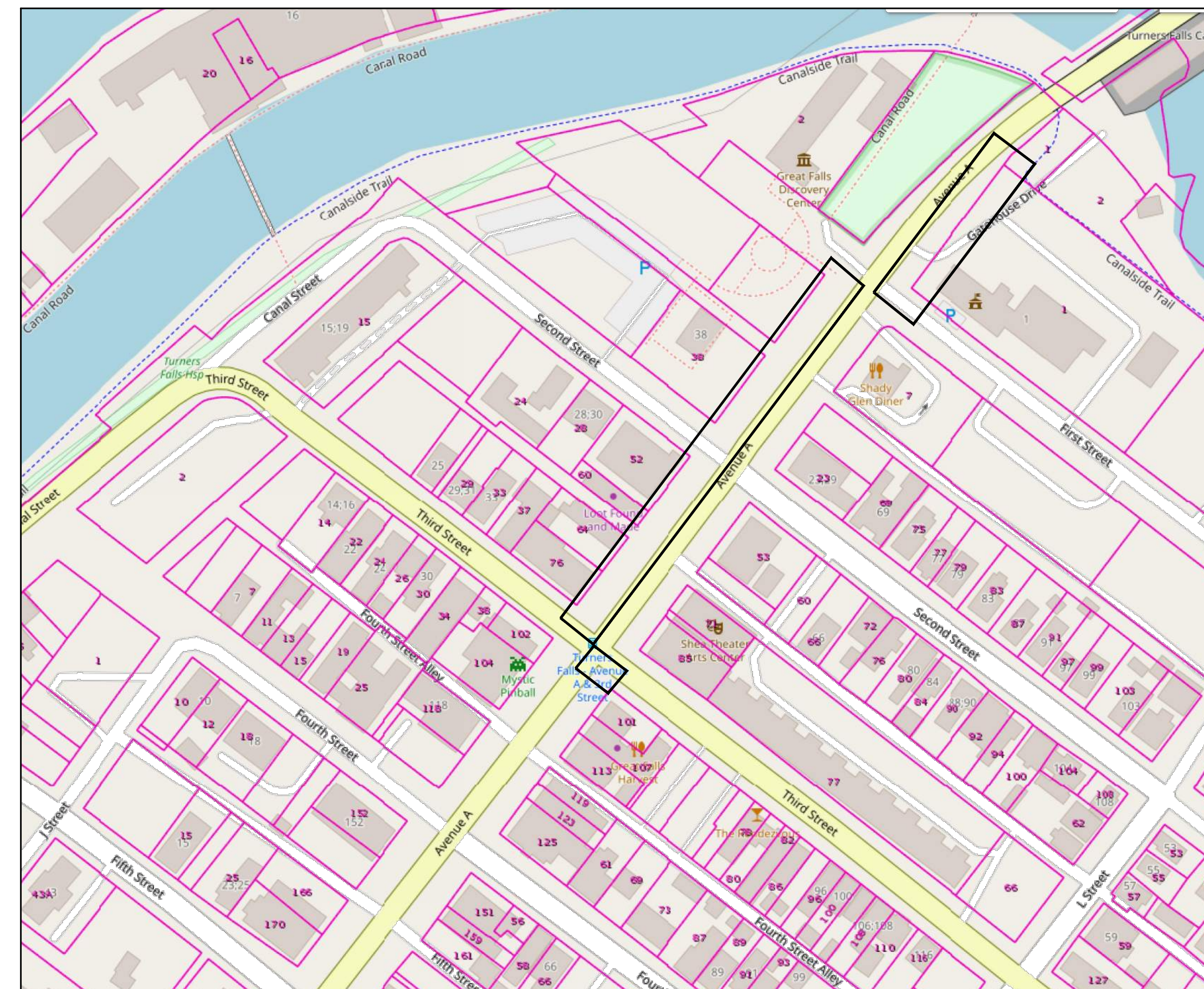
This project is funded in whole by HUD F23
Community Project Funding Grant Agreement
B-23-CP-MA-0656

Date:

December 12, 2023 REVIEW SET

Sheet Index:

	COVER
LC-0.1	EXISTING CONDITIONS
LC-0.2	EXISTING CONDITIONS
LC-1.1	SITE DEMOLITION & EROSION CONTROL PLAN
LC-1.2	SITE DEMOLITION & EROSION CONTROL PLAN
LC-2.1	SITE LAYOUT PLAN
LC-2.2	SITE LAYOUT PLAN
LC-2.3	SITE LAYOUT PLAN
LC-2.4	TRAFFIC LIGHT MAST ARM REPLACEMENT
LC-3.1	GRADING & UTILITIES PLAN
LC-3.2	GRADING & UTILITIES PLAN
LC-3.3	GRADING & UTILITIES PLAN
LC-4.1	SITE DETAILS
LC-4.2	SITE DETAILS
LC-4.3	SITE DETAILS



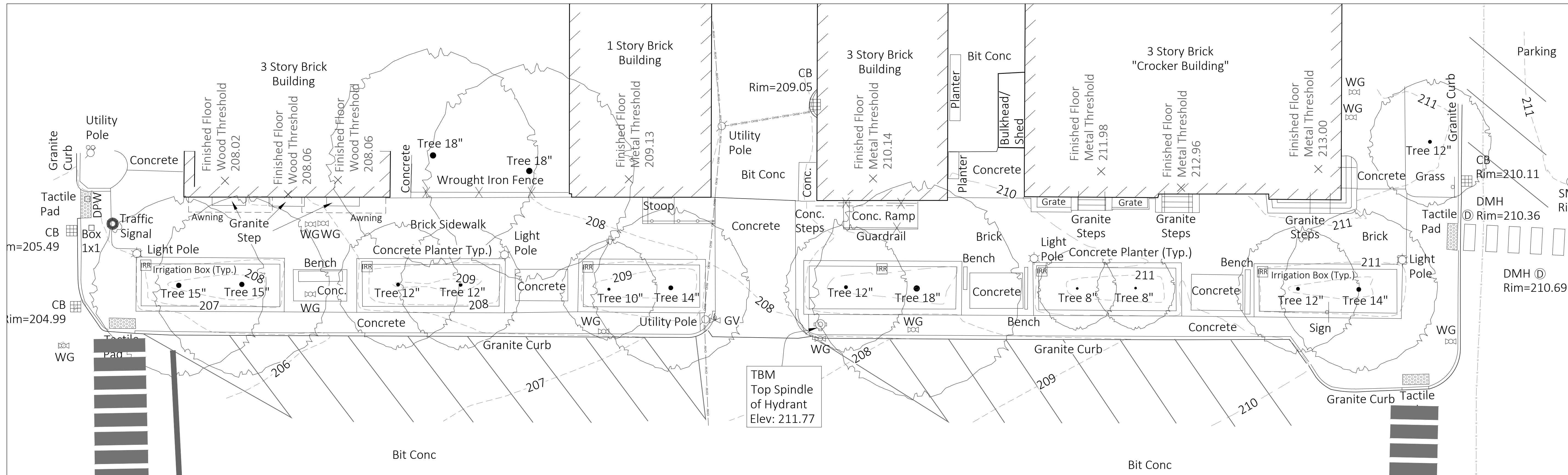
Locus Map

Prepared By:

Berkshire Design Group
 Landscape Architecture
 Civil Engineering
 Planning
 Land Surveying

4 Allen Place, Northampton, Massachusetts 01060
 Tel (413) 582-7000 • FAX (413) 582-7005

Bid #



EXISTING CONDITIONS NOTES

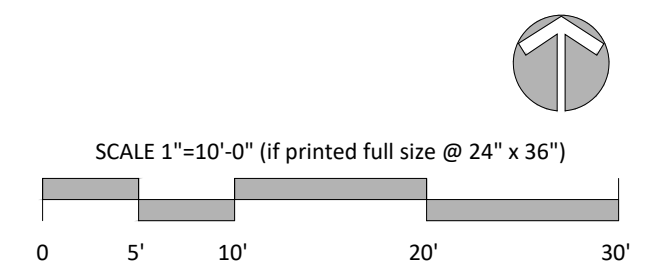
1. THE EXISTING CONDITIONS DEPICTED HEREON WERE OBTAINED BY A FIELD SURVEY IN AUGUST, 2023 BY BERKSHIRE DESIGN GROUP.
2. THE BASIS OF BEARINGS, AZIMUTHS, AND THE NORTH ARROW SHOWN HEREON IS THE MASSACHUSETTS STATE PLANE COORDINATE SYSTEM (NAD83). THE BASIS OF THE ELEVATIONS DEPICTED HEREON IS A GRID SEPARATION CALCULATION BASED ON GEOID18 RESULTING IN NAVD88. DISTANCES SHOWN ON THIS EXISTING CONDITIONS PLAN ARE GROUND DISTANCES.
3. THIS PLAN IS PREPARED AS A SITE DESIGN AND IS NOT INTENDED TO BE USED FOR DETERMINATION OF PROPERTY LINES. THIS PLAN DOES NOT NECESSARILY SHOW ALL EXISTING EASEMENTS ON THE LOCUS PROPERTY.
4. THE CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS. IF A DISCREPANCY IS FOUND BETWEEN THIS PLAN AND THE ACTUAL FIELD CONDITION, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY BERKSHIRE DESIGN GROUP.
5. THE LOCATION OF ALL UNDERGROUND UTILITIES SHOWN ARE APPROXIMATE AND ARE BASED UPON A FIELD SURVEY AND COMPLETION OF PLANS OF RECORD. BERKSHIRE DESIGN GROUP DOES NOT WARRANT THE LOCATION OF ALL UTILITIES DEPICTED. ONLY RECORD INFORMATION PROVIDED BY THE RESPECTIVE UTILITY OWNER AND INDEPENDENTLY VERIFIED BY BERKSHIRE DESIGN GROUP IS SHOWN HEREON. PRIOR TO THE START OF WORK, THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UTILITIES AND CONTACT DIG SAFE AT 811.

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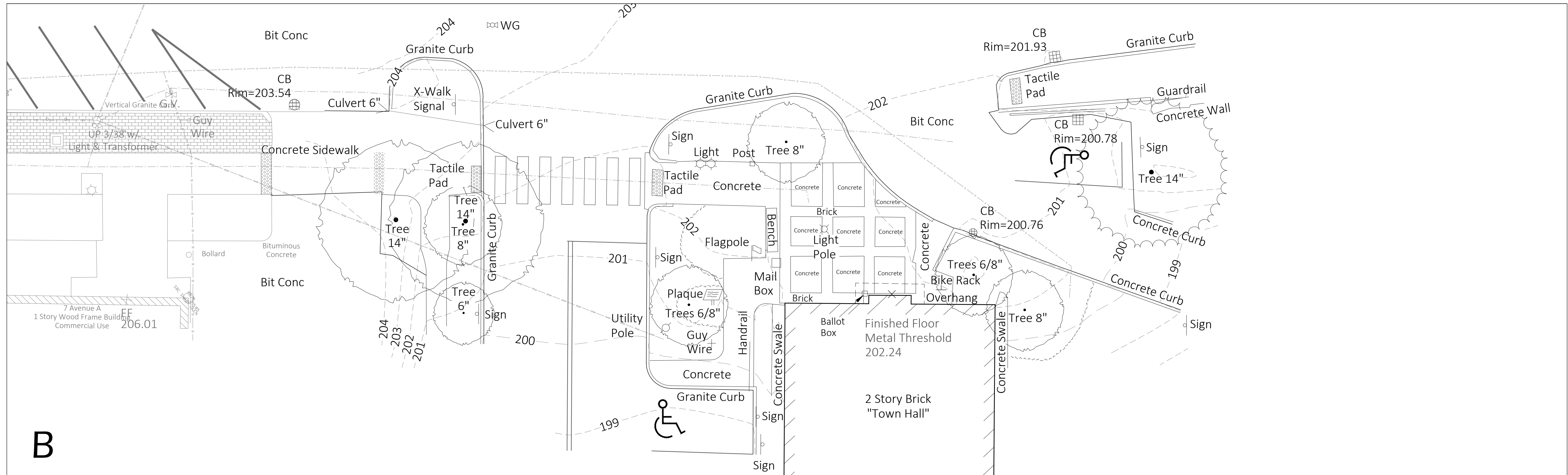
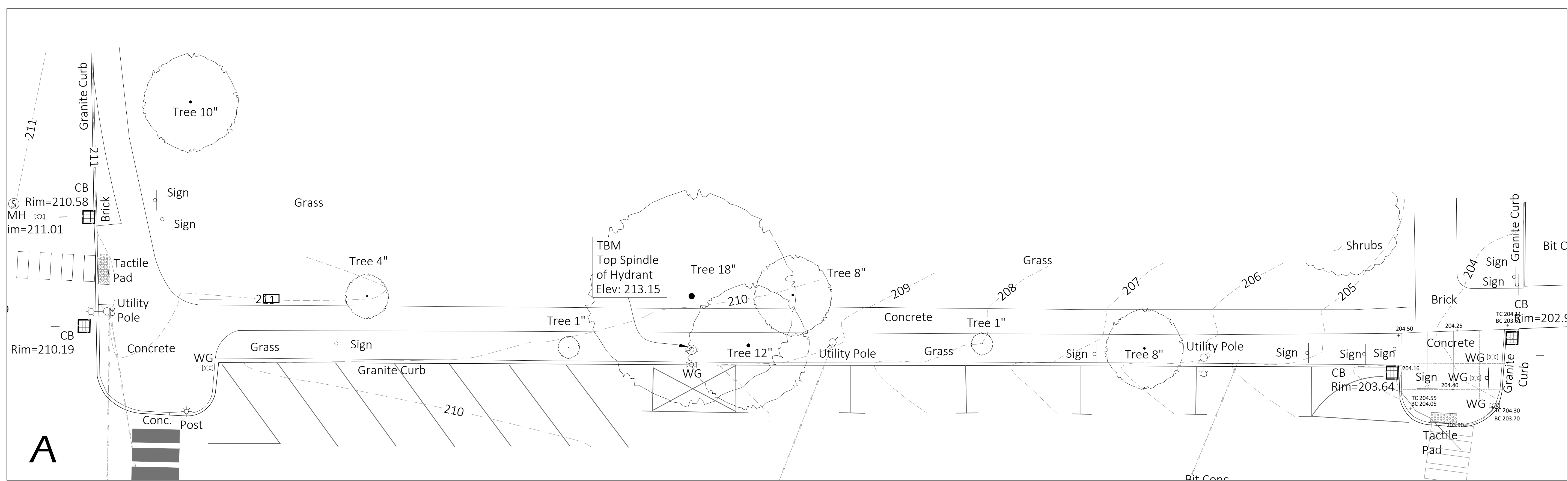
EXISTING CONDITONS



Revisions	

Date: December 12, 2023 Sheet Number
Scale: 1"=10'
Drawn By: WDS
Checked By: JDS

LC-0.1



EXISTING CONDITIONS NOTES

- SEE NOTES ON SHEET LC-0.1

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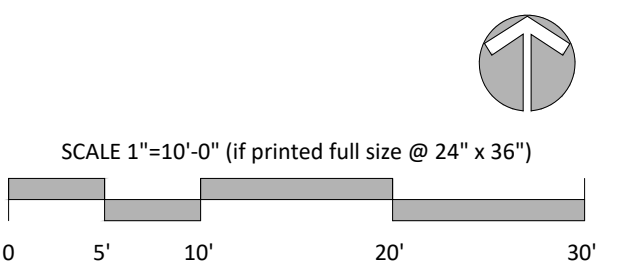
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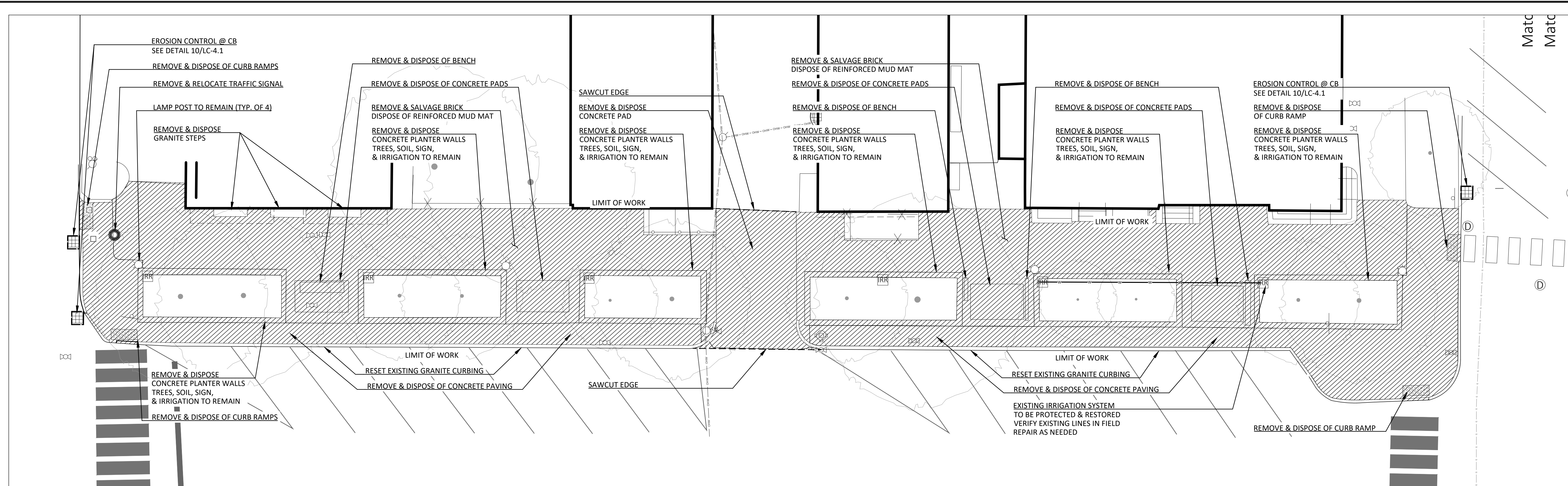
EXISTING CONDITIONS



Revisions	

Date: December 12, 2023	Sheet Number
Scale: 1"=10'	LC-0.2
Drawn By: WDS	
Checked By: JDS	

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SITE PREPARATION/DEMOLITION NOTES

- THE CONTRACTOR SHALL BE RESPONSIBLE FOR A THOROUGH SITE EXAMINATION TO DETERMINE THE EXTENT OF DEMOLITION NECESSARY TO PREPARE THE SITE FOR CONSTRUCTION AND SHALL VERIFY ALL ITEMS TO BE DEMOLISHED OR SALVAGED WITH BERKSHIRE DESIGN GROUP PRIOR TO BEGINNING WORK.
- CARE SHALL BE TAKEN NOT TO DAMAGE ANY ITEMS DESIGNATED TO REMAIN; REPAIR OR REPLACEMENT OF DAMAGED ITEMS DESIGNATED TO REMAIN SHALL BE AT THE CONTRACTOR'S EXPENSE.
- AREAS OUTSIDE THE LIMITS OF PROPOSED WORK DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED BY THE CONTRACTOR TO THEIR ORIGINAL CONDITION AT THE CONTRACTOR'S EXPENSE.
- DISPOSAL OF PROPERTY DESIGNATED TO BE REMOVED SHALL BE AT THE DIRECTION OF BERKSHIRE DESIGN GROUP OR OWNER, AND SHALL CONFORM TO ALL APPLICABLE LAWS AND REGULATIONS. ALL SALVAGEABLE MATERIAL SHALL BE DELIVERED BY THE CONTRACTOR TO STORAGE AREAS DESIGNATED BY BERKSHIRE DESIGN GROUP OR THE OWNER. CONTRACTOR SHALL REMOVE ALL EXISTING UNSUITABLE MATERIALS FROM THE SITE.
- THE CONTRACTOR SHALL PROTECT EXISTING TREES TO REMAIN AS SHOWN ON THE PLANS AND DETAILS.
- ALL STRIPPED TOPSOIL TO BE RE-USED SHALL BE SCREENED AND STOCKPILED IN AN AREA DESIGNATED BY BERKSHIRE DESIGN GROUP OR THE OWNER. ANY EXCESS TOPSOIL THAT WILL NOT BE INCORPORATED INTO THE WORK SHALL BE REMOVED FROM THE SITE. THE CONTRACTOR IS RESPONSIBLE FOR ALL TOPSOIL AS NEEDED TO MEET THE SPECIFICATIONS.
- THE CONTRACTOR MAY USE TEMPORARY FENCING TO CONTROL THE SITE DURING CONSTRUCTION. PRIOR TO THE FINAL COMPLETION OF THE PROJECT, THE CONTRACTOR SHALL REMOVE ALL TEMPORARY FENCING AND BARRICADES.
- PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL VERIFY THE LOCATION OF UNDERGROUND UTILITIES. UNDERGROUND UTILITIES TO REMAIN SHALL BE PROTECTED DURING THE COURSE OF THE WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIR OF UTILITIES DAMAGED BY CONSTRUCTION ACTIVITIES, REGARDLESS OF WHETHER THE UTILITY THAT WAS DAMAGED WAS SHOWN ON THE PLANS.
- ALL PROPERTY BOUNDARY MONUMENTS SHALL BE PROTECTED DURING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING THE SERVICES OF A PROFESSIONAL LAND SURVEYOR TO RE-SET OR REPLACE ANY MONUMENT DAMAGED OR ALTERED BY CONSTRUCTION ACTIVITIES.

EROSION CONTROL NOTES

- THE CONTRACTOR SHALL INSTALL EROSION CONTROL DEVICES AS NECESSARY TO PREVENT EROSION WITHIN THE SITE AND MIGRATION OF SEDIMENT OFF OF THE SITE, OR AS DIRECTED BY BERKSHIRE DESIGN GROUP. ALL DEVICES SHALL COMPLY WITH THE MASSACHUSETTS EROSION AND SEDIMENT CONTROL GUIDELINES FOR URBAN AND SUBURBAN AREAS, CURRENT VERSION, PUBLISHED BY MASSDEP.
- THE CONTRACTOR SHALL INSPECT ALL INSTALLED EROSION CONTROL DEVICES AT LEAST WEEKLY AND AFTER EACH STORM. IF ANY DEVICE IS FOUND TO BE DAMAGED, THE CONTRACTOR SHALL REPAIR IT IMMEDIATELY. IF SEDIMENT IS FOUND TO FILL MORE THAN HALF THE HEIGHT OF THE DEVICE, THE SEDIMENT SHALL BE REMOVED OR THE DEVICE REPLACED.
- ALL VEHICLES ENTERING AND EXITING THE SITE SHALL BE REQUIRED TO CROSS A TRACKING PAD TO PREVENT TRACKING OF SEDIMENT ONTO PUBLIC ROADWAYS. IF SEDIMENT IS FOUND ON ROADWAYS, THE SEDIMENT SHALL BE REMOVED IMMEDIATELY.
- THE CONTRACTOR SHALL INSTALL EROSION CONTROL BARRIER ALONG ALL DOWN-SLOPE SITE LIMITS TO PREVENT THE MIGRATION OF SEDIMENT OFF-SITE.
- THE CONTRACTOR SHALL UTILIZE EROSION CONTROL BLANKET TO PROTECT ALL SLOPES STEEPER THAN 3H:1V UNTIL PERMANENTLY STABILIZED.
- ALL SOIL STOCKPILES SHALL BE SURROUNDED BY A CONTINUOUS SILT FENCE. IF THE STOCKPILE WILL REMAIN UNUSED FOR MORE THAN 30 DAYS, THE STOCKPILE SHALL BE STABILIZED BY TEMPORARY SEEDING OR OTHER APPROVED METHOD.
- ALL DEWATERING DISCHARGES SHALL BE DIRECTED TO A DEWATERING SEDIMENT TRAP.
- THE CONTRACTOR SHALL MAINTAIN A STOCKPILE OF EXTRA EROSION CONTROL MATERIALS THAT MEET THE REQUIREMENTS OF THE CONTRACT DOCUMENTS ON SITE AT ALL TIMES.
- THE CONTRACTOR SHALL MONITOR WEATHER THROUGHOUT THE PROJECT AND PREPARE THE SITE IN ADVANCE OF SEVERE WEATHER IN ORDER TO PREVENT DAMAGE TO WORK IN PLACE AND SEDIMENT MIGRATION OFF OF THE SITE.
- THE CONTRACTOR SHALL IMPLEMENT SPILL-PREVENTION PROCEDURES AND MAINTAIN A SPILL PREVENTION AND CLEANUP PLAN FOR THE SITE. ALL MATERIALS THAT ARE CAPABLE OF SPILLING, LEAKING, DISSOLVING OR OTHERWISE POLLUTING STORMWATER RUNOFF SHALL BE COVERED WHILE STORED AT THE SITE.
- ALL SEDIMENT REMOVED FROM THE SITE SHALL BE HANDLED IN ACCORDANCE WITH STATE AND LOCAL REGULATIONS.
- ALL TEMPORARY EROSION CONTROLS SHALL REMAIN IN PLACE UNTIL THE SITE IS FULLY STABILIZED. AFTER STABILIZATION, TEMPORARY EROSION CONTROLS SHALL BE REMOVED FROM THE SITE PRIOR TO THE COMPLETION OF THE WORK.

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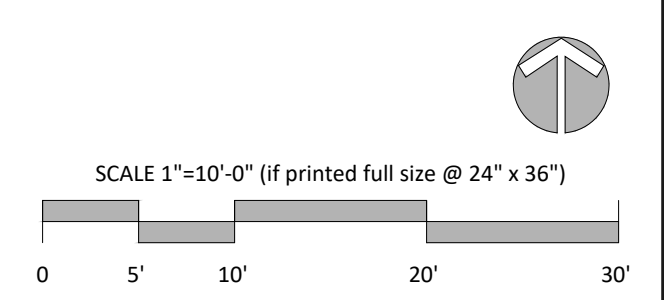
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Avenue A Streetscape
Improvements Project

Phase IV

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SITE DEMOLITION & EROSION CONTROL PLAN



Revisions

Date: December 12, 2023	Sheet Number
Scale: 1"=10'	LC-1.1
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Checked By: JDS	

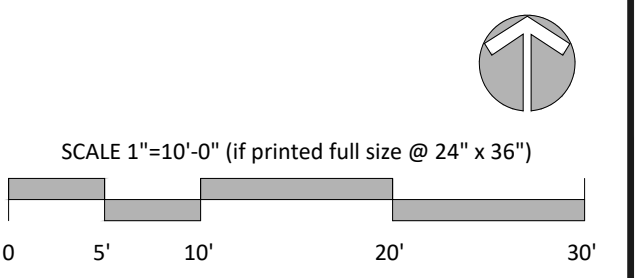
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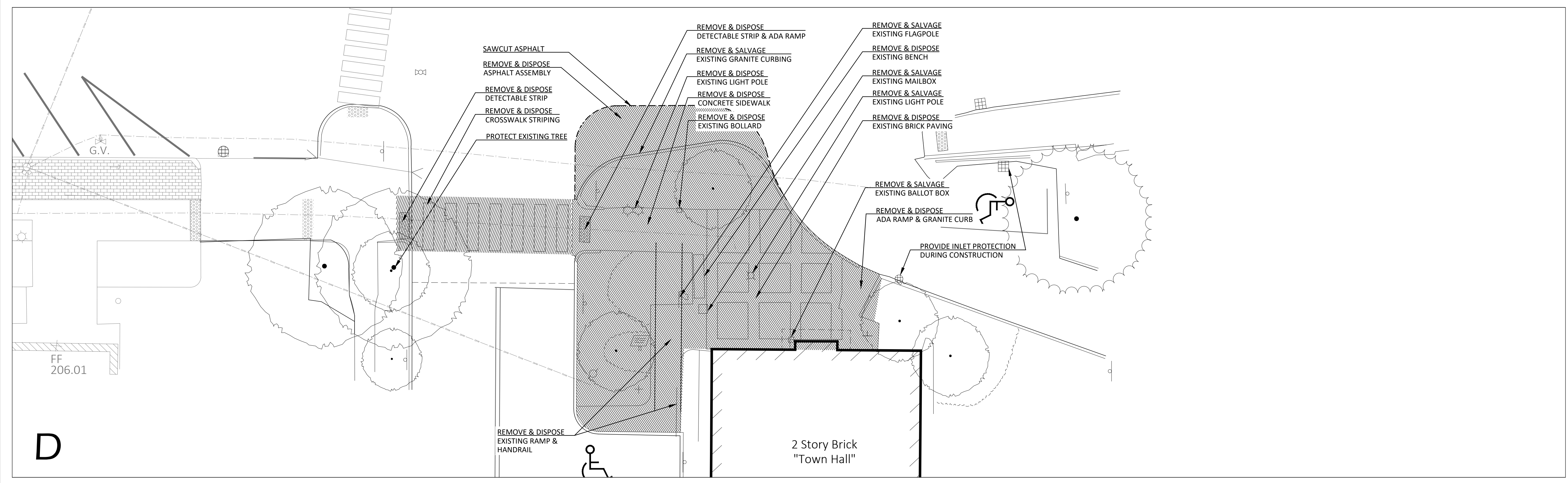
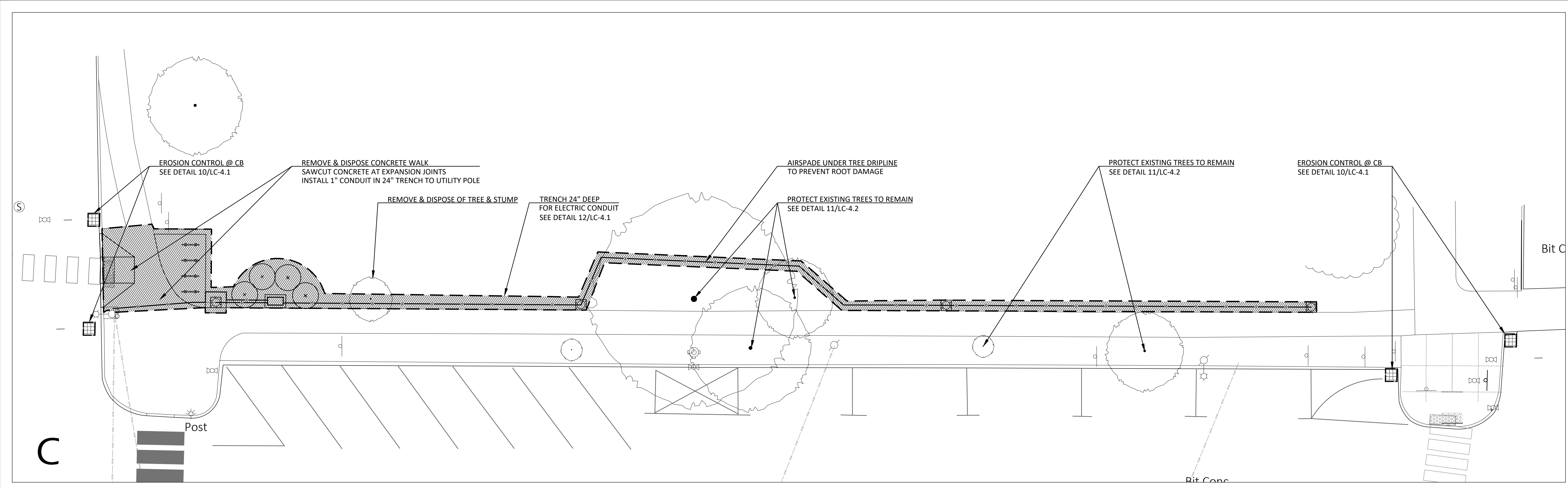
SITE DEMOLITION & EROSION CONTROL PLAN



Revisions	

Date: December 12, 2023 Sheet Number
Scale: 1"=10'
Drawn By: WDS
Checked By: JDS

LC-1.2



SITE PREPARATION/DEMOLITION NOTES
1. SEE NOTES ON SHEET LC-1.1

EROSION CONTROL NOTES
1. SEE NOTES ON SHEET LC-1.1

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Phase IV

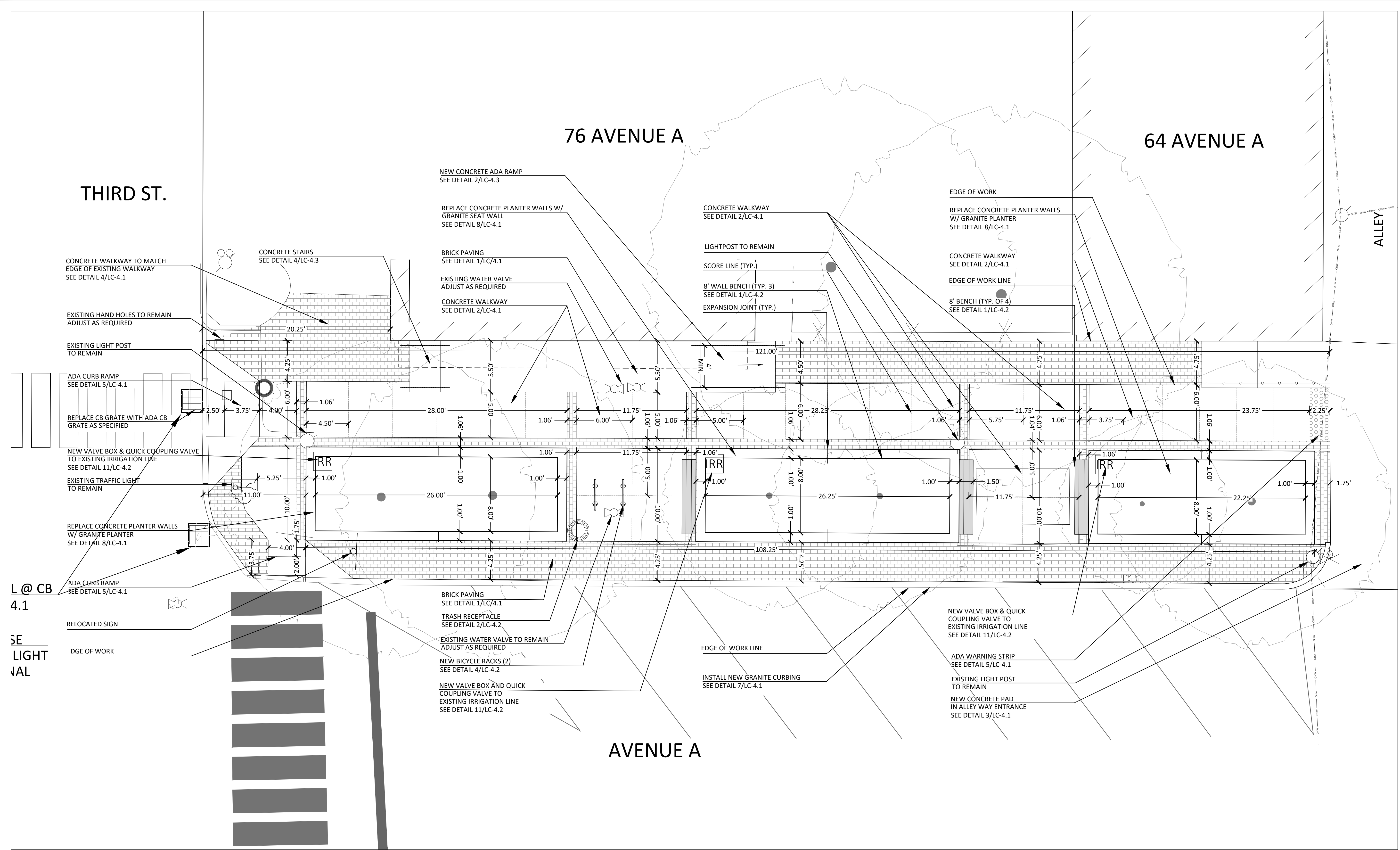
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SITE LAYOUT PLAN

SCALE 1"=5'-0" (If printed full size @ 24" x 36")

Revisions	

Date: December 12, 2023	Sheet Number
Scale: 1"=5'	LC-2.1
Drawn By: WDS	
Checked By: JDS	



- LAYOUT NOTES**
- ALL LINES OR POINTS ARE PERPENDICULAR OR PARALLEL TO LINES FROM WHICH THEY ARE MEASURED UNLESS OTHERWISE NOTED; WRITTEN DIMENSIONS SHALL PREVAIL.
 - THE CONTRACTOR SHALL VERIFY ALL LAYOUT, DIMENSIONS, GRADES, AND INVERTS PRIOR TO CONSTRUCTION; REPORT ANY DISCREPANCIES TO BERKSHIRE DESIGN GROUP. ALL DISCREPANCIES SHALL BE RESOLVED IN WRITING PRIOR TO BEGINNING WORK.
 - ALL MATERIALS AND CONSTRUCTION METHODS SHALL CONFORM TO THE CONSTRUCTION STANDARDS AND SPECIFICATIONS OF THE TOWN OF HADLEY AND THE MASSACHUSETTS DEPARTMENT OF TRANSPORTATION.
 - ALL AREAS DISTURBED FROM CONSTRUCTION ACTIVITY TO RECEIVE 6" (MIN.) TOPSOIL AND TO BE RAKED, SMOOTHED, FERTILIZED AND SEEDED WITH PERENNIAL TURFGRASSES UNLESS OTHERWISE NOTED.
 - ALL NEW WALKS AND SURFACES TO MEET EXISTING WALKS AND SURFACES WITH SMOOTH, CONTINUOUS LINE AND GRADE.
 - THE CONTRACTOR SHALL NOT INSTALL CONCRETE, ASPHALT, RUBBER, AND OTHER HARDSCAPE SURFACING DURING ADVERSE WEATHER CONDITIONS (RAIN, SLEET, ETC.).
 - THE CONTRACTOR SHALL REMOVE AND DISPOSE OF ALL EXCESS OR SPILLED CONCRETE, ASPHALT, AGGREGATE AND OTHER MATERIALS FROM THE SITE.

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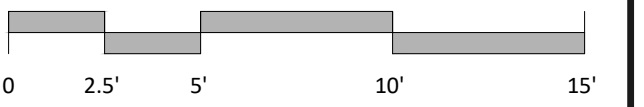
Phase IV

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SITE LAYOUT PLAN



SCALE 1"=5'-0" (if printed full size @ 24" x 36")



Revisions

NO.	DATE	DESCRIPTION

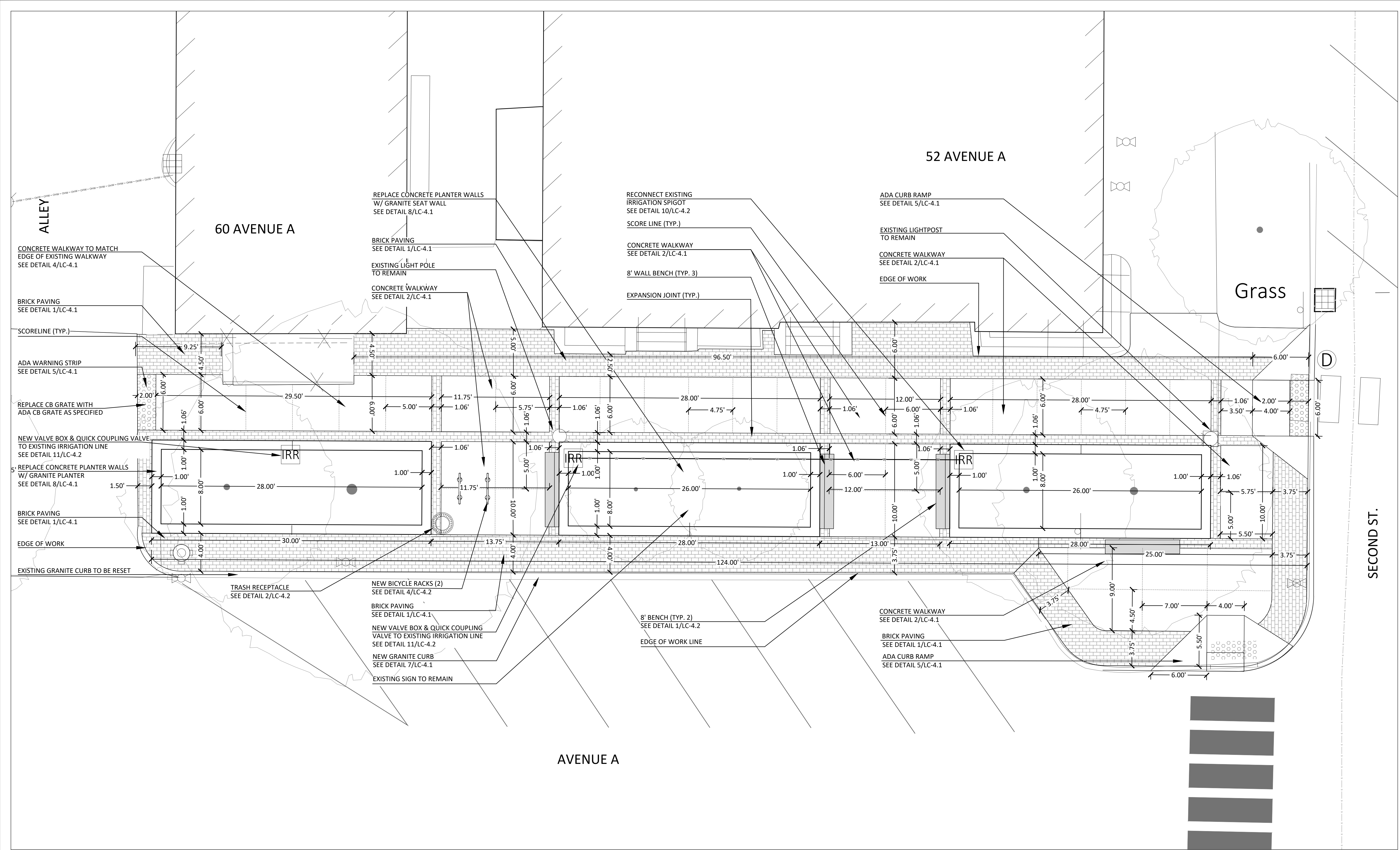
Date: December 12, 2023 Sheet Number

Scale: 1"=5'

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LC-2.2



LAYOUT NOTES
1. SEE LAYOUT NOTES ON SHEET LC-2.1.

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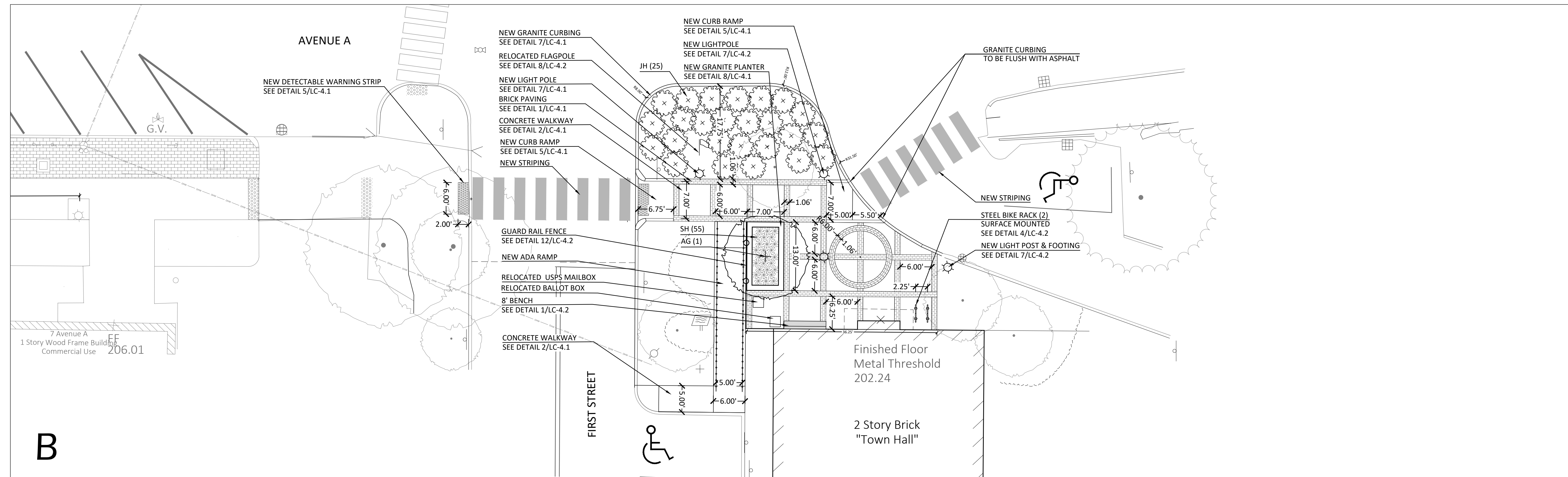
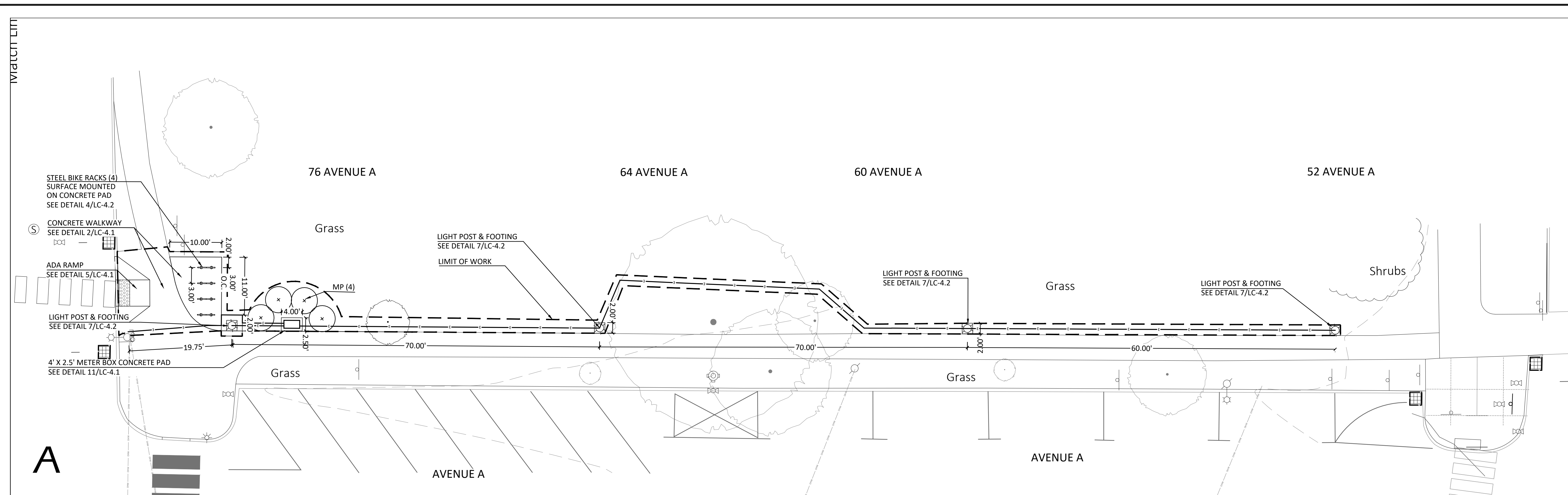
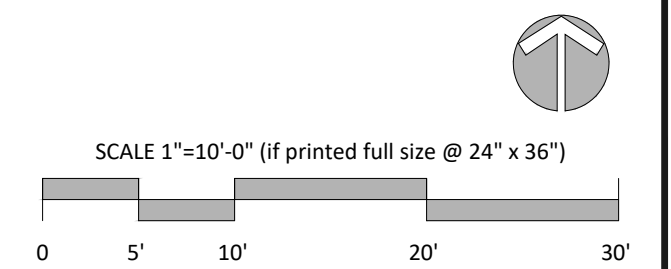
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Phase IV

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SITE LAYOUT PLAN



LAYOUT NOTES

- SEE LAYOUT NOTES ON SHEET LC-2.1.

PLANTING NOTES

- ALL NURSERY STOCK SHALL MEET THE MOST RECENT HORTICULTURAL STANDARDS OF THE AMERICAN NURSERY AND LANDSCAPE ASSOCIATION (ANLA) AS TO GRADING AND QUALITY.
- ALL PLANTS SHALL BE NURSERY GROWN IN ACCORDANCE WITH GOOD HORTICULTURAL PRACTICES AND SHALL BE GROWN FOR AT LEAST TWO YEARS UNDER CLIMATIC CONDITIONS SIMILAR TO THOSE AT THE PROJECT SITE.
- ALL PLANTS SHALL CONFORM TO THE MEASUREMENTS SPECIFIED, EXCEPT THAT PLANTS LARGER THAN THOSE SPECIFIED MAY BE USED IF APPROVED BY BERKSHIRE DESIGN GROUP.
- PRIOR TO THE TIME OF INSTALLATION, BALLED AND BURLAPPED PLANTS SHALL BE MOVED WITH THE ROOT SYSTEM AS SOLID UNITS; ROOT BALLS SHALL BE FIRMLY WRAPPED WITH BURLAP. CONTAINER GROWN PLANTS SHALL NOT BE REMOVED FROM CONTAINER UNTIL TIME OF PLANTING; ROOT SYSTEM SHALL BE FIRMLY SET IN CONTAINER BUT NOT ROOT BOUND.
- TREES AND SHRUBS SHALL BE PLANTED IN HOLES WITH DIAMETER TWICE THE DIAMETER OF THE ROOT BALL, OR AS DIRECTED BY BERKSHIRE DESIGN GROUP.

- THE CONTRACTOR SHALL COMPLY WITH THE FOLLOWING TREE PLANTING PROCEDURE:
 - LOCATE THE ROOT FLARE FOR EACH TREE PRIOR TO REMOVING CONTAINER/ BURLAP MESH.
 - REMOVE ANY DIRT/MULCH ABOVE FLARE AND SET TREE IN THE HOLE SO THAT THE ROOT FLARE MATCHES THE SURFACE ELEVATION ADJACENT TO THE HOLE.
 - FOR TREES PLANTED ON A SLOPE, THE ROOT FLARE SHALL BE SET ALONG THE CONTOUR LINE OF THE SLOPE.
 - ONCE THE TREE IS IN THE HOLE, THE CONTRACTOR SHALL LOOSEN ROOTS AT THE PERIMETER OF ROOT BALL, REDIRECT ANY CIRCLING ROOTS, AND CUT ANY CROSSING ROOTS OR ROOTS WHICH MAY STRANGLE THE ROOT BALL/ TRUNK IN THE FUTURE.
 - REMOVE BASKETS AND BURLAP AS DESCRIBED IN NOTE 7 BELOW.
 - INSTALL TREE STABILIZATION AS SHOWN IN THE PLANS OR AS REQUIRED BY THE TECHNICAL SPECIFICATIONS.
 - AFTER ONE CALENDAR YEAR, THE CONTRACTOR SHALL REMOVE

- AND DISPOSE OF ABOVE GROUND TREE STABILIZATION MATERIALS.
- ALL BALLED AND BURLAPPED PLANTS SHALL HAVE ANY METAL BASKET ENTIRELY REMOVED. BURLAP SHALL BE CUT AND PULLED OUT OF THE HOLE PRIOR TO BACKFILLING.
- THE CONTRACTOR SHALL REMOVE AND DISPOSE OF ALL PLANT TAGS PRIOR TO SUBSTANTIAL COMPLETION OF THE WORK.
- PLANTING SOIL MIX SHALL CONSIST OF QUALITY TOPOSOIL, WITH A PH OF 5.0 TO 7.0 AND ORGANIC CONTENT 5% OR GREATER. EXISTING SOILS MAY BE REUSED ON SITE AND AMENDED TO MEET THESE REQUIREMENTS. SOIL TESTING AND AMENDMENT RECOMMENDATIONS TO BE PROVIDED BY A THIRD PARTY SOILS LAB AT NO COST TO OWNER.
- ON-SITE SOILS PROPOSED TO BE RE-USED SHALL BE SIFTED TO REMOVE ALL TWIGS, STICKS, AND STONES, AND STOCKPILED ON-SITE. THE CONTRACTOR SHALL REMOVE AND DISPOSE OF ALL EXCESS SOILS THAT WILL NOT BE INCORPORATED INTO THE PROJECT.
- THE CONTRACTOR SHALL INCORPORATE SEASONED COMPOST, MYCORRHIZA, AND SEASONED BIOCHAR INTO PLANTING SOIL OF ALL NEW PLANTING AREAS.

- THE CONTRACTOR SHALL FURNISH AND INSTALL 3" DEPTH (MINIMUM) OF SHREDDED CEDAR MULCH, UNLESS OTHERWISE NOTED.
- THE CONTRACTOR SHALL PROVIDE A WARRANTY FOR ALL PLANT MATERIAL FOR 12 MONTHS AFTER SUBSTANTIAL COMPLETION OF THE WORK. ANY PLANT MATERIAL WHICH DIES, BROWNS, DEFOLIATES OR FAILS TO FLOURISH PRIOR TO ACCEPTANCE OF WORK OR WITHIN ONE YEAR AFTER INSTALLATION SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, QUALITY, SIZE AND MEETING ALL PLANTING SPECIFICATIONS, AT NO COST TO THE OWNER.
- PRIOR TO INSTALLATION, THE PLANTING LAYOUT SHALL BE REVIEWED IN THE FIELD AND APPROVED BY BERKSHIRE DESIGN GROUP.
- THE CONTRACTOR SHALL PROVIDE TEMPORARY WATERING AS NECESSARY TO FULLY ESTABLISH PLANTINGS. WATERING SHALL CONTINUE FROM INSTALLATION UNTIL PLANTINGS ARE FULLY ESTABLISHED AT NO ADDITIONAL COST TO THE OWNER.

PLANTING SCHEDULE

CODE	SPECIES	COMMON NAME	SIZE	QUANTITY
AG	ACER GRiseum	PAPERBARK MAPLE	2"-2.5" CAL.	1
JH	JUNIPERUS HORIZONTALIS	CREeping JUNIPER	2-3 GAL	25
MP	MORELLA PENNSYLVANICA	NORTHERN BAYBERRY	2-3 GAL	4
SH	SPOROBOLUS HETEROLEPIS	PRAIRIE DROPS EED	1 GAL	55

Revisions

NO.	DATE	DESCRIPTION

Date: December 12, 2023 Sheet Number

Scale: 1"=10'

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Checked By: JDS

LC-2.3

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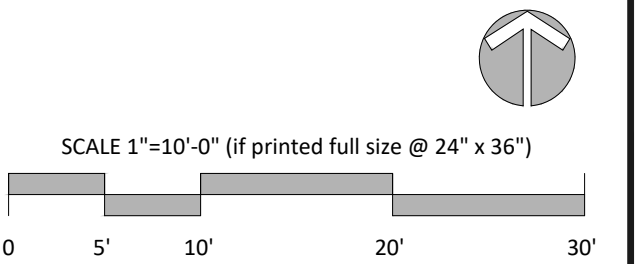
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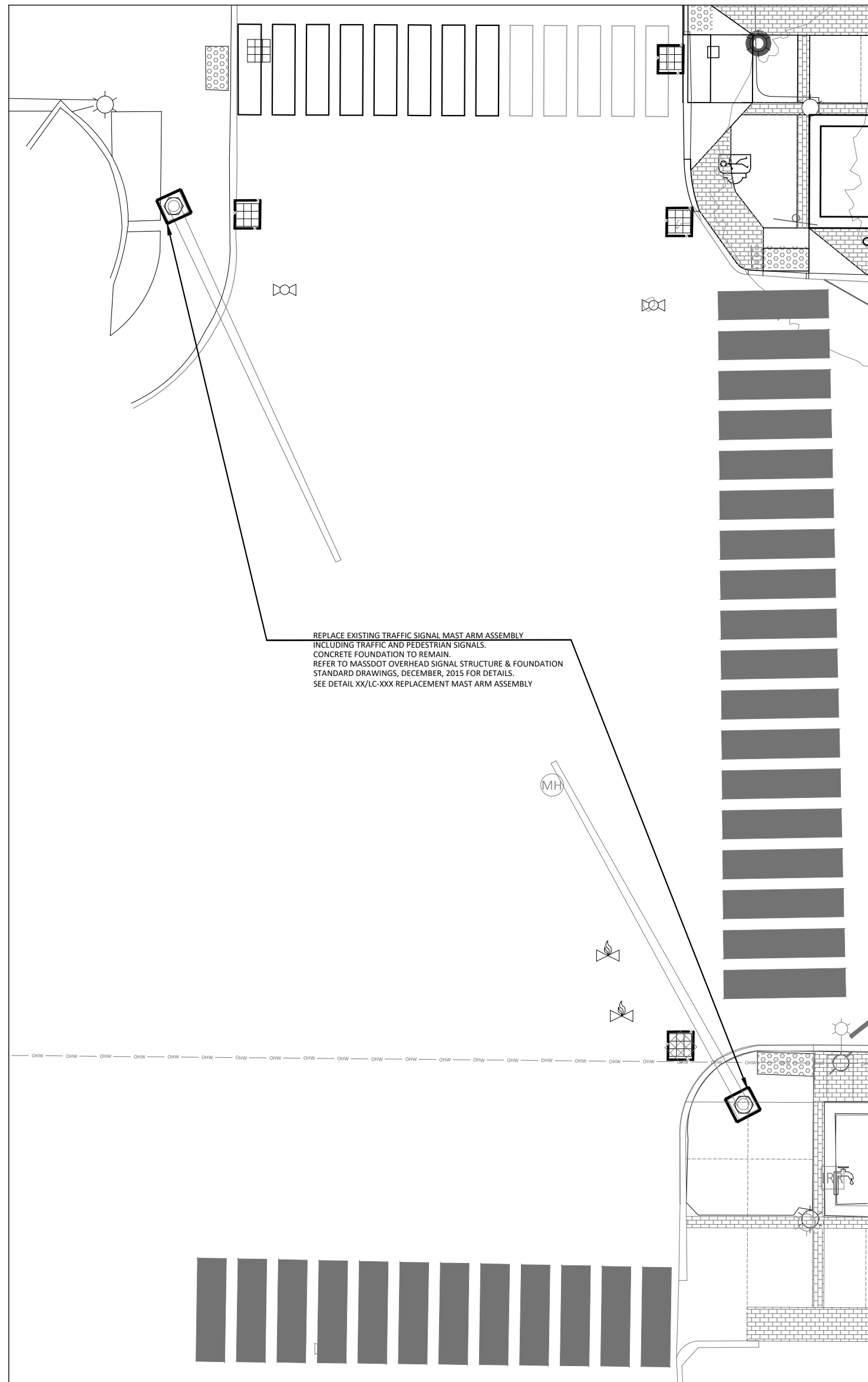
TRAFFIC LIGHT MAST ARM REPLACEMENT
-
ADD. ALTERNATE # 1



Revisions	

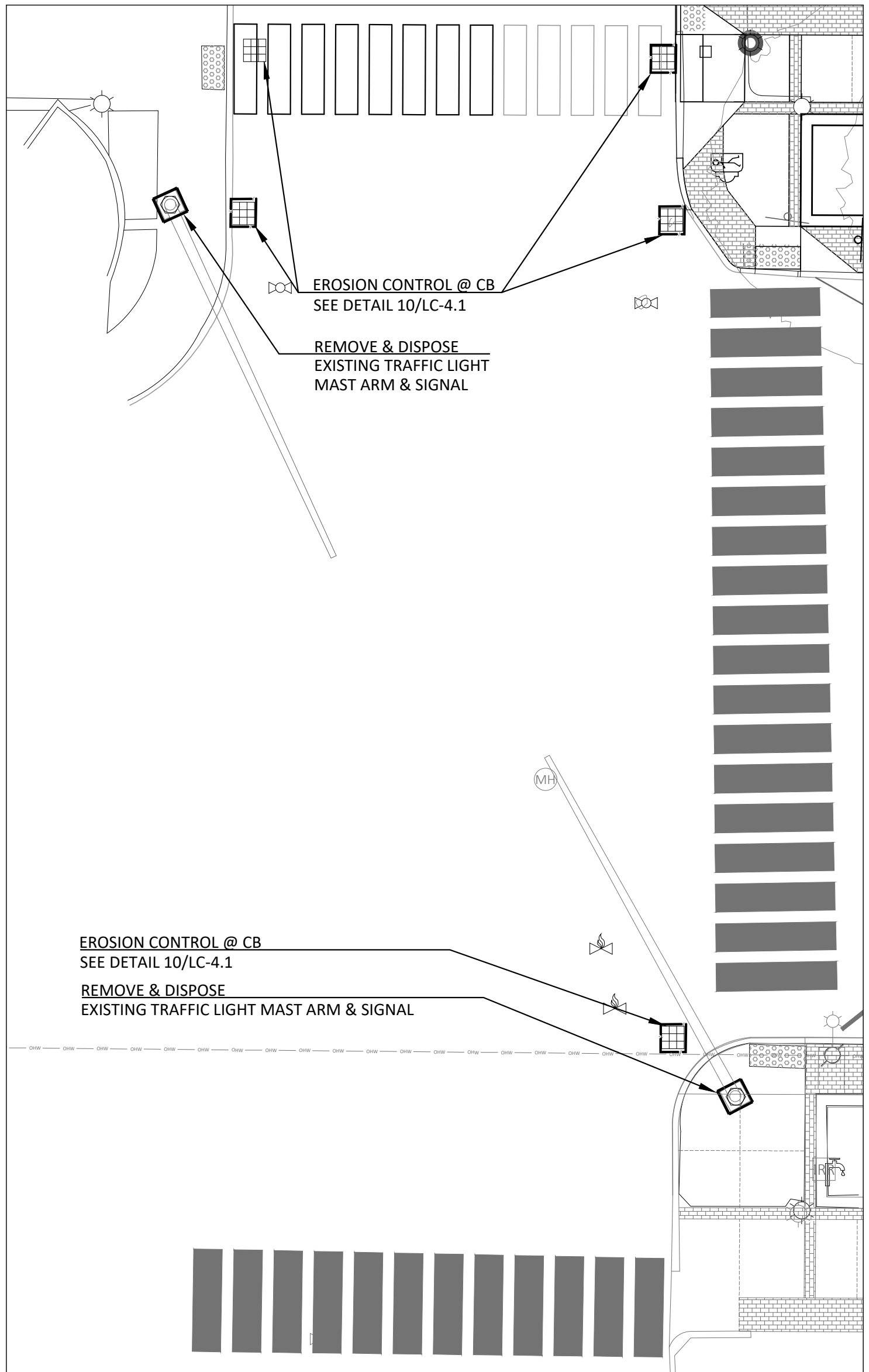
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Checked By: JDS

LC-2.4



SITE LAYOUT PLAN

EROSION CONTROL NOTES
1. SEE NOTES ON SHEET LC-1.1



SITE DEMOLITION & EROSION CONTROL PLAN

LAYOUT NOTES
1. SEE LAYOUT NOTES ON SHEET LC-2.1

SITE PREPARATION/DEMOLITION NOTES
1. SEE NOTES ON SHEET LC-1.1

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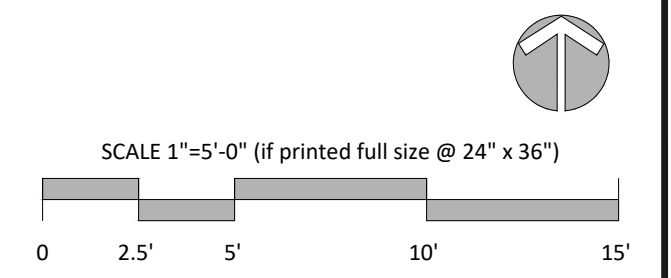
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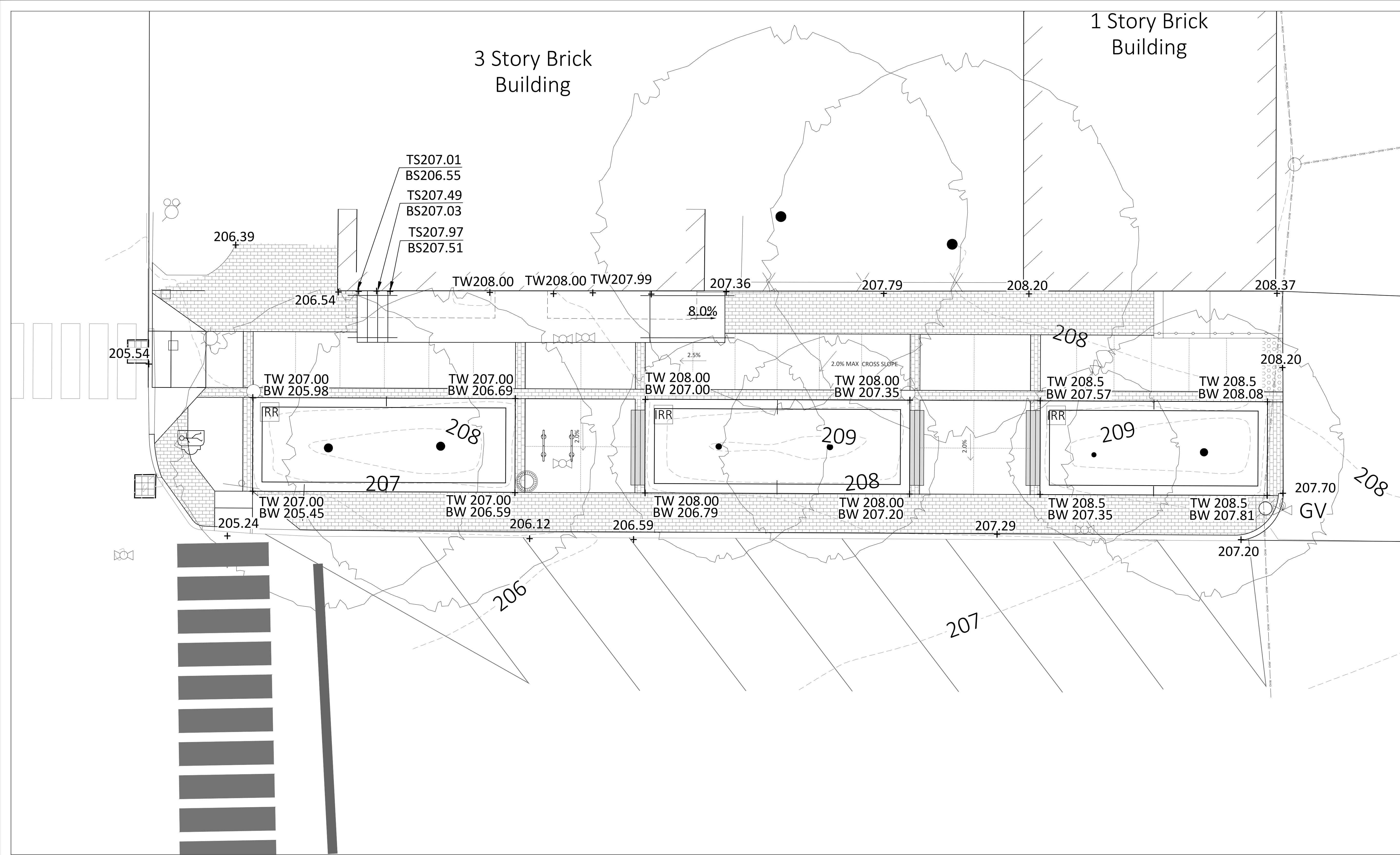
GRADING & UTILITIES PLAN



Revisions	

Date: December 12, 2023 Sheet Number
Scale: 1"=5'
Drawn By: WDS
Checked By: JDS

LC-3.1



GRADING NOTES

- ALL SIDEWALKS/WALKWAYS SHALL CONFORM TO THE MASSACHUSETTS ARCHITECTURAL ACCESS BOARD'S (MAAB) REQUIREMENTS. TYPICAL SIDEWALK/WALKWAY CROSS-SLOPE IS 1.0% MINIMUM, 2.0% MAXIMUM. MAXIMUM SIDEWALK/WALKWAY RUNNING SLOPE SHALL BE 5.0%. SLOPES SHALL NOT EXCEED 2% ACROSS ANY ACCESSIBLE PARKING SPACE AND ACCESS AISLES.
- THE CONTRACTOR SHALL VERIFY ALL LAYOUT, DIMENSIONS, GRADES, AND INVERTS PRIOR TO CONSTRUCTION; REPORT ANY DISCREPANCIES TO BERKSHIRE DESIGN GROUP. ALL DISCREPANCIES SHALL BE RESOLVED IN WRITING PRIOR TO BEGINNING WORK.

UTILITY NOTES

- THE LOCATION, SIZE, AND TYPES OF ALL EXISTING UNDERGROUND UTILITIES SHOWN ARE APPROXIMATE. BERKSHIRE DESIGN GROUP DOES NOT WARRANT THE UTILITY INFORMATION DEPICTED. PRIOR TO THE START OF WORK, THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UTILITIES AND CONTACT DIG SAFE AT 811.
- SURFACE UTILITY STRUCTURES SHALL BE SET TO THE RIM ELEVATION INDICATED ON THE PLANS. IF NO RIM ELEVATION IS PROVIDED, SET ALL NEW OR ADJUSTED CATCH BASIN RIMS IN NON-PEDESTRIAN AREAS 1/2" BELOW FINISHED GRADE. ALL OTHER SURFACE UTILITY STRUCTURES SHALL BE ADJUSTED TO BE FLUSH WITH FINISHED GRADE.
- UTILITY PIPE MATERIALS SHALL BE THE FOLLOWING, UNLESS OTHERWISE NOTED:
 - WATER MAINS AND SERVICES 4" AND LARGER SHALL BE PRESSURE CLASS 350, CEMENT-LINED DUCTILE IRON.
 - WATER SERVICES SMALLER THAN 4" SHALL BE TYPE K COPPER.
 - SANITARY SEWER MAINS AND SERVICES SHALL BE SDR35 PVC.
 - DRAINAGE PIPE SHALL BE DOUBLE-WALL CORRUGATED HDPE. FOR DRAINAGE PIPE 8" AND SMALLER, THE CONTRACTOR MAY SUBSTITUTE SDR35 PVC.

- ANY PIPE MEETING THE DEFINITION OF "PLUMBING" UNDER THE STATE PLUMBING CODE SHALL MEET THE REQUIREMENTS OF THAT CODE AND BE INSTALLED BY A LICENSED PLUMBER.

- WATER MAINS AND SERVICES SHALL HAVE A MINIMUM OF 5' OF COVER.
- WATER MAINS SHALL HAVE THRUST BLOCKS CONSTRUCTED AT ALL ANGLES, BENDS, BRANCHES, PLUGS AND WHEREVER ELSE IS NECESSARY TO PREVENT DISRUPTION OF PROPER FUNCTIONING OF THE LINE.
- ALL WATER MAINS AND SERVICES SHALL BE SEPARATED FROM ALL SANITARY SEWER MAINS AND SERVICES BY A HORIZONTAL DISTANCE OF 10' CLEAR AND A VERTICAL SEPARATION OF 18" CLEAR UNLESS OTHERWISE DIRECTED.
- WATER MAINS AND SERVICES SHALL HAVE A MINIMUM OF 2" HORIZONTAL SEPARATION FROM THE OUTSIDE OF WALL OF ANY DRAINAGE STRUCTURE.
- ALL SANITARY SEWER INVERTS ARE SHOWN AT THE CENTER POINT OF THE SEWER MANHOLE. CONTRACTOR IS RESPONSIBLE FOR PROVIDING A SMOOTH INVERT CHANNEL WITH SLOPE MATCHING THE SLOPE OF THE SEWER.
- ALL PRIVATE UTILITIES SHALL MEET THE REQUIREMENTS OF THE RESPECTIVE UTILITY COMPANY.

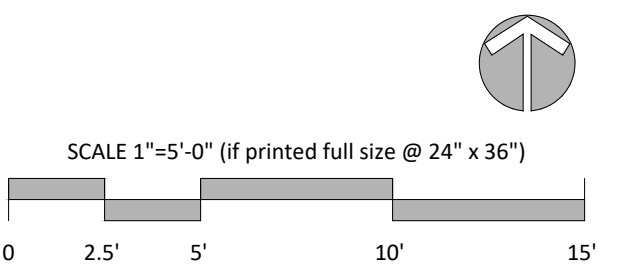
E:\TURNERS FALLS AVENUE A 2023\03-DESIGN PROCESS\DRAWINGS\PHASE IV\LC-3.1-GRADING & UTILITIES.DWG PLOT DATE: 12/12/2023

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Village of Turners Falls
 1 Avenue A
 Turners Falls, MA

Avenue A Streetscape Improvements Project
 Phase IV
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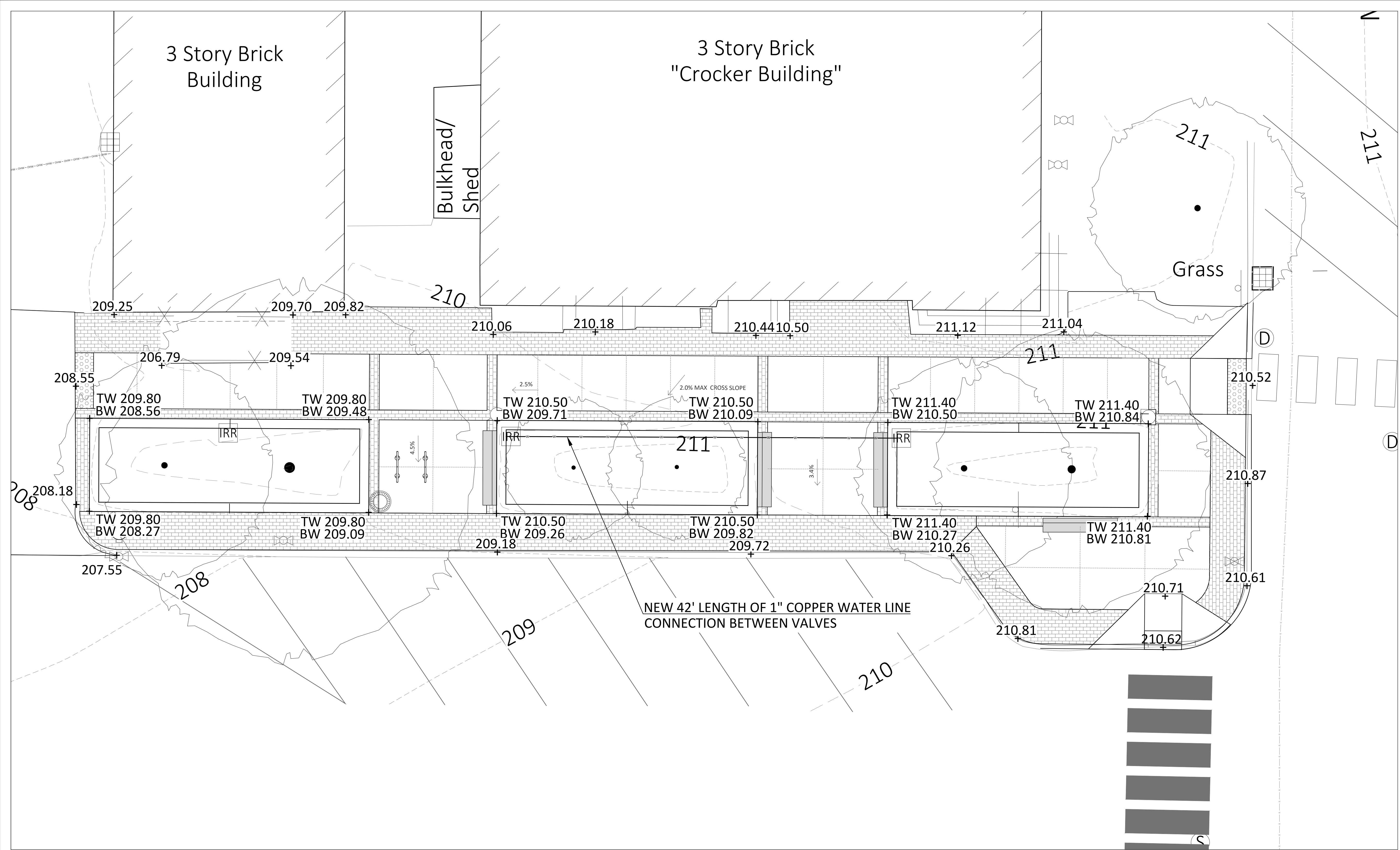
GRADING & UTILITIES PLAN



Revisions	

Date: December 12, 2023 Sheet Number
 Scale: 1"=5'
 Drawn By: WDS
 Checked By: JDS

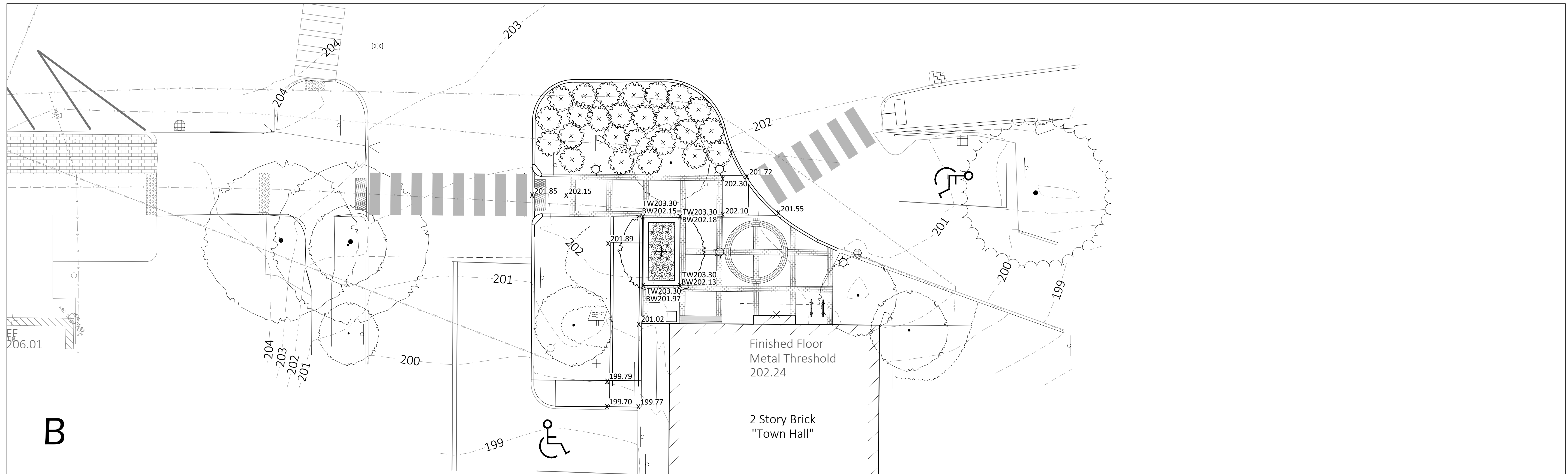
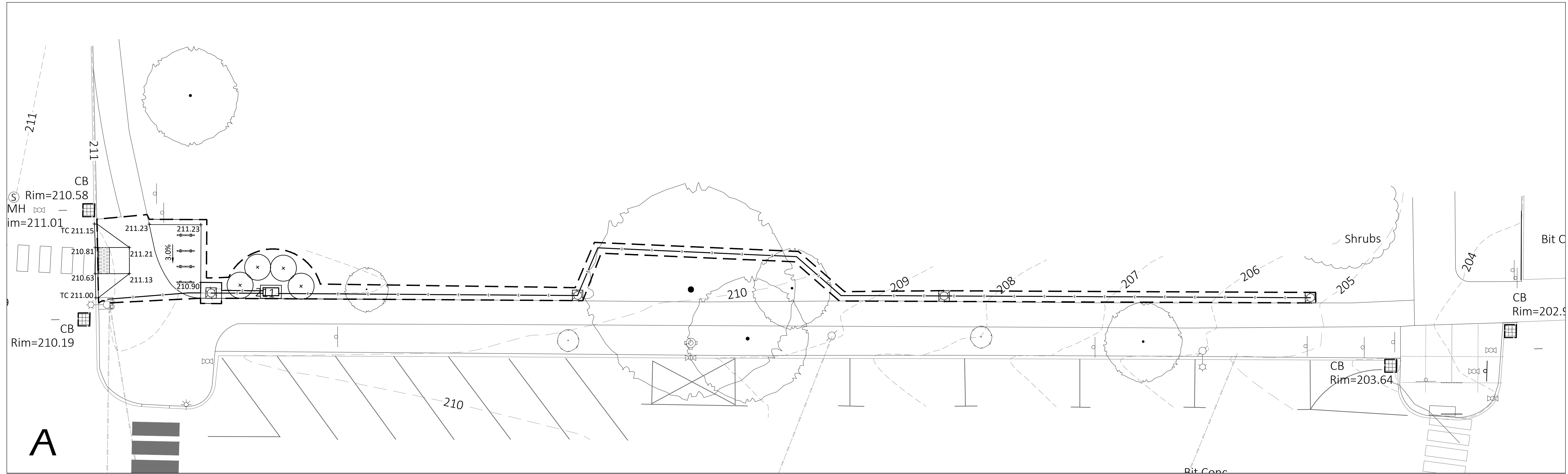
LC-3.2



GRADING NOTES
 1. SEE NOTES ON SHEET LC-3.1

UTILITY NOTES
 1. SEE NOTES ON LC-3.1

E:\TURNERS FALLS AVENUE A 102303-DESIGN PROCESS\DRAWINGS\PHASE IV\LC-3.2 GRADING & UTILITIES - PLOT.DWG - PLOT DATE: 12/12/2023



GRADING NOTES

- SEE NOTES ON SHEET LC-3.1

UTILITY NOTES

- SEE NOTES ON LC-3.1

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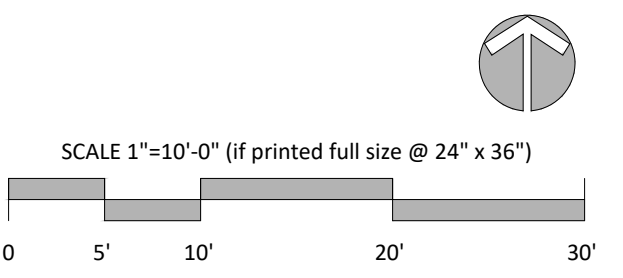
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Village of Turners Falls
1 Avenue A
Turners Falls, MA

Avenue A Streetscape Improvements Project
Phase IV

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GRADING & UTILITIES PLAN



Revisions	

Date: December 12, 2023	Sheet Number
Scale: 1"=10'	LC-3.3
Drawn By: WDS	
Checked By: JDS	

E:\TURNERS FALLS AVENUE A 102303.DESIGN PROCESS\DRAWINGS\PHASE IV\LC-3.3 GRADING & UTILITIES - PLOT DATE: 12/12/2023

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Village of Turners Falls
1 Avenue A
Turners Falls, MA

Avenue A Streetscape Improvements Project

Phase IV

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NOT FOR CONSTRUCTION

SITE DETAILS

Revisions

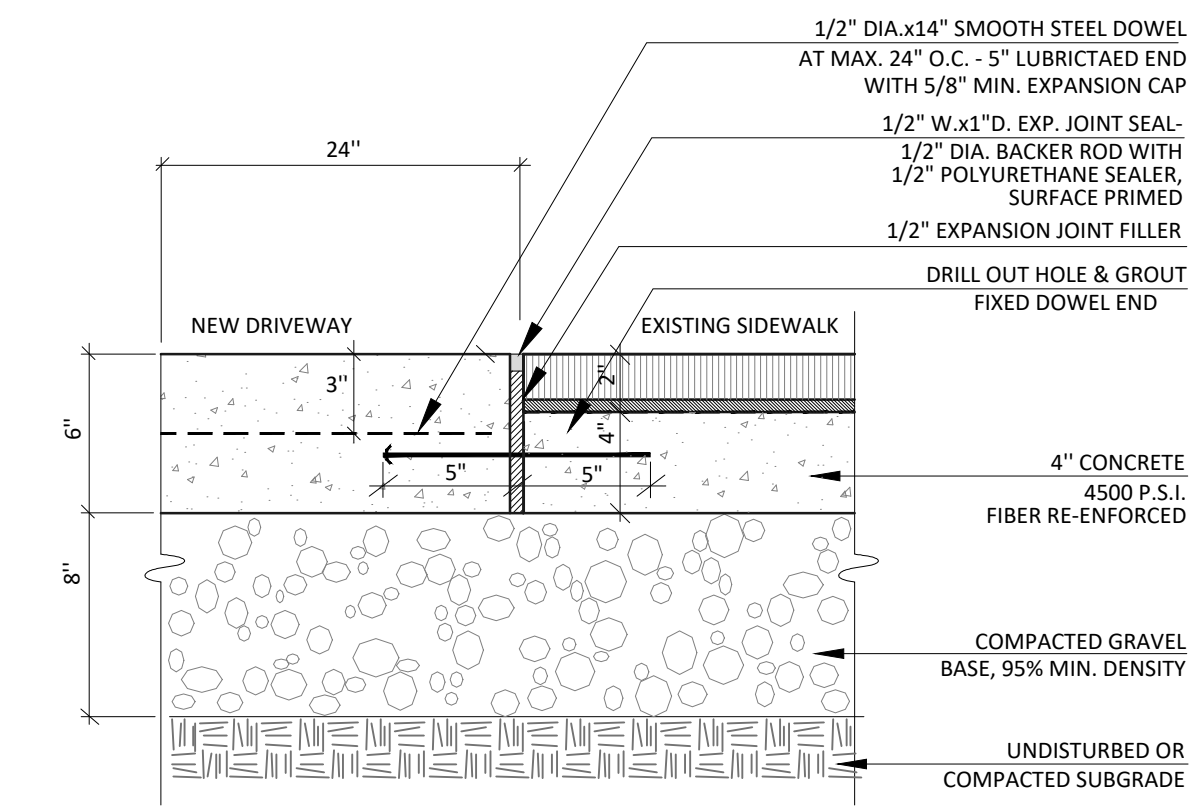
Date: December 12, 2023 Sheet Number

Scale: AS NOTED

Drawn By: WDS

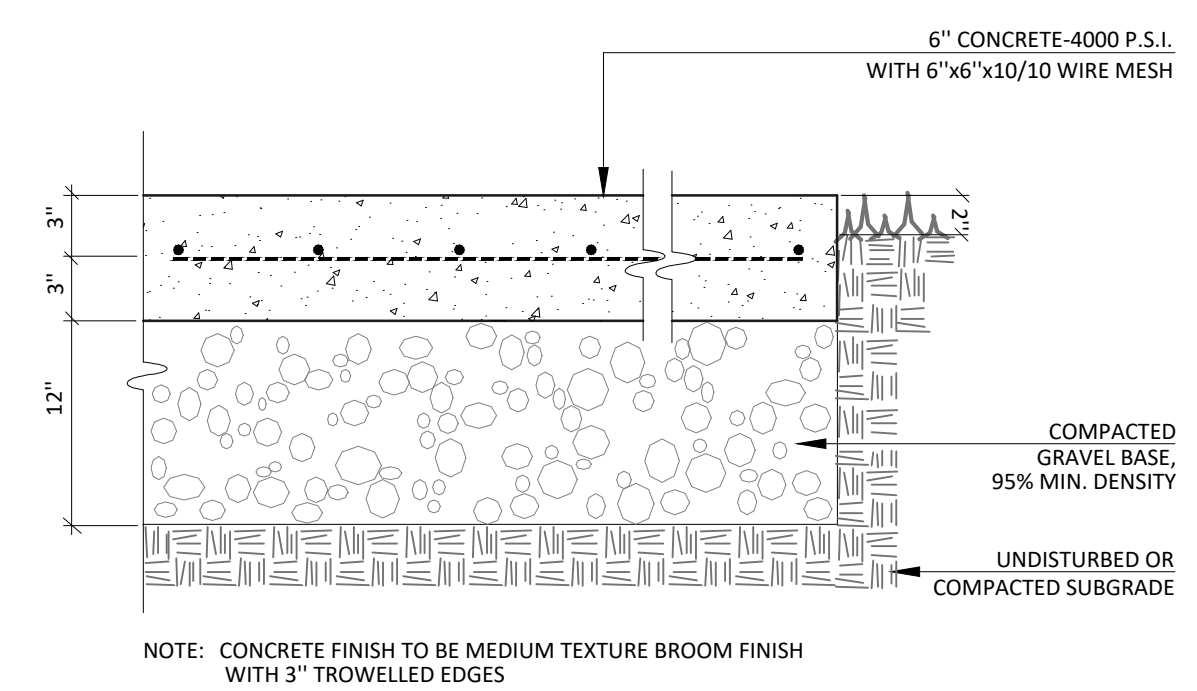
Checked By: JDS

LC-4.1



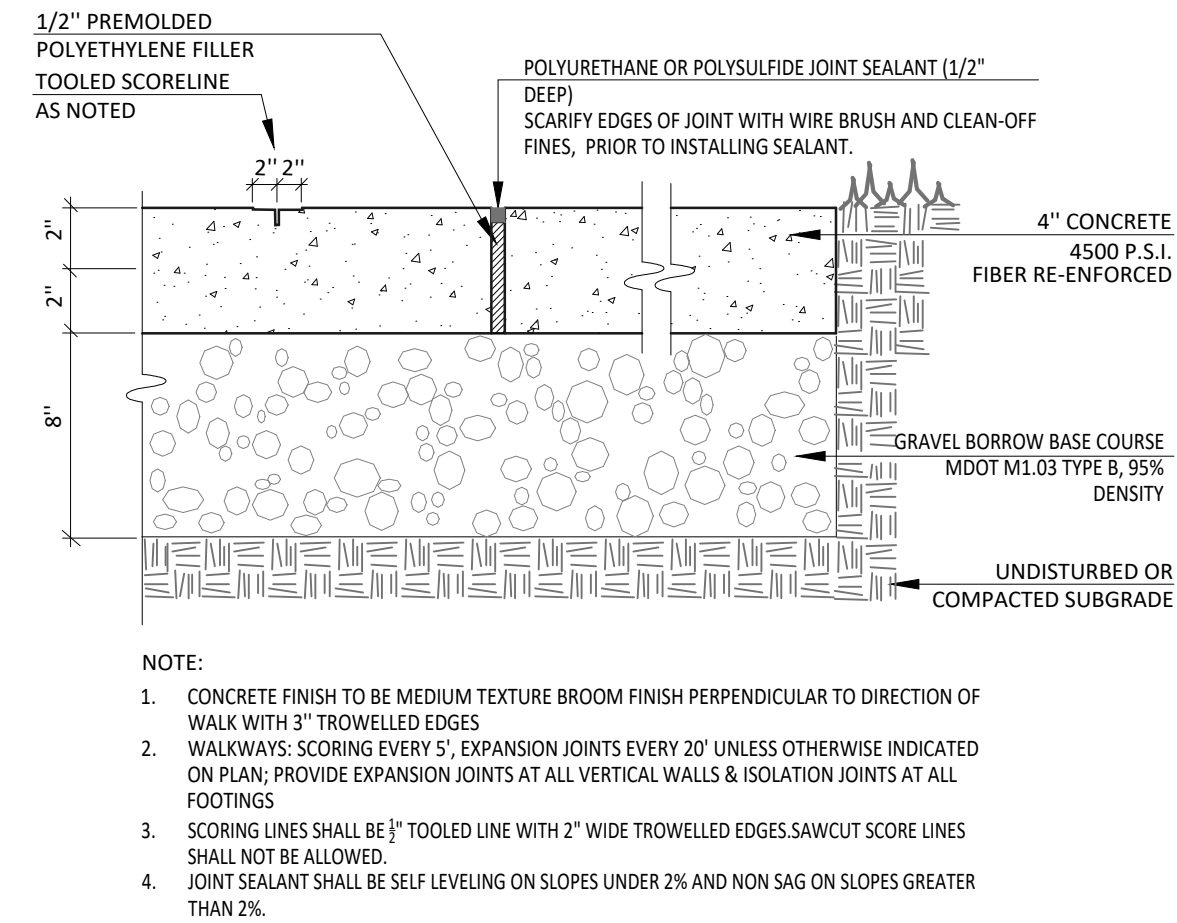
4 Concrete Walkway Patch

LC-4.1 Not to Scale



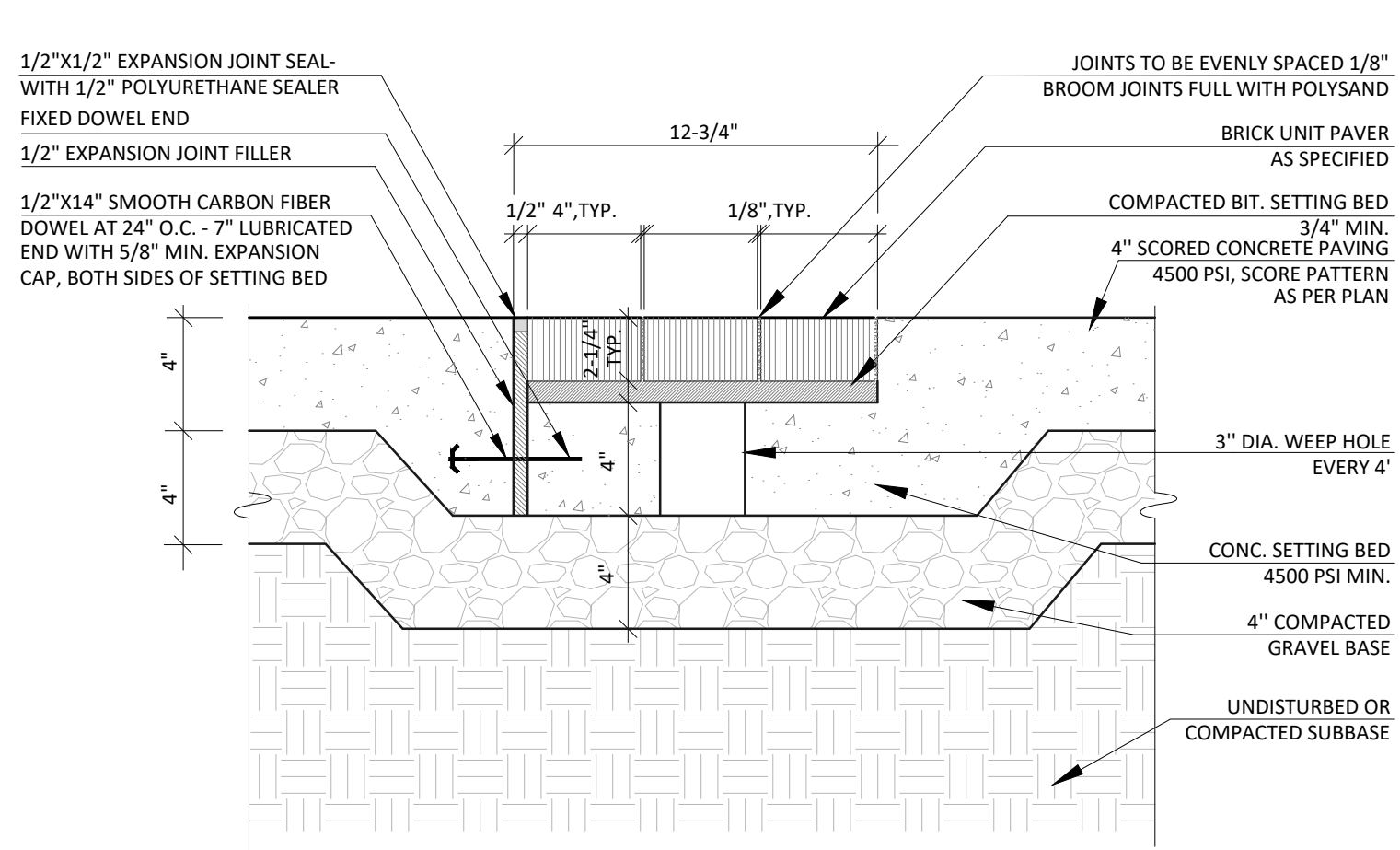
3 Thickened Concrete Pad

LC-4.1 Not to Scale



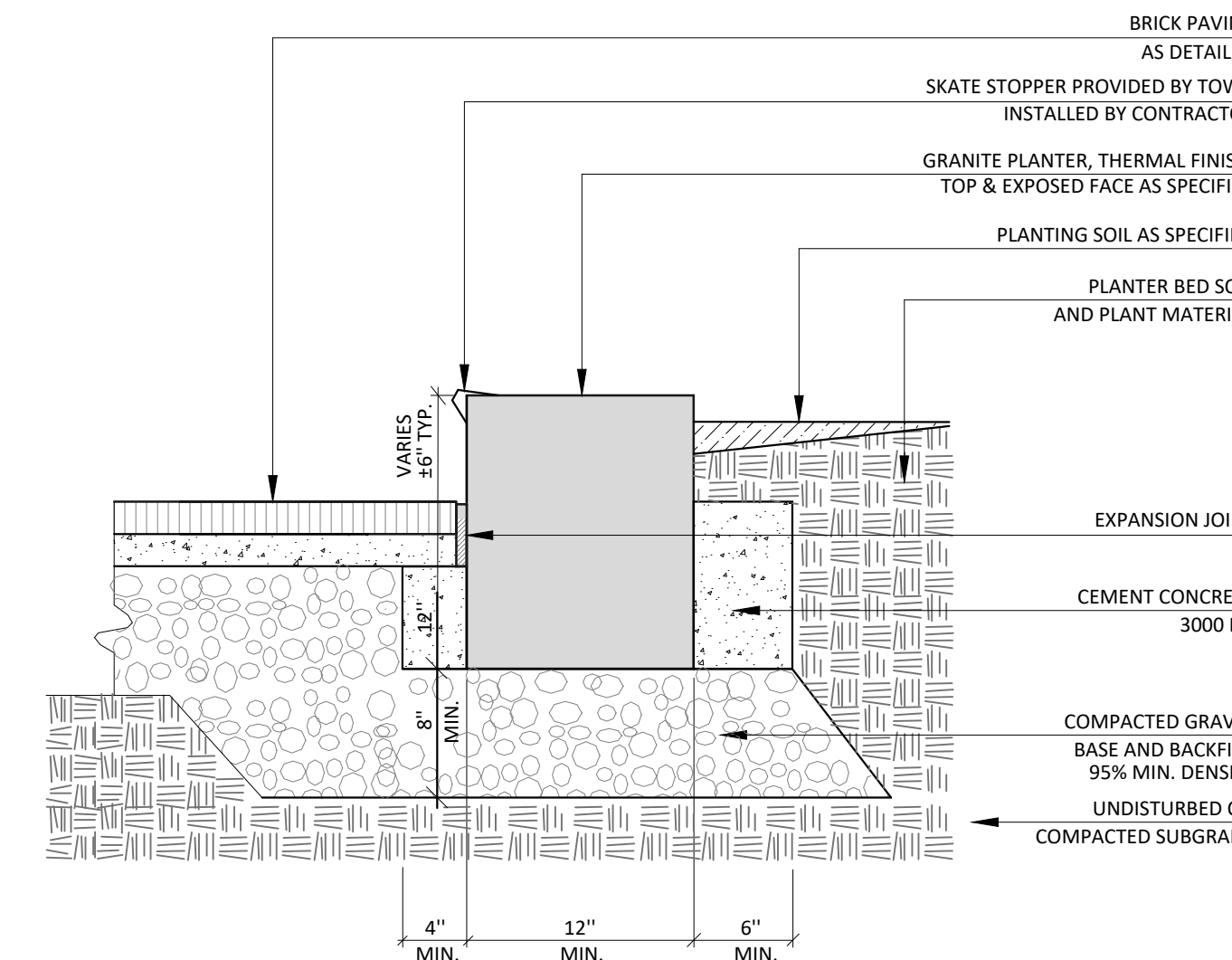
2 Concrete Walkway

LC-4.1 Not to Scale



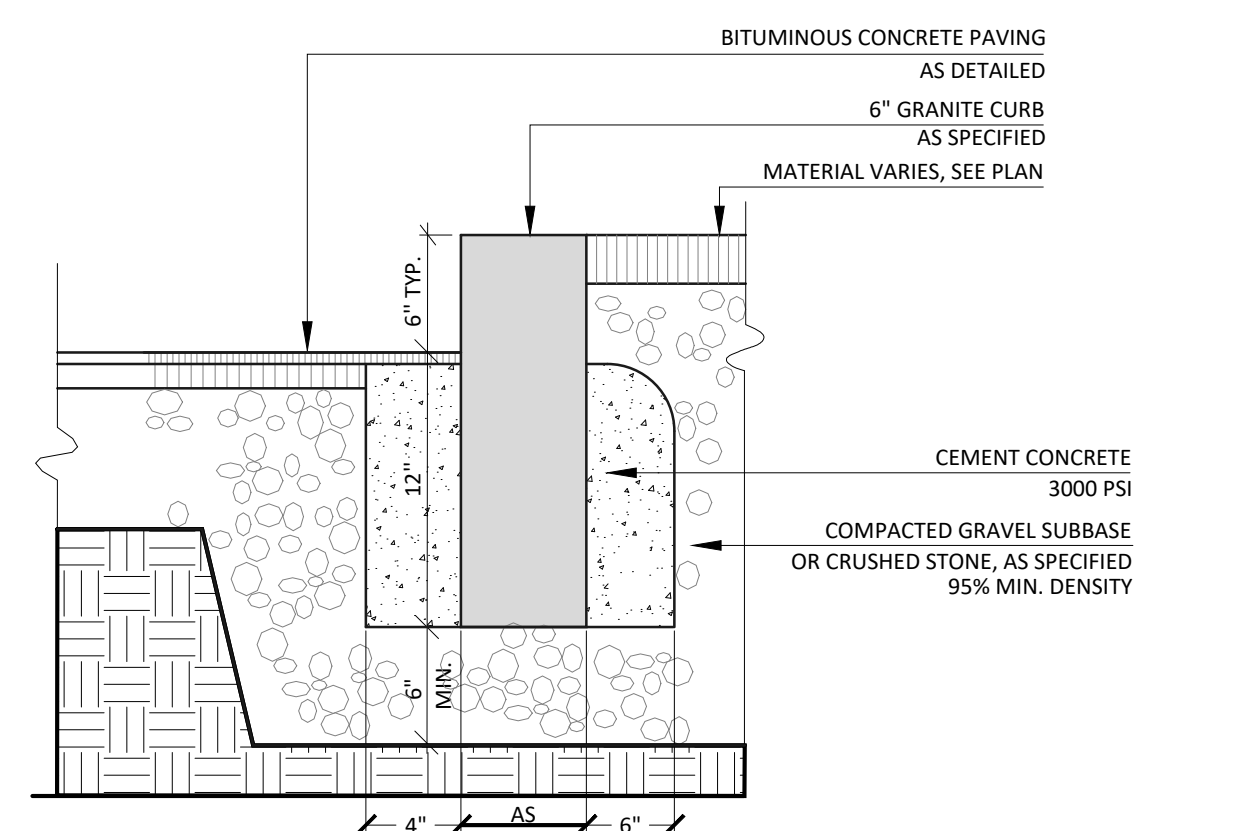
1 Brick Paving

LC-4.1 Not to Scale



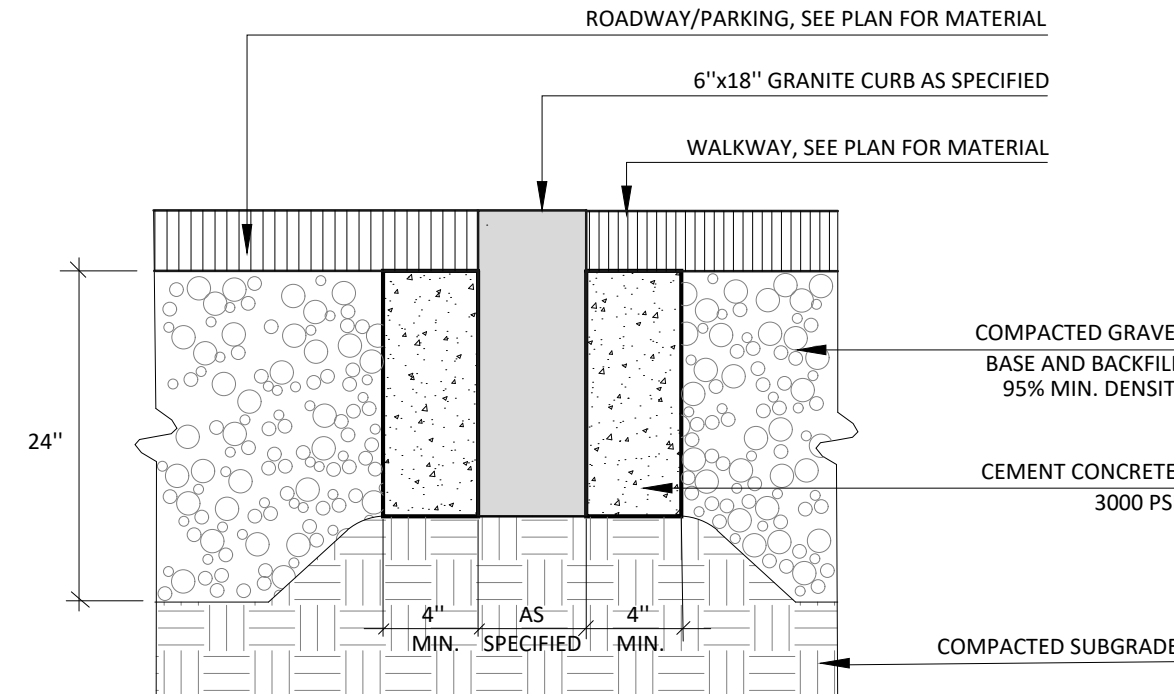
8 Granite Planter

LC-4.1 Not to Scale



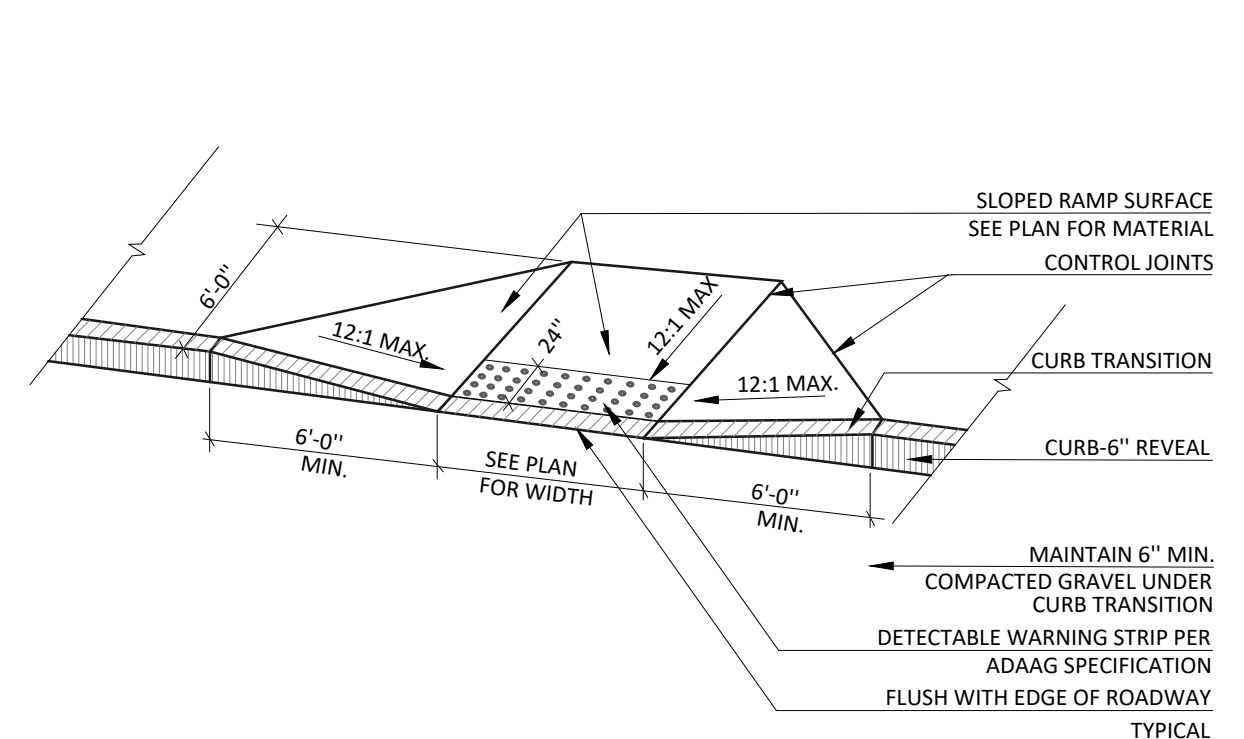
7 Granite Curb

LC-4.1 Not to Scale



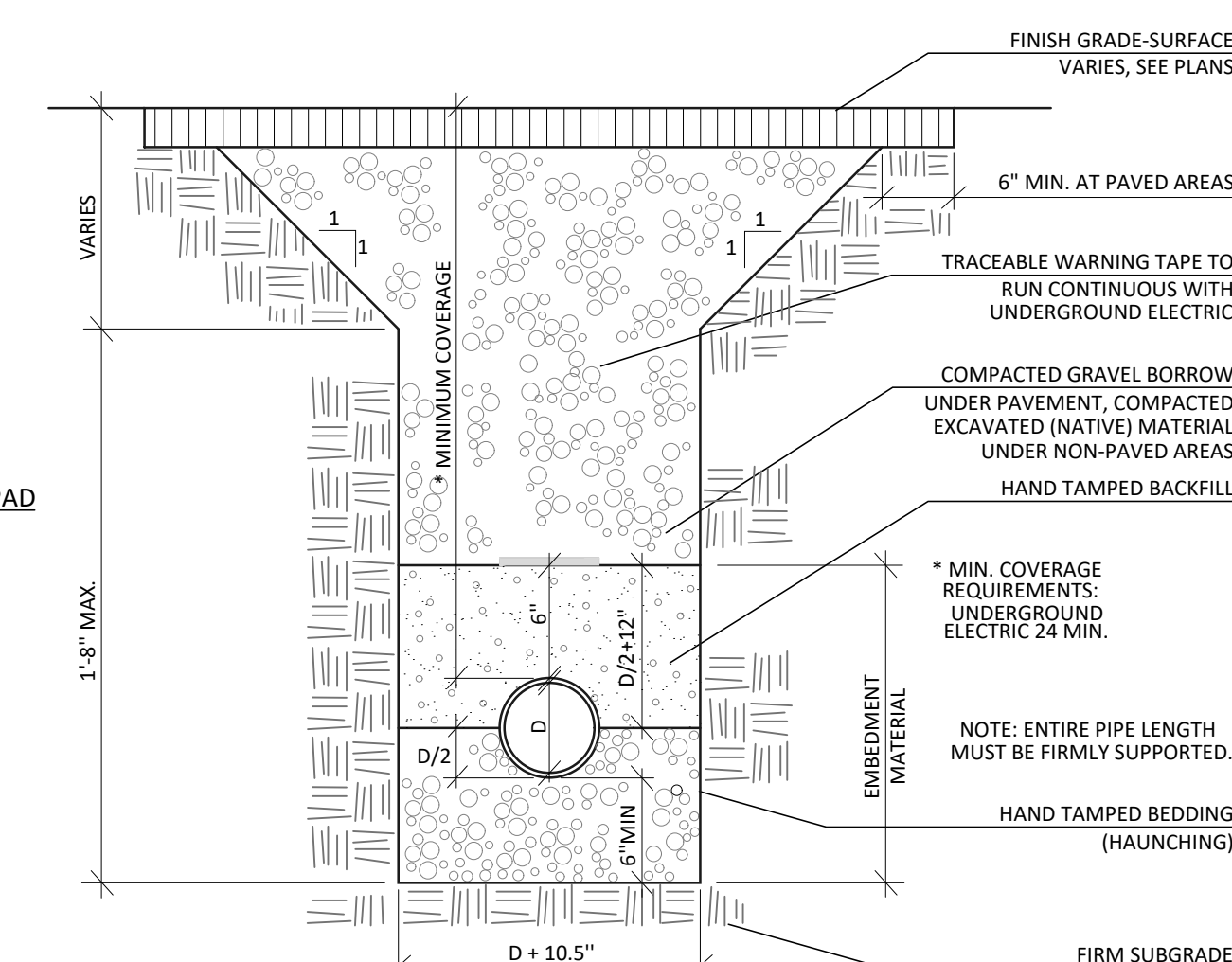
6 Flush Granite Curb

LC-4.1 Not to Scale



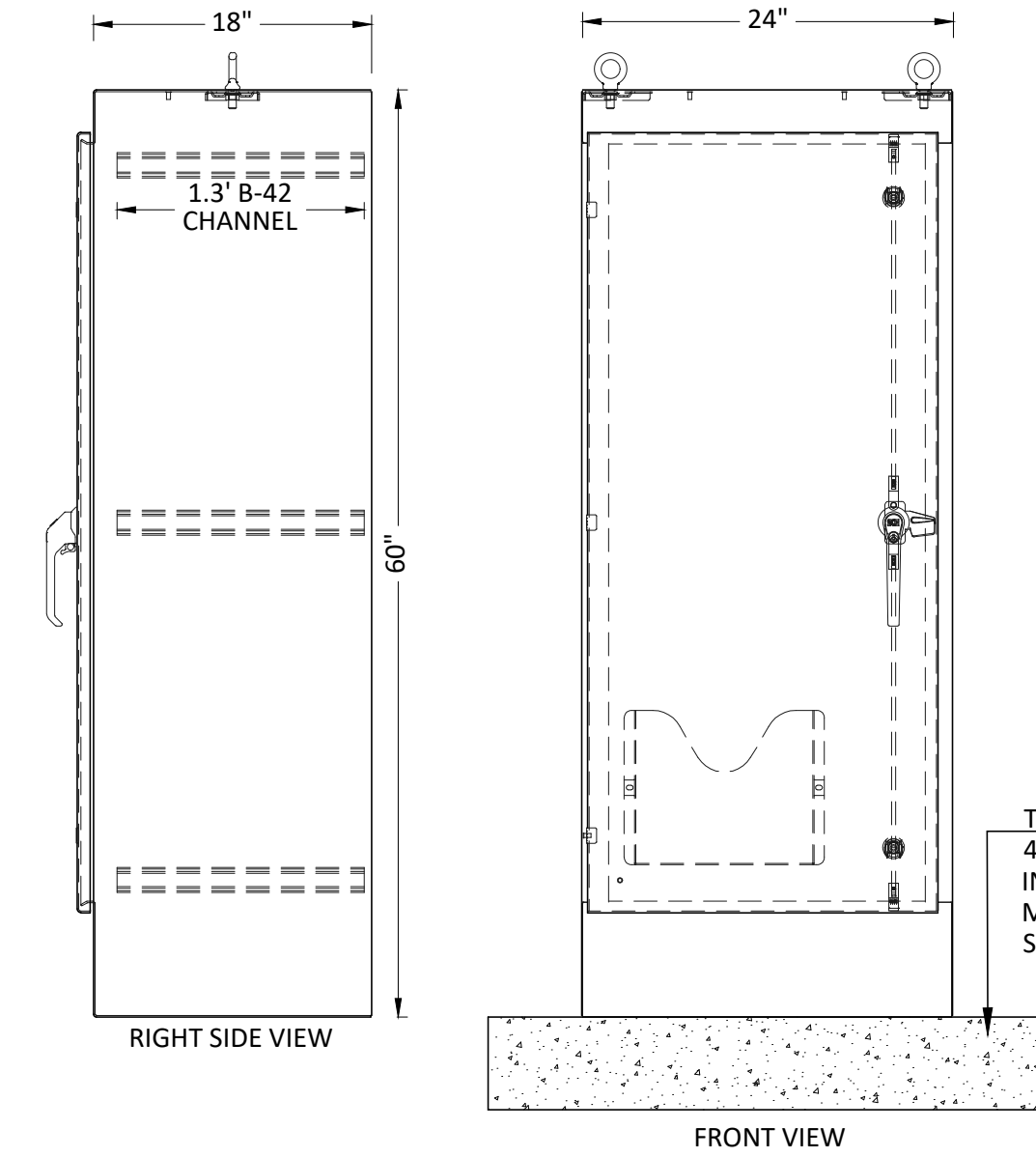
5 ADA Curb Ramp

LC-4.1 Not to Scale



12 Typical Conduit Trench

LC-4.1 Not to Scale



11 Electrical Cabinet

LC-4.1 Not to Scale

SILTSACK® SPECIFICATIONS

NOTE: THE SILTSACK WILL BE MANUFACTURED FROM A WOVEN POLYPROPYLENE FABRIC THAT MEETS OR EXCEEDS THE FOLLOWING SPECIFICATIONS.

REGULAR FLOW SILTSACK® (REG)

(FOR AREAS OF LOW TO MODERATE PRECIPITATION AND RUN-OFF)

HI-FLOW SILTSACK® (HI)

(FOR AREAS OF MODERATE TO HIGH PRECIPITATION AND RUN-OFF)

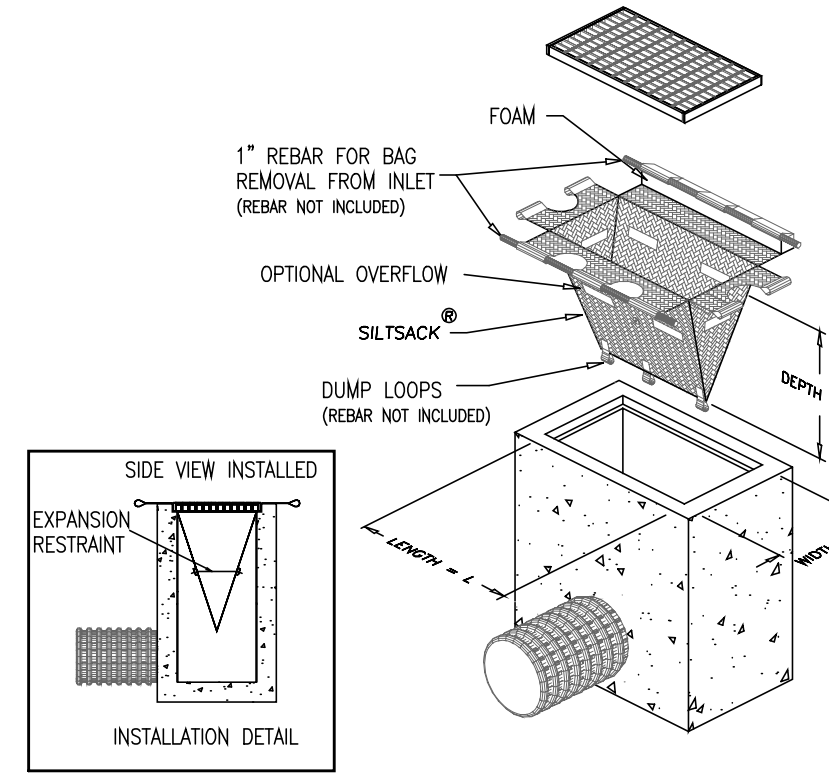
PROPERTIES	TEST METHOD	UNITS (REG)	UNITS (HI)
GRAB TENSILE STRENGTH	ASTM D-4632	300 LBS	265 LBS
GRAB TENSILE ELONGATION	ASTM D-4632	20%	20%
PUNCTURE	ASTM D-4883	120 LBS	135 LBS
MULLER BURST	ASTM D-3786	800 PSI	420 PSI
TRAPEZOID TEAR	ASTM D-4533	120 LBS	45 LBS
UV RESISTANCE	ASTM D-4385	80%	90%
APPARENT OPENING SIZE	ASTM D-4753	40 US SIEVE	20 US SIEVE
FLOW RATE	ASTM D-4491	40 GAL/MIN/SQ FT	200 GAL/MIN/SQ FT
PERMITTIVITY	ASTM D-4491	0.55 SEC ⁽¹⁾	1.5 SEC ⁽¹⁾

OIL-ABSORBANT SILTSACK®

(FOR AREAS WHERE THERE IS A CONCERN FOR OIL RUN-OFF OR SPILLS)

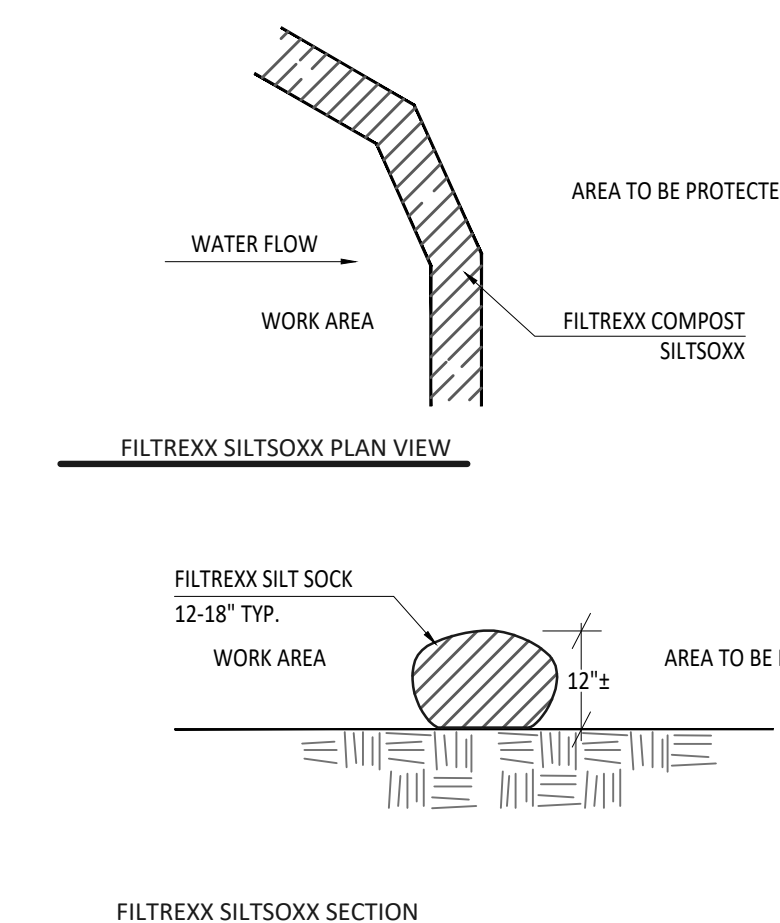
DEPENDENT ON YOUR PARTICULAR APPLICATION, THE SILTSACK® CAN BE MADE:

- (1) FROM EITHER OF THE ABOVE FABRICS WITH AN OIL-ABSORBANT PILLOW INSERT, OR
- (2) COMPLETELY FROM AN OIL-ABSORBANT SILTSACK, WITH A WOVEN PILLOW INSERT.



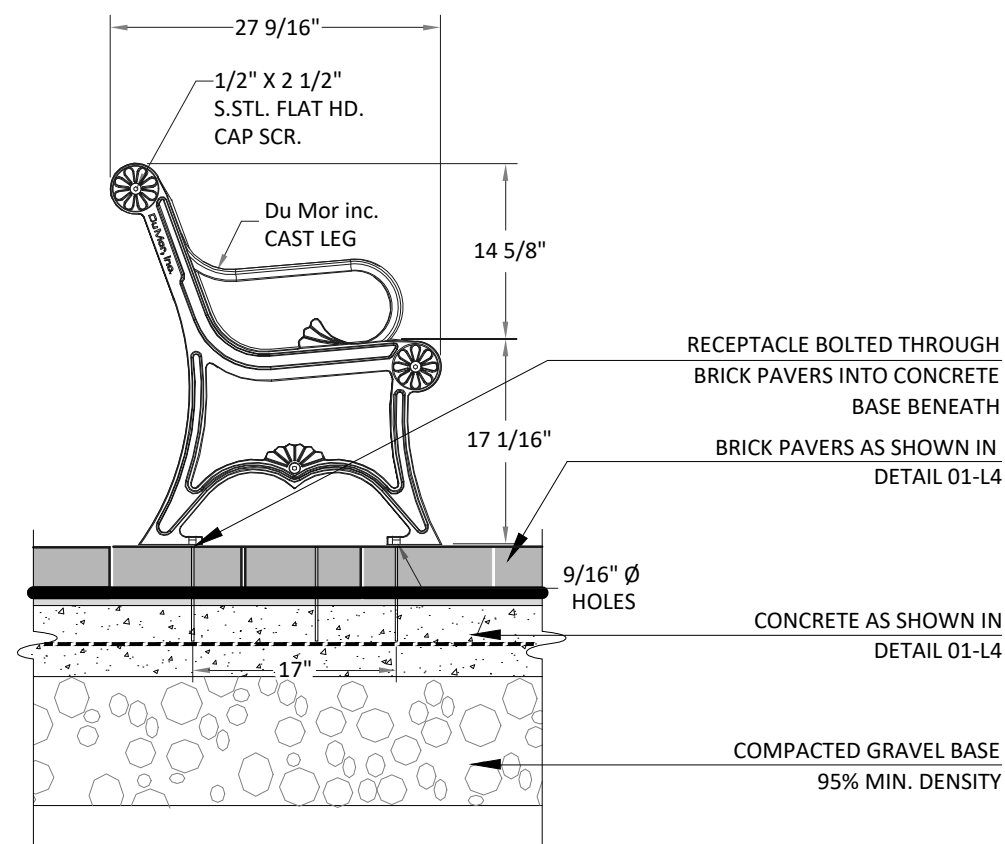
10 Erosion Control Inlet Protection

LC-4.1 Not to Scale

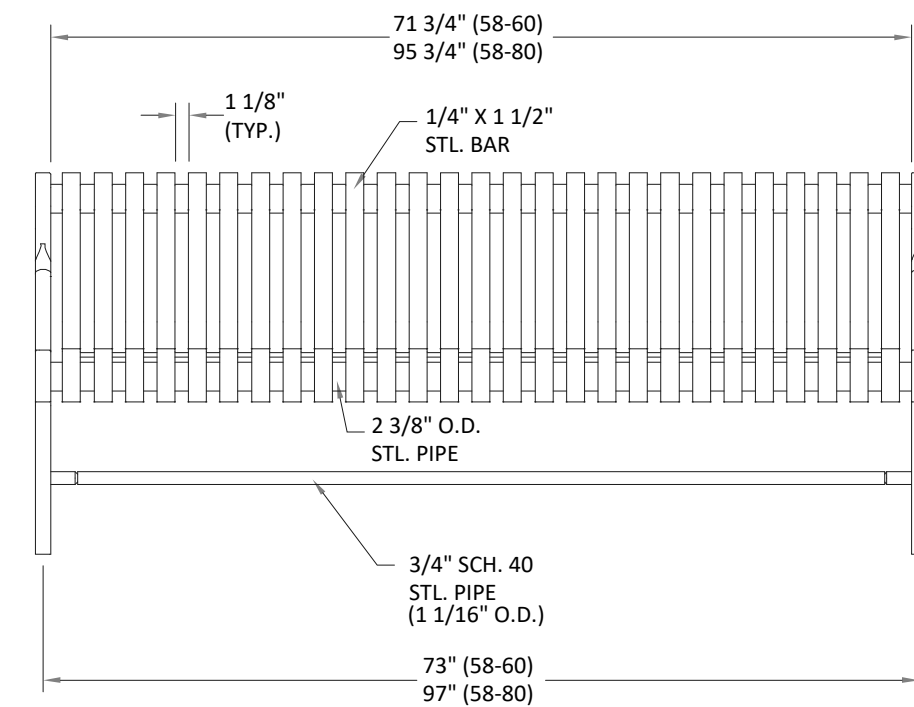


9 Erosion Control Barrier

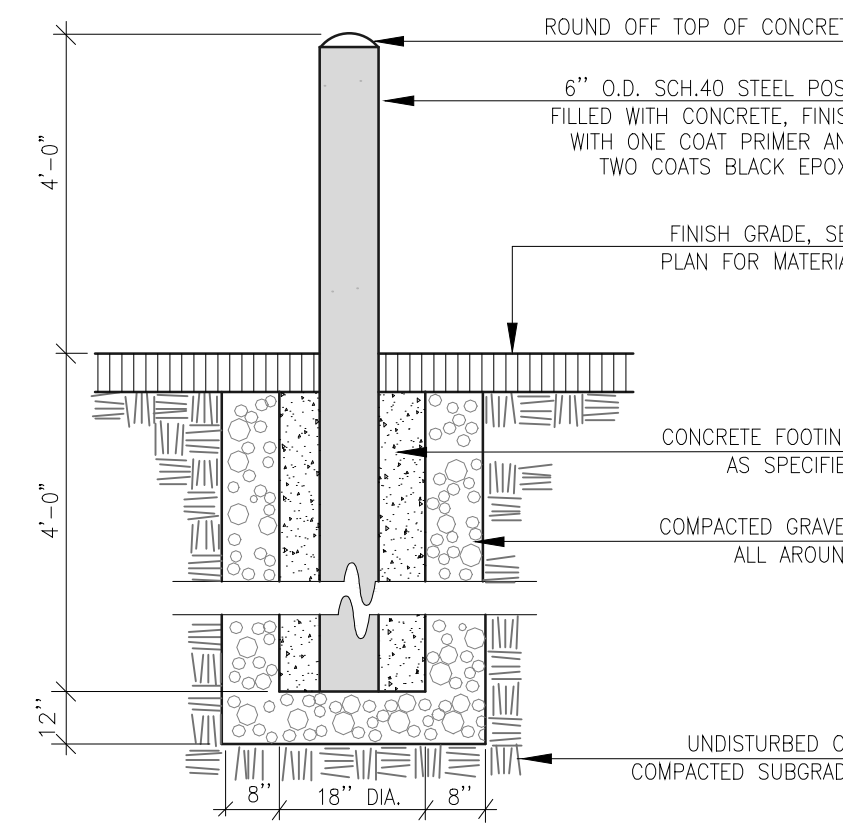
LC-4.1 Not to Scale



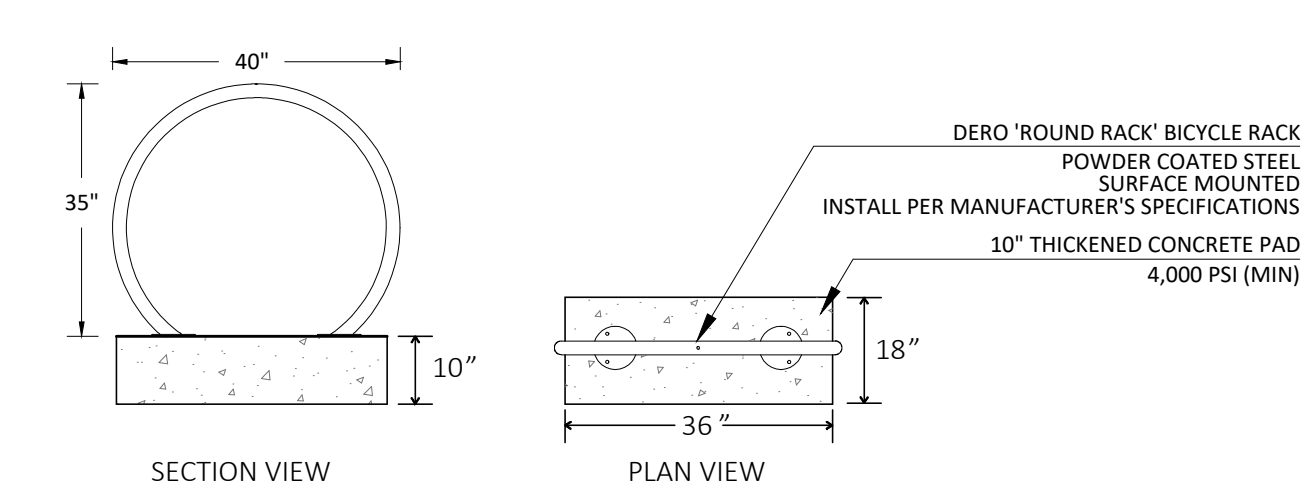
1 Bench
LC-4.2 Not to Scale



2 Trash Receptacle
LC-4.2 Not to Scale

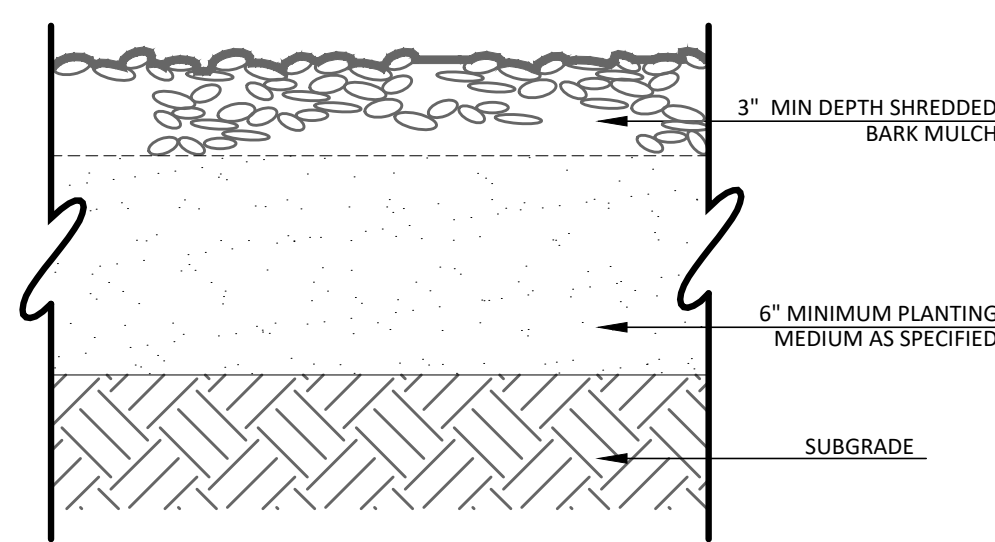


3 Steel Bollard
LC-4.2 Not to Scale

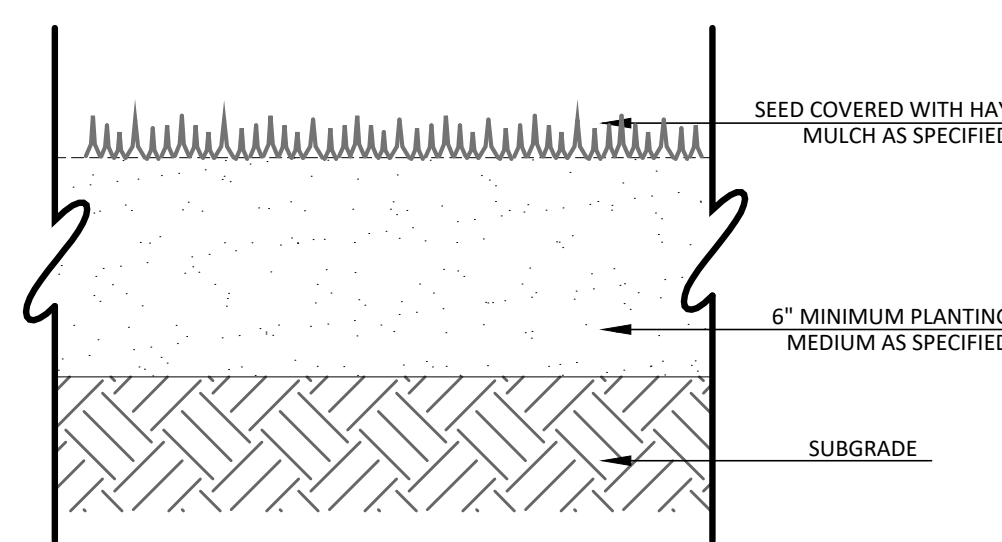


4 Bicycle Rack
LC-4.2 Not to Scale

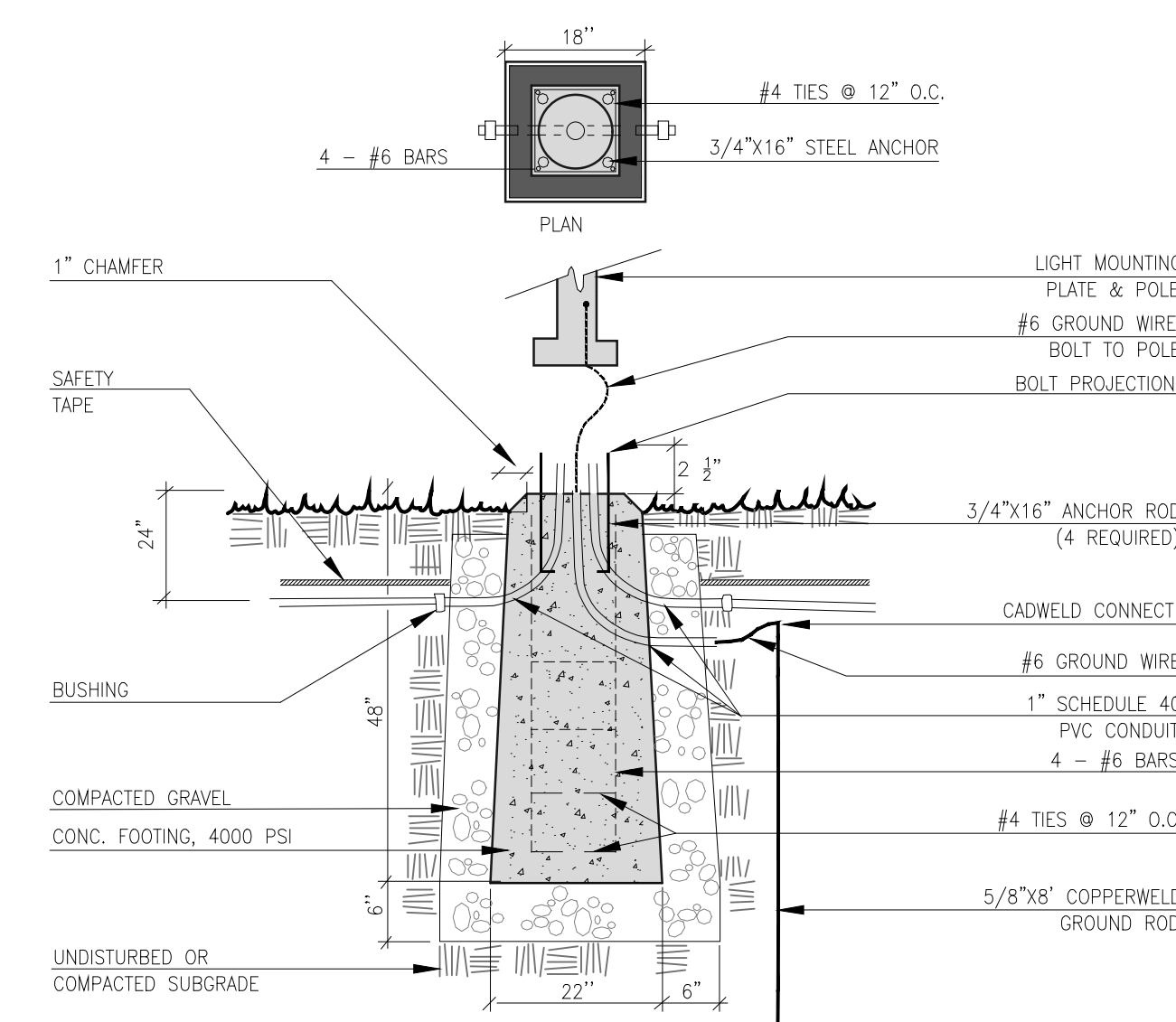
NOTES:
1. BASIS OF DESIGN: DERO 'ROUND RACK'
2. POWDER COATED STEEL COLOR TO BE DETERMINED BY OWNER.
3. TO BE PURCHASED BY OWNER AND INSTALLED BY CONTRACTOR.



5 Mulch Area
LC-4.2 Not to Scale

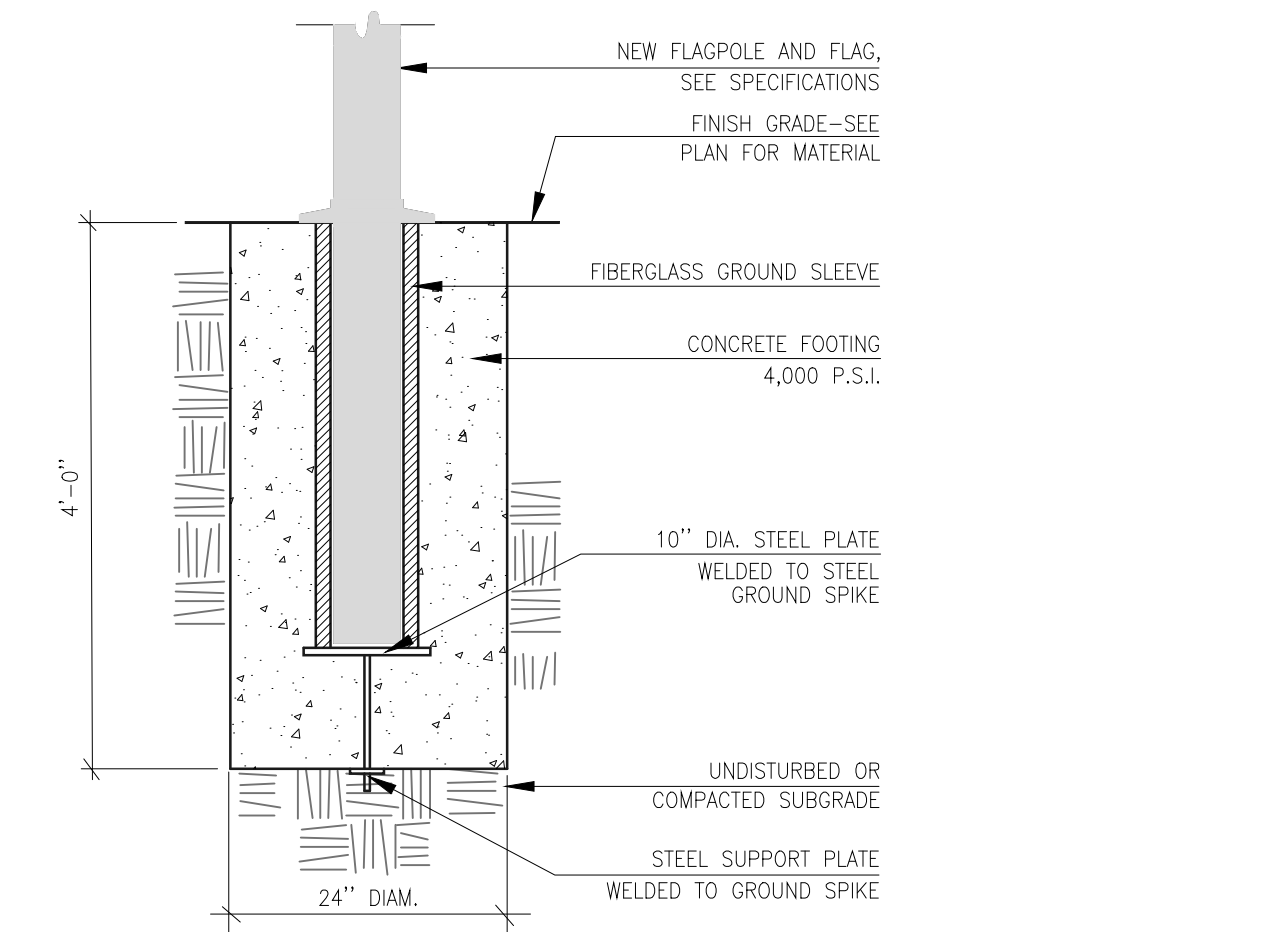


6 Loam & Seed Area
LC-4.2 Not to Scale

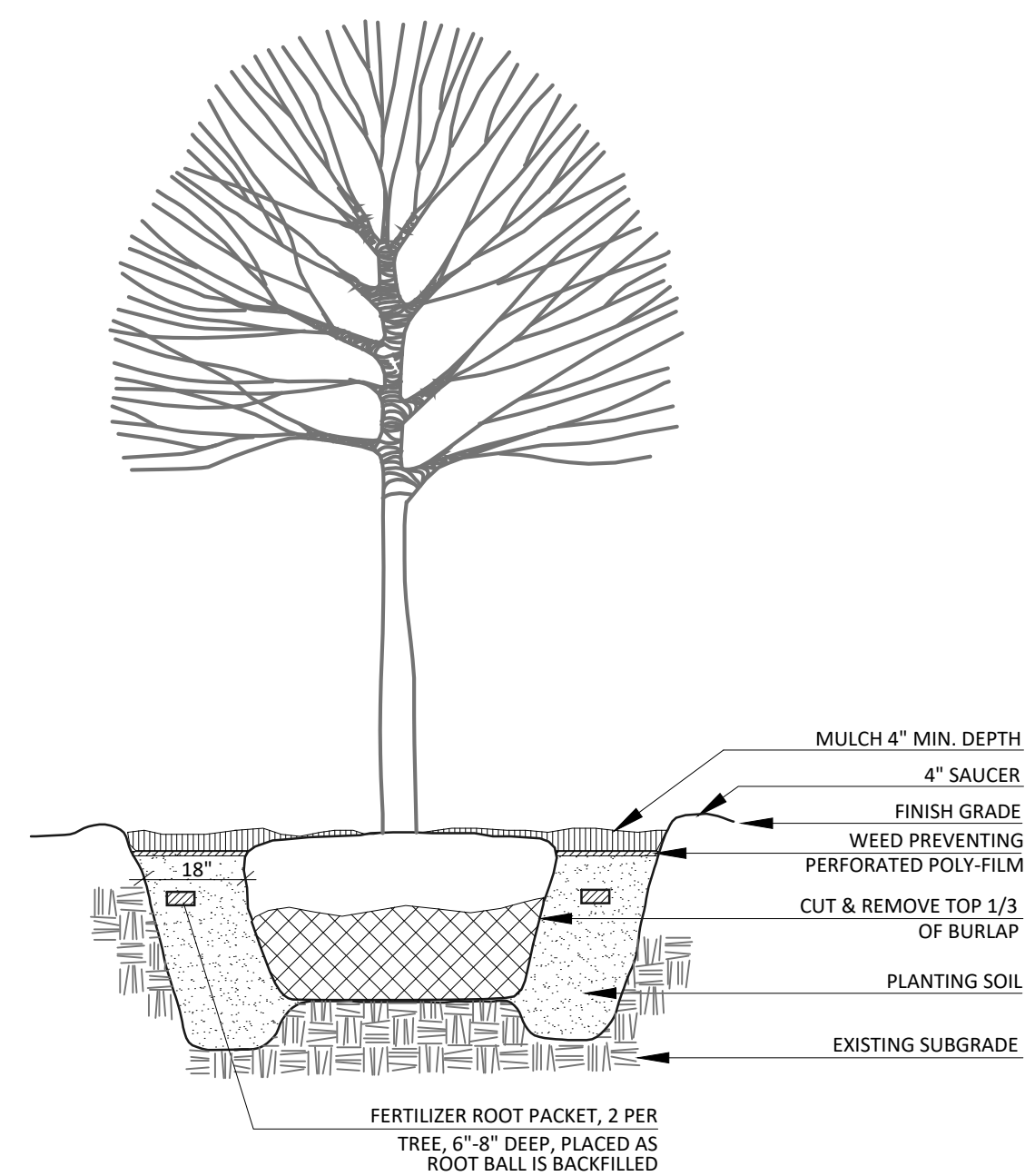


NOTES:
1. ALL LIGHTING PRODUCTS AND INSTALLATION SHALL COMPLY WITH ALL APPLICABLE CODES AND STANDARDS.
2. THE GENERAL CONTRACTOR SHALL PROVIDE A LEVEL BASE FOR THE ELECTRICAL CONTRACTOR TO MOUNT THE POLE TO THE BASE. THE ELECTRICAL CONTRACTOR SHALL SHIM THE POLE WITH METAL WASHERS AS REQUIRED. DOUBLE NUTTING IS NOT ACCEPTABLE IF MORE THAN A 1/8" GROUT LINE IS REQUIRED BETWEEN BASE COVER AND CONCRETE BASE.

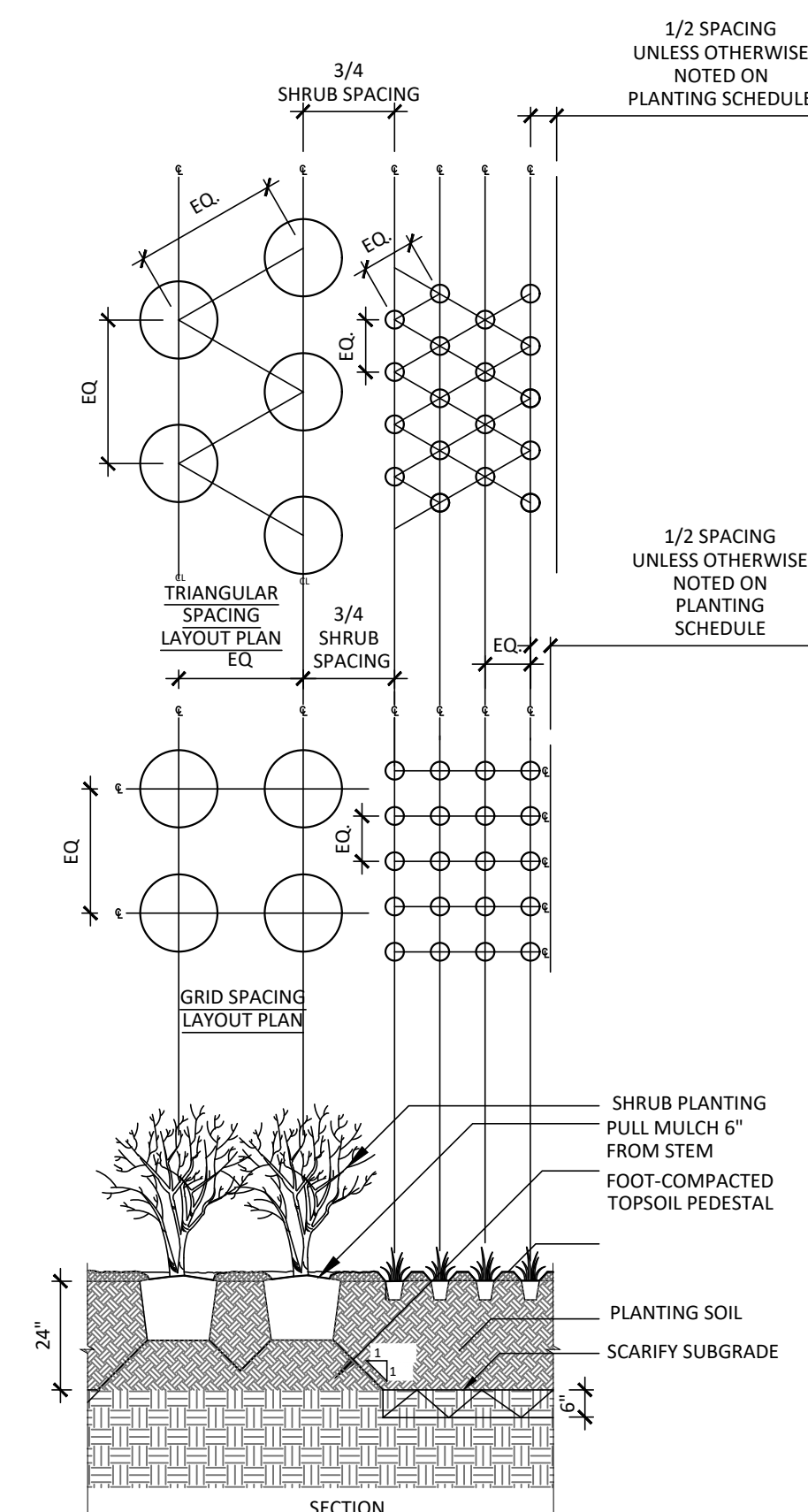
7 Pre-Cast Light Post Footing
LC-4.2 Not to Scale



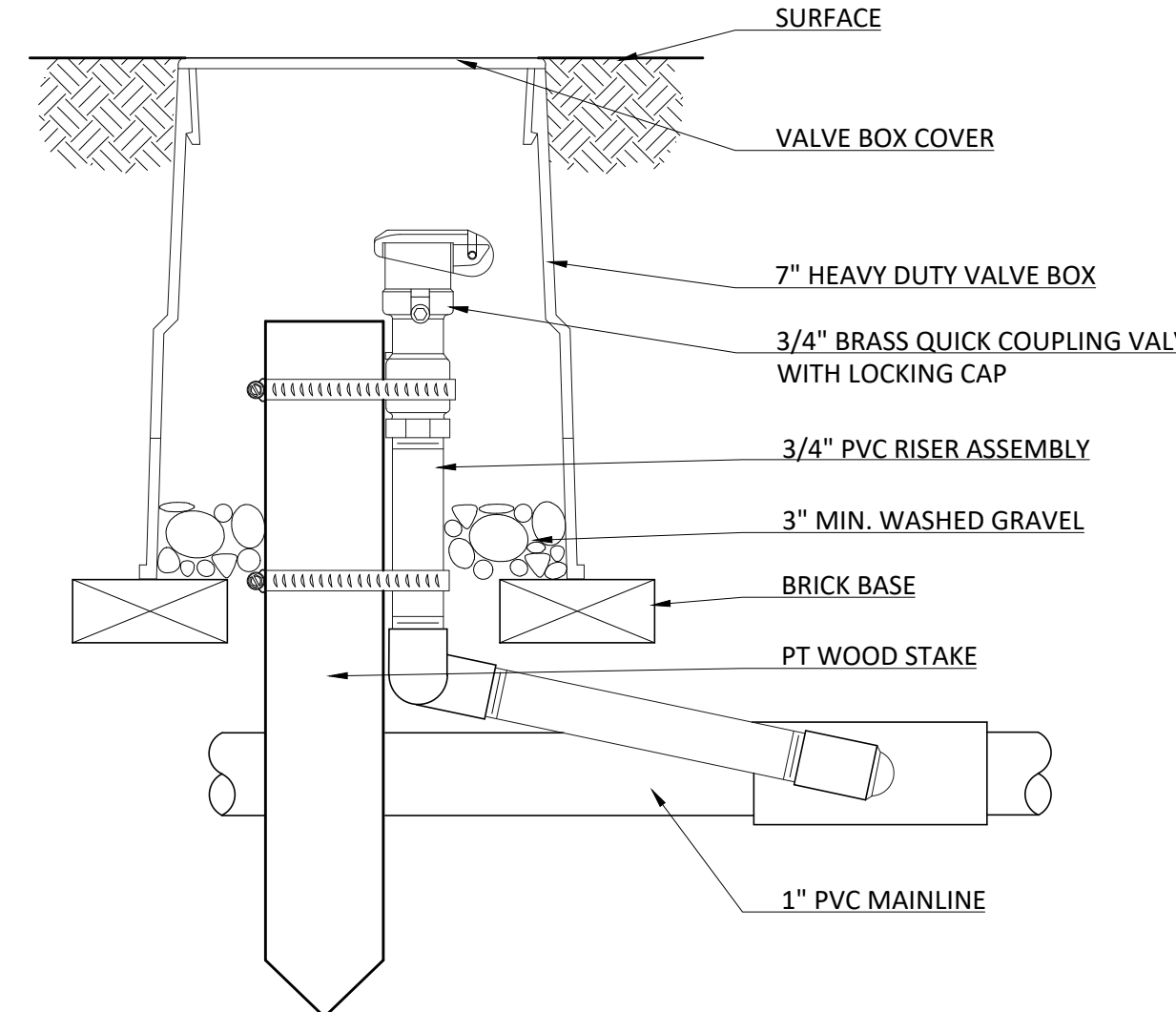
8 Flagpole Footing
LC-4.2 Not to Scale



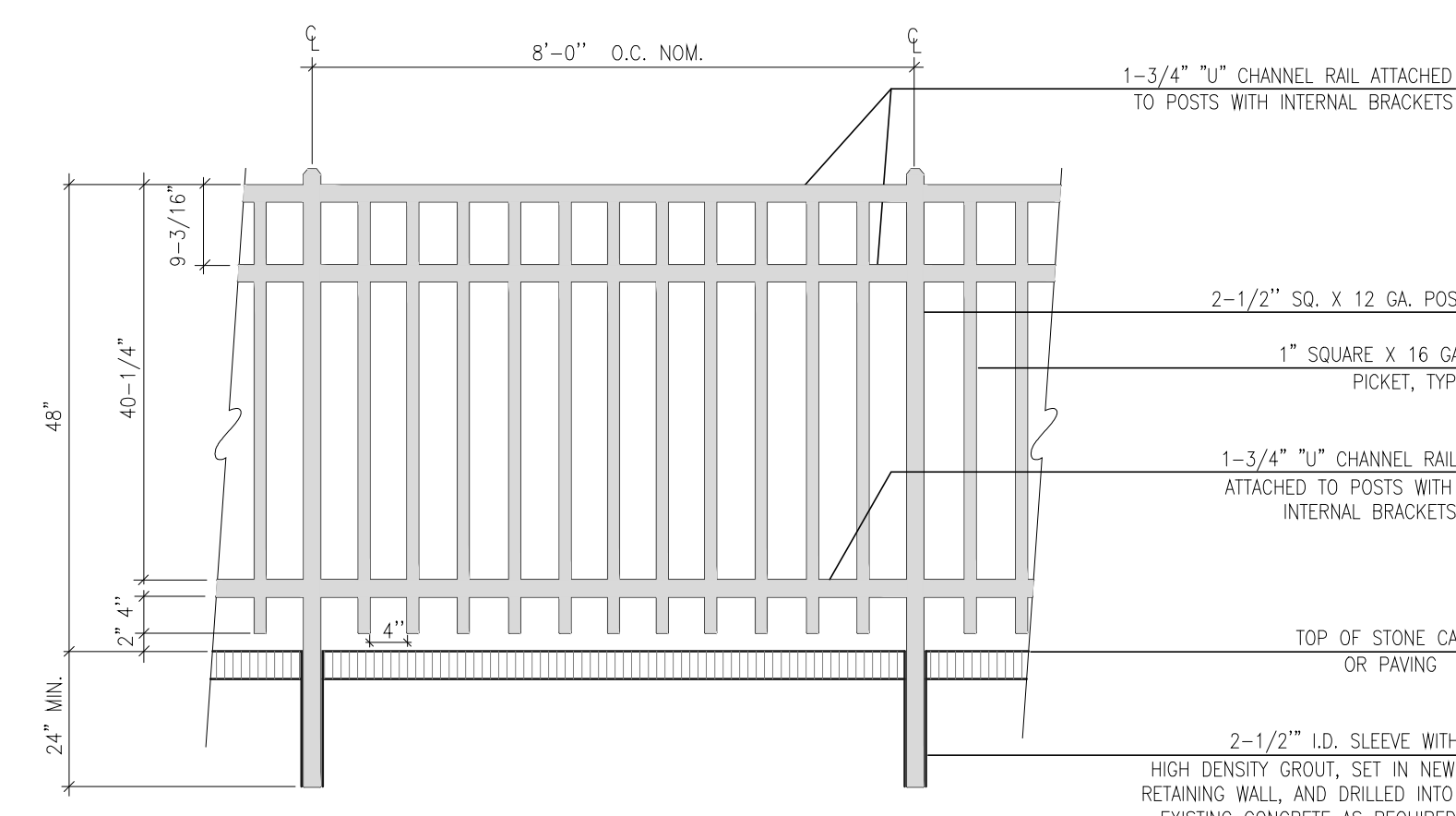
9 Tree Planting
LC-4.2 Not to Scale



10 Shrub & Groundcover Planting
LC-4.2 Not to Scale



11 Valve Box & Quick Link Valve Coupler
LC-4.2 Not to Scale



NOTES:
1. PRE-FABRICATED FENCE TO BE AMERSTAR, ACES II STYLE, OR APPROVED EQUAL, AS MANUFACTURED BY AMERSTAR, 1555 N. MINCO, TULSA, OK 74116, 1-800-321-8724
2. EACH SECTION OF FENCE BETWEEN POSTS TO BE PRE-FABRICATED PANELS, CONNECT TO POSTS WITH BOLTS THROUGH INTERNAL BRACKET ATTACHED TO POSTS.
3. PANELS MAY BE CUT IN FIELD FOR SECTIONS SHORTER THAN 8 FEET. CUT END OF RAILS TO BE PRIMED AND PAINTED AS PER MANUFACTURER'S RECOMMENDATIONS.
4. FOR ANGLED CONNECTIONS, BRACKETS MAY BE REMOVED AND RE-INSTALLED OR FABRICATED TO ACHIEVE DESIRED ANGLE AS PER MANUFACTURER'S RECOMMENDATIONS.
5. CONTRACTOR TO SUBMIT SHOP DRAWINGS FOR APPROVAL PRIOR TO INSTALLATION.

12 Guard Rail Fence
LC-4.2 Not to Scale

Village of Turners Falls
1 Avenue A
Turners Falls, MA

Avenue A Streetscape
Improvements Project

Phase IV

DRAFT
NOT FOR CONSTRUCTION

SITE DETAILS

Revisions

Date: December 12, 2023 Sheet Number

Scale: AS NOTED
Drawn By: WDS
Checked By: JDS
LC-4.2

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Village of Turners Falls
1 Avenue A
Turners Falls, MA

Avenue A Streetscape Improvements Project
Phase IV

DRAFT
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SITE DETAILS

Revisions

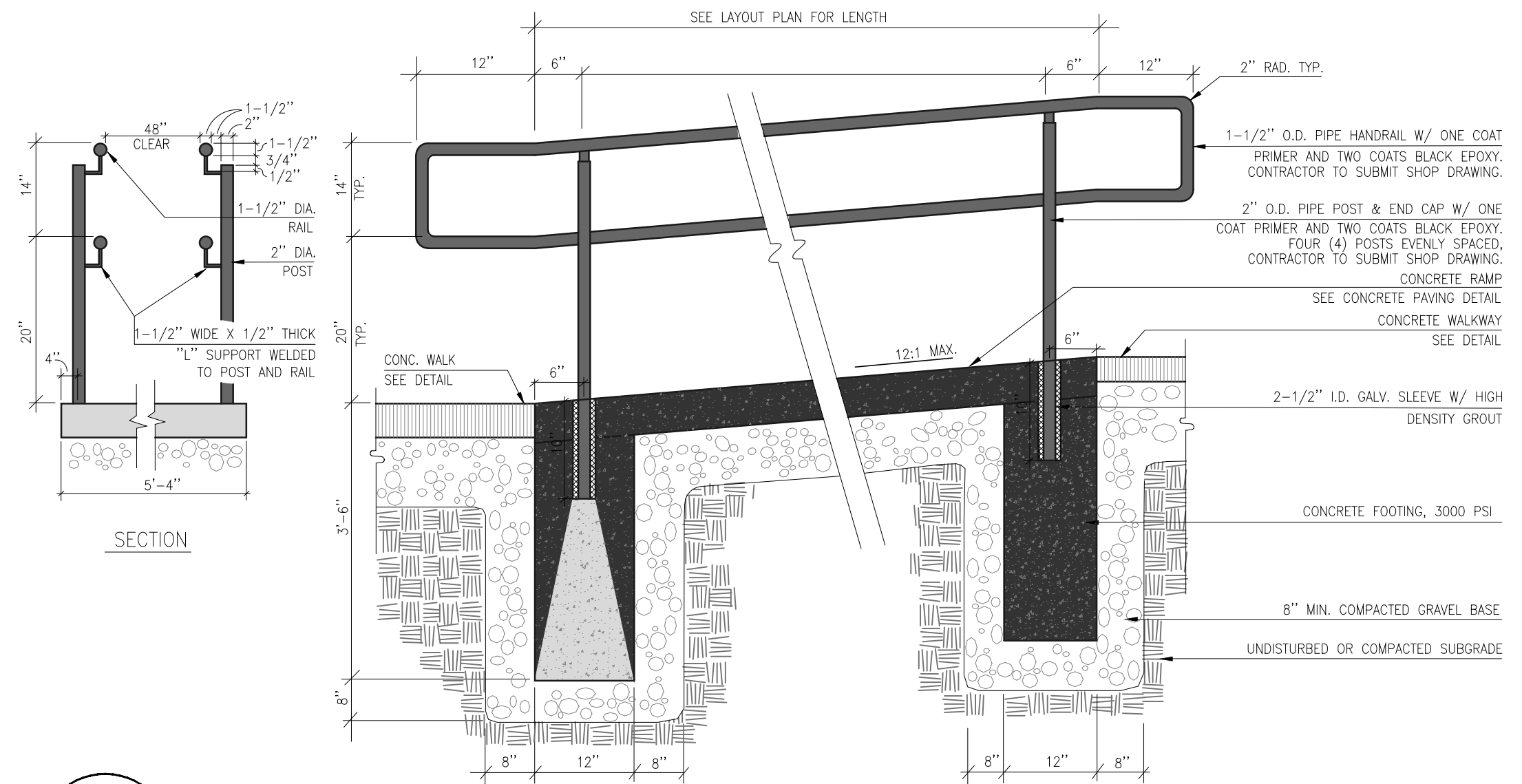
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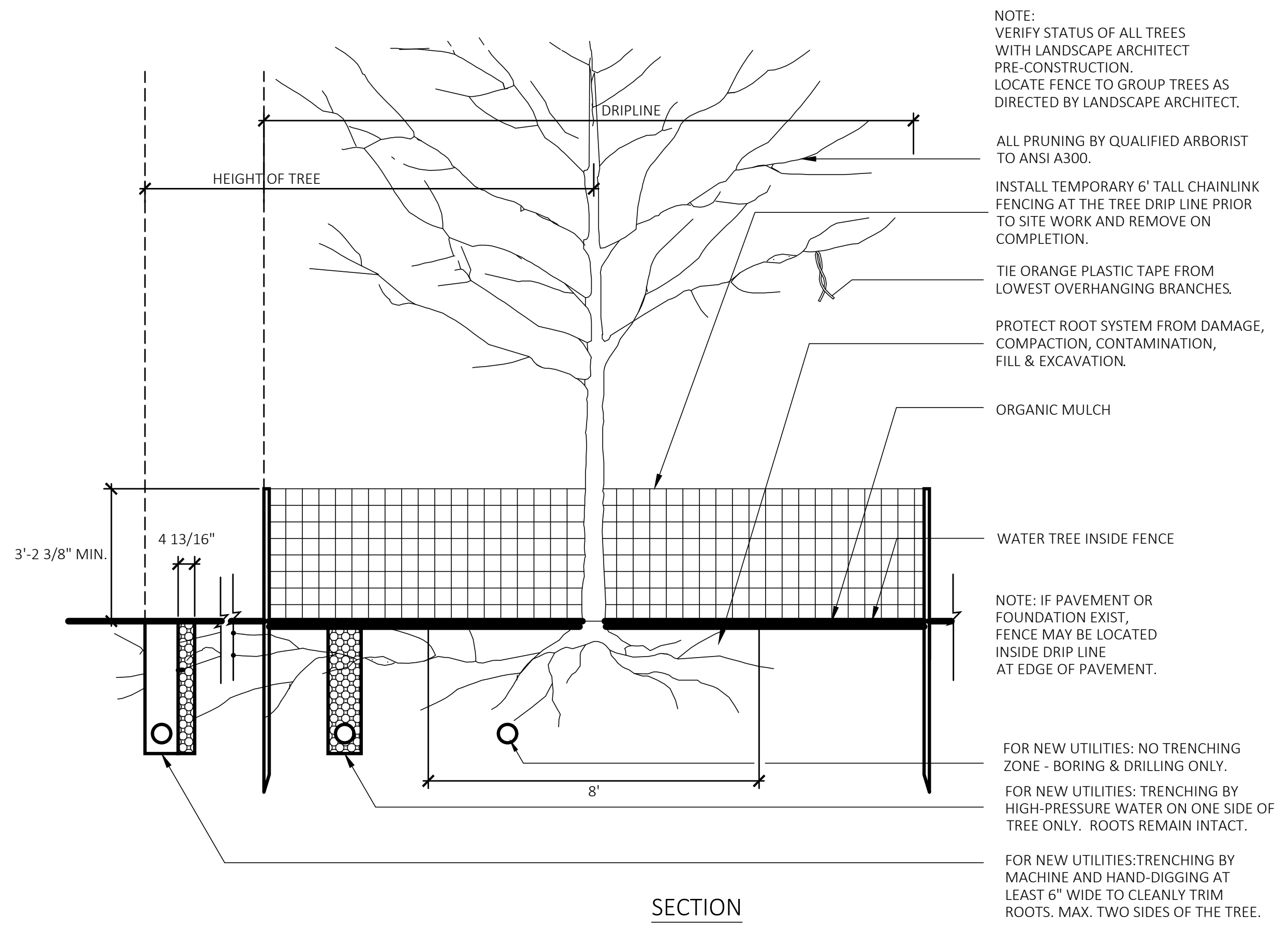
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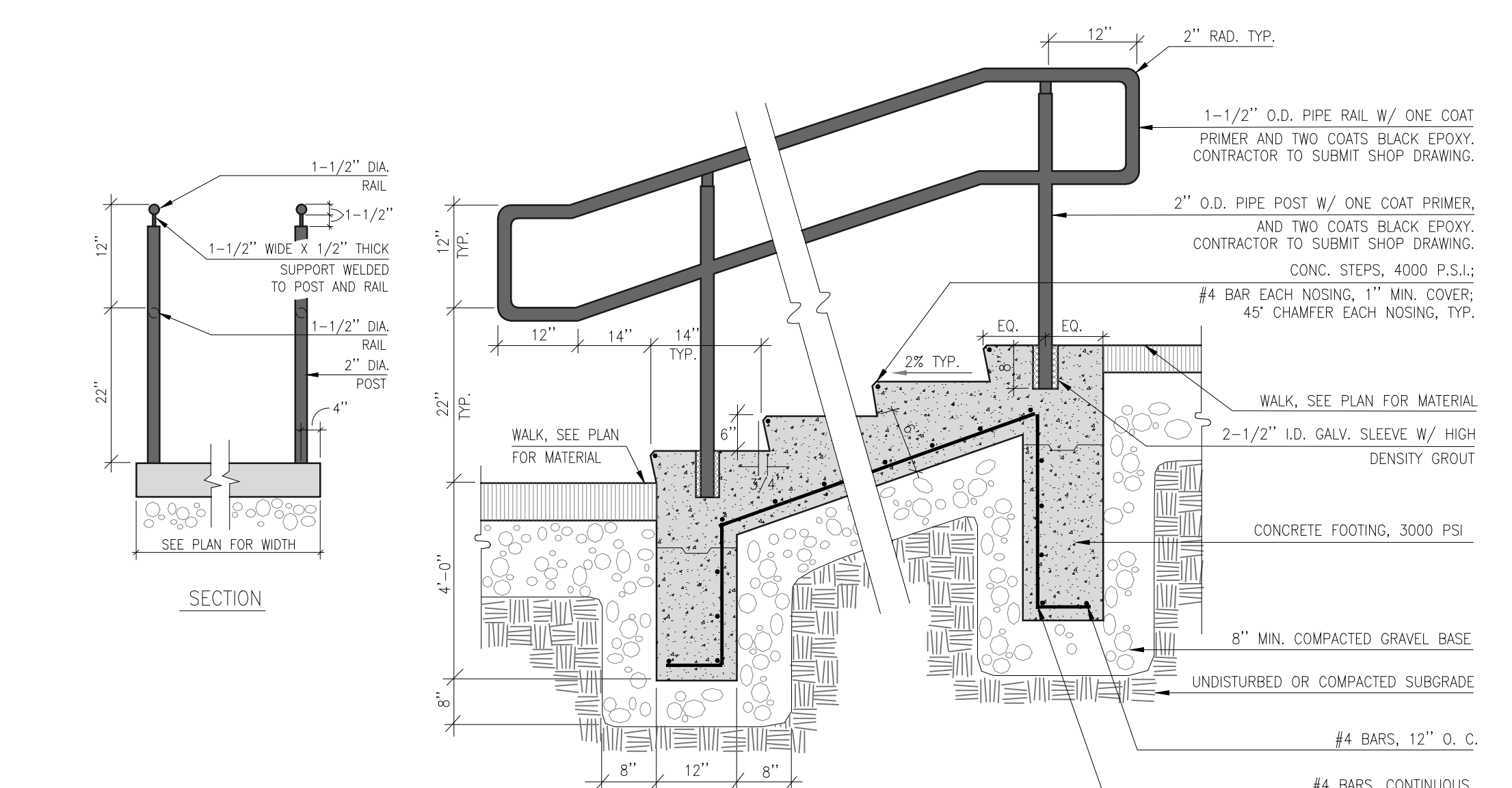
LC-4.3



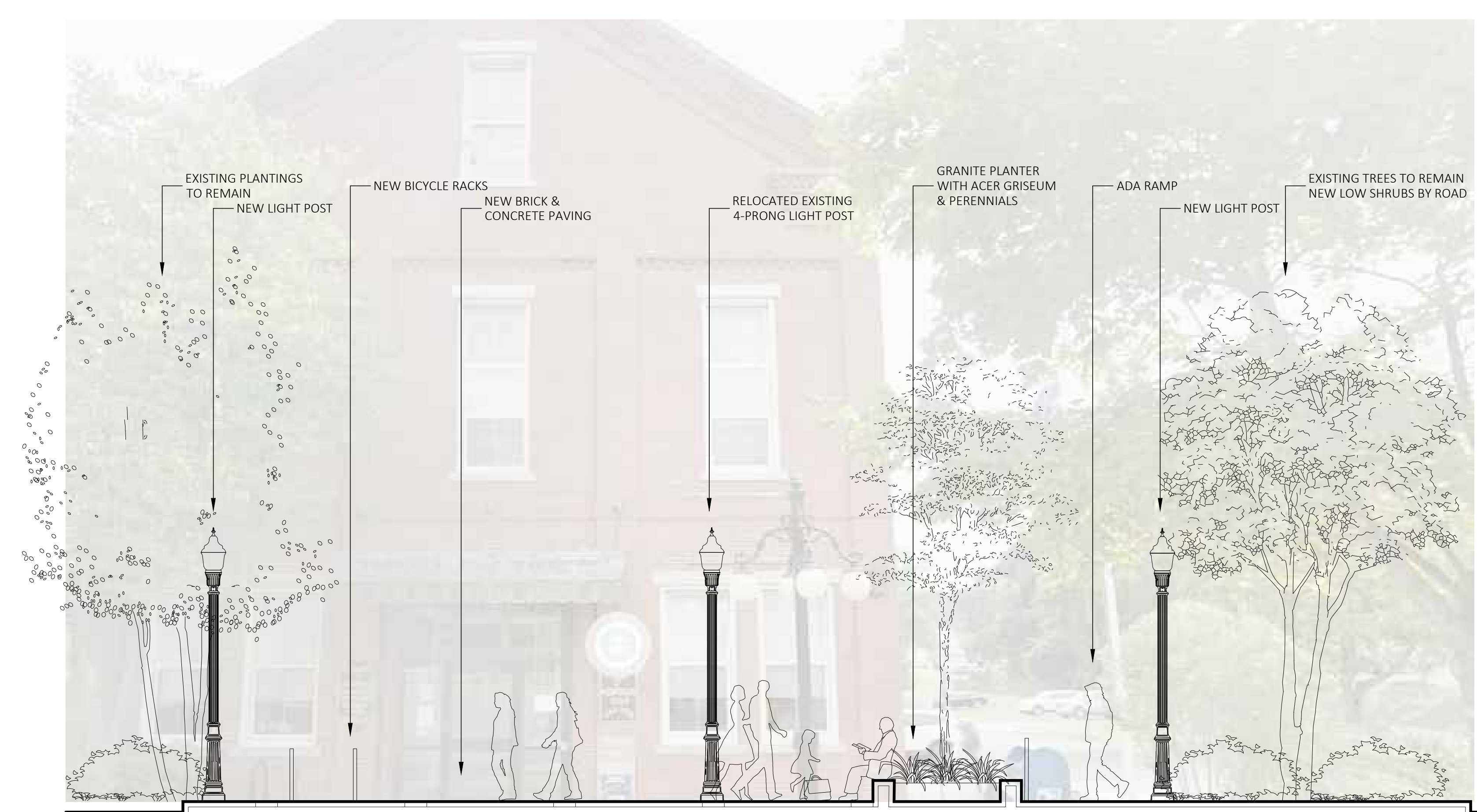
2 ADA Ramp
LC-4.3 Not to Scale



1 Tree Protection Fencing
LC-4.3 Not to Scale



4 Concrete Stairs
LC-4.3 Not to Scale



3 Town Hall Plaza Section
LC-4.3 Not to Scale

NOTE:
VERIFY STATUS OF ALL TREES WITH LANDSCAPE ARCHITECT PRE-CONSTRUCTION. LOCATE FENCE TO GROUP TREES AS DIRECTED BY LANDSCAPE ARCHITECT.

ALL PRUNING BY QUALIFIED ARBORIST TO ANSI A300.

INSTALL TEMPORARY 6' TALL CHAINLINK FENCING AT THE TREE DRIP LINE PRIOR TO SITE WORK AND REMOVE ON COMPLETION.

TIE ORANGE PLASTIC TAPE FROM LOWEST OVERHANGING BRANCHES.

PROTECT ROOT SYSTEM FROM DAMAGE, COMPACTION, CONTAMINATION, FILL & EXCAVATION.

ORGANIC MULCH

WATER TREE INSIDE FENCE

NOTE: IF PAVEMENT OR FOUNDATION EXIST, FENCE MAY BE LOCATED INSIDE DRIP LINE AT EDGE OF PAVEMENT.

FOR NEW UTILITIES: NO TRENCHING ZONE - BORING & DRILLING ONLY.

FOR NEW UTILITIES: TRENCHING BY HIGH-PRESSURE WATER ON ONE SIDE OF TREE ONLY. ROOTS REMAIN INTACT.

FOR NEW UTILITIES: TRENCHING BY MACHINE AND HAND-DIGGING AT LEAST 6\"/>

E:\TURNERS FALLS AVENUE A 102303.DWG DESIGN PROCESS\DRAWINGS\PHASE IV\LC-4.3 DETAILS.DWG PLOT DATE: 12/12/2023

FY25 Budget Schedule

rev date 12.20.23

Selectboard
Wendy
Steve
Carolyn
Education
CIC

Task Owner

Schedule Targets:

STM Mar 14 2024
ATM May 4 2024

Notable FinCom Tasks
 In addition to Regular Meetings

JANUARY 2024

	S	M	T	W	Th	F	S	
CIC/ATA solidfy capital article slate 1/10			2	3	4	5	6	No Meeting
SB identifies budgets for closer examination	7	8	9	10	11	12	13	CIC Update, Collection System Cost Alloc?
SB reviews key budget and personnel requests	14		16	17	18	19	20	Police/Dispatch, PD PT PO \$, amend Sch II
Selectboard considers budget recommendations	21	22	23	24	25	26	27	DPW
udget recommendations and approves prelim STM warrant	28	29	30	31				CWF, SB proposed budget.

***SB Budget Recommendations likely to be determined on 1/29**

FEBRUARY 2024

	S	M	T	W	Th	F	S	
					1	2	3	
*TA brings SB budget recs to FC 1/31					1	2	3	Request for 2/7/24 mtg to be in person
STM Article Deadline 4 PM 2/7	4	5	6	7	8	9	10	GMRSD Budget joint meeting w Gill (location TBD)
SB Approve Pre-Draft STM articles and motions to Counsel	11	12	13	14*	15	16	17	Final Ex Cap, Rev Est, AA to GMRSD, review STM*
	18		20	21*	22	23	24	Airport, Vote STM (no Steve)
SB executes STM Warrant 2/26, makes recommendations	25	26	27	28	29			FCTS, additional or unforeseen discussion
Final background due 2/27, mailing on 2/28								* Steve Away

Mar-24

	S	M	T	W	Th	F	S	
						1	2	
Special Town Meeting tentative 2/29						1	2	
school budget votes GMRSD 3/5; FCTS 3/6	3	4	5	6	7	8	9	FY25 Budget Recommendations
3/14 May ATM articles due	10	11	12	13	14	15	16	3/13: CIC/FC/SB - capital requests, CIC report, votes
CO Drafts Motions 3/26	17	18	19	20	21	22	23	3/20: SB/FC reconciliation, Vote remainingArticles
SB approve draft warrant 3/25/	24	25	26	27	28	29	30	3/27: FC Final votes, report
absolute final date for articles 3/30	31							

APRIL 2024

	S	M	T	W	Th	F	S	
SB executes final warrant (deadline 4/9)	1	2	3	4	5	6	7	4/4: FC final votes, reviews background
post warrant on 4/12 (deadline 4/19)	8	9	10	11	12	13	14	FC and CIC reports finalized by 4/11
Mail and post warrant packet 4/19 (deadline 4/24)	15		17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						

MAY 2024

	S	M	T	W	Th	F	S	
				1	2	3	4	5/1: FC Town Meeting prep ATM 5/4

TOC	FY2024 BUDGET SUMMARY	29,068,438	FY23 Budget	FY23 Actual	FY24 Budget	FY25 Requested Level Services	FY25 BOS Recommend	FY25 FC Recommend	Source Taxation	Free Cash
	updated since FY23 budget file									
	SOURCES									
	NET LEVY		20,877,816	20,453,998	21,596,879	22,217,851	22,217,851	22,217,851	22,217,851	
	STATE AID (NET OF CHARGES)		1,879,826	1,942,866	1,914,986	2,047,348	2,047,348	2,047,348	2,047,348	
	LOCAL RECEIPTS		1,809,276	2,073,063	2,027,000	1,934,538	1,934,538	1,934,538	1,934,538	
	FREE CASH		-	-	-	-	-	-	-	-
	OTHER AVAILABLE FUNDS									
	Sp Article Balances		-	-	12,099	-	-	-	-	-
	Transportation Infrastructure RRA		13	60	7	-	-	-	-	-
	Reserve for Excluded Debt		-	-	-	487	487	487	-	-
	Overlay Surplus		-	-	-	-	-	-	-	-
	Colle Receipts Reserved for Appropriation		49,950	78,950	53,250	52,250	52,250	52,250	-	-
	FREE CASH FOR SPECIAL ARTICLES		251,242	-	2,180,701	300,000	300,000	300,000	-	300,000
	TOWN CAPITAL STABILIZATION		225,000	225,000	100,000	-	-	-	-	-
	TOWN STABILIZATION		-	-	-	-	-	-	-	-
	FCTS STABILIZATION		-	-	-	-	-	-	-	-
	GMRSD STABILIZATION		-	56,511	-	-	-	-	-	-
	CWF CAPITAL STABILIZATION		130,000	-	-	-	-	-	-	-
	CANNABIS IMPACT STABILIZATION		238,800	120,050	-	-	-	-	-	-
	BORROWING IN ANTICIPATION OF GRANTS		-	-	-	-	-	-	-	-
	TOWN BORROWING		-	-	-	-	-	-	-	-
	CWF BORROWING		-	-	-	283,800	283,800	283,800	-	-
	CWF RETAINED EARNINGS		-	-	352,364	-	-	-	-	-
	CWF USER FEES		2,605,938	-	2,719,224	2,780,980	2,780,980	2,780,980	-	-
	AIRPORT USER FEES		316,015	-	426,985	451,393	451,393	451,393	-	-
	TOTAL ESTIMATED SOURCES		28,383,876	24,950,498	31,383,475	30,068,647	30,068,647	30,068,647	26,199,737	300,000
								30,068,647		

GENERAL FUND SOURCES - NET OF BORROWING, TFHS DEBT BALANCE, CWF, AIRPORT, COLLE

26,500,224

26,500,224

	FY23 Budget	FY23 Actual	FY24 Budget	FY25 Requested	FY25 BOS	FY25 FC Recommend
GENERAL GOVERNMENT						
113 TOWN MEETING	2,390	2,168	2,980	3,180	3,180	3,180
122 SELECTBOARD	313,510	284,637	330,581	338,659	338,659	338,659
131 FINANCE COMMITTEE	2,000	982	2,000	2,000	2,000	2,000
132 RESERVE FUND	50,000	75,725	50,000	50,000	50,000	50,000
135 TOWN ACCOUNTANT	90,884	87,417	90,500	93,000	93,000	93,000
141 ASSESSORS	190,623	199,605	189,801	186,059	186,059	186,059
145 TREASURER/COLLECTOR	220,713	218,522	231,048	206,965	206,965	206,965
151 TOWN COUNSEL	75,000	66,146	80,000	85,000	85,000	85,000
155 INFORMATION TECHNOLOGY	79,000	73,548	80,500	92,252	92,252	92,252
159 SHARED COSTS	78,079	68,883	85,907	93,499	93,499	93,499
161 TOWN CLERK	195,844	193,888	243,041	237,224	237,224	237,224
175 PLANNING	129,007	117,380	134,429	140,788	140,788	140,788
176 ZONING BOARD OF APPEALS	700	262	700	700	700	700
190 PUBLIC BLDG UTILITIES	130,782	108,132	155,932	140,050	140,050	140,050
197 FARMERS MARKET	-	2,191	5,000	5,200	5,200	5,200
TOTAL GENERAL GOVERNMENT	1,558,532	1,499,489	1,682,419	1,674,576	1,674,576	1,674,576
PUBLIC SAFETY						
211 POLICE	1,878,434	1,845,270	1,970,054	2,052,033	2,052,033	2,052,033
211 POLICE CRUISER	54,000	54,000	68,100	60,000	60,000	60,000
212 DISPATCH	377,862	372,260	395,588	410,768	410,768	410,768
241 BUILDING INSPECTOR	140,666	133,502	148,621	155,082	155,082	155,082
244 SEALER OF WEIGHTS	7,182	2,750	7,182	7,182	7,182	7,182
291 EMERGENCY MANAGEMENT	6,265	5,765	6,265	6,944	6,944	6,944
292 ANIMAL CONTROL	21,765	21,579	23,112	23,658	23,658	23,658
294 FOREST WARDEN	1,710	1,710	1,710	1,882	1,882	1,882
299 TREE WARDEN	30,285	28,479	30,285	30,474	30,474	30,474
TOTAL PUBLIC SAFETY	2,518,169	2,465,316	2,650,917	2,748,023	2,748,023	2,748,023

TOC	FY2024 BUDGET SUMMARY	29,068,438	FY23 Budget	FY23 Actual	FY24 Budget	FY25 Requested Level Services	FY25 BOS Recommend	FY25 FC Recommend	Source Taxation	Free Cash
	updated since FY23 budget file									
	PUBLIC WORKS									
420	DEPT OF PUBLIC WORKS	1,571,829	1,486,281	1,747,506	1,814,516	1,814,516	1,814,516	1,814,516		
	DPW CAPITAL LEASE	40,000	38,715	-	-	-	-	-		
423	SNOW & ICE	281,050	243,065	311,250	321,250	321,250	321,250	321,250		
433	SOLID WASTE	656,338	617,098	679,221	802,776	802,776	802,776	802,776		
480	CHARGING STATIONS	6,000	6,575	7,380	9,380	9,380	9,380	9,380		
491	CEMETERIES	14,165	14,165	30,150	32,150	32,150	32,150	32,150		
	TOTAL PUBLIC WORKS	2,569,382	2,405,900	2,775,507	2,980,072	2,980,072	2,980,072	2,980,072		
	HUMAN SERVICES									
511	BOARD OF HEALTH	165,193	133,762	175,444	168,004	168,004	168,004	168,004		
541	COUNCIL ON AGING	56,594	52,671	58,593	59,272	59,272	59,272	59,272		
543	VETERANS' SERVICES	76,500	52,147	76,500	77,897	77,897	77,897	77,897		
	TOTAL HUMAN SERVICES	298,287	238,581	310,537	305,173	305,173	305,173	305,173		
	CULTURE & RECREATION									
610	LIBRARIES	465,607	459,387	503,336	518,233	518,233	518,233	518,233		
630	PARKS & RECREATION	155,657	155,503	160,703	164,826	164,826	164,826	164,826		
691	HISTORICAL COMMISSION	500	-	500	500	500	500	500		
693	WAR MEMORIALS	1,400	1,343	1,600	1,600	1,600	1,600	1,600		
	TOTAL CULTURE & RECREATION	623,164	616,233	666,139	685,159	685,159	685,159	685,159		
	DEBT SERVICE									
700	DEBT SERVICE	1,162,190	1,135,980	1,154,319	1,158,857	1,158,857	1,158,857	1,158,857		
	INTERGOVERNMENTAL									
840	INTERGOVERNMENTAL	110,647	110,301	113,924	118,323	118,323	118,323	118,323		
	MISCELLANEOUS									
910	EMPLOYEE BENEFITS	2,391,280	2,250,863	2,490,334	2,637,688	2,637,688	2,637,688	2,637,688		
946	GENERAL INSURANCE	119,600	105,912	120,600	119,600	119,600	119,600	119,600		
	TOTAL MISCELLANEOUS	2,510,880	2,356,775	2,610,934	2,757,288	2,757,288	2,757,288	2,757,288		
	GRAND TOTAL GENERAL FUND	11,351,251	10,828,573	11,964,696	12,427,471	12,427,471	12,427,471	12,427,471	12,426,984	
	GF Change	13.3%	-4.6%	10.5%	3.9%					
	CLEAN WATER FACILITY									
440	CLEAN WATER FACILITY	1,962,430	1,725,358	2,015,729	2,073,285	2,073,285	2,073,285	2,073,285		
	CWF CAPITAL OUTLAY			58,500	58,500	58,500	58,500	58,500		
449	DPW SUBSIDIARY	50,800	34,183	84,650	85,150	85,150	85,150	85,150		
700	CWF DEBT	505,270	480,264	483,614	478,365	478,365	478,365	478,365		
910	CWF EMPLOYEE BENEFITS	359,152	280,039	363,631	380,719	380,719	380,719	380,719		
	TOTAL CWF	2,877,652	2,519,845	3,006,124	3,076,019	3,076,019	3,076,019	3,076,019	295,039	
482	AIRPORT	211,894	211,534	284,915	287,417	287,417	287,417	287,417		
700	AIRPORT DEBT	101,120	101,119	101,535	102,775	102,775	102,775	102,775		
910	AIRPORT EMPLOYEE BENEFITS	33,188	22,983	40,515	61,201	61,201	61,201	61,201		
	TOTAL AIRPORT	346,202	335,636	426,965	451,393	451,393	451,393	451,393		
300	EDUCATION									
	FCTS	1,029,566	1,029,566	1,053,018	985,101	985,101	985,101	985,101	985,101	
	GMRSD	11,341,466	11,341,466	11,809,191	12,128,454	12,128,454	12,128,454	12,128,454	12,128,454	
	TOTAL EDUCATION	12,371,032	12,371,032	12,862,209	13,113,555	13,113,555	13,113,555	13,113,555		-

TOC	FY2024 BUDGET SUMMARY	FY23 Budget	FY23 Actual	FY24 Budget	FY25 Requested Level Services	FY25 BOS Recommend	FY25 FC Recommend	Source Taxation	Free Cash
	updated since FY23 budget file RAISE DEBT SERVICE DEFICIT	29,068,438							
	GRAND TOTAL	26,946,137	26,055,086	28,259,994	29,068,438	29,068,438	29,068,438	25,835,578	-
	PLUS SPECIAL ARTICLES/NEW REQUESTS	FY23	FY23	FY24	FY25	FY25	FY25		
	Policy: Taxation transfer to FCTS Stabilization								
	SPECIAL ARTICLES								
	Operating Appropriation to OPEB	50,000		50,000	50,000	50,000	50,000	50,000	
	Add'l Appropriation to OPEB								-
	Operating Appropriation to CI Stab	44,960		47,099	46,761	46,761	46,761	46,761	
	Operating Appropriation to Town Gen Stab			37,388		-	-	-	
	Add'l Approp to Town GSF to meet minimum					-	-	-	
	Add'l Approp to FCTS Stab per policy	124,356		21,940		-	-	-	
	50% Kearsarge Lease - 48.5 % to GM Stab	40,608		41,339	34,323	34,323	34,323	34,323	
	50% Kearsarge Lease - 51.5 % to Town Cap Sta	43,120		43,896	36,446	36,446	36,446	36,446	
	50% Kearsarge Lease - 51.5 % to Town Cap Sta	43,120		43,896	36,446	36,446	36,446	36,446	
	Add'l to Town Cap Stab								-
	Add to CWF Captial Stabilization Fund								
	Add to Conservation Fund	10,000		10,000	10,000	10,000	10,000	10,000	
	Unexpected Engineering Expenses			11,585		-	-	-	
	Unexpected Project Shortfalls	21,584							
	DPW Discretionary	75,000		70,592	100,000	100,000	100,000	100,000	
	Replace 10 ton trailer				40,401	40,401	40,401		40,401
	New Skid Steer				90,000	90,000	90,000		90,000
	Replace Ferry Rd Culvert				222,880	222,880	222,880		
	Town Hall Parking Lot Rehab				200,000	200,000	200,000		
	Repave 1st Street Alley				30,000	30,000	30,000		30,000
	Sewer pipe + manhole relining				500,000	500,000	500,000		
	New Main Branch Library Feasibility Sudty				150,000	150,000	150,000		
	Strathmore Building Security				250,000	250,000	250,000		
	Hillcrest Paving and Sidewalks				100,000	100,000	100,000		
	Sheffield Main Office Reconfiguration				20,000	20,000	20,000		
	Hillcrest Café Reconfiguration				40,000	40,000	40,000		
	CWF MC Pump Station Rehab				283,800	283,800	283,800		
	Use Cannabis Impact Stabilization	173,800							
	Colle RRA	49,950		53,250	52,250	52,250	52,250		
	Overlay Surplus to OPEB			250,000		-	-		
	Free Cash to Reserves			2,000,000		-	-		
	Total Special Articles	1,331,498	-	3,298,085	2,293,307	2,293,307	2,293,307	313,976	160,401
	TOTAL ESTIMATED USES	28,277,635	26,055,086	31,558,079	31,361,745	31,361,745	31,361,745	26,149,554	160,401
	SUMMARY								
	TOTAL ESTIMATED SOURCES	28,383,876	24,950,498	31,383,475	30,068,647	30,068,647	30,068,647	26,199,737	300,000
	TOTAL ESTIMATED USES	(28,277,635)	(26,055,086)	(31,558,079)	(31,361,745)	(31,361,745)	(31,361,745)	(26,149,554)	(160,401)
	ESTIMATED SHORTFALL	106,241	(1,104,588)	(174,604)	(1,293,098)	(1,293,098)	(1,293,098)	50,183	139,599



Department of Environmental Protection

100 Cambridge Street 9th Floor Boston, MA 02114 • 617-292-5500

Maura T. Healy
Governor

Kimberly Driscoll
Lieutenant Governor

Rebecca L. Tepper
Secretary

Bonnie Heiple
Commissioner

DRAFT 2024 INTENDED USE PLAN

For the

CLEAN WATER STATE REVOLVING FUND

December 27, 2023



TABLE 2
CLEAN WATER STATE REVOLVING FUND
Calendar Year 2024 CWSRF ASSET MANAGEMENT PLANNING PROJECTS

ASSET MANAGEMENT PLANNING PROJECTS

Rating	Applicant	SRF ID	Project	Project Cost	Grant Amount	Loan Amount
96 *	HUNTINGTON	16850	Huntington Water and Sewer Asset Management	\$149,625	\$89,775	
95	UPPER BLACKSTONE CLEAN WATER	16773	Upper Blackstone Clean Water Asset Management Plan	\$250,000	\$150,000	
92	HOPEDALE	16776	Hopedale Water & Sewer Asset Management Plan	\$250,000	\$150,000	
92	BARNSTABLE (H)	16834	Barnstable Stormwater Asset Management Plan	\$200,000	\$120,000	
90	SOUTH HADLEY	16756	Wastewater Asset Management Project	\$250,000	\$150,000	
88	EDGARTOWN	16805	Stormwater Asset Management Project	\$250,000	\$150,000	
87	SOUTHBRIDGE	16745	Stormwater Asset Management Project	\$150,000	\$90,000	
85 *	LEICESTER WATER SUPPLY DISTRICT	16790	FY2025 Sewer AM Planning Project (CMOM Year 1)	\$246,057	\$147,634	
84	HULL	16774	Hull Sewer Asset Management Plan	\$250,000	\$150,000	
82	ASHLAND (H)	16803	Ashland Asset Management	\$75,000	\$45,000	
80	CANTON (H)	16823	Asset Management Planning	\$246,015	\$147,609	
79	AGAWAM	16678	Agawam Asset Management Plan - Phase II	\$250,000	\$150,000	
79	METHUEN (H)	16782	Methuen Asset Management Plan Phase 2	\$250,000	\$150,000	
77 *	CHERRY VALLEY SEWER DISTRICT	16796	FY2025 Sewer AM Planning Project	\$112,060	\$67,236	
77	DANVERS	16828	Danvers Stormwater Asset Management Project	\$175,000	\$105,000	
77	HOLDEN	16759	Water and Wastewater Asset Management Plan	\$125,000	\$75,000	
76	WRENTHAM (H)	16874	Stormwater System Asset Management Plan	\$250,000	\$150,000	
74	NANTUCKET (H)	16736	Nantucket CMMS Implementation & Asset Mgt. Plan	\$815,000	\$150,000	
74	WAKEFIELD (H)	16816	Wakefield - Utility Plan & Tie Card Integration	\$259,000	\$150,000	
71	BLACKSTONE	16857	Blackstone Water System Asset Management	\$90,600	\$54,360	
70 *	DEERFIELD	16810	Stormwater Asset Management Plan (Phase 1)	\$258,875	\$150,000	
70	NEWTON (H)	16835	City of Newton Stormwater AMP	\$250,000	\$150,000	
70	BELLINGHAM (H)	16862	Stormwater Asset Management Plan	\$149,700	\$89,820	
69 *	NORTH BROOKFIELD	16751	Asset Management Planning	\$177,557	\$106,534	
68	SOUTH ESSEX SEWERAGE DISTRICT	16726	Peabody Salem Interceptor Condition Assessment	\$330,000	\$150,000	
68 *	LYNNFIELD	16798	Lynnfield Asset Management Inventory and Planning	\$145,081	\$87,048	
68 *	MONTAGUE	16733	Wastewater Asset Vulnerability Inventory	\$125,000	\$75,000	
66 *	LEE	16777	FY2025 Sewer AM Planning Project (CMOM Year 2)	\$325,542	\$150,000	



TOWN OF MONTAGUE

AUGUST 2023

2024 Project Evaluation Form CWSRF Asset Management

Wastewater Asset Vulnerability Inventory (Asset Management Project)



2024 Clean Water Asset Management Project Evaluation Form

PEF No	CW-13424
ReSubmitted PEF No	
Local Government Unit	MONTAGUE One Avenue A Montague MA 01376 413-863-3200
Authorized Representative	Steven Ellis, Town Administra 1 Avenue A Turner Falls MA 01376 413-863-3200 townadmin@montague-ma.gov
Consultant Firm	Wright-Pierce
Primary Consultant Contact	Lisa Muscanell-DePao, Project Manager 169 Main Street Middletown CT 06457 860-852-1912 lisa.muscanell@wright-pierce.com
Project Name	Wastewater Asset Vulnerability Inventory
Project Description	The Town proposes this asset management project as a tool to manage wastewater assets and to proactively meet requirements within its draft NPDES permit. This project includes inventorying the Town's CWF and collection system asset information, compiling information into the Town's GIS system, determining if any assets are within the 100-year or 500-year flood plains, defining the criticality of each asset, and identifying the highest priority assets.

Section 1 Project Objective Statement

The Town of Montague was issued a draft NPDES Permit from the U.S Environmental Protection Agency (expected formal issuance in September 2023) in Spring 2023. The draft NPDES Permit includes language for the Town of Montague to complete a Major Storm and Flood Events Plan for both the Clean Water Facility (CWF) and collection system. Each Plan requires an asset vulnerability inventory.

The Town of Montague is committed to managing the Town's wastewater assets and to meeting compliance with the expected requirements in the final NPDES Permit. As a result, the Town plans to inventory the CWF and collection system asset information, compile the information into the Town's GIS system, determine if any assets are within the 100-year or 500-year flood plains, define the criticality of each asset, and identify the highest priority assets.

Section 2 Scope of Work Breakdown

2.1 Background

The Town of Montague, a Tier 3 Community, consists of five villages, all of which are sewered. These villages are Turners Falls, Millers Falls, Lake Pleasant, Montague Center, and Montague City. The Town owns and operates the Clean Water Facility (CWF) along with five wastewater pumping stations, three regulators, two Combined Sewer Overflows (CSO), and one buffer line. The CWF is located at 34 Greenfield Road. The Town's sewer system is predominantly separated following large sewer separation projects in the 1980s and 1990s. Approximately 10% of the Town is still serviced by combined sewer systems, most of which are located in the Turners Falls area and minor areas of Montague City. The Town has two permitted Combined Sewer Outfalls (CSO) activated by three regulators. These CSOs are located on Greenfield Rd and on I Street, adjacent to the Power Canal.

The Town of Montague has a population of approximately 8,500 people, located along the Connecticut River in Franklin County, Massachusetts. There are approximately 2,200 existing sewer connections on the sewer collection system; almost all of them are single family dwellings.

The Town of Montague was issued a draft NPDES Permit from the U.S Environmental Protection Agency (final issuance expected in September 2023). The NPDES Permit requires a Major Storm and Flood Events Plan for both the CWF and collection system which includes an asset vulnerability inventory. Currently, the Town has not performed an asset inventory to date. This project will be dedicated to collecting wastewater asset information and compiling it in the Town's GIS to ensure the town is able to access, organize, and maintain current wastewater asset information and conditions. It will also build upon the sewer system inventory that was started in Summer 2022. Wright-Pierce and the Town of Montague previously gathered rim elevations for some manholes that had been required to develop a hydraulic model on the Turners Falls interceptor conveying wastewater to the CWF. Approximately 850 manholes still require rim elevations to be obtained. Wright-Pierce and the Town of Montague also inventoried some sewer manholes in Summer / Fall 2022, however, there are approximately 800 additional manholes that need to be inventoried.

On Monday April 24, 2023, Wright-Pierce virtually met with Massachusetts Department of Environmental Protection (MADEP) State Revolving Funds (SRF) representatives to discuss funding opportunities for NPDES Permit compliance. The MADEP confirmed that the asset criticality analysis required for the Sewer System and CWF Major Storm and Flood Events Plans within the NPDES permit will be eligible for the Asset Management Grant Program.

2.2 Scope of Work – Asset Inventory and Vulnerability Assessment

Conduct an asset vulnerability inventory as expected to be required in the final Town of Montague NPDES permit (issuance in September 2023) and perform the following:

1. Identify and inventory all assets related to both the CWF and the collection system including pump stations, force mains, CSO interceptors, gravity sewer pipe and manholes etc.
2. Georeference the relevant Flood Insurance Rate Map (FIRM) panels, digitize the specific FEMA floodplain zones, and identify assets within the zones.
3. Utilize LIDAR data to assign elevations (example – rim elevations for manholes) and identify assets which fall into the 100-year and 500-year floodplains.
4. Conduct up to 10 days of fieldwork to confirm rim elevations for up to 150 manholes and / or elevations of other assets at the CWF or pump station sites.

- a. Rim elevations will be obtained using a survey grade GPS unit which provides a vertical accuracy within 0.2 feet. Wright-Pierce will deploy one Wright-Pierce staff to obtain rim elevations. The Town will provide traffic control.
- 5. Conduct up to 30 days of fieldwork (approximately 750 – 800 manholes total) to collect invert elevations, pipe size, and pipe materials. On average, 25 sewer manholes can be inventoried per day.
 - a. A second person will be provided by the Town as in-kind services. Wright-Pierce typically deploys a two-person crew in the field for data collection of this nature.
- 6. Define the criticality of each asset.
- 7. Identify the highest priority assets.
- 8. Prepare a technical memorandum that contains the asset inventory and vulnerability / criticality evaluation.
- 9. Update GIS mapping and the GIS database for the Town to integrate into their own database.

The Town of Montague will provide personnel in the field with one Wright-Pierce personnel to help perform the asset inventory including elevation determination as well as to provide traffic control and work zone safety to complete the fieldwork. Other asset inventory data collection of manholes and pipes in the collection system may include invert elevations, pipe size, and pipe material to continue to update the current sewer GIS.

Table 2-1 Proposed Program Schedule

Milestone	Anticipated Date
Grant Award	January 2024
Grant Execution	March 2024
Asset Vulnerability Inventory	
Evaluation and Analysis of Assets (“Desktop”)	April 2024 – August 2024
Field Visits - Asset Inventory	September 2024 – October 2024
Technical Memorandum and GIS Deliverables	November 2024 – April 2025

Section 3 Cost Proposal

3.1 Overall Cost

Table 3-1 Town of Montague Asset Vulnerability Inventory (Asset Management Project) Total Cost

Item	Description	Hours	Labor Grant & Local Match	Expenses	Total Budget
Asset Vulnerability Evaluations					
1	Field Visits - Asset Inventory	530	\$57,700	\$25,200	\$82,900
2	Evaluation and Analysis of Assets	157	\$20,600	\$1,000	\$21,600
3	Technical Memorandum and GIS Deliverables – DRAFT and FINAL	161	\$20,000	\$500	\$20,500
Total		848	\$98,300	\$26,700	\$125,000

3.2 In-Kind Services Cost

The Town intends to match the cash contribution for this project with in-kind services. The in-kind services will be performed by the staff from the Town including tasks such as asset inventory and traffic control for fieldwork.

3.3 Cash Contributions by Community

A summary of the proposed project costs are as follows:

- \$ 75,000 – Grant Funding Request (Maximum)
- \$ 15,000 – In-Kind Service Match (30% of Local Match)
- \$ 35,000 – Cash Contribution Match (70% of Local Match)
- **\$125,000 – Total Estimated Project Cost**

Agency: *EPA Region 01 - New Hampshire and Massachusetts*
 Subscriber Agreement Number: *04f51272-b21b-4db8-a18f-a97cee4b6ebb*
 Generated On: *2024-01-04 14:47:31.802*
 Account Reference: *359699*

NetDMR Subscriber Agreement Instructions Page

This form can be used for permits issued by: EPA Region 01 - New Hampshire and Massachusetts, hereafter referred to as "the Regulatory Authority".

A. Signatory Authority Information

The Signatory Authority is the individual that intends to sign DMRs and signs this Subscriber Agreement in Section E.

User Name: MONTAGUETOWNADMIN
Subscriber Name: Steven Ellis
Organization: Montague WPCF
Email Address: townadmin@montague-ma.gov
Phone Number: (413) 863-3200

B. Permit Information

Signing privileges are requested for the following permits:

Permit ID	Facility Name	Facility Address	Relationship	Authorized By
MA0100137	MONTAGUE W P C F	34 GREENFIELD ROAD MONTAGUE, MA 01351	Parent	Richard Kuklewicz

C. Terms and Conditions

- **PURPOSE:** This agreement creates a legally binding obligation for the signer of the Agreement (the Responsible Official and/or Signatory Authority) to abide by the terms and conditions for

use of the NetDMR System, and memorializes a mutual understanding that the signer of this agreement is as legally bound, obligated, and responsible by use of the assigned electronic signature as by a hand-written signature.

- **ACCEPTANCE & EFFECT:** Acceptance of this agreement by the Regulatory Authority shall be evidenced by notice from the Regulatory Authority, provided electronically, that this agreement has been approved.
- **SUBMITTAL & RECEIPT:** A Document shall be deemed to have been submitted when it is accessible to the Regulatory Authority. A document shall be deemed to have been received when it can be fully processed. No document shall satisfy any reporting requirement until it is received.
- **VERIFICATION:** In accordance with the associated certification statement, the signer of the Agreement is responsible for the truth and accuracy of the content of each submission. The signer of the Agreement also has an affirmative obligation to check the accuracy of the document as received by the Regulatory Authority and to notify the Regulatory Authority promptly if the document was sent without authorization or differs in substance in any way from the document that was submitted.
- **INABILITY TO TRANSMIT OR FILE REPORTS ELECTRONICALLY:** No party shall be liable for any failure to perform its obligations in connection with any Electronic Transaction or any Electronic Document, where such failure results from any act or cause beyond such party's control which prevents such party from electronically transmitting or receiving any Documents, except that the signer of the Agreement (Responsible Official and/or Signatory Authority) is nonetheless required to submit records or information required by law via other means, as provided by applicable law and within the time period provided by such law.
- **SEVERABILITY:** Any provision of the Agreement which is determined to be invalid or unenforceable will be ineffective to the extent of such determination without invalidating the remaining provisions of this Agreement or affecting the validity or enforceability of such remaining provisions.
- **TERMINATION AND RENEWAL:** The Agreement may be terminated at any time by the Regulatory Authority. Upon termination of this agreement, the associated ability to submit

electronic information through the NetDMR system will be terminated. The Regulatory Authority will provide notification of termination, including the date on which termination takes effect. A new Responsible Official and/or Signatory Authority must resubmit this form at the time that a new permit application is submitted or when Responsible Official and/or Signatory Authority responsibility transfers from one person to another.

-Note: Termination of this agreement may eliminate the ability to comply with permit requirements for any continuing operations. Paper DMR Reports will only be accepted under this permit where the permittee has provided sufficient justification and obtained prior approval from the Regulatory Authority.

D. Responsible Official Authorization

The Responsible Official is the appropriate individual identified under 40 CFR §122.22(a) with the authority to sign permit applications, reports, and other permit-required submittals (e.g., DMRs). The Responsible Official can also delegate the authority to electronically sign DMRs to a duly authorized representative(s) as described in 40 CFR §122.22(b).

Permit ID(s): MA0100137

I, Richard Kuklewicz Selectboard Chair, have the authority to enter into this Agreement for MONTAGUE W P C F and Permit ID MA0100137 under the applicable standards. I request EPA Region 01 - New Hampshire and Massachusetts grant Steven Ellis the ability to submit DMRs for Permit ID MA0100137.

Responsible Official Name: Richard Kuklewicz
Title: Selectboard Chair
Phone Number: 413-863-3210
Email Address: stevene@montague-ma.gov

Responsible Official Signature

Date

E. Signatory Authority Signature

The Signatory Authority is the NetDMR user that submits this agreement to request approval to electronically sign DMRs. The Signatory Authority has the authority to sign DMRs under 40 CFR §122.22(a) or is a duly authorized representative(s) who has been delegated the authority to electronically sign DMRs by the Responsible Official as described in 40 CFR §122.22(b).

Permit ID: MA0100137

I, Steven Ellis, am authorized by the signatory authority named in Part D of this document, who does have the authority under the applicable standards, to enter into this agreement for MONTAGUE W P C F and Permit ID MA0100137.

By submitting this application for MA0100137, I, Steven Ellis, have read, understand, and accept the terms and conditions of this subscriber agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all attachments and that, based on my inquiry of those persons immediately responsible for obtaining the information contained in the application, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Title: Town Administrator

Signatory Authority Signature

Date

Print this form, save a copy for your records, and mail to:

EPA Region 01 - New Hampshire and Massachusetts

Attn: Diane Castricone

Environmental Protection Specialist - EPA Region 1

5 Post Office Square, Suite 100 (OES04-3)

Boston , MA 02109-3912

Checklist - Regulatory Authority Use Only:

Check	Information	Name	Date
	Form Received by		
	Verified ICIS-NPDES Permit Limits		
	Regulatory Authority Approves NetDMR Authorization		
	ICIS-NPDES NetDMR Flag Populated		
	User Approved in NetDMR Application		
	Notification to User		
	Inactivated?		

From: [DLS Alerts](#)
To: [StevenE - Montague Town Administrator](#)
Subject: DLS Alert: Bulletin 2023-7: G.L. c. 44, § 53 Clause 4 - Opioid Settlement Receipts
Date: Tuesday, December 12, 2023 11:45:12 AM

Bulletin 2023-7: G.L. c. 44, § 53 Clause 4 - Opioid Settlement Receipts

The Division of Local Services Director of Accounts has issued [Bulletin 2023-7](#).

On December 4th, 2023, Governor Healey signed [Chapter 77 of the Acts of 2023](#). Section 9 of the law provides, in part, for an exception to the legal requirement that all receipts are to be recorded as general fund revenue per [G.L. c. 44, § 53](#) for Opioid Settlement Receipts. Municipalities now have the option to account for these receipts in a special revenue fund.

[BUL-2023-7 – G.L. c. 44, § 53 Clause 4: Opioid Settlement Receipts](#)

To access IGRs, LFOs and Bulletins, please visit [this webpage](#).

You are receiving this message through the [Massachusetts Department of Revenue's Division of Local Services](#) DLS Alerts system. These periodic notices include our City & Town e-newsletter, IGRs, Bulletins, Cherry Sheets and other municipal finance-related information. To unsubscribe to DLS Alerts and the City & Town e-newsletter, please email dls_alerts@dor.state.ma.us.

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Northfield Mountain Station
99 Millers Falls Road
Northfield, MA 01360
Ph.: (413) 659-4489
Fax: (413) 659-4469
Email: alan.douglass@firstlight.energy

12E

Alan Douglass
Regulatory Compliance Manager

December 11, 2023

Via Electronic Filing

Ms. Kimberly D. Bose, Secretary
Federal Energy Regulatory Commission
888 First Street, N.E.
Washington, DC 20426

Re: Turners Falls Hydroelectric Project (FERC No. 1889), FirstLight MA Hydro LLC,
Northfield Mountain Pumped Storage Project (FERC No. 2485), Northfield Mountain LLC
Response to Additional Information Requests relative to Recreation Settlement Agreement.

Dear Secretary Bose:

On June 12, 2023, FirstLight MA Hydro LLC and Northfield Mountain LLC (collectively, FirstLight), licensee of the Turners Falls Hydroelectric Project (Turners Falls Project, FERC No. 1889) and Northfield Mountain Pumped Storage Project (Northfield Mountain Project, FERC No. 2485) (collectively Projects), respectively, filed with the Federal Energy Regulatory Commission (FERC) a Recreation Settlement Agreement. As part of the Recreation Settlement Agreement, FirstLight included a single Recreation Management Plan for both Projects.

On November 9, 2023, FERC issued FirstLight three additional information requests (AIRs) pertaining to the Recreation Settlement Agreement with responses due in 30 days. Please find attached the AIRs (verbatim) and FirstLight's responses.

If you have any questions regarding this filing, please feel free to contact me at the above number.

Respectfully,

A handwritten signature in black ink that reads "Alan J. Douglass".

Alan Douglass
Regulatory Compliance Manager

AIR No. 1

The proposed Recreation Management Plan (RMP), which covers both projects, describes eleven recreation measures for the Turners Falls Project and six recreation measures for the Northfield Mountain Project; however, neither the settlement agreement nor the RMP provide costs for these measures. Please provide an estimate of the capital cost and annual operation and maintenance cost for each proposed measure. These estimates should only cover incremental costs of the proposed measures relative to current conditions, with any existing costs for associated facilities assumed to be already accounted for in Exhibit D of the April 29, 2016 license application, as amended on December 4, 2020.

AIR No. 1 Response

Shown in Table AIR1-1 are the capital costs and annual operation and maintenance (O&M) costs for the recreation measures included in the Recreation Settlement Agreement. The annual O&M cost estimates were developed in 2022 and were not inflated over a 50-year license term. The costs included in Table AIR1-1 were developed at a conceptual level.

Table AIR1-1: Capital Cost and Annual Operation and Maintenance Cost/Year for Recreation Measures at the Northfield Mountain Pumped Storage Project and Turners Falls Hydroelectric Project

Recreation Measure	CapEx (\$2022)	O&M Cost/Yr (\$2022)
Northfield Mountain Pumped Storage Project		
Enhance Existing Bennett Meadow Trails	\$5,000	\$500
Construct Riverview Improvements (Docks)	\$138,000	\$5,500
Construct New Mountain Biking Trails at Northfield Mountain	\$264,000	\$7,500
Construct Barton Cove Campsite	\$32,000	\$2,600 ^{1,2}
Establish Rose Ledge as a Project Recreation Facility	\$5,000	\$500
Implement Barton Cove Improvements (Locking Canoes and Kayaks)	\$6,000	\$500
Turners Falls Hydroelectric Project		
Construct Pocket Park	\$54,000	\$5,200
Construct Mallory Brook Campsite	\$32,000	\$2,600 ^{1,2}
Construct Formal Access and Put-In at Cabot Camp	\$39,000	\$8,600
Construct Car-Top Access at East End of Unity Park and Reconfigure Parking Lot	\$276,000	\$9,800
Construct River Access and Two Put-Ins below Turners Falls Dam	\$252,000	\$8,200
Construct Viewing Platform and Picnic Area just below Turners Falls Dam	\$382,000	\$7,400
Construct River Access Trail at Station No. 1	\$111,000	\$8,200
Install Stairs at Cabot Woods Fishing Access	\$150,000	\$3,200
Construct Portage Around Rock Dam	\$100,000	\$5,000
Improve Poplar Street River Access	\$368,000	\$8,800
Install Interpretive Cultural Signage at Key Locations	\$50,000	\$2,000

¹As discussed in FirstLight's response to AIR No. 3, the Appalachian Mountain Club (AMC), or its designee, will inspect the Mallory Brook and Barton Cove campsites at the beginning of the camping season and maintain the campsites throughout the season. AMC, or its designee, will be responsible for notifying FirstLight upon completion of its inspection and indicate what, if any, repairs are needed or if equipment replacement is needed. FirstLight will

be responsible for major repairs to the two campsites and replacing equipment, specifically tent platforms, stairs (if applicable) and moldering privy.

²It was assumed the campsite would need to be rebuilt every 10 years or 4 times over the license term.

$\$32,000 \times 4 = \$128,000/50 \text{ year license term} = \$2,560$. Annual O&M rounded to \$2,600.

AIR No. 2

Table 6.3-1 of the RMP, labeled Existing and Proposed Recreation Facilities or Features at the Northfield Mountain and Turners Falls Projects, Listed by Town, refers both to recreation facilities and recreation features. While the settlement agreement and the RMP generally refer to establishing Rose Ledges as a recreation facility, section III.B.2 of the Explanatory Statement, labeled Farley Ledges Conservation Restriction, refers to designating Rose Ledges as a recreational feature. Table 7.0-1 of the RMP, labeled Recreation Implementation Schedule, refers to establishing Rose Ledges as a recreation facility, but the measure is listed under the column heading, "Feature." Please clarify: (1) the distinction between a recreation facility and a recreation feature, and (2) whether Rose Ledges is proposed to be established as a recreation facility or as a recreation feature.

AIR No. 2 Response

To clarify, a recreation feature is something used by the public where FirstLight provides access but does not maintain it. A recreation facility is something used by the public where FirstLight provides access and maintains it. All the proposed recreation measures listed in Table 6.3-1 of the RMP should be considered recreation facilities with the exception of Rose Ledges. At Rose Ledges, FirstLight is providing access for climbing but is not responsible for operating and/or maintaining the site.

Other proposed items in Table 6.3-1 that are not recreation features or facilities include:

- FirstLight will permanently conserve its lands within Bennett Meadow that are not already under conservation easement.
- FirstLight will donate used sporting equipment to local youth organizations.
- FirstLight will attempt to find a qualified organization to take responsibility for preserving the Cabot Camp historic buildings.
- FirstLight will make safety improvements to abandoned water passages, under FirstLight's ownership, in the Turners Falls bypass (focused between the dam and upstream of Station No. 1 on river left).
- FirstLight will add the ability to lock canoes and kayaks during the day at Barton Cove in the Town of Gill.
- Flow Notification (real-time Turners Falls Impoundment water level information and flow data, monitoring plan, etc.).
- American Disabilities Act— for any new construction and rehabilitation of existing recreation facilities, FirstLight will complete them in compliance with 521 CMR to the extent applicable.
- The RMP will be revisited every 10 years.
- FirstLight will establish conservation easements.
- FirstLight will conserve the approximately a 1.3-mile-portion of the New England Scenic Trail in the Project Boundary.

AIR No. 3

Table 6.3-1 of the RMP, labeled Existing and Proposed Recreation Facilities or Features at the Northfield Mountain and Turners Falls Projects, Listed by Town, summarizes all existing and proposed

(new/upgraded) recreation facilities and features associated with the projects. Tables 8.0-1 and 8.0-2, labeled Amenities at [Turners Falls and Northfield Mountain Project Recreation Sites (respectively)] to which Management and Maintenance Measures Apply, identify the amenities at the projects' recreation sites that FirstLight would manage and maintain. Please clarify: (1) whether there would be any amenities at the recreation facilities/features listed in Table 6.3-1 that FirstLight would not manage and maintain; and (2) if so, who would be responsible for managing and maintaining these amenities

AIR No. 3 Response

FirstLight is responsible for managing and maintaining all the recreation facilities with the exception of the following:

Mallory Brook Campsite- per the RMP: *FirstLight will provide paddle access camping at a new campsite at Mallory Brook (if for some reason that location proves to be problematic, another site will be chosen) in the town of Northfield in consultation with AMC, and the town of Northfield.* It was agreed, as part of the Recreation Settlement Agreement, that the Appalachian Mountain Club will maintain this site.

Construct Barton Cove Campsite- per the RMP: *FirstLight will provide paddle access camping at a new campsite in the Barton Cove area in Gill, in consultation with the town of Gill and AMC.* Again, as agreed to as part of the Recreation Settlement Agreement, the Appalachian Mountain Club will maintain this site.

Also, per the RMP: *For the two new primitive campsites at Mallory Brook and Barton Cove, subject to a maintenance agreement, AMC, or its designee, will inspect the facilities at the beginning of the camping season and maintain the campsites throughout the season. AMC, or its designee, will be responsible for notifying FirstLight upon completion of its inspection and indicate what, if any, repairs are needed or if equipment replacement is needed. FirstLight will be responsible for major repairs to the two campsites and replacing equipment, specifically tent platforms, stairs (if applicable) and moldering privy.*