

**SELECTMEN'S MEETING MINUTES
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
MONDAY, August 13, 2012**

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Meeting was opened at 7:00 PM in the Upstairs Meeting Room. Present were Selectpersons, Mark Fairbrother, Chris Boutwell, Patricia Allen; Town Administrator, Frank Abbondanzio; Administrative Secretary, Wendy Bogusz; Chris Curtis, Recorder

Boutwell announces meeting is being taped

Approve Minutes of July 30, 2012

Fairbrother makes the motion to approve the minutes of July 30, 2012 with correction. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother – Aye

FY13 Community Development Block Grant Informational Meeting

Abbondanzio reads legal notice into the record: The purpose of this meeting will be to discuss and solicit public response to the Town of Montague's FY 2013 Massachusetts Community Development Block Grant application. Local citizens are requested to attend and propose activities which the Town should apply for in this application.

FUNDING AVAILABLE FOR FY 2013 MONTAGUE APPLICATION

- The town was awarded (\$865,509) in the FY 2012 CDBG grant round for Unity Park Phase Two and Housing Rehabilitation in Turners Falls and Montague City (Target Area 1; see TA map)
- The town can apply for a maximum of \$484,491 in FY 2013
- DHCD, as of FY 2012 grant around, limited the amount of funds any town can receive in successive years at 1.35 million.

APPLICATION PROCESS

Eligible Activities

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.

Economic development/commercial rehabilitation: sign and facade improvements.

Public facilities: 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: 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

The informational meeting allows residents, town departments and local agencies to bring projects to the Board of Selectmen for their review and eligibility for CDBG funding.

Community Development Strategy (CDS)

Town will hold an information meeting to review a Draft of the CDS on September 25, 2012. Final draft will be reviewed by Board of Selectmen and approved no later than November 2, 2012.

Public Hearing – November 2012

Town presents Projects that will be included in the FY 2013 CDBG Application; Application due: December 14, 2012

RESIDENTS/TOWN DEPARTMENTS/AGENCIES PRIORITIES, COMMENTS and CONCERNS

Projects that have been discussed at the town level:

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Slum and Blight studies for Milers Fall's commercial area and the Historic Industrial District in Turners Falls. (see MILLERS FALLS VILLAGE CENTER AND TURNERS FALLS HISTORIC-INDUSTRIAL DISTRICT SLUM & BLIGHT INVENTORY DRAFT SCOPE at end of minutes)

Abbondanzio: What we were looking at under the National criteria that HUD has satisfying low and moderate income people . We are looking for planning studies to be done for downtown Millers Falls commercial area and the historic industrial district in Turners Falls that would include all the mills on the island between the canal and the river.

Senior Center Feasibility Study for rehabilitation/expansion of existing center, and evaluation of several other potential Senior Center sites.

We also had discussion about a Senior Center Feasibility Study for rehabilitation. The existing facility or expansion or evaluating other potential Senior Center sites, our lease runs out in 2016.

Montague Catholic Social Ministries request a social service activity

This was discussed at our last meeting on July 30, 2012. In order to address this we would have to put out a Social Service Request for proposals like we have in the past.

Handicapped Access to Ave A businesses

We have received a petition from a number of residents in the Town identifying some handicap accessibility issues. We also had a handicap challenge that the Board of Selectmen and other s responded to and gained an appreciation of what some of the issues and problems are.

Bruce Hunter, FCRHRA: We keep a waiting list of homeowners in Montague that want to go through the Housing Rehabilitation Program. Currently we just rewarded for 2012 grant which includes 4 units of housing rehab. In that target area 1 as shown on the map attached, we have 10 people we sent applications to and they are due back the end of August at which time we will process their application for the funds that are available. In Millers Falls, target area 3, there is also a discussion of doing a slum and blight study, there are 3 people on the waiting list, Montague Center we did a program 2 years ago and have 2 people on the waiting list. In Lake Pleasant we do not have any people on the waiting list, but we haven't advertised since 2008. Under the eligibility list, Handicap accessibility is available throughout the entire town. To meet the national objective they considered handicapped adults to be low to moderate income, so it's called limited clientele and you meet the requirements without doing any surveys. You can make public buildings accessible, public property (sidewalks). This ties into the Avenue A handicap access to businesses, we had discussion with the Dept. of Housing and Community Development relative to how we would look at handicap accessibility on Avenue A and the commercial areas and they felt we could do it through low to moderate income because the town is 57% low to moderate income. If you exceed 51% you are eligible for any of the activities. With that it would give access to the building; the only way to make the building accessible from a commercial façade program, which would question if we meet the criteria on Avenue A. Walter has a livability survey study out with looking at the results of that determining what the needs are then the Town would be working with the businesses to see if there was a grant to make their building accessible and make their entrance accessible. Senior centers do qualify and we meet this in two ways. With Senior Centers they allow to rehabilitate and expand the Senior Centers if it is feasible to do that, if they have adequate parking, the ability to expand and meet the community's needs. You can also look at the reuse of existing properties that have buildings on it or does not have buildings on it. They require that the ADA plan be up to date when you apply for the construction and application, you need bid ready plans and specs to apply for construction of any senior center project. They will fund the planning of the feasibility study, but then they look to the Town to commit funds within 5 years. Typically \$900,000 in a good year, will not meet the needs of the construction of a new senior center, so the Town would have to supplement the shortfall to build a new one or modify an existing one.

Ramsey: Previous slum and blight plan has expired, good for 10 years.

John Reynolds asks about loan

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Hunter replies it is from the Federal government through HUD, it is our tax dollars, the Town does not have to pay the money back. It can be used for eligible projects to benefit low to moderate income people and eliminate slum and blighted conditions. Explanation given about how slum and blight works

J. Golrick: To apply for anything, one must be an owner, does the Town as applying for this say they are the owner of the historic industrial slum and blight district and slum and blight Millers Falls commercial areas?

Hunter: The Town can designate any district and apply for the improvements. When we do slum and blight of the downtown, you're not applying on behalf of the owners, your applying because the Towns want to improve an area that is part of the municipality. The only one that can apply is the municipality, they can apply on behalf of social service agencies, nonprofit, they can't apply on behalf of a homeowner. When they designate an area that will be looked at, the Selectmen can apply without approval of ownership. The owner is not mandated to take any money, make any improvements. If your building is designated as slum and blight, money will be offered but you don't have to take it.

Discussions, pump station upgrade being included, what needs to be included when one is proposing a project, use of program income money.

Discussion with Roy Rosenblatt regarding process of including a certain project in the grant and whether or not certain things would be eligible.

Sandy Facto asks if certain housings currently under HUD would qualify and Bruce responds that he would have to look into this.

Boutwell closes Informational Meeting at 7:30 PM

**Robert Trombley, WPCF Superintendent, votes may be taken
Sewer Rate Public Hearing (Total Suspended Solids & Biochemical Oxygen Demand Surcharge Rates)
continuation**

Fairbrother makes the motion to set the biochemical oxygen demand surcharge rate at \$0.2913 per pound and total suspended solids surcharge at \$0.4382 per pound effective July 1, 2012 for fiscal year 2013 which would run through June 30, 2014. Seconded by Allen approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Fournier Press Dewatering Channel #4 bid results

Trombley: The Fournier Press that was installed at the end of the CSO project at the WPCF had the capacity to have four dewatering zones. Based on the amount of budget we have available and the amount we received for a stag grant we could only afford 3 zones on a four zone unit. Looking at the benefit it would be to have a fourth zone, by decreasing our dewatering time by 30%. We went through the bid process and Fournier is the only maker and manufacturer of their equipment in the world.

Fairbrother make the motion to award the contract for supplying and installing a fourth dewatering zone at the WPCF as bid to Fournier Industries in the amount of \$44,500. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother – Aye

State Revolving Fund discussion with Paul Gilbert and Bob Button, Camp Dresser, McKee and Smith

Trombley: We are in the process of finishing up a pump station survey, a study of all the 8 major pump stations in Town. The SRF is an annual process and we are coming upon the deadline of August 31st for this year's application for 2013. I thought as an option the Selectmen might want to consider what it means if we take part in it now and even if it is possible to put everything together and apply or do we wait for another year.

Button: SRF is administered by DEP and we would be applying for clean water funding. By submitting an application it creates a mechanism for the DEP to provide the Town with low and/or 0% interest loans over a 20 – 30 year period. One of the nuances of the program in the last 2 – 3 years is if you qualify as an environmental justice community your average household income is below their threshold and/or if there are energy efficient components of

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the project like replacing old motors and pumps and doing it with more efficient equipment. In addition, the DEP does what's called principal forgiveness and they will actually forgive part of the principal that you borrow. Provides attractive financing and helps town afford capital cost they couldn't on their own. Its primary source of funding out there right now from the State. If didn't apply for it, would have to use your enterprise fund. Only happens once a year. Even though there is a lot of work to be done, it would be a couple of years before the Town would be incurring these costs, spending these monies and short of that I don't know what other options you have to replace all eight stations. You could decide to not fund this (town meeting articles fail), you could reapply the next year. Button goes over procedure and what needs to be done.

Abbondanzio: There's no fee to the Town for this and in the end when we decided to go further with this, what if we decided to put out RFP's for Engineer services.

Button: There are no strings attached. We become the engineer of record, so we are the contact with DEP but that can change down the road. The median household level changes every year so what we are doing as we prepare the application is evaluating how you stand with respect to the environmental justice community. On the green energy side of things, I'm doing three pump stations right now and the way we wrote up the applications is new motors, new pumps, they are green, they save energy, they make it more efficient and ultimately they reduce costs long term and we were able to get green points for that as well.

J. Golrick: Asks if she is correct that there is no match by town meeting. Also wants to know if there are administrative costs. She also requests when the information is completed that it gets put on the Town's website

Button: SRF provides the community with a 20 – 30 year no interest or low interest loan, effectively the community has to pay some portion of the project costs back by being designated as either an environmental justice or green project. They provide principal forgiveness, through the revolving fund. There are not administrative costs with this program, they require certain participation by disadvantage or minority with business enterprises. Probably wouldn't hit rate payers until 2016.

Fairbrother makes the motion to request/authorize CDM to prepare an appropriate grant package for the Clean Water State Revolving Fund with no cost to the Town. Seconded by Allen, approved unanimously, Allen – Aye, Boutwell – Aye, Fairbrother – Aye (this would also have to fit in with the Capital Improvements plans.)

The Shea Theater, Request use of Peskeompskut Park, 8/18/12 and 9/1/12, "Movies in the Park"

Allen makes the motion to approve the request for use of Peskeompskut Park and the band shell for August 18 and September 1, 2012 from 6:00 PM to 10:30 PM for the Shea Theater for their Movies in the Park and waive the fee and allow the use of electricity. Seconded by Fairbrother, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Josh Goldman, Friends of the Sawmill River, Request building fee waiver for the building permit for the Sawmill River Bridge

Fairbrother makes the motion to approve the request to waive the building permit fee for the construction of the Sawmill River Bridge, the building inspector is fine with the waiver. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Eileen Dowd, Cable Advisory Committee, Vote to sign Client Fee Agreement with Peter J. Epstein regarding cable relicensing with Comcast

Dowd: As you know the Cable Advisory Committee has been meeting over the past two years regarding the renewal of the contract that is due to renew in 2013. We felt now is the time to make contact with the lawyer so he can guide us through the last year giving us good input as to what we may need to do and things like that and we prepare him for the things we want and he prepares us for the things we need to do as we enter the last year. There is a firm in Boston, Epstein and August, whom the Town has worked with in the past.

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Fairbrother makes the motion that the board sign the client fee agreement to retain Peter J. Epstein, Attorney at Law, to perform certain legal services pursuant to the Town's relicensing agreement with Comcast Media the amount of the services not to exceed \$6000. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Other

Allen makes the motion to make Mark Fairbrother temporary chair to discuss this item. Seconded by Boutwell, approved. Allen – Aye, Boutwell – Aye, Fairbrother - Abstain

Allen makes the motion to approve the request for a special one day license for the Rendezvous for September 16, 2012 at the Soap Box derby at Unity Park from 11:00 AM till 5:00 PM, the liability insurance is included as well as the serve safe alcohol certificate. Seconded by Fairbrother, Not approved. Allen – Aye, Fairbrother – Nay (Fairbrother opposed because this was not on the agenda. They are told to come to the Finance Meeting on Wednesday where it will be revoted.)

Boutwell rejoins meeting

Allen makes the motion to approve the request for use of public property on September 16, 2012 for the Montague Soap Box Derby under the auspices of MCCI, from 7:00 AM to 5:00 PM for the Soap Box Derby and it has been signed by the Police Chief, pending insurance certificate. Seconded by Fairbrother (comments below) Boutwell – Aye, Allen – aye, Fairbrother – Nay

Fairbrother urges other members not to approve at this time, thinks it should be discussed at a regular meeting. There were major concerns raised about liquor at the block party. Allen thinks he brings up good points, but would like to see them able to move along at this point and that both parties realize in the future they better come forward sooner. Fairbrother plans to support it, but feels it should be adequately addressed with advance notice.

Town Administrators Report, Frank E. Abbondanzio, Votes may be taken

Vote to authorize Chair to sign Certificate of Substantial completion

Fairbrother makes the motion that the Board authorize the Chair to sign the certificate of substantial completion for the Unity Park, Phase I project. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Vote to authorize Chair to sign Application to Board of Appeals re: 33 Bridge Street and 26 – 50 East Main St., Millers Falls, Assessors Map 29, lot 116

Ramsey: there needs to be administrative actions as far as the Zoning Board of Appeals and the Planning Board in order for the Town to move forward with the redevelopment of this property. The Town owns just about the whole block, its just one parcel currently with one property saw toothed out of it. You are looking at a concept of what the redevelopment would look like under our proposed subdivision plan. Its an option to put public parking in the back lot and each of the three buildings that are currently on one lot, would each have their own lot, and the garage would go with either of the three buildings on the corner of Bridge and East Main St. There would be at least one other buildable lot for future development and there could be potential multiple access to the public parking area, so there is good connection between the East Main Street commercial corridor and the public parking, which is badly needed in downtown Millers Falls to support businesses there. There are 8 parcels.

Jensen: There was talk earlier about more public process and we think the forum of the Board of Appeals would be the public process. Abutters are notified, its been recently well publicized, the Board has set a hearing date and will schedule a site visit.

Ramsey: The main reason for going with the Zoning Board of Appeals is for building set back variances because we're putting property lines very close to the buildings and it really is unavoidable in this case.

Discussion

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Fairbrother makes the motion to authorize the board to authorize the Chair to sign the application to the Board of Appeals for 33 Bridge Street and 26 – 50 East Main Street, Millers Falls, Assessors Map 29 lot 116. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother – Aye

John Reynolds: I hope with the result of this work you will have absolutely clear property lines and this will be passed onto whoever acquires this land so we don't get into the same jam up that we've in for the last 20 years.

Letter received from David Carr, Basically Bicycles re: Request for enforced short term parking during events

Carr: On going problem, its getting worse and worse. happens every year. The sales tax holiday is the second week of August and it doesn't get passed to the last minute, it's the biggest retail day of the year for me. The roads are blockaded and my parking is completely gone by 1:00 PM. It costs me a lot of income, its very hard for me. I would like the Town when people are asking for permits for events to consider businesses like myself and their needs so they don't obstruct the regular important business that they are doing. My feeling is this parking situation should be dealt with by the Town, by the police, by the Building Inspector. Third Street is a commercial district and I have not parking in front of my store. I don't know that you need metered parking, but I think you need enforceable parking so that... I wouldn't hassle somebody that was parked in front of my store as long as there was adequate parking around it, but when all the parking is gone, I have not recourse and that costs me my money. I think that parking should be looked at as a whole, so it works for all the businesses down there. I just want it to be fair.

Ramsey: These comments can be incorporated into the downtown livability plan that we are doing this winter. I hope you can come to some of the discussions we'll have regarding redevelopment strategies for downtown and looking at parking and mobility in down town is one of the objectives for that study. So hopefully we will be able to address the issues like this and have an expert transportation consultant take a look at the parking issues of downtown. It may not address his specific issues, but it will address downtown as a whole and that corridor he is talking about.

Discussion

Fairbrother would like short term and long term looked at. Walter, Frank, David, Tom and Chip to get together to figure out a short term solution

Fairbrother moves to declare/designate all parking spaces on south side of Third Street from the corner with the public lot down to and including the two spots that have already been addressed for Lisa's Soap business will now be one hour parking spaces. Seconded by Allen approved unanimously. Allen – aye, Boutwell – Aye, Fairbrother - Aye

Set Special Town Meeting Date

Fairbrother makes the motion to designate Monday, September 10, 2012 at 7:00 PM, Turners Falls High School Auditorium as the next Special Town Meeting date. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Topics Not Anticipated Covered in the 48 hour Posting Requirements

Fairbrother makes the motion to place Leon Laster of the Montague police Dept. on FMLA effective August 2, 2012. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Appointments

Linda Hickman, Cultural Council, 3 years

Fairbrother makes the motion to appoint Linda Hickman to the Montague Cultural Council effective immediately through June 30, 2015. Seconded by Allen – Approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

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Robert O'Bear, FRCOG – Planning Rep, 1 Year

Fairbrother makes the motion to appoint Robert O'Bear to the FRCOG as Planning Rep for a term of 1 year, through June 30, 2013. Seconded by Allen – Approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Patricia A. Allen, FRCOG – Rep, 1 Year

Fairbrother makes the motion to appoint Patricia A. Allen to the FRCOG as Selectboard Rep for a term of 1 year, through June 30, 2013. Seconded by Boutwell – Approved. Allen – Abstain, Boutwell – Aye, Fairbrother - Aye

Mark E. Fairbrother – FRCOG – Alternate Rep

Allen makes the motion to appoint Mark E. Fairbrother to the FRCOG as Alternate Selectboard Rep for a term of 1 year, through June 30, 2013. Seconded by Boutwell – Approved. Allen – Aye, Boutwell – Aye, Fairbrother - Abstain

Mark E. Fairbrother, FCSWMD – Alternate, 1 Year

Allen makes the motion to appoint Mark E. Fairbrother to the FCSWMD – Alternate for a term of 1 year, through June 30, 2013. Seconded by Boutwell – Approved. Allen – Aye, Boutwell – Aye, Fairbrother - Abstain

Patricia A. Allen, FRTA Advisory Board, 1 Year

Fairbrother makes the motion to appoint Patricia A. Allen to the FRTA Advisory Board for a term of 1 year, through June 30, 2013. Seconded by Boutwell – Approved. Allen – Abstain, Boutwell – Aye, Fairbrother - Aye

Mark E. Fairbrother, FRTA Advisory Board - Alternate, 1 Year

Allen makes the motion to appoint Mark E. Fairbrother as the alternate to the FRTA Advisory Board for a term of 1 year, through June 30, 2013. Seconded by Boutwell – Approved. Allen – Aye, Boutwell – Aye, Fairbrother - Abstain

Other

Fairbrother makes the motion to grant a permit for Assembly, Public Demonstration and Use of Public Property, that being the intersection of Seventh Street and Avenue A in Turners Falls to Michael Nelson, for September 22, 2012 from 9:00 AM through 1:00 PM for the purpose of holding a voluntary Toll Booth Fundraiser for the Franklin County Pumpkinfest, Police Chief Dodge has signed off on the event and Mr. Nelson will need to sign a release of liability for himself and all other participants in the event. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Fairbrother makes the motion to grant a permit for Assembly, Public Demonstration and Use of Public Property mainly the following streets: Unity Park, Avenue A, Seventh Street, Part of L Street, Montague Street and Turnpike Road to Shaun Ashworth for the Booster Day Parade, from Unity Park to the Gill Montague Regional High School via the route specified above the date will be September 29, 2012 with participants to assemble at Unity Park beginning at 9:00 AM and the parade to begin at 11:15 AM and extend through noon; approximately 200 participants and 15 vehicles are expected, proof of insurance has been received and Police Chief Dodge has signed off on the event. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye, Fairbrother - Aye

Other – Assessment Center

Allen makes the motion that the individuals who take the sole assessment program will be charged a fee of \$250 per candidate unless they have already paid the \$250 previously that was done for the current police chief search. Seconded by Fairbrother, approved unanimously. Allen- Aye, Boutwell – Aye, Fairbrother – Aye.

Fairbrother makes the motion to adjourn the meeting 9:15 PM. Seconded by Allen, approved unanimously. Allen – Aye, Boutwell – Aye Fairbrother – Aye.

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**MILLERS FALLS VILLAGE CENTER
AND
TURNERS FALLS HISTORIC-INDUSTRIAL DISTRICT
SLUM & BLIGHT INVENTORY
DRAFT SCOPE**

*Submitted by Montague Planning Department
To the Franklin Regional Council of Governments
August 9, 2012*

SUMMARY

The proposed project will complete a Slum & Blight Inventory for the village center of Millers Falls and the Historic-Industrial District of Turners Falls in Montague. The inventories for the respective areas are intended to be submitted to DHCD as separate, individual studies. This study will be completed according to the requirements of the Massachusetts Department of Housing and Community Development. If the inventory determines that the Millers Falls Village Center of the Turners Falls Historic-Industrial District qualifies as a slum and blighted area, then the Town can officially designate the respective area as "Slum and Blighted." The Town may then apply for available funding to revitalize this area under the national objective of slums/blight on an area basis. The area must meet the state's definition of deteriorated, substandard, blighted or decadent areas (Massachusetts General Laws Chapter 121A and 121B). To qualify an area, HUD has determined that at least 25% of the properties throughout the area must experience one or more of the following: physical deterioration of buildings; abandonment of properties; chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings; significant decline in property values or abnormally low property values relative to other areas in the community; known or suspected environmental contamination; or public improvements in the area are in a general state of deterioration.

Millers Falls Village Center

The proposed study area is shown on the attached map Millers Falls Village Center Slum + Blight Study Area. The study area encompasses approximately 22 parcels with an estimated 1,454 linear feet of roads and 2,900 linear feet of sidewalks. The Slum and Blight Study Area is in Census Tract 407.02; Block Group 3 (*see Slum & Blight Study Area map*). The completion of the Slum & Blight Inventory and designation by the Town and DHCD of the Village Center of Millers Falls as a slum and blighted area will allow the Town of Montague to proceed with a façade and signage improvement program, infrastructure improvements, housing rehabilitation and other activities that support neighborhood revitalization.

Turners Falls Historic-Industrial District

The proposed study area is shown on the attached map Turners Falls Historic-Industrial District Slum + Blight Study Area. The study area which encompasses at least 5 former or current mill is bisected by the Turner Falls Power Canal. There are approximately 21 parcels with an estimated 4,026 linear feet of roads and 900 linear feet of sidewalks, and 6 bridges spanning the canal. The Slum and Blight Study Area is in Census Tract XXX; Block Group X. The completion of the Slum & Blight Inventory and designation by the Town and DHCD of the Turners Falls Historic-Industrial District as a slum and blighted area will allow the Town of Montague to proceed with infrastructure improvements, selective removal of blight, housing rehabilitation and other activities that support neighborhood revitalization.

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SCOPE OF WORK

Task 1: Complete Field Work for Parcel Level Inventory of all Buildings in the Slum/Blight Area

Tasks:

- a. Prepare a GIS map of the Slum & Blight Study Area including the study area boundaries, parcel boundaries from the Assessor's Records, Map and Block data, and streets. This information will be overlain on Aerial Photographs.
- b. Conduct Field Work and prepare a Survey Form for each property in the Slum & Blight Study Area to complete a parcel level inventory of building conditions and infrastructure. The following information will be collected for each property based on fieldwork conducted by FRCOG staff. The information for the condition of major building components and infrastructure serving the property will be inputted into the required DHCD Form.
 - i. Photo
 - ii. Assessor's Card
 - iii. Assess the exterior condition of the "Major Building Components" (roof, foundation, exterior walls, signage, windows, exterior stairs, railings, and decking) and complete DHCD's form (Appendix K) for each property
 - iv. Assess the condition of infrastructure serving the property (Streets, Sidewalks, Lighting, Drainage, Parking Areas) using DHCD Form (Appendix K)
 - v. Assign a rating of Excellent, Good, Fair, or Poor for the Major Building components and the Infrastructure which serves each property using DHCD's Rating Criteria
 - vi. Assign an overall rating to each property based on DHCD's Rating Criteria

Budget for Task 1:

Deliverables:

Field Work and completion of the DHCD Form for each property containing the information collected and identifying the condition of each Major Building Component, the Infrastructure serving the property, and the Overall Rating of the property.

Task 2: Preliminary Engineering Assessment of the structural condition of roads, sidewalks, parking areas and water and sewer lines

- a. Conduct a field assessment of the total lineal feet of roads and curbs estimate the % in deterioration and classify if cosmetic or structural.
- b. Conduct a field assessment of the total lineal feet of sidewalks and estimate the % in deterioration and classify if cosmetic or structural.
- c. Conduct a field assessment of parking areas (public and private) including total area, # of parking spaces, and estimate the % in deterioration and classify if cosmetic or structural.
- d. Review any recent reports and interview the Superintendent of Public Works, Town Administrator, and Wastewater treatment plant staff to identify any more recent information and identify the % of sewer or water lines in need of repair or replacement.
- e. Calculate the total lineal feet in roads and curbs and determine the % in deterioration (cosmetic or structural) based on the field work.
- f. Calculate the total lineal feet of sidewalk and determine the % in deterioration (cosmetic or structural) based on the field assessment.

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- g. Calculate the area and # of Parking Spaces in public and private parking and calculate the % in deterioration (cosmetic or structural) using information based on the field assessment.
- h. Estimate the % of sewer or water infrastructure in need of repair or replacement based on information provided by reports and interviews with DPW staff and town officials.
- i. Prepare a report and GIS map compiling all of the above information including roads, curbing, sidewalks, and parking areas evaluated and coded based on their condition and the estimated % of water and sewer lines in need of repair or replacement. Report should include tables providing all data and statistics outlined in a.-h.

Budget for Task 2:

Deliverables:

- a. Field assessment and report on all field work. The report will assign a rating of Good, Fair, or Poor for road, curb, and sidewalk segments and parking areas. Identify by road or sidewalk segment whether deterioration is cosmetic or structural. Identify whether deterioration is cosmetic or structural in parking areas. All calculations and mapping will be provided in hard copy and digital format in order to provide satisfactory information needed for the Baseline Information Form for CDBG Activities for the Study Area.
- b. A GIS map of the Study Area in hard copy and electronic format illustrating the assessment of the road, curbing, and sidewalk segments and parking areas.
- c. Estimate of water or sewer infrastructure in need of repair or replacement based on information provided by reports and interviews with DPW staff and town officials.

Task 3: Analysis of Data and Completion of a Summary Report for the entire Commercial Area Revitalization District using DHCD's form (Appendix J)

Tasks:

- a. Prepare a table, in database or spreadsheet format, of information necessary to prepare DHCD's Form J using the field information collected.
- b. Prepare a GIS map which illustrates the rating of each property inventoried (Excellent, Good, Fair, Poor).
- c. Calculate the Land Uses as a % of Total Land Area in the Slum & Blight Study Area (e.g. Commercial, Industrial, Residential, Transportation (roads), and Open Space Public/Institutional Space).
- d. Calculate the % of Buildings in each Category (e.g. Commercial, Industrial, Residential, Transportation (roads), and Open Space/Public/Institutional Space).
- e. Calculate the % of Buildings in the Slum & Blight Study Area by their Condition (Excellent, Good, Fair, or Poor).
- f. Calculate the % of Buildings in each Category (e.g. Commercial, Industrial, Residential, Transportation (roads), and Open Space/Public/Institutional Space) according to their Condition (Excellent, Good, Fair, or Poor).
- g. Calculate the # of Buildings in the National Register District, if applicable.
- h. Calculate the Area in parks, playgrounds, or open space and the % in deterioration including a description of the types of deterioration.
- i. Calculate the total linear feet in roads and the % in deterioration (cosmetic or structural) using information provided by Task 2.
- j. Calculate the total linear feet of sidewalk and the % in deterioration (cosmetic or structural) using information provided by Task 2.

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- k. Calculate the area and # of Parking Spaces in public and private parking and calculate the % in deterioration (cosmetic or structural) using information provided by Task 2.
- l. Estimate the % of sewer or water infrastructure in need of repair or replacement based on information provided by Task 2.
- m. Prepare Baseline Information Form for CDBG Activities for the Area (Appendix J).

Budget for Task 3:

Deliverables:

- a. GIS mapping illustrating the overall condition of each building or property.
- b. Completion of the Baseline Information Form for CDBG Activities for the Study Area (Appendix J).

Task 4: Assessment of Vacancy and Other Indicators of Disinvestment

Tasks:

- a. Calculate the % of vacant Commercial properties.
- b. Calculate the % of vacant Industrial properties.
- c. Estimate number of abandoned Commercial, Industrial, and Residential properties based on non-payment of taxes for two or more years.
- d. Estimate the # of buildings with high occupancy turnover based on information collected from municipal officials.
- e. Estimate number of properties with a decline in value over the past 3-5 years based on Assessor's Records.
- f. Estimate the # of properties with known or suspected Environmental Contamination.
- g. Estimate the # of businesses operating in the study area.
- h. Estimate the # of businesses in the study area that have left and the number of businesses that have started up during the last 24 months based on information collected from municipal officials.
- i. Prepare a GIS Map(s) which illustrates the information prepared for Task 4 a.-i.
- j. Prepare a report and tables which summarizes the above information.

Budget for Task 4:

Deliverables:

- c. Tables and a GIS map(s) summarizing the information from Task 4 and incorporation of this information into Baseline Information Form for CDBG Activities for the Study Area (Appendix J).

Task 5: Conduct Public Outreach, Prepare Quarterly Reports and Complete Final Report

Tasks:

- a. Hold two Public Information Sessions on the proposed Slum & Blight Inventory study. The first will be held at the outset of the project for municipal officials, businesses, and property owners in the study area to explain the purpose of the Slum & Blight Inventory and the Scope of Work and to enlist their support for the study. The second Information Session would be held once the fieldwork, assessment, and GIS mapping were completed to present the information, receive public input and learn of any concerns.

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- b. Prepare Quarterly Reports and Invoices for submission to the Franklin County Housing and Redevelopment Authority.
- c. Prepare a Final Report incorporating all the work completed for Tasks 1-4 and the public input from the Public Information Sessions and submit the report to the Town and DHCD.

Budget for Task 5:

Deliverables:

Two (2) Public Information Sessions

Five (5) Quarterly Reports

Six (6) Copies of a Final Report including all information completed for Tasks 1-4 including GIS mapping.

Direct Costs:

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COST ESTIMATE

Millers Falls Village Center Slum & Blight Inventory			
	Hours	Hourly Rate	Total
Tasks			
Task 1: Complete Field Work for Parcel Level Inventory of all Buildings in the Slum/Blight Area		\$	\$
Task 2: Preliminary Engineering Assessment of the structural condition of roads, sidewalks, parking areas, and water and sewer lines		\$	\$
Task 2: Engineering Direct Costs (Travel, Printing, & Mailings)			\$
Task 3: Analysis of Data and Completion of a Summary Report for the entire Commercial Area Revitalization District using DHCD's form (Appendix J)		\$	\$
Task 4: Assessment of Vacancy and Other Indicators of Disinvestment		\$	\$
Task 5: Conduct Public Outreach, Prepare Quarterly Reports, and Complete Final Report		\$	\$
Direct Costs (Travel, Printing, & Mailings)			\$
Total			\$

Turners Falls Historic-Industrial District Slum & Blight Inventory			
	Hours	Hourly Rate	Total
Tasks			
Task 1: Complete Field Work for Parcel Level Inventory of all Buildings in the Slum/Blight Area		\$	\$
Task 2: Preliminary Engineering Assessment of the structural condition of roads, sidewalks, parking areas, and water and sewer lines		\$	\$
Task 2: Engineering Direct Costs (Travel, Printing, & Mailings)			\$
Task 3: Analysis of Data and Completion of a Summary Report for the entire Commercial Area Revitalization District using DHCD's form (Appendix J)		\$	\$
Task 4: Assessment of Vacancy and Other Indicators of Disinvestment		\$	\$
Task 5: Conduct Public Outreach, Prepare Quarterly Reports, and Complete Final Report		\$	\$
Direct Costs (Travel, Printing, & Mailings)			\$
Total			\$

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