

FRCOG Services to Ashfield – 2008

Note: Listed below are services provided directly to your Town in 2008. The FRCOG provides many other services on a regional basis that benefit your community. In addition to reviewing the service highlights below, we encourage you to read about the regional work we do in the main body of this report, as well as look at highlights from other towns. This will give you a full picture of what we did in 2008 as well as suggest how the FRCOG can assist your town with other important issues.

Community Coalition for Teens

- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Mohawk Trail Regional School administrators on results from 262 Mohawk students, representing 78% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.
- 4 students from Mohawk Trail Regional Middle and High schools attended the 17th Annual Youth Conference in May 2008 at R.C. Mahar Regional School. The day-long conference included 24 workshops, one of which was facilitated by the Mohawk students.
- Staff coordinated and conducted Alcohol Purchase Surveys of all opened package stores in Ashfield. These surveys, proven to reduce alcohol use among youth, involve sending young-looking-of-age undercover shoppers to check the stores' compliance with underage drinking laws. 0% of sellers checked for identification.

Cooperative Bidding & Purchasing Program

- Ashfield participated in the Purchasing Program's cooperative bids and contracts for \$123,500 in #2 Fuel Oil, Diesel, and Gasoline. They also purchased \$360,185 in Highway Products and Services through the Program. The total fee for participation in the bids was \$2,635.

Energy Saving Performance Contracting

- On behalf of 16 Franklin County municipalities, including Ashfield, and 3 regional school districts, including Mohawk Trail RSD, staff facilitated a regional procurement process to select an Energy Services Company and vetted template contracts to provide energy saving performance contract services at public facilities to increase operating efficiency and reduce taxpayer cost.

Franklin County Cooperative Inspection Program

- A total of 105 building permits, including 5 dwelling units, were issued for Ashfield, for a total construction valuation of \$3,209,576. 10 Certificates of Inspection were issued. Total fees collected were \$20,035.
- A total of 53 electrical permits were issued with \$5,570 in fees collected.
- A total of 74 plumbing permits were issued with \$6,850 in fees collected.
- All fees collected are returned to the Town.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff assisted the Town in completing a Commonwealth Capital Application.
- Staff provided GIS mapping to assist with evacuation planning related to dam failure.
- Staff worked with the Franklin County Route 112 Scenic Byway Advisory Committee on developing the Corridor Management Plan, including completing chapters on Cultural Resources and Tourist Services, Transportation Resources, and Community Planning Evaluation.
- Staff completed the Deerfield River Watershed Nonpoint Pollution Study which included detailed Action Plans to address sources of nonpoint pollution such as failing septic systems, river bank erosion, and stormwater runoff in the upper reaches of the Deerfield River and the North, Green, Chickley, and South River subwatersheds. This project was funded by an \$87,700 grant from the MA DEP.

- Staff completed a data request for an Ashfield-based non-profit organization.
- Staff conducted four town-requested, and one FRCOG-requested traffic counts. The FRCOG-requested counts were in support of its Regional Traffic Count Program.
- Staff assisted MassHighway and the Ashfield Highway Superintendent with a preliminary assessment of the option for reconstructing Route 116 to the west of Route 112.
- Staff assisted in drafting legislation to designate Route 116 as a Scenic Byway. The Scenic Byway runs through seven Franklin County, Hampshire County, and Berkshire County towns, and was designated in August, 2008.
- Staff met State and Local officials related to reconstruction of a Route 116 retaining wall, and continued to advocate for funding to complete the work. The retaining wall repair is listed in the 2009 Franklin County Transportation Improvement Program for \$2.5 million dollars.

Regional Preparedness Program

- The Mohawk Area Public Health Coalition (MAPHCO) awarded Ashfield \$881.39 to purchase of VHF radios for Board of Health use in emergency response.
- The Regional Emergency Planning Committee, funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center (EOC).
- Staff attended two Ashfield Emergency Management meetings.
- Staff met with BOH members.

Town Accounting Program

- Staff produced biweekly vendor warrants, and provided monthly budget reports to all officials and department heads.
- At year end, Free Cash certification was completed, and Schedule A submitted. Provided assistance in completing the Recap for tax rate submission.
- Customized reports for committees and departments were developed and distributed.
- Assisted with annual audit.
- All accounting data was accessible over a secure internet connection to a server at the FRCOG office. Backups were completed daily and there was no unscheduled down time.

Western Regional Homeland Security Advisory Council

- Provided 22 UHF pagers to the Ashfield Fire Department. Each pager was valued at \$365, for a total of \$8,030.
- The Ashfield Fire Department received one MDT (Mobile Data Terminal) and GIS software, an approximate total value \$4,500.
- Radio Inter-Operability System, a portable Bridging/Patching/Gateway system which facilitates communication capabilities between disparate systems, was purchased to be jointly used by the towns of Ashfield, Dalton, Goshen, Hawley, Peru, Savoy, Windsor & Worthington. The unit can be used by any of these communities during critical incidents. The total cost of the unit was \$24,000.
- Provided reimbursement for NIMS certification and Maintenance to Ashfield first responders.

Workshops & Training

- 1 Official attended "MAVEN Online Disease Reporting" Intro and Advanced Sessions.
- 1 Official attended Municipal Alcohol Bylaws Enforcement Training.
- 4 Officials attended the Municipal Finance Forum.
- 1 Official attended "Acting as your own Public Info Officer (PIO)" Part II – Practical Exercises.
- 1 Official attended the Fuel and Regional Issues Roundtable.
- 1 Official attended Crisis Communications Planning for BOH.
- Two Ashfield representatives attended the Alcohol Enforcement Training.

FRCOG Services to Bernardston – 2008

Note: Listed below are services provided directly to your Town in 2008. The FRCOG provides many other services on a regional basis that benefit your community. In addition to reviewing the service highlights below, we encourage you to read about the regional work we do in the main body of this report, as well as look at highlights from other towns. This will give you a full picture of what we did in 2008 as well as suggest how the FRCOG can assist your town with other important issues.

Community Coalition for Teens

- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Pioneer Valley Regional School administrators on results from 211 Pioneer students, representing 83% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.
- 26 students from Pioneer Valley Regional Middle and High schools attended the 17th Annual Youth Conference in May 2008 at R.C. Mahar Regional School. The day-long conference included 24 workshops.
- CCT provided technical assistance to staff at the Pioneer Valley Regional School District to implement student-led social norms marketing campaigns addressing student health issues.
- Staff coordinated and conducted Alcohol Purchase Surveys of all open package stores in Bernardston on two occasions. These surveys, proven to reduce alcohol use among youth, involve sending young-looking-of-age undercover shoppers to check the stores' compliance with underage drinking laws. On the first round 100% of sellers checked for identification on the second round. 50% Of sellers checked for identification.

Cooperative Bidding & Purchasing Program

- Bernardston participated in the Purchasing Program's cooperative bids and contracts for \$81,442 in #2 Fuel Oil and Diesel. The town purchased \$321,105 in Highway Products and Services through the Program and also participated in the Dog Licenses & Tags Program. The total fee for participation in the bids was \$2,523.
- Pioneer School District participated in the Purchasing Program's cooperative bid for #2 Fuel Oil for \$145.

Energy Saving Performance Contracting

- Bernardston is participating in the second staff-facilitated regional procurement process to select an Energy Services Company (ESCO). Six Franklin County municipalities and 2 regional school districts are selecting an ESCO to provide energy saving performance contract services at public facilities to increase operating efficiency and reduce taxpayer cost.
- The Pioneer Valley Regional School District is also participating in this process.

Franklin County Cooperative Inspection Program

- 84 building permits, including 4 dwelling units, were issued for Bernardston, for a total construction valuation of \$1,818,776. 14 Certificates of Inspection were issued. Total fees collected were \$11,555.
- A total of 37 electrical permits were issued with \$3,700 in fees collected.
- A total of 43 plumbing permits were issued with \$4,960 in fees collected.
- All fees collected are returned to the Town.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff secured Brownfields funding to conduct environmental site assessment work for the Streeter Property on Church Street. The value of this work in 2008 was \$47,000.
- Staff assisted in the successful application for Priority Development Site designation for two properties in Bernardston and for a \$60,000 technical assistance award to the Town to support pre-development work.
- Staff assisted the Town in beginning the development of a Community Development Plan including the development of Economic Development and Housing Chapters.

- Staff prepared a Draft Official Zoning Map incorporating the new Zone II Water Supply protection.
- Staff worked to secure funding from DCR for the Heritage Landscape Inventory Program. Five communities in Franklin County were selected to participate in the program including Bernardston.
- Staff prepared a proposal for the MA DEP's 604(b) Water Quality Management Planning Grant Program to fund a \$24,000 Wellhead Protection Project for the town to protect public water supplies, private drinking water wells and high yield aquifers.
- Staff completed the Deerfield River Watershed Nonpoint Pollution Study which included detailed Action Plans to address sources of nonpoint pollution such as failing septic systems, river bank erosion, and stormwater runoff in the upper reaches of the Deerfield River and the North, Green, Chickley, and South River subwatersheds. This project was funded by an \$87,700 grant from the MA DEP.
- Staff provided the Town with a map showing the Functional Classification of Roads.
- Staff developed a draft Business Brochure showing roads, businesses and other features of the town.

Regional Health Inspection Program

- Staff served as the Town's Health Agent working on behalf of the Board of Health.
- Staff attended 6 Board of Health meetings.
- Staff conducted 21 routine food inspections, 1 food-borne illness investigation, inspections of 1 family-type campground, 1 seasonal/farm stand food and 2 motels, as well as 2 housing inspections.
- Staff issued 1 Letter of Compliance, 1 Outdoor Wood Boiler inspection, 1 Notice of Code Violation, and enforced Title 5 provisions after a septic system inspection.
- Staff supported a Brownfields application to help clean-up an abandoned property.
- Staff presented an informational hoarding slideshow jointly with the Board of Health, Police, & Fire Departments.
- Staff responded to an emergency water alert including testing at 7 locations for chlorine residual levels in the water system, and worked closely with restaurants and food handlers to follow special procedures.
- Staff responded to 2 odor complaints and worked with residents to develop a monitoring process.

Regional Preparedness Program

- The Mohawk Area Public Health Coalition (MAPHCO) awarded Bernardston \$920.44 to purchase a laptop computer for Board of Health use in emergency preparedness planning.
- The Regional Emergency Planning Committee (REPC), funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center (EOC).
- Staff met with the Board of Health.

Town Accounting Program

- Staff developed chart of accounts and vendor file in Fundware system for July 1 accounting conversion.
- Staff produced biweekly vendor warrants, and provided monthly budget reports to all officials and department heads.
- Staff provided assistance in completing the Recap for tax rate submission and assisted with annual audit.
- Customized reports for committees and departments were developed and distributed.
- All accounting data was accessible over a secure internet connection to a server at the FRCOG office. Backups were completed daily and there was no unscheduled down time.

Workshops & Training

- 2 Officials attended "MAVEN Online Disease Reporting" Intro and Advanced Sessions.
- 3 Officials attended "The National Public Health Performance Standards for Boards of Health."
- 2 Officials attended "Septic, Soils and Permits."
- 1 Official attended "Indoor Air Quality & Chemical Spill Cleanup."
- 1 Official attended the Employers Assn. of New England FRCOG Membership Briefing.
- 2 Officials attended the Municipal Finance Forum.
- 1 Official attended "Acting as your own Public Info Officer (PIO)" Part II – Practical Exercises.
- 1 Official attended the Fuel and Regional Issues Roundtable.

FRCOG Services to Buckland – 2008

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Community Coalition for Teens

- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Mohawk Trail Regional School administrators on results from 262 Mohawk students, representing 78% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.
- 4 students from Mohawk Trail Regional Middle and High schools attended the 17th Annual Youth Conference in May 2008 at R.C. Mahar Regional School. The day-long conference included 24 workshops, one of which was facilitated by the Mohawk students.

Cooperative Bidding & Purchasing Program

- Buckland participated in the Purchasing Program's cooperative bids and contracts for \$45,202 in Diesel fuel. The town also purchased \$414,108 in Highway Products and Services through the Program. The total fee for participation in the bids was \$2,490.
- The Shelburne Falls Fire District participated in the Purchasing Program's cooperative bids and contracts for \$17,148 in #2 Fuel Oil for a cost of \$145.

Energy Saving Performance Contracting

- Staff facilitated a regional procurement process to select an Energy Services Company and vetted template contracts to provide energy saving performance contract services at public facilities to increase operating efficiency and reduce taxpayer cost. 16 Franklin County municipalities, including Buckland, and 3 regional school districts, including Mohawk Trail RSD, are participating.

Franklin County Cooperative Inspection Program

- A total of 70 building permits, including 2 dwelling units, were issued for Buckland, for a total construction valuation of \$1,437,820. 19 Certificates of Inspection were issued. Total fees collected were \$10,472.
- A total of 48 electrical permits were issued with \$4,665 in fees collected.
- A total of 45 plumbing permits were issued with \$4,605 in fees collected.
- All fees collected are returned to the Town.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff assisted with the development of Zoning Bylaw revisions including updates to the Cluster Development Bylaw and new sections on Farm Structure Reuse, Cluster Development for Commercial Uses and Site Plan review which were successfully passed by Special Town Meeting in 2008.
- Staff provided technical assistance on the Chapter 43D Expedited Permitting program.
- Staff assisted the Town in completing a Commonwealth Capital Application.
- Staff worked with the Franklin County Route 112 Scenic Byway Advisory Committee on developing the Corridor Management Plan, including completing chapters on Cultural Resources and Tourist Services, Transportation Resources, and Community Planning Evaluation.
- Staff completed the Deerfield River Watershed Nonpoint Pollution Study which included detailed Action Plans to address sources of nonpoint pollution such as failing septic systems, river bank erosion, and

stormwater runoff in the upper reaches of the Deerfield River and the North, Green, Chickley, and South River subwatersheds. This project was funded by an \$87,700 grant from the MA DEP.

- Staff worked with members of the Buckland Historical Commission, as part of the Mohawk Trail Scenic Byway Project, to determine locations in town where historic markers could be located.
- Staff coordinated the execution of a multi-agency Memorandum of Understanding for the Mohawk Trail Scenic Byway Land Protection Project which received \$500,000 in funding to purchase conservation restrictions and/or agricultural preservation restrictions (APRs) from willing landowners along the Byway.
- Staff worked to advance projects along the Mohawk Trail Scenic Byway including a project to develop a marketing plan for the Mohawk Trail, the Western Massachusetts Scenic Byways Marketing Project, and the Mohawk Trail Scenic Byway Historic Preservation Project.
- Staff conducted one FRCOG-requested traffic count in support of its Regional Traffic Count Program.
- Staff worked on developing safety improvements for crash prone areas along Route 2 in Buckland as part of the Route 2 West Safety Study.
- Staff provided a Functional Classifications of Roads map to the town for planning purposes.
- Staff provided aerial photographs to the Town for use in planning improvements to Franklin Street.
- Staff provided updates on the status of the State Street reconstruction project and its placement in the Franklin County Transportation Improvement Program funding schedule.

Regional Health Inspection Program

- Staff served as the Town's Health Agent working on behalf of the Board of Health.
- Staff attended 2 Board of Health meetings.
- Staff conducted 4 summer recreational camp inspections and 5 pool inspections or re-inspections.
- Staff conducted 3 housing inspections or re-inspections and submitted 1 grant proposal for housing assistance funding on behalf of the Board.
- Staff conducted 9 septic system plan reviews including 5 site visits, 8 final inspections of installations and 1 sub-base inspection of a leachfield, and witnessed 5 Soil Evaluations for on-lot septic systems.
- Staff conducted 1 private well inspection including 2 site visits.
- Staff investigated 1 premature failure of a new septic system and negotiated the rapid repair of the system.

Regional Preparedness Program

- The Mohawk Area Public Health Coalition (MAPHCO) awarded Buckland \$921.86 to purchase of VHF radios for Board of Health use in emergency response.
- The Regional Emergency Planning Committee, funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center (EOC).
- Staff met with Board of Health once.

Town Accounting Program

- Staff developed chart of accounts and vendor file in Fundware system for July 1 accounting conversion.
- Staff produced biweekly vendor warrants, and provided monthly budget reports to all officials and department heads.
- At year end, Free Cash certification was completed, and Schedule A submitted. Provided assistance in completing the Recap for tax rate submission.
- Customized reports for committees and departments were developed and distributed.
- All accounting data was accessible over a secure internet connection to a server at the FRCOG office. Backups were completed daily and there was no unscheduled down time.

Workshops & Training

- 3 Officials attended Municipal Alcohol Bylaws Enforcement Training.
- 1 Official attended MAVEN is back! Intro and Advanced Sessions.
- 1 Official attended the Municipal Finance Forum.
- 1 Official attended the Fuel and Regional Issues Roundtable.
- 1 Official attended a Compliance Check Training co-sponsored by CCT.

FRCOG Services to Charlemont – 2008

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Community Coalition for Teens

- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Mohawk Trail Regional School administrators on results from 262 Mohawk students, representing 78% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.
- 4 students from Mohawk Trail Regional Middle and High schools attended the 17th Annual Youth Conference in May 2008 at R.C. Mahar Regional School. The day-long conference included 24 workshops, one of which was facilitated by the Mohawk students.
- Staff coordinated and conducted Alcohol Purchase Surveys of all open package stores in Charlemont on three separate occasions. These surveys, proven to reduce alcohol use among youth, involve sending young-looking-of-age undercover shoppers to check the stores' compliance with underage drinking laws. The first round 0% of servers checked for identification, the second time 33% servers checked for identification and the third round 100% of servers checked for identification.

Cooperative Bidding & Purchasing Program

- Charlemont participated in the Purchasing Program's cooperative bids and contracts for \$453,243 in Highway Products and Services through the Program. The town also participated in the Dog Licenses & Tags Program. The total fee for participation in the bids was \$2,233.

Energy Saving Performance Contracting

- Staff facilitated a regional procurement process and vetted template contracts to select an Energy Services Company to provide energy saving performance contract services at public facilities, increase operating efficiency and reduce taxpayer cost. This work was done on behalf of 16 Franklin County municipalities, including Charlemont, and 3 regional school districts, including Mohawk Trail and Hawlemont.

Franklin County Cooperative Inspection Program

- A total of 61 building permits, including 5 dwelling units, were issued for Charlemont, for a total construction valuation of \$1,983,006. 30 Certificates of Inspection were issued. Total fees collected were \$14,219.
- A total of 43 electrical permits were issued with \$4,120 in fees collected.
- A total of 28 plumbing permits were issued with \$4,015 in fees collected.
- All fees collected are returned to the Town.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff assisted the Planning Board with Zoning Bylaw revisions considered at Annual Town Meeting in 2008.
- Staff assisted the Town in completing a Commonwealth Capital Application.
- Staff completed the Deerfield River Watershed Nonpoint Pollution Study which included detailed Action Plans to address sources of nonpoint pollution such as failing septic systems, river bank erosion, and stormwater runoff in the upper reaches of the Deerfield River and the North, Green, Chickley, and South River subwatersheds. This project was funded by an \$87,700 grant from the MA DEP.
- Staff surveyed users of the MassHighway Park and Ride Lot on Route 2 to determine its level of use and why people were using the lot.

- Staff worked with members of the Charlemont Historical Commission, as part of the Mohawk Trail Scenic Byway (West) Facility Improvement Project, to determine locations within the town where historic marker signs could be located.
- Staff worked with representatives of the town to evaluate and map potential locations where a canoe/kayak put-in/take out with access to the Deerfield River could be located, as part of the Mohawk Trail Scenic Byway (West) Facility Improvement Project.
- Staff coordinated the execution of a multi-agency Memorandum of Understanding for the Mohawk Trail Scenic Byway Land Protection Project which received \$500,000 in funding to purchase conservation restrictions and/or agricultural preservations restrictions (APRs) from willing landowners along the Mohawk Trail Scenic Byway.
- Staff assisted the Charlemont Historical Commission to find the funding needed to hire a consultant to complete the National Register of Historic Places nomination packet for the Charlemont Fairgrounds.
- Staff worked to advance projects along the Mohawk Trail Scenic Byway including a project to develop a marketing plan for the Mohawk Trail, the Western Massachusetts Scenic Byways Marketing Project, and the Mohawk Trail Scenic Byway Historic Preservation Project.
- Staff conducted two town-requested, and two FRCOG-requested traffic counts. The FRCOG-requested counts were in support of its Regional Traffic Count Program.
- Staff worked on developing safety improvements for crash prone areas along Route 2 as part of the Route 2 West Safety Study.
- Staff worked with MassHighway District 1 to identify potential traffic calming and pedestrian improvement measures for the Route 2 Corridor through the Village Center.
- Staff made two public presentations of the proposed traffic calming and pedestrian improvements for the Route 2 Corridor through the Village Center.

Regional Health Inspection Program

- Staff served as the Town's Health Agent working on behalf of the Board of Health.
- Staff attended 4 Board of Health meetings.
- Staff conducted 31 routine food inspections or re-inspections, 5 seasonal food inspections, 8 temporary food event inspections, and 2 consultations for modifications to commercial food kitchens.
- Staff monitored compliance of numerous public and semi-public water supply supplies at commercial facilities.
- Staff conducted 5 family campground inspections; 5 pool inspections or re-inspections; 5 routine motel inspections; 2 Bed & Breakfast inspections; 3 housing inspections and 1 lead paint follow-up.
- Staff conducted 1 septic system enforcement action including 5 site visits with 4 Notices of Code Violations, 5 Housing Court appearances including 1 probable cause hearing, 5 repair inspections, 1 final inspection, in consultation and with support from the Select Board and Town Counsel.
- Staff developed a computer-based billing, permitting and tracking database system for the Board.

Regional Preparedness Program

- The Regional Emergency Planning Committee, funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center (EOC).
- Two officials attended initial Emergency Dispensing site planning meeting.

Western Regional Homeland Security Advisory Council

- Provided 23 UHF pagers to the Charlemont Fire Department and Ambulance. Each pager valued at \$365 for a total of \$8,395.

Workshops & Training

- 1 Official attended the Municipal Finance Forum.
- 1 Official attended "MAVEN Online Disease Reporting" Intro and Advanced Sessions.

FRCOG Services to Colrain – 2008

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Community Coalition for Teens

- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Mohawk Trail Regional School administrators on results from 262 Mohawk students, representing 78% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.
- 4 students from Mohawk Trail Regional Middle and High schools attended the 17th Annual Youth Conference in May 2008 at R.C. Mahar Regional School. The day-long conference included 24 workshops, one of which was facilitated by the Mohawk students.

Cooperative Bidding & Purchasing Program

- Colrain participated in the Purchasing Program's cooperative bids and contracts for \$99,937 in #2 Fuel and Diesel. They purchased \$505,652 in Highway Products and Services through the Program. The town also participated in the Dog Licenses & Tags Program. The total fee for participation in the bids was \$2,523.

Energy Saving Performance Contracting

- Staff facilitated a regional procurement process and vetted template contracts to select an Energy Services Company to provide energy saving performance contract services at public facilities, increase operating efficiency and reduce taxpayer cost. This work was done on behalf of 16 Franklin County municipalities, including Colrain, and 3 regional school districts, including Mohawk Trail.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff provided technical assistance on Zoning Bylaw revisions adopted by Annual Town Meeting in 2008.
- Staff worked with the Franklin County Route 112 Scenic Byway Advisory Committee on developing the Corridor Management Plan, including completing chapters on Cultural Resources and Tourist Services, Transportation Resources, and Community Planning Evaluation.
- Staff completed the Deerfield River Watershed Nonpoint Pollution Study which included detailed Action Plans to address sources of nonpoint pollution such as failing septic systems, river bank erosion, and stormwater runoff in the upper reaches of the Deerfield River and the North, Green, Chickley, and South River subwatersheds. This project was funded by an \$87,700 grant from the MA DEP.
- Staff conducted one MassHighway-requested traffic count.

Regional Health Inspection Program

- Staff met with the Board of Health to discuss providing Health Agent support to the Board, and created a draft contract for the Town.

Regional Preparedness Program

- The Mohawk Area Public Health Coalition (MAPHCO) awarded Colrain \$884.15 for internet service for Board of Health use in emergency preparedness planning.

- The Regional Emergency Planning Committee, funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center (EOC).
- Staff met with Board of Health two times.

Western Regional Homeland Security Advisory Council

- Provided reimbursement for NIMS certification and Maintenance to Colrain first responders.
- Provided \$750 reimbursement for Colrain's Continuity of Operations Plan (COOP) development.

Workshops & Training

- 1 Official attended "Septic, Soils and Permits."

FRCOG Services to Conway – 2008

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Community Coalition for Teens

- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Frontier Regional School administrators on results from 263 Frontier students, representing 68% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.

Cooperative Bidding & Purchasing Program

- Conway participated in the Purchasing Program's cooperative bids and contracts for \$68,798 in #2 Fuel and Diesel. They purchased \$262,503 in Highway Products and Services through the Program. The town also participated in the Dog Licenses & Tags Program. The total fee for participation in the bids was \$2,523.

Energy Saving Performance Contracting

- Staff facilitated a regional procurement process and vetted template contracts to select an Energy Services Company to provide energy saving performance contract services at public facilities, increase operating efficiency and reduce taxpayer cost. This work was done on behalf of 16 Franklin County municipalities, including Conway, and 3 regional school districts.
- The Frontier RSD is participating in a second regional process begun in the winter of 2008.

Franklin County Cooperative Inspection Program

- A total of 80 building permits, including 3 dwelling units, were issued for Conway, for a total construction valuation of \$2,871,887. Five Certificates of Inspection were issued. Total fees collected were \$17,928.
- A total of 46 electrical permits were issued with \$4,685 in fees collected.
- A total of 38 plumbing permits were issued with \$3,545 in fees collected.
- All fees collected are returned to the Town.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff completed data requests for the Conway Master Planning Committee.
- Staff secured Brownfields funding to conduct environmental site assessment work for the former Auto Service Station property on Main Street. The value of this work in 2008 was \$2,000.
- Staff completed the Deerfield River Watershed Nonpoint Pollution Study which included detailed Action Plans to address sources of nonpoint pollution such as failing septic systems, river bank erosion, and stormwater runoff in the upper reaches of the Deerfield River and the North, Green, Chickley, and South River subwatersheds. This project was funded by an \$87,700 grant from the MA DEP.
- Staff conducted three FRCOG-requested traffic counts in support of its Regional Traffic Count Program.
- Staff provided an updated road map and aerial photographs to the Town for use in planning emergency distribution of medicine.
- Staff assisted in drafting legislation to designate Route 116 as a Scenic Byway. The Scenic Byway runs through seven Franklin County, Hampshire County, and Berkshire County towns, and was designated in August, 2008.

- Staff met with State and Local officials to discuss reconstruction of two Route 116 retaining walls and continued to advocate for funding.

Regional Preparedness Program

- The Mohawk Area Public Health Coalition (MAPHCO) awarded Conway \$883.30 for “Connect CTY” services for Board of Health use in emergency response.
- Provided staff assistance and training for the town’s Public Health Emergency effort, including Homeland Security compliant exercise support for all Emergency Dispensing Site (EDS) plans and Center for Disease Control (CDC) compliant emergency notification alert procedures.
- FRCOG staff drafted and secured approval from the Commonwealth for the town’s exercise “After-Action Review,” a document that supports regional improvement through its corrective action planning. This action enables Conway, as a member of the Frontier EDS district, to qualify for \$2,384 in reimbursement funds from the Department of Homeland Security for its October 25, 2008 Door2Door Exercise.
- The Regional Emergency Planning Committee, funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town’s emergency operations center (EOC).
- Staff attended seven Board of Health preparedness meetings including facilitating seminars on building town emergency plans. Staff also attended four Frontier Regional Emergency Dispensing Site planning meetings.

Western Regional Homeland Security Advisory Council

- Provided 30 UHF pagers to the Conway Fire Department. Each pager was valued at \$365, for a total of \$10,950.
- \$2,389 awarded for Conway Door to Door Emergency Dispensing Site (EDS) exercise.
- \$5350 awarded for Frontier EDS Drill within the towns of Deerfield, Conway, Sunderland and Whately.

Workshops & Training

- 1 Official attended the Municipal Finance Forum.
- 3 Officials attended the Fuel and Regional Issues Roundtable.
- 1 Official attended “MAVEN Online Disease Reporting” Intro and Advanced Sessions.
- 1 Official attended “The National Public Health Performance Standards for Boards of Health.”
- 1 Official attended “Septic, Soils and Permits.”

FRCOG Services to Deerfield – 2008

Note: Listed below are services provided directly to your Town in 2008. The FRCOG provides many other services on a regional basis that benefit your community. In addition to reviewing the service highlights below, we encourage you to read about the regional work we do in the main body of this report, as well as look at highlights from other towns. This will give you a full picture of what we did in 2008 as well as suggest how the FRCOG can assist your town with other important issues.

Community Coalition for Teens

- Staff coordinated and conducted Alcohol Purchase Surveys of all open alcohol licensed establishments in Deerfield on two separate occasions. These surveys, proven to reduce alcohol use among youth, involve sending young-looking of-age undercover shoppers to check the stores' compliance with underage drinking laws. On the first round 66 % of servers checked for identification. The second time 64% of servers checked for identification.
- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Frontier Regional School administrators on results from 263 Frontier students, representing 68% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.

Cooperative Bidding & Purchasing Program

- Deerfield participated in the Purchasing Program's cooperative bids and contracts for \$606,148 in Highway Products and Services. The town also participated in the Dog Licenses & Tags Program. The total fee for participation in the bids was \$2,433.

Energy Saving Performance Contracting

- Staff facilitated a regional procurement process and vetted template contracts to select an Energy Services Company to provide energy saving performance contract services at public facilities, increase operating efficiency and reduce taxpayer cost. This work was done on behalf of 16 Franklin County municipalities, including Deerfield, and 3 regional school districts.
- The Frontier RSD is participating in a second regional procurement process begun in the winter of 2008.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff secured Brownfields funding to conduct environmental site assessment work for the former Phan Oil property on River Road.
- Staff provided technical assistance to the Planning Board on Site Plan Review applications.
- Staff surveyed users of the Mt. Sugarloaf State Reservation parking lot in order to determine if people were using it as an informal park and ride lot.
- Staff completed a Park and Ride Study to identify and evaluate locations for potential park & ride lots throughout the county.
- Staff organized a ribbon cutting celebration for the Canalside Trail Bicycle Path.
- Staff conducted three municipal requested and two FRCOG-requested traffic counts. The town-requested counts were to support their study for the redevelopment of the Oxford Pickle Plant. The FRCOG-requested counts were in support of its Regional Traffic Count Program.
- Staff conducted four municipal requested intersection manual turning movement counts to support their study for the redevelopment of the Oxford Pickle Plant.
- Staff provided large scale map reprints of certain parcels within the town to assist with various planning efforts.

- Staff assisted in drafting legislation to designate Route 116 as a Scenic Byway. The Scenic Byway runs through seven Franklin County, Hampshire County, and Berkshire County towns, and was designated in August, 2008.

Regional Preparedness Program

- The Mohawk Area Public Health Coalition (MAPHCO) awarded Deerfield \$1,506.45 to purchase hand-crank radios and other supplies for Board of Health use in emergency response.
- Provided staff assistance and training for the town's Public Health Emergency effort, including Homeland Security compliant exercise support for all Emergency Dispensing Site (EDS) plans and Center for Disease Control (CDC) compliant emergency notification alert procedures.
- FRCOG staff drafted and secured approval from the Commonwealth for the town's exercise "After-Action Review," a document that supports regional improvement through its corrective action planning. This action enables Deerfield, as a member of the Frontier EDS district, to qualify for \$5,350 in reimbursement funds from the Department of Homeland Security for its EDS exercises.
- The Regional Emergency Planning Committee, funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center (EOC).
- Staff attended one Board of Health meeting and four Deerfield Operation Neighborhood meetings.
- Staff attended four Frontier Regional Emergency Dispensing Site meetings.

Western Regional Homeland Security Advisory Council

- Provided 85 UHF pagers for Fire Districts and Ambulance Service. Each pager was valued at \$365, for a total of \$31,025.
- \$5,350 awarded for Frontier EDS Drill within the towns of Deerfield, Conway, Sunderland and Whately.
- Montague Emergency Management was awarded \$80,000 for a 250 KW generator to service the new Emergency Operations Center (EOC) in the new police station. The Montague EOC serves as secondary EOC for the towns of Greenfield, Gill, Erving, Wendell, Leverett, Sunderland, and Deerfield.
- Provided reimbursement for NIMS (National Incident Management Systems) certification and maintenance to Deerfield first responders.

Workshops & Training

- 1 Official attended "MAVEN Online Disease Reporting" Intro and Advanced Sessions.
- 2 Officials attended "The National Public Health Performance Standards for Boards of Health."
- 6 Officials attended "Septic, Soils and Permits."
- 1 Official attended "Indoor Air Quality & Chemical Spill Cleanup."
- 2 Officials attended "Let's Make a Plan: Personal Preparedness Planning."
- 2 Officials attended the Municipal Alcohol Bylaws Enforcement Training.
- 1 Official attended the Employers Assn. of New England FRCOG Membership Briefing.
- 1 Official attended the Municipal Finance Forum.
- 2 Officials attended "Acting as your own Public Info Officer (PIO)" Part II – Practical Exercises.
- 1 Official and 1 staff attended "Crisis Communications Planning for BOH."
- 3 Officials attended the CCT Alcohol Enforcement Training.
- 1 Official attended the Compliance Check Training.

FRCOG Services to Erving – 2008

Note: Listed below are services provided directly to your Town in 2008. The FRCOG provides many other services on a regional basis that benefit your community. In addition to reviewing the service highlights below, we encourage you to read about the regional work we do in the main body of this report, as well as look at highlights from other towns. This will give you a full picture of what we did in 2008 as well as suggest how the FRCOG can assist your town with other important issues.

Community Coalition for Teens

- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Gill-Montague Regional School administrators on results from 218 Gill-Montague students, representing 78% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.
- CCT surveyed all parents of students at Great Falls Middle School and Turners Falls High School, and using findings from the survey, developed a social norms marketing campaign to promote positive parenting practices in the community. The campaign was well received and its “Look How Much We Care” logo was recognized by 83% of parents responding to a follow-up survey.
- CCT provided technical assistance to support staff at the Gill-Montague Regional School District to implement student-led social norms marketing campaigns addressing issues of social justice. An evaluation of the program showed that students came to understand that their peers were less likely to tolerate injustice and bullying behaviors than they had believed. Students in turn reported being more tolerant themselves.
- 19 students from Turners Falls High School attended the 17th Annual Youth Conference in May 2008 at R.C. Mahar Regional School. The day-long conference included 24 workshops, and a performance by the Franklin County Technical School's Conflict Resolution Theater Group.
- The Gill-Montague Community School Partnership (GM CSP) received extensive technical assistance from CCT throughout 2007 and 2008, through a Drug Free Communities Mentoring Grant. As a result, the Partnership applied for and obtained its own grant of \$625,000 over 5 years. The strategic plan that resulted from the mentoring process also helped the district to secure state violence prevention funding.

Cooperative Bidding & Purchasing Program

- Erving participated in the Purchasing Program's cooperative bids and contracts for Dog Licenses & Tags. The total fee for participation in the bids was \$33.

Energy Saving Performance Contracting

- Staff facilitated a regional procurement process and vetted template contracts to select an Energy Services Company to provide energy saving performance contract services at public facilities, increase operating efficiency and reduce taxpayer cost. This work was done on behalf of 16 Franklin County municipalities and 3 regional school districts, including Gill/Montague RSD.

Franklin County Cooperative Inspection Program

- A total of 71 building permits, including 2 dwelling units, were issued for Erving, for a total construction valuation of \$2,177,322. 15 Certificates of Inspection were issued. Total fees collected were \$14,364.
- A total of 41 electrical permits were issued with \$4,265 in fees collected.
- A total of 37 plumbing permits were issued with \$4,005 in fees collected.
- All fees collected are returned to the Town.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff provided technical assistance to town officials to evaluate the Chapter 43D Expedited Permitting program and prepared a Draft grant application for \$60,000 in funding for pre-development activities at the former International Paper mill in Erving.
- Staff provided technical assistance to the Planning Board and created a Special Permit and Site Plan Review application form.
- Staff provided technical assistance on zoning bylaw revisions.
- Staff participated in follow-up meetings and communication related to the recommendations that were developed as part of the Metacomet–Monadnock–Mattabesett (MMM) Trail Feasibility Study.
- Staff drafted and coordinated the review of the Goals and Objectives, Vision Statement, Scenic Resources, Land Use and Zoning, Natural Resources, Recreational Resources, Historic, Tourism and Traveler Services, and Transportation Chapters of the Mohawk Trail East Scenic Byway Corridor Management Plan (Athol to Greenfield) by the Byway Committee.
- Staff coordinated the execution of a multi-agency Memorandum of Understanding for the Connecticut River Scenic Farm Byway Land Protection Project which received \$500,000 in funding to purchase conservation restrictions and/or agricultural preservation restrictions from willing landowners along the Byway.
- Staff worked with the Pioneer Valley Planning Commission to complete the application to nominate the Connecticut River Scenic Farm Byway as a National Scenic Byway.
- Staff worked on approved projects along the Connecticut River Scenic Farm Byway including the design and construction of streetscape improvements in Erving on Route 63 north of Millers Falls, the Western Massachusetts Scenic Byways Marketing Project and the development of signs and a marketing website.
- Staff conducted two town-requested traffic counts.
- Staff provided updated GIS environmental and zoning data layers to the Town Assessor for use by Town.
- Staff continued to provide assistance to the Town and the Route 2 Task Force to implement Route 2 Safety Improvements. In 2008 improvements in Athol/Philipston were completed, reconstruction of two bridges near the French King Bowling Alley were completed, construction of improvements in Erving commenced, improvements for Orange reached the 100% design stage, and the design of improvements in Erving Center and Farley began preliminary activities.

Regional Preparedness Program

- The Mohawk Area Public Health Coalition (MAPHCO) awarded Erving \$810.83 to purchase Emergency Dispensing Site (EDS) supplies for Board of Health use in emergency response.
- The Regional Emergency Planning Committee, funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center (EOC).
- Staff attended two Board of Health meetings.
- Staff attended twelve Emergency Dispensing Site (EDS) meetings for the Montague Regional EDS as well as Staff conducted and organizing a regional tabletop dispensing exercise.

Western Regional Homeland Security Advisory Council

- Staff provided 30 UHF pagers to the Erving Fire Department. Each was valued at \$365 for a total of \$10,950.
- \$5,800 was awarded by the Council for the Montague EDS Drill involving the towns of Montague, Erving, Gill and Wendell.
- Montague Emergency Management was awarded \$80,000 for a 250 KW generator to service the new Emergency Operations Center (EOC) in the new police station. The Montague EOC serves as secondary EOC for the towns of Greenfield, Gill, Erving, Wendell, Leverett, Sunderland, and Deerfield.
- \$24,250 was awarded to the Town of Orange Fire-Rescue-EMS for a new computer server and software upgrade for patient data collection and call tracking. The Orange EMS service provides service to the towns of Orange, New Salem, Wendell and Erving.

Workshops & Training

- 1 Official attended the Employers Assn. of New England FRCOG Membership Briefing.
- 1 staff attended the Municipal Finance Forum.

FRCOG Services to Gill – 2008

Note: Listed below are services provided directly to your Town in 2008. The FRCOG provides many other services on a regional basis that benefit your community. In addition to reviewing the service highlights below, we encourage you to read about the regional work we do in the main body of this report, as well as look at highlights from other towns. This will give you a full picture of what we did in 2008 as well as suggest how the FRCOG can assist your town with other important issues.

Community Coalition for Teens

- Staff coordinated and conducted Alcohol Purchase Surveys of all open package stores in Gill on two occasions. These surveys, proven to reduce alcohol use among youth, involve sending young-looking-of-age undercover shoppers to check the stores' compliance with underage drinking laws. On both occasions 100% of servers checked for identification.
- Staff worked with the Gill and Orange Police Departments in completing alcohol compliance checks of all opened licensed establishments, a strategy proven to be effective at reducing youth substance abuse.
- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Gill-Montague Regional School administrators on results from 218 Gill-Montague students, representing 78% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.
- CCT surveyed all parents of students at Great Falls Middle School and Turners Falls High School, and using findings from the survey, developed a social norms marketing campaign to promote positive parenting practices in the community. The campaign was well received and its "Look How Much We Care" logo was recognized by 83% of parents responding to a follow-up survey.
- CCT provided technical assistance to support staff at the Gill-Montague Regional School District to implement student-led social norms marketing campaigns addressing issues of social justice. An evaluation of the program showed that students came to understand that their peers were less likely to tolerate injustice and bullying behaviors than they had believed. Students in turn reported being more tolerant themselves.
- 19 students from Turners Falls High School attended the 17th Annual Youth Conference in May 2008 at Mahar Regional School. The day-long conference included 24 workshops, and a performance by the Franklin County Technical School's Conflict Resolution Theater Group.
- The Gill-Montague Community School Partnership (GM CSP) received extensive technical assistance from CCT throughout 2007 and 2008, through a Drug Free Communities Mentoring Grant. As a result, the Partnership applied for and obtained its own Drug Free Communities grant of \$625,000 over 5 years. The strategic plan that resulted from the mentoring process also helped the district to secure state violence prevention funding.

Cooperative Bidding & Purchasing Program

- Gill participated in the Purchasing Program's cooperative bids and contracts for \$30,275 in Diesel fuel. The town also participated in the Dog Licenses & Tags Program. The total fee for participation in the bids was \$178.

Energy Saving Performance Contracting

- Staff facilitated a regional procurement process and vetted template contracts to select an Energy Services Company to provide energy saving performance contract services at public facilities, increase operating efficiency and reduce taxpayer cost. This work was done on behalf of 16 Franklin County municipalities and 3 regional school districts, including Gill/Montague RSD.

Franklin County Cooperative Inspection Program

- A total of 61 building permits, including 4 dwelling units, were issued for Gill, for a total construction valuation of \$2,507,607. 31 Certificates of Inspection were issued. Total fees collected were \$16,966.
- A total of 27 electrical permits were issued with \$3,490 in fees collected.
- A total of 46 plumbing permits were issued with \$4,505 in fees collected.
- All fees collected are returned to the Town.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff assisted in the successful application for Priority Development Site designation for the Mariamante property and for a \$100,000 technical assistance award to the Town to support pre-development work.
- The EPA Targeted Watershed Project for the Connecticut River Watershed conducted real time water quality monitoring for E.coli bacteria at several stations in Franklin County including Barton's Cove. Results for the 2008 sampling season are posted on the project's website:
<http://www.umass.edu/tei/mwwp/ctrivermonitoring.html>.
- Staff provided administrative and technical support to the Connecticut River Streambank Erosion Committee (CRSEC) which is addressing the severe river bank erosion occurring in the 22-mile reach of the Connecticut River known as the Turners Falls Power Pool. This erosion is resulting in the loss of prime farmland, impairment of water quality and fisheries habitat from sedimentation, and loss of riparian habitat among other impacts.
- Staff drafted and coordinated the review of the Goals and Objectives, Vision Statement, Scenic Resources, Land Use and Zoning, Natural Resources, Recreational Resources, Historic, Tourism and Traveler Services, and Transportation Chapters of the Mohawk Trail East Scenic Byway Corridor Management Plan (Athol to Greenfield) by the Byway Committee.
- Staff provided the Town Administrator with technical assistance regarding the requirements for providing marked crosswalks.
- Staff provided on-site technical assistance and training for the Town Assessor related to Pictometry aerial photographs and GIS parcel data layers.
- Staff continued to provide assistance to the Town and the Route 2 Task Force to implement Route 2 Safety Improvements. In 2008 improvements in Athol/Philipston were completed, reconstruction of two bridges near the French King Bowling Alley were completed, construction of improvements in Erving side commenced, improvements for Orange reached the 100% design stage, and the design of improvements in Erving Center and Farley began preliminary activities.

Regional Health Inspection Program

- Staff served as the Town's Health Agent working on behalf of the Board of Health.
- Staff attended 3 regular Board of Health meetings.
- Staff presented an informative hoarding slideshow jointly with the Board of Health, Police, & Fire Departments.
- Staff conducted 4 summer recreational camp inspections and submitted the required annual report to the MA DPH, and conducted 2 routine swimming pool inspections.
- Staff conducted 11 housing or sanitary code inspections or re-inspections including meeting with Housing Court personnel to discuss a case, and issuing 1 Order to Correct.
- Staff conducted 1 septic system enforcement action including securing an agreement in lieu of condemnation for the repair of a system discharging to the environment.
- Staff monitored disease reports on the web-based DPH MAVEN system and conducted 2 communicable disease investigations.

Regional Preparedness Program

- The Mohawk Area Public Health Coalition (MAPHCO) awarded Gill \$788.80 to a laptop computer for Board of Health use during emergency response.
- The Regional Emergency Planning Committee, funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center (EOC).
- Staff attended one Board of Health meeting.
- Staff attended twelve Emergency Dispensing Site (EDS) meetings for the Montague Regional EDS as well as Staff conducted and organizing a regional tabletop dispensing exercise.

Town Accounting Program

- Staff produced biweekly vendor warrants, and provided monthly budget reports to all officials and department heads.
- At year end, Free Cash certification was completed, and Schedule A submitted. Provided assistance in completing the Recap for tax rate submission.
- Customized reports for committees and departments were developed and distributed.
- All accounting data was accessible over a secure internet connection to a server at the FRCOG office. Backups were completed daily and there was no unscheduled down time.

Western Regional Homeland Security Advisory Council

- Provided 30 UHF pagers to the Gill Fire Department. Each pager was valued at \$365, For a total of \$10,950
- \$5,800 awarded for Montague EDS Drill involving the towns of Montague, Erving, Gill and Wendell.
- Montague Emergency Management was awarded \$80,000 for a 250 KW generator to service the new Emergency Operations Center (EOC) in the new police station. The Montague EOC serves as secondary EOC for the towns of Greenfield, Gill, Erving, Wendell, Leverett, Sunderland, and Deerfield.

Workshops & Training

- 1 Official attended the Municipal Alcohol Bylaws Enforcement Training.
- 2 Officials and 1 staff attended the Municipal Finance Forum.
- 3 Officials attended the Fuel and Regional Issues Roundtable.
- 1 Official attended the CCT Alcohol Enforcement Training.

FRCOG Services to Greenfield – 2008

Note: Listed below are services provided directly to your Town in 2008. The FRCOG provides many other services on a regional basis that benefit your community. In addition to reviewing the service highlights below, we encourage you to read about the regional work we do in the main body of this report, as well as look at highlights from other towns. This will give you a full picture of what we did in 2008 as well as suggest how the FRCOG can assist your town with other important issues.

Community Coalition for Teens

- Staff coordinated and conducted Alcohol Purchase Surveys of all opened package stores in Greenfield on two occasions. These surveys, proven to reduce alcohol use among youth, involve sending young-looking-of-age undercover shoppers to check the stores' compliance with underage drinking laws. On the first round 54% of servers checked for identification. During the second round 70% of servers checked for identification.
- Staff worked with the Greenfield Police Department in completing alcohol compliance checks of all opened licensed establishments, a strategy proven to be effective at reducing youth substance abuse.
- 67 students from Greenfield Middle and High schools attended the 17th Annual Youth Conference in May 2008 at R.C. Mahar Regional School. The day-long conference included 24 workshops, one of which was facilitated by Greenfield students.
- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Greenfield Middle and High School administrators on results from 255 Greenfield students, representing 68% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.

Cooperative Bidding & Purchasing Program

- Greenfield participated in the Purchasing Program's cooperative bids and contracts for \$565,510 in Highway Products and Services through the Program. The total fee for participation in the bids was \$2,400.

Energy Saving Performance Contracting

- Greenfield is participating in the second staff-facilitated regional procurement process for 6 Franklin County municipalities and 2 regional school districts to select an Energy Services Company to provide energy saving performance contract services at public facilities to increase operating efficiency and reduce taxpayer cost.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff completed data requests for Greenfield-based non-profit organizations, the media, and for planning studies.
- Staff secured Brownfields funding to conduct environmental site assessment work for five properties located on Deerfield Street, Cypress Street, and Olive Street. The value of this work in 2008 was \$18,800.
- Staff completed the reporting requirements to maintain the Town's eligibility for the Economic Development Incentive Program through the Franklin County Economic Target Area. Through this program, a Tax Increment Financing agreement was certified for three projects in Greenfield, that are estimated to create 62 jobs and leverage over \$17 million in private investment.
- Staff assisted in the successful application for Priority Development Site designation for the Bank Row Block and for a \$60,000 technical assistance award to the town to support pre-development work.
- Staff participated in and helped to coordinate meetings of the Bank Row Urban Renewal Plan Committee.
- Staff worked to secure funding from DCR for the Heritage Landscape Inventory Program. Five communities in Franklin County were selected to participate in the program including Greenfield.
- Staff reviewed and provided comments on Greenfield's Commonwealth Capital Application.

- Staff completed the Deerfield River Watershed Nonpoint Pollution Study which included detailed Action Plans to address sources of nonpoint pollution such as failing septic systems, river bank erosion, and stormwater runoff in the upper reaches of the Deerfield River and the North, Green, Chickley, and South River subwatersheds. This project was funded by an \$87,700 grant from the MA DEP.
- Staff completed a Park and Ride Study to identify and evaluate locations for potential park and ride lots throughout the county. The study concluded that the Route 2 Rotary and the Route 2 and 5/10 interchange were ideal locations for potential park and ride lots.
- Staff worked with members of the Greenfield Historical Commission, as part of the Mohawk Trail Scenic Byway (West) Facility Improvement Project, to determine locations within the town where historic marker signs could be located.
- Staff drafted and coordinated the review of the Goals and Objectives, Vision Statement, Scenic Resources, Land Use and Zoning, Natural Resources, Recreational Resources, Historic, Tourism and Traveler Services, and Transportation Chapters of the Mohawk Trail East Scenic Byway Corridor Management Plan (Athol to Greenfield) by the Byway Committee.
- Staff coordinated the execution of a multi-agency Memorandum of Understanding for the Mohawk Trail Scenic Byway Land Protection Project received \$500,000 in funding to purchase conservation restrictions and/or agricultural preservations restrictions (APRs) from willing landowners along the Mohawk Trail Scenic Byway.
- Staff worked to advance projects along the Mohawk Trail Scenic Byway including projects to develop a marketing plan for the Mohawk Trail, the Western Massachusetts Scenic Byways Marketing Project, and the Mohawk Trail Scenic Byway Historic Preservation Project.
- Staff conducted twelve municipal requested, four MassHighway requested, and five FRCOG-requested traffic counts. The FRCOG-requested counts were in support of its Regional Traffic Count Program or in support of current Planning Studies.
- Staff worked on developing safety improvements for crash prone areas along Route 2 in Greenfield as part of the Route 2 West Safety Study.
- Staff continued to keep DPW staff informed about progress of the Greenfield Rotary Improvement project.
- Staff monitored the construction of the Greenfield Rotary Safety Improvements and provided input on issues to MassHighway that became apparent during the construction work.
- Staff continues to monitor the results of the Greenfield Rotary Safety Improvements, regularly communicating with the Greenfield Police Department and the Massachusetts Highway Department.
- Staff completed work with the Greenfield DPW on an analysis of safety and intersection improvements, including consideration of a roundabout at the intersection at the entrance to Greenfield Community College.
- Staff coordinated with the Greenfield DPW and the Massachusetts Highway Department to review the official diversion route that will be in place during the reconstruction of the Gill-Montague Bridge in Turners Falls.
- Staff reviewed and provided feedback on the Greenfield Signal Improvement Project.
- Staff responded to various requests for technical support and data throughout the year from developers, consultants and members of the public.
- Staff provided technical assistance to the Town GIS and Planning staff related to updated GIS data layers.
- Staff continued to provide assistance to the Town and the Route 2 Task Force to implement Route 2 Safety Improvements. In 2008 improvements in Athol/Philipston were completed, reconstruction of two bridges near the French King Bowling Alley were completed, construction of improvements in Ervingside commenced, improvements for Orange reached the 100% design stage, and the design of improvements in Erving Center and Farley began preliminary activities.
- Staff continued work to develop a Regional Transit Center in Greenfield including assisting with the completion of property acquisition, selection of an architect and design engineer, and granting writing for funding. The Franklin County 2009 Transportation Improvement Program includes \$12.8 million for construction of the Transit Center.
- Staff continued to advocate for funding for the Greenfield Signals Upgrade project. The project is included in the Franklin County 2009 Transportation Improvement Program for \$3.8 million, and the 2010 TIP for \$715,000.

Regional Preparedness Program

- The Mohawk Area Public Health Coalition (MAPHCO) awarded Greenfield \$4,349.51 to support the hiring of a public health nurse during the summer months.
- Provided staff assistance and training for the city's Public Health Emergency effort, including Homeland Security compliant exercise support for all Emergency Dispensing Site (EDS) plans and Center for Disease Control (CDC) compliant emergency notification alert procedures. Staff participated in five EDS planning meetings.
- The Regional Emergency Planning Committee, funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the city's emergency operations center (EOC).

Western Regional Homeland Security Advisory Council

- Greenfield Fire Department was awarded \$38,000 for improvements to their Emergency Operation Center (EOC), including a new generator and radio antennas.
- Greenfield Fire Department received two MDT (Mobile Data Terminal) and GIS software, an approximate approx total value of \$4,500 per unit.
- Montague Emergency Management was awarded \$80,000 for a 250 KW generator to service the new Emergency Operations Center (EOC) in the new police station. The Montague EOC serves as secondary EOC for the towns of Greenfield, Gill, Erving, Wendell, Leverett, Sunderland, and Deerfield.

Workshops & Training

- 1 Official attended "The National Public Health Performance Standards Local Health Governance Self-Assessment."
- 1 Official attended "Septic, Soils and Permits."
- 1 Official attended "Indoor Air Quality & Chemical Spill Cleanup."
- 1 Official attended "MAVEN Online Disease Reporting" Intro and Advanced Sessions.
- 2 Staff attended the Municipal Finance Forum.
- 2 Officials attended "Acting as your own Public Info Officer (PIO)" Part II – Practical Exercises.
- 1 Official attended the Fuel and Regional Issues Roundtable.
- 1 Official attended "Crisis Communications Planning for BOH."
- 6 employees of Greenfield bars, restaurants, and package stores attended an Alcohol Server Training organized by staff.
- 1 Official attended the Alcohol Bylaws Enforcement Training.

FRCOG Services to Hawley – 2008

Note: Listed below are services provided directly to your Town in 2008. The FRCOG provides many other services on a regional basis that benefit your community. In addition to reviewing the service highlights below, we encourage you to read about the regional work we do in the main body of this report, as well as look at highlights from other towns. This will give you a full picture of what we did in 2008 as well as suggest how the FRCOG can assist your town with other important issues.

Community Coalition for Teens

- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Mohawk Trail Regional School administrators on results from 262 Mohawk students, representing 78% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.
- 4 students from Mohawk Trail Regional Middle and High schools attended the 17th Annual Youth Conference in May 2008 at Mahar Regional School. The day-long conference included 24 workshops, one of which was facilitated by the Mohawk students.

Cooperative Bidding & Purchasing Program

- Hawley participated in the Purchasing Program's cooperative bids and contracts for the Dog Licenses & Tags. The total fee for participation in the bids was \$33.

Energy Saving Performance Contracting

- Staff facilitated a regional procurement process to select an Energy Services Company on behalf of 16 Franklin County municipalities, including Hawley, and 3 regional school districts, including Mohawk Trail and Hawlemont. Staff also vetted template contracts for provision of energy-saving performance contract services at public facilities to increase operating efficiency and reduce taxpayer cost.

Franklin County Cooperative Inspection Program

- A total of 28 building permits, including 1 dwelling unit, were issued for Hawley, for a total construction valuation of \$538,975. 1 Certificate of Inspection was issued. Total fees collected were \$3,472.
- A total of 11 electrical permits were issued with \$1,220 in fees collected.
- A total of 14 plumbing permits were issued with \$1,805 in fees collected.
- All fees collected are returned to the Town.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff prepared and submitted an Economic Target Area application to the State that expands the benefits of the program to the Town of Hawley.
- Staff completed the Deerfield River Watershed Nonpoint Pollution Study which included detailed Action Plans to address sources of nonpoint pollution such as failing septic systems, river bank erosion, and stormwater runoff in the upper reaches of the Deerfield River and the North, Green, Chickley, and South River subwatersheds. This project was funded by an \$87,700 grant from the MA DEP.
- Staff completed a Rural Roads Study, which included Hawley, that contains conceptual engineering designs and other recommended Best Management Practices to control road runoff as part of the Deerfield River Watershed Nonpoint Pollution Study.

Regional Health Inspection Program

- Staff served as the Town's Health Agent working on behalf of the Board of Health.
- Staff attended 2 regular Board of Health meetings.
- Staff conducted 2 routine food inspections or re-inspections.

- Staff conducted 1 summer recreational camp inspection, resulting in the first-time licensing of a camp that had been operating for 10 years without a license.
- Staff conducted 1 full sanitary inspection of State facilities under the Housing Code.

Regional Preparedness Program

- The Mohawk Area Public Health Coalition (MAPHCO) awarded Hawley \$571.19 for internet service for Board of Health use in emergency response.
- The Regional Emergency Planning Committee (REPC), funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center.
- Staff met with Board of Health once.
- Three officials attended the initial Hawlemont Emergency Dispensing Site planning meeting.

Western Regional Homeland Security Advisory Council

- Staff provided 20 UHF pagers to the Hawley Fire Department. Each pager was valued at \$365, for a total of \$7,300.
- The Radio Inter-Operability System, a portable Bridging/Patching/Gateway system which facilitates communication capabilities between disparate systems, was purchased to be jointly used by the towns of Ashfield, Dalton, Goshen, Hawley, Peru, Savoy, Windsor & Worthington. The unit can be used by any of these communities during critical incidents. The total cost of the unit was \$24,000.
- Staff provided reimbursement for NIMS (National Incident Management System) certification and maintenance to Hawley first responders.
- Staff provided \$750 reimbursement for Hawley's Continuation of Operation Plan (COOP) development.

Workshops & Training

- 1 Official attended "MAVEN Online Disease Reporting" -- Intro and Advanced Sessions.
- 2 Officials attended the Municipal Finance Forum.

FRCOG Services to Heath – 2008

Note: Listed below are services provided directly to your Town in 2008. The FRCOG provides many other services on a regional basis that benefit your community. In addition to reviewing the service highlights below, we encourage you to read about the regional work we do in the main body of this report, as well as look at highlights from other towns. This will give you a full picture of what we did in 2008 as well as suggest how the FRCOG can assist your town with other important issues.

Community Coalition for Teens

- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Mohawk Trail Regional School administrators on results from 262 Mohawk students, representing 78% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.
- 4 students from Mohawk Trail Regional Middle and High schools attended the 17th Annual Youth Conference in May 2008 at Mahar Regional School. The day-long conference included 24 workshops, one of which was facilitated by the Mohawk students.

Cooperative Bidding & Purchasing Program

- Heath participated in the Purchasing Program's cooperative bids and contracts for \$58,206 in #2 Fuel Oil, Diesel, and Gasoline. They purchased \$394,606 in Highway Products and Services through the Program.
- The town also participated in the Dog Licenses & Tags Program. The total fee for participation in the bids was \$1,768.

Energy Saving Performance Contracting

- Staff facilitated a regional procurement process to select an Energy Services Company on behalf of 16 Franklin County municipalities, including Heath, and 3 regional school districts, including Mohawk Trail Regional. Staff also vetted template contracts for provision of energy-saving performance contract services at public facilities to increase operating efficiency and reduce taxpayer cost.

Franklin County Cooperative Inspection Program

- A total of 49 building permits, including 2 dwelling units, were issued for Heath, for a total construction valuation of \$867,239. 2 Certificates of Inspection were issued. Total fees collected were \$3,804.
- A total of 24 electrical permits were issued with \$2,485 in fees collected.
- A total of 25 plumbing permits were issued with \$2,595 in fees collected.
- All fees collected are returned to the Town.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff completed the Deerfield River Watershed Nonpoint Pollution Study which included detailed Action Plans to address sources of nonpoint pollution such as failing septic systems, river bank erosion, and stormwater runoff in the upper reaches of the Deerfield River and the North, Green, Chickley, and South River subwatersheds. This project was funded by an \$87,700 grant from the MA DEP.
- Staff conducted five town-requested traffic counts.
- Staff provided Town Administrator with technical assistance regarding Speed Zone regulations.

Regional Health Inspection Program

- Staff served as the Town's Health Agent working on behalf of the Board of Health.
- Staff attended 6 regular Board of Health meetings.
- Staff conducted 2 routine food inspections or re-inspections and 3 temporary food event inspections.

- Staff conducted 3 final inspections or re-inspections of septic system installations, witnessing 1 Soil Evaluation for an on-lot septic system.
- Staff responded to 3 housing complaints including inspections and site visits.
- Staff continued to develop and customize a computerized database system for the Board that automates application mailings, billing, permit issuance and parcel tracking of the Temporary Occupancy Permitting Program for camping trailers in Mohawk Estates, assisting the Board Clerk with mailing permits.
- Staff conducted and documented approximately 120 camper inspections for wastewater and sanitary conditions.

Regional Preparedness Program

- The Mohawk Area Public Health Coalition (MAPHCO) awarded Heath \$670.57 for internet service for Board of Health use in emergency response.
- The Regional Emergency Planning Committee (REPC), funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center.
- Two Heath officials attended the initial Hawlemont Emergency Dispensing Site planning meeting.

Western Regional Homeland Security Advisory Council

- Staff provided 30 UHF pagers to the Heath Fire Department. Each pager was valued at \$365, for a total of \$10,950.
- Staff provided reimbursement for NIMS (National Incident Management System) certification and maintenance to Heath first responders.

Workshops & Training

- 1 Official attended the "National Public Health Performance Standards for Boards of Health."
- 1 Official attended the Municipal Finance Forum.
- 2 Officials attended the Fuel and Regional Issues Roundtable.

FRCOG Services to Leverett – 2008

Note: Listed below are services provided directly to your Town in 2008. The FRCOG provides many other services on a regional basis that benefit your community. In addition to reviewing the service highlights below, we encourage you to read about the regional work we do in the main body of this report, as well as look at highlights from other towns. This will give you a full picture of what we did in 2008 as well as suggest how the FRCOG can assist your town with other important issues.

Cooperative Bidding & Purchasing Program

- Leverett participated in the Purchasing Program's cooperative bids and contracts for \$215,349 in Highway Products and Services. The town also participated in the Dog Licenses & Tags Program. The total fee for participation in the bids was \$2,233.

Energy Saving Performance Contracting

- Staff facilitated a regional procurement process to select an Energy Services Company on behalf of 16 Franklin County municipalities, including Leverett, and 3 regional school districts. Staff also vetted template contracts for provision of energy-saving performance contract services at public facilities to increase operating efficiency and reduce taxpayer cost.

Franklin County Cooperative Inspection Program

- A total of 68 building permits, including 7 dwelling units, were issued for Leverett, for a total construction valuation of \$3,157,307. 6 Certificates of Inspection were issued. Total fees collected were \$19,450.
- A total of 54 electrical permits were issued with \$5,465 in fees collected.
- A total of 59 plumbing permits were issued with \$5,280 in fees collected.
- All fees collected are returned to the Town.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff provided technical assistance on Zoning Bylaw revisions including the creation of a new Official Zoning Map which was successfully adopted at Annual Town Meeting.
- Staff worked to secure funding from DCR for the Heritage Landscape Inventory Program. Five communities in Franklin County were selected to participate in the program including Leverett.
- Staff participated in follow-up meetings and communication related to the recommendations that were developed as part of the Metacomet–Monadnock–Mattabesett (MMM) Trail Feasibility Study.

Regional Preparedness Program

- The Mohawk Area Public Health Coalition (MAPHCO) awarded Leverett \$852.36 to purchase a laptop computer for Board of Health use during emergency response.
- The Regional Emergency Planning Committee (REPC), funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center.
- Staff provided assistance and training for the town's Public Health Emergency effort, including Homeland Security compliant exercise support for all Emergency Dispensing Site (EDS) plans and Center for Disease Control (CDC) compliant emergency notification alert procedures. Staff participated in two EDS planning meetings.

Western Regional Homeland Security Advisory Council

- Staff provided 20 UHF pagers to the Leverett Fire Department. Each pager was valued at \$365, for a total of \$7,300.

- The Leverett Fire Department received two MDT(Mobile Data Terminals) and GIS software, an approximate value of \$4,500 per unit.
- Staff provided \$684 in reimbursement for Leverett's Continuity of Operations Plan (COOP) development.
- Montague Emergency Management was awarded \$80,000 for a 250 KW generator to service the new Emergency Operations Center (EOC) in the new police station. The Montague EOC serves as secondary EOC for the towns of Greenfield, Gill, Erving, Wendell, Leverett, Sunderland, and Deerfield.

Workshops & Training

- 1 Official attended "National Public Health Performance Standards for Boards of Health."
- 1 Official attended "Let's Make a Plan: Personal Preparedness Planning."
- 1 Official attended Crisis Communications Planning for BOH.

FRCOG Services to Leyden – 2008

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Community Coalition for Teens

- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Pioneer Valley Regional School administrators on results from 211 Pioneer students, representing 83% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.
- 26 students from Pioneer Valley Regional Middle and High schools attended the 17th Annual Youth Conference in May 2008 at Mahar Regional School. The day-long conference included 24 workshops.
- CCT provided technical assistance to staff at the Pioneer Valley Regional School District to implement student-led social norms marketing campaigns addressing student health issues.

Cooperative Bidding & Purchasing Program

- Leyden participated in the Purchasing Program's cooperative bids and contracts for \$46,237 in #2 Fuel and Diesel. They purchased \$185,283 in Highway Products and Services through the Program. The town also participated in the Dog Licenses & Tags Program. The total fee for participation in the bids was \$1,723.
- Pioneer Valley Regional School District participated in the Purchasing Program's cooperative bid for #2 Fuel Oil, for a cost of \$145.

Energy Saving Performance Contracting

- Leyden is participating in the second staff-facilitated regional procurement process for 6 Franklin County municipalities and 2 regional school districts to select an Energy Services Company (ESCO). The ESCO will provide energy-saving performance contract services at public facilities to increase operating efficiency and reduce taxpayer cost.
- The Pioneer Valley Regional School District is also participating in this process.

Franklin County Cooperative Inspection Program

- A total of 46 building permits, including 4 dwelling units, were issued for Leyden, for a total construction valuation of \$1,506,443. 5 Certificates of Inspection were issued. Total fees collected were \$8,109.
- A total of 33 plumbing permits were issued with \$2,900 in fees collected.
- All fees collected are returned to the Town.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff provided technical assistance on Zoning Bylaw revisions which were considered by Annual Town Meeting.
- Staff completed the Deerfield River Watershed Nonpoint Pollution Study which included detailed Action Plans to address sources of nonpoint pollution such as failing septic systems, river bank erosion, and stormwater runoff in the upper reaches of the Deerfield River and the North, Green, Chickley, and South River subwatersheds. This project was funded by an \$87,700 grant from the MA DEP.

Regional Preparedness Program

- The Regional Emergency Planning Committee (REPC), funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center.

Western Regional Homeland Security Advisory Council

- Staff provided 20 UHF pagers to the Leyden Fire Department. Each pager was valued at \$365, for a total of \$7,300.

Workshops & Training

- 1 Official attended the Municipal Finance Forum.

FRCOG Services to Monroe – 2008

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Cooperative Bidding & Purchasing Program

- Monroe participated in the Purchasing Program's cooperative bids and contracts for the Dog Licenses & Tags Program. The total fee for participation in the bids was \$33.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff reviewed and provided comments on Monroe's Commonwealth Capital Application.
- Staff completed the Deerfield River Watershed Nonpoint Pollution Study which included detailed Action Plans to address sources of nonpoint pollution such as failing septic systems, river bank erosion, and stormwater runoff in the upper reaches of the Deerfield River and the North, Green, Chickley, and South River subwatersheds. This project was funded by an \$87,700 grant from the MA DEP.

Regional Health Inspection Program

- Staff served as the Town's Health Agent, working on behalf of the Board of Health.
- Staff attended 2 regular Board of Health meetings.
- Staff conducted 1 routine food inspection.
- Staff responded to 1 housing complaint.
- Staff provided support for a rabies-related animal testing case.

Regional Preparedness Program

- The Regional Emergency Planning Committee (REPC), funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center.

Western Regional Homeland Security Advisory Council

- Staff provided 10 UHF pagers to the Monroe Fire Department. Each pager was valued at \$365, for a total of \$3,650.
- Staff provided \$750 reimbursement for Monroe's Continuation of Operation Plan (COOP) development.

FRCOG Services to Montague – 2008

Note: Listed below are services provided directly to your Town in 2008. The FRCOG provides many other services on a regional basis that benefit your community. In addition to reviewing the service highlights below, we encourage you to read about the regional work we do in the main body of this report, as well as look at highlights from other towns. This will give you a full picture of what we did in 2008 as well as suggest how the FRCOG can assist your town with other important issues.

Community Coalition for Teens

- Staff coordinated and conducted Alcohol Purchase Surveys of all opened package stores in Montague. These surveys, proven to reduce alcohol use among youth, involve sending young-looking of-age undercover shoppers to check the stores' compliance with underage drinking laws. 100% of servers checked for identification.
- Staff worked with the Montague and Greenfield Police Departments in completing alcohol compliance checks of all opened licensed establishments, a strategy proven to be effective at reducing youth substance abuse.
- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Gill-Montague Regional School administrators on results from 218 Gill-Montague students, representing 78% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.
- CCT surveyed all parents of students at Great Falls Middle School and Turners Falls High School, and using findings from the survey, developed a social norms marketing campaign to promote positive parenting practices in the community. The campaign was well received and its "Look How Much We Care" logo was recognized by 83% of parents responding to a follow-up survey.
- CCT provided technical assistance to support staff at the Gill-Montague Regional School District to implement student-led social norms marketing campaigns addressing issues of social justice. An evaluation of the program showed that students came to understand that their peers were less likely to tolerate injustice and bullying behaviors than they had believed. Students in turn reported being more tolerant themselves.
- 19 students from Turners Falls High School attended the 17th Annual Youth Conference in May 2008 at Mahar Regional School. The day-long conference included 24 workshops, and a performance by the Franklin County Technical School's Conflict Resolution Theater Group.
- The Gill-Montague Community School Partnership (GM CSP) received extensive technical assistance from CCT throughout 2007 and 2008, through a Drug Free Communities Mentoring Grant. As a result, the Partnership applied for and obtained its own Drug Free Communities grant of \$625,000 over 5 years. The strategic plan that resulted from the mentoring process also helped the district to secure state violence prevention funding.

Cooperative Bidding & Purchasing Program

- Montague participated in the Purchasing Program's cooperative bids and contracts for \$347,682 in Gasoline, #2 Fuel, and Diesel. They purchased \$383,673 in Highway Products and Services through the Program. The town also participated in the Dog Licenses & Tags Program. The total fee for participation in the bids was \$2,868.
- The Turners Falls Fire District participated in the Purchasing Program's cooperative bid and contract for #2 Fuel Oil, for a cost of \$145.

Energy Saving Performance Contracting

- Staff facilitated a regional procurement process to select an Energy Services Company on behalf of 16 Franklin County municipalities, including Montague, and 3 regional school districts, including Gill-Montague. Staff also vetted template contracts for provision of energy-saving performance contract services at public facilities to increase operating efficiency and reduce taxpayer cost.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff secured Brownfields funding to conduct environmental site assessment work for the former Railroad Salvage building and former Strathmore Mill. The value of this work in 2008 was \$6,000.
- Staff provided technical assistance on the Chapter 43D Expedited Permitting Program.
- Staff provided technical assistance on environmental permitting issues for the proposed Montague Industrial Park.
- The EPA Targeted Watershed Grant for the Connecticut River Watershed kicked off in 2008. Real-time water quality monitoring for E.coli bacteria was conducted at several stations in Franklin County including the Rock Dam in Turners Falls. Results for the 2008 sampling season are posted on the project's website at <http://www.umass.edu/tei/mwwp/ctrivermonitoring.html>.
- Staff completed a study to identify and evaluate locations for potential Park and Ride lots throughout the county. The study concluded that the Great Falls Discovery Center in Turners Falls was an ideal location for a potential park and ride lot.
- Staff coordinated the execution of a multi-agency Memorandum of Understanding for the Connecticut River Scenic Farm Byway Land Protection Project which received \$500,000 in funding to purchase conservation restrictions and/or agricultural preservations restrictions (APRs) from willing landowners along the Connecticut River Scenic Farm Byway.
- Staff organized a ribbon cutting celebration for the Canalside Trail Bicycle Path.
- Staff drafted and coordinated the review of the Goals and Objectives, Vision Statement, Scenic Resources, Land Use and Zoning, Natural Resources, Recreational Resources, Historic, Tourism and Traveler Services, and Transportation Chapters of the Mohawk Trail East Scenic Byway Corridor Management Plan (Athol to Greenfield) by the Byway Committee.
- Staff worked with the Pioneer Valley Planning Commission to complete the application to nominate the Connecticut River Scenic Farm Byway as a National Scenic Byway.
- Staff continued work to advance approved projects along the Connecticut River Scenic Farm Byway including the Western Massachusetts Scenic Byways Marketing Project and the development of Byway signs and a marketing website.
- Staff conducted five MassHighway-requested and three FRCOG-requested traffic counts. The FRCOG-requested counts were in support of its Regional Traffic Count Program or in support of current Planning Studies.
- Staff worked with the Highway Superintendent on implementing experimental durable crosswalk markings.
- Staff continued to provide assistance to the Town and the Route 2 Task Force to implement Route 2 Safety Improvements. In 2008 improvements in Athol/Phillipston were completed, reconstruction of two bridges near the French King Bowling Alley were completed, construction of improvements in Ervingside commenced, improvements for Orange reached the 100% design stage, and the design of improvements in Erving Center and Farley began preliminary activities.

Regional Preparedness Program

- The Mohawk Area Public Health Coalition (MAPHCO) awarded Montague \$2,298.68 to support the hiring of a public health nurse during the summer months.
- Provided staff assistance and training for the town's Public Health Emergency effort, including Homeland Security compliant exercise support for all Emergency Dispensing Site (EDS) plans and Center for Disease Control (CDC) compliant emergency notification alert procedures.
- FRCOG staff drafted and secured approval from the Commonwealth for the town's exercise "After-Action Review," a document that supports regional improvement through its corrective action planning. This action enables Montague to qualify for \$5,800 in reimbursement funds from the Western Mass Homeland Security Council for its EDS Exercise.

- The Regional Emergency Planning Committee (REPC), funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center.
- Staff attended one Board of Health meeting.
- Staff attended twelve Emergency Dispensing Site (EDS) meetings for the Montague Regional EDS as well as Staff conducted and organizing a regional tabletop dispensing exercise.

Western Regional Homeland Security Advisory Council

- Staff provided 10 UHF pagers for to the Montague Fire District. Each pager was valued at \$365, for a total of \$3,650.
- The Council awarded \$5,800 for the Montague EDS Drill involving the towns of Montague, Erving, Gill and Wendell.
- Montague Emergency Management was awarded \$80,000 for a 250 KW generator to service the new Emergency Operations Center (EOC) in the new police station. The Montague EOC serves as secondary EOC for the towns of Greenfield, Gill, Erving, Wendell, Leverett, Sunderland, and Deerfield.
- Staff provided reimbursement for NIMS (National Incident Management System) certification and maintenance to Montague first responders.

Workshops & Training

- 1 Official attended the Maven Online Disease Reporting Intro and Advanced Sessions.
- 1 Official attended "National Public Health Performance Standards for Boards of Health."
- 1 Official attended "Septic, Soils and Permits."
- 1 Official attended the Municipal Alcohol Bylaws Enforcement Training.
- 3 Officials attended the Municipal Finance Forum.
- 2 Officials attended the Fuel and Regional Issues Roundtable.
- 1 Official attended an Alcohol Enforcement Training.

FRCOG Services to New Salem – 2008

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Community Coalition for Teens

- 33 students from Mahar Middle and High schools attended the 17th Annual Youth Conference in May 2008, which was held at Mahar Regional School. The day-long conference included 24 workshops.
- Four Mahar students were actively involved in the Youth Conference planning group, and approximately 20 student council members volunteered at the Youth Conference.
- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Mahar Regional School administrators on results from 272 Mahar students, representing 76% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.
- CCT surveyed all parents of students at Mahar Regional School, and will use findings from the survey to develop a social norms marketing campaign to promote positive parenting practices in the community. The campaign will be coordinated with the efforts of the North Quabbin Community Coalition and their Youth Policy Board.
- Staff facilitated the North Quabbin Teen Pregnancy Prevention Task Force and led a strategic planning process for teen pregnancy, HIV and STI prevention.
- CCT provided financial support to the North Quabbin-based Healthy Connections program, a community health educator, the Young Entrepreneurs Society (YES) in Orange, and the Athol Area YMCA.
- Staff helped integrate the Teen Outreach Program – a service-learning curriculum effective at reducing teen pregnancy, school drop-out, and school failure – into the Special Education Department at Mahar Regional School.
- Staff worked with Mahar Health Education Department in attending their school's Wellness Week as a resource for the High School students.
- In October, CCT received federal funding to mentor the North Quabbin Community Coalition through a strategic planning process for youth substance abuse prevention, with the goal of securing direct federal support for the Coalition in 2010.

Cooperative Bidding & Purchasing Program

- New Salem participated in the Purchasing Program's cooperative bids and contracts for the Dog Licenses & Tags Program for \$33.

Energy Saving Performance Contracting

- New Salem is participating in the second staff-facilitated regional procurement process for 6 Franklin County municipalities and 2 regional school districts to select an Energy Services Company (ESCO). The ESCO will provide energy-saving performance contract services at public facilities to increase operating efficiency and reduce taxpayer cost.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Through Pioneer Valley Connect's Beta Test Program, staff supported a test of wireless broadband technologies in New Salem. Staff created a report identifying options to maintain broadband access in the test area and assisted the community in pursuing these options.

- Staff worked to secure funding from DCR for the Heritage Landscape Inventory Program. Five communities in Franklin County were selected to participate in the program including New Salem.
- Staff worked to secure a contract for the funding received through the National Scenic Byway Program to complete a corridor management plan for the section of the Route 122 Scenic Byway (Wachusett Scenic Byway) located in the towns of Orange and New Salem.
- Staff conducted six town-requested traffic counts.

Regional Preparedness Program

- The Regional Emergency Planning Committee (REPC), funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center.
- Note: New Salem is not a member of MAPHCO, the Franklin County Public Health Preparedness Coalition.

Town Accounting Program

- Staff produced biweekly vendor warrants, and provided monthly budget reports to all officials and department heads.
- At year end, staff completed the Free Cash certification, and submitted the Schedule A. Staff provided assistance in completing the Recap for tax rate submission.
- Customized reports for committees and departments were developed and distributed.
- All accounting data was accessible over a secure internet connection to a server at the FRCOG office.
- Accounting data backups were completed daily and there was no unscheduled down time.

Western Regional Homeland Security Advisory Council

- Staff provided 25 UHF pagers to the New Salem Fire Department. Each pager was valued at \$365, for a total of \$9,125.
- The Council awarded \$24,250 to the Town of Orange Fire-Rescue-EMS for a new computer server and software upgrade for patient data collection and call tracking. The Orange EMS service provides service to the towns of Orange, New Salem, Wendell and Erving.

FRCOG Services to Northfield – 2008

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Community Coalition for Teens

- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Pioneer Valley Regional School administrators on results from 211 Pioneer students, representing 83% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.
- 26 students from Pioneer Valley Regional Middle and High schools attended the 17th Annual Youth Conference in May 2008 at Mahar Regional School. The day-long conference included 24 workshops.
- CCT provided technical assistance to staff at the Pioneer Valley Regional School District to implement student-led social norms marketing campaigns addressing student health issues.
- Staff coordinated and conducted Alcohol Purchase Surveys of all opened package stores in Northfield. These surveys, proven to reduce alcohol use among youth, involve sending young-looking of-age undercover shoppers to check the stores' compliance with underage drinking laws. 66% of servers checked for identification.

Cooperative Bidding & Purchasing Program

- Northfield participated in the Purchasing Program's cooperative bid for #2 Fuel and Diesel. They also purchased \$566,454 in Highway Products and Services through the Program. The town also participated in the Dog Licenses & Tags Program. The total fee for participation in the bids was \$2,523.
- Pioneer Valley Regional School District participated in the Purchasing Program's cooperative bid for #2 Fuel Oil, for a cost of \$145.

Energy Saving Performance Contracting

- Northfield is participating in the second staff-facilitated regional procurement process for 6 Franklin County municipalities and 2 regional school districts to select an Energy Services Company (ESCO). The ESCO will provide energy-saving performance contract services at public facilities to increase operating efficiency and reduce taxpayer cost.
- The Pioneer Valley Regional School District is also participating in this process.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff provided technical assistance on the Chapter 43D Expedited Permitting Program.
- Staff completed the multi-year Four Mile Brook Watershed Project including a Watershed Management Plan that provides recommendations for managing the watershed to protect water quality; conceptual engineering designs for several stormwater management projects to reduce sediment loading to the brook from Four Mile Brook Road; and recommendations for flow management and channel realignment of Four Mile Brook to reduce erosion hazards along Four Mile Brook Road.
- The EPA Targeted Watershed Grant for the Connecticut River Watershed conducted real time water quality monitoring for E.coli bacteria at several stations in Franklin County including the Northfield Boat Ramp and Munn's Ferry. Results for the 2008 sampling season are posted on the project's website, which is found at <http://www.umass.edu/tei/mwwp/ctrivermonitoring.html>.

- FRCOG staff provided administrative and technical support to the Connecticut River Streambank Erosion Committee (CRSEC) which is addressing the severe river bank erosion occurring in the 22-mile reach of the Connecticut River known as the Turners Falls Power Pool. This erosion is resulting in the loss of prime farmland, impairment of water quality and fisheries habitat from sedimentation, and loss of riparian habitat among other impacts.
- Staff coordinated the execution of a multi-agency Memorandum of Understanding for the Connecticut River Scenic Farm Byway Land Protection Project which received \$500,000 in funding to purchase conservation restrictions and/or agricultural preservations restrictions (APRs) from willing landowners along the Connecticut River Scenic Farm Byway.
- Staff participated in follow-up meetings and communication related to the recommendations that were developed as part of the Metacomet–Monadnock–Mattabesett (MMM) Trail Feasibility Study.
- Staff continued to provide assistance and support during the design phase of the Northfield Main Street Streetscape Improvement Project.
- Staff worked with the Pioneer Valley Planning Commission to complete the application to nominate the Connecticut River Scenic Farm Byway as a National Scenic Byway.
- Staff continued work to advance approved projects along the Connecticut River Scenic Farm Byway including the Western Massachusetts Scenic Byways Marketing Project and the development of Byway signs and a marketing website.
- Staff conducted eight town-requested and two FRCOG-requested traffic counts. The FRCOG-requested counts were in support of its Regional Traffic Count Program.
- Staff continued to advocate for funding for the Northfield Streetscape project. The project is included in the 2009 Franklin County Transportation Improvement Program for \$1.6 million.

Regional Preparedness Program

- The Mohawk Area Public Health Coalition (MAPHCO) awarded Northfield \$1,125.27 to purchase internet service and software for board of health use in emergency response.
- The Regional Emergency Planning Committee (REPC), funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center.
- Staff met with Board of Health members three times.

Workshops & Training

- 4 Officials attended "National Public Health Performance Standards for Boards of Health."
- 3 Officials attended "Septic, Soils and Permits."
- 1 Official attended the Municipal Finance Forum.
- 1 Official attended the Fuel and Regional Issues Roundtable.

FRCOG Services to Orange – 2008

Note: Listed below are services provided directly to your Town in 2008. The FRCOG provides many other services on a regional basis that benefit your community. In addition to reviewing the service highlights below, we encourage you to read about the regional work we do in the main body of this report, as well as look at highlights from other towns. This will give you a full picture of what we did in 2008 as well as suggest how the FRCOG can assist your town with other important issues.

Community Coalition for Teens

- Staff coordinated and conducted Alcohol Purchase Surveys of all open package stores in Orange on two occasions. These surveys, proven to reduce alcohol use among youth, involve sending young-looking-of-age undercover shoppers to check the stores' compliance with underage drinking laws. On the first round 75% of servers checked identification. On the second round 80% of servers checked for identification.
- Staff worked with the Orange Police Department in completing two rounds of alcohol compliance checks of all opened licensed establishments, a strategy proven to be effective at reducing youth substance abuse. 91% of establishments were in compliance in the most recent checks.
- 33 students from Mahar Middle and High schools attended the 17th Annual Youth Conference in May 2008, which was held at Mahar Regional School. The day-long conference included 24 workshops.
- Four Mahar students were actively involved in the Youth Conference planning group and 20 student council members volunteered at the Conference.
- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Mahar Regional School administrators on results from 272 Mahar students, representing 76% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.
- CCT surveyed all parents of students at Mahar Regional School, and using findings from the survey, will develop a social norms marketing campaign to promote positive parenting practices in the community. The campaign will be coordinated with the efforts of the North Quabbin Community Coalition and their Youth Policy Board.
- Staff facilitated the North Quabbin Teen Pregnancy Prevention Task Force and led a strategic planning process for teen pregnancy, HIV and STI prevention.
- CCT provided financial support to the North Quabbin-based Healthy Connections program, a community health educator, the Young Entrepreneurs Society (YES) in Orange, and the Athol Area YMCA.
- Staff helped integrate the Teen Outreach Program – a service-learning curriculum effective at reducing teen pregnancy, school drop-out, and school failure – into the Special Education Department at Mahar Regional School.
- Staff worked attended the Mahar Health Education Department's Wellness Week as a resource for the High School students.
- In October, CCT received federal funding to mentor the North Quabbin Community Coalition through a strategic planning process for youth substance abuse prevention, with the goal of securing direct federal support for the North Quabbin Community Coalition in 2010.

Cooperative Bidding & Purchasing Program

- Orange participated in a bid for #2 Fuel Oil for \$175.

Energy Saving Performance Contracting

- Staff facilitated a regional procurement process and vetted template contracts to select an Energy Services Company to provide energy-saving performance contract services at public facilities, increase operating efficiency and reduce taxpayer cost. This work was done on behalf of 16 Franklin County municipalities, including Orange, and 3 regional school districts.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff secured Brownfields funding to conduct environmental site assessment work for Putnam Hall, 50 South Main Street, and the Sogard Property.
- Staff assisted with the clean-up of hazardous materials inside Putnam Hall by providing a \$122,000 grant from the FRCOG Regional Brownfields Program and securing a \$50,000 grant from MassDevelopment. Staff provided technical assistance to complete the bid process for the clean-up.
- Staff prepared a PWED application for the redevelopment of the lot adjacent to Putnam Hall to construct a municipal parking lot.
- Staff prepared federal funding requests for the redevelopment of the Putnam Hall building.
- Staff assisted with the successful designation of three Priority Development Sites in downtown Orange and securing a \$100,000 technical assistance award to support pre-development work under the Chapter 43D program.
- Staff assisted with the development of a Request for Proposals for Engineering Services for the pre-development activities in the downtown area funded by the Chapter 43D program.
- Staff assisted the Town in preparing a Commonwealth Capital application.
- Staff assisted the Town in completing an Open Space & Recreation Plan update.
- Staff started work on a Slum & Blight Study of downtown Orange. The designation of the downtown as a slum and blighted area will allow the Town to obtain funding and focus resources to improve and revitalize the area.
- Staff prepared a detailed Operation & Maintenance Plan for the Low Impact Development (LID) structures that were installed at the Orange Riverfront Park to manage stormwater runoff. These LID techniques include: porous pavers, grass rings, a bioretention swale, and two rain gardens.
- Staff completed a data request for an Orange-based non-profit organization.
- Staff completed a Park and Ride Study to identify and evaluate locations for potential park and ride lots throughout the county. The study concluded that there were several locations along Route 2 in Orange that would be ideal locations for potential park and ride lots.
- Staff worked with the Town to prepare the Town's Commonwealth Capital application and supporting materials for Fiscal Year 2009.
- Staff worked to secure a contract for the funding received through the National Scenic Byway Program to complete a corridor management plan for the section of the Route 122 Scenic Byway (Wachusett Scenic Byway) located in the towns of Orange and New Salem.
- Staff drafted and coordinated the review of the Goals and Objectives, Vision Statement, Scenic Resources, Land Use and Zoning, Natural Resources, Recreational Resources, Historic, Tourism and Traveler Services, and Transportation Chapters of the Mohawk Trail East Scenic Byway Corridor Management Plan (Athol to Greenfield) by the Byway Committee.
- Staff conducted one town-requested and two FRCOG-requested traffic counts. The FRCOG-requested traffic counts were in support of its Regional Traffic Count Program.
- Staff produced a new zoning map that updated the Commercial Area Redevelopment District (CARD).
- Staff continued to provide assistance to the Town and the Route 2 Task Force to implement Route 2 Safety Improvements. In 2008 improvements in Athol/Philipston were completed, reconstruction of two bridges near the French King Bowling Alley were completed, construction of improvements in Ervingside commenced, improvements for Orange reached the 100% design stage, and the design of improvements in Erving Center and Farley began preliminary activities.

Regional Preparedness Program

- The Regional Emergency Planning Committee (REPC), funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center.

Western Regional Homeland Security Advisory Council

- Staff provided 40 UHF pagers to the Orange Fire – Rescue- EMS Department. Each pager was valued at \$365, for a total of \$14,600.

- The Council awarded \$24,250 to the Town of Orange Fire-Rescue-EMS for a new computer server and software upgrade for patient data collection and call tracking. The Orange EMS service provides service to the towns of Orange, New Salem, Wendell and Erving.
- Orange Fire Department received two MDTs (Mobile Data Terminals) and GIS software, with an approximate value of \$4,500 for each unit.
- Provided reimbursement for NIMS (National Incident Management System) certification and maintenance to Orange first responders.

Workshops & Training

- 2 Officials attended the Municipal Alcohol Bylaws Enforcement Training.
- 2 Officials attended the Employers Association of New England (EANE) FRCOG Membership Briefing.
- 2 Officials attended the Municipal Finance Forum.
- 2 Officials attended CCT's Alcohol Enforcement Training.
- 1 official attended the Alcohol Compliance Check Training.

FRCOG Services to Rowe – 2008

Note: Listed below are services provided directly to your Town in 2008. The FRCOG provides many other services on a regional basis that benefit your community. In addition to reviewing the service highlights below, we encourage you to read about the regional work we do in the main body of this report, as well as look at highlights from other towns. This will give you a full picture of what we did in 2008 as well as suggest how the FRCOG can assist your town with other important issues.

Community Coalition for Teens

- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Mohawk Trail Regional School administrators on results from 262 Mohawk students, representing 78% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.
- 4 students from Mohawk Trail Regional Middle and High schools attended the 17th Annual Youth Conference in May 2008 at Mahar Regional School. The day-long conference included 24 workshops, one of which was facilitated by the Mohawk students.

Cooperative Bidding & Purchasing Program

- Rowe participated in the Purchasing Program's cooperative bids and contracts for the Dog Licenses & Tags Program for \$33.

Energy Saving Performance Contracting

- Staff facilitated a regional procurement process to select an Energy Services Company on behalf of 16 Franklin County municipalities and 3 regional school districts, including Mohawk Trail Regional. Staff also vetted template contracts for provision of energy-saving performance contract services at public facilities to increase operating efficiency and reduce taxpayer cost.

Franklin County Cooperative Inspection Program

- A total of 13 electrical permits were issued with \$1,740 in fees collected.
- A total of 9 plumbing permits were issued with \$750 in fees collected.
- All fees collected are returned to the Town.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff completed the Deerfield River Watershed Nonpoint Pollution Study which included detailed Action Plans to address sources of nonpoint pollution such as failing septic systems, river bank erosion, and stormwater runoff in the upper reaches of the Deerfield River and the North, Green, Chickley, and South River subwatersheds. This project was funded by an \$87,700 grant from the MA DEP.

Regional Preparedness Program

- The Regional Emergency Planning Committee (REPC), funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center.
- Staff met with the Board of Health once.
- Two Rowe officials attended the initial Hawlemont Emergency Dispensing Site planning meeting.

Western Regional Homeland Security Advisory Council

- Staff provided 25 UHF pagers to the Rowe Fire Department. Each pager was valued at \$365, for a total of \$9,125.

FRCOG Services to Shelburne – 2008

Note: Listed below are services provided directly to your Town in 2008. The FRCOG provides many other services on a regional basis that benefit your community. In addition to reviewing the service highlights below, we encourage you to read about the regional work we do in the main body of this report, as well as look at highlights from other towns. This will give you a full picture of what we did in 2008 as well as suggest how the FRCOG can assist your town with other important issues.

Community Coalition for Teens

- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Mohawk Trail Regional School administrators on results from 262 Mohawk students, representing 78% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.
- 4 students from Mohawk Trail Regional Middle and High schools attended the 17th Annual Youth Conference in May 2008 at Mahar Regional School. The day-long conference included 24 workshops, one of which was facilitated by the Mohawk students.
- Staff coordinated and conducted Alcohol Purchase Surveys of all open package stores in Shelburne on three occasions. These surveys, proven to reduce alcohol use among youth, involve sending young-looking-of-age undercover shoppers to check the stores' compliance with underage drinking laws. On the first round 80% of servers checked for identification. On the second round 60% of servers checked for identification. On the third round 100% of servers checked for identification.

Cooperative Bidding & Purchasing Program

- Shelburne participated in the cooperative bid for \$299,309 in Highway Products and Services through the Program. The total fee for participation in the bids was \$2,200.
- The Shelburne Falls Fire District participated in the Purchasing Program's cooperative bids and contracts for \$17,148 of #2 Fuel Oil, at a cost of \$145.

Energy Saving Performance Contracting

- Staff facilitated a regional procurement process to select an Energy Services Company on behalf of 16 Franklin County municipalities, including Shelburne, and 3 regional school districts, including Mohawk Trail Regional. Staff also vetted template contracts for provision of energy-saving performance contract services at public facilities to increase operating efficiency and reduce taxpayer cost.

Franklin County Cooperative Inspection Program

- A total of 92 building permits, including 2 dwelling units, were issued for Shelburne, for a total construction valuation of \$10,681. 34 Certificates of Inspection were issued. Total fees collected were \$10,681.
- A total of 56 electrical permits were issued with \$4,865 in fees collected.
- A total of 50 plumbing permits were issued with \$5,410 in fees collected.
- All fees collected are returned to the Town.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff secured Brownfields funding to conduct environmental site assessment work for the former Swan Building site on Bridge Street. The value of this work in 2008 was \$2,800.
- Staff worked with the Franklin County Route 112 Scenic Byway Advisory Committee on developing the Corridor Management Plan, including completing chapters on Cultural Resources and Tourist Services, Transportation Resources, and Community Planning Evaluation.

- Staff worked with members of the Shelburne Historical Commission, as part of the Mohawk Trail Scenic Byway (West) Facility Improvement Project, to determine locations within the town where historic marker signs are recommended.
- Staff coordinated the execution of a multi-agency Memorandum of Understanding for the Mohawk Trail Scenic Byway Land Protection Project which received \$500,000 in funding to purchase conservation restrictions and/or agricultural preservation restrictions (APRs) from willing landowners along the Mohawk Trail Scenic Byway.
- Staff compiled and provided additional information to the Massachusetts Historical Commission during the review of the nomination to expand the Shelburne Falls National Historic District.
- Staff worked to advance projects along the Mohawk Trail Scenic Byway including a project to develop a marketing plan for the Mohawk Trail, the Western Massachusetts Scenic Byways Marketing Project, and the Mohawk Trail Scenic Byway Historic Preservation Project.
- Staff conducted one FRCOG-requested traffic count in support of its Regional Traffic Count Program.
- Staff worked on developing safety improvements for crash-prone areas along Route 2 in Shelburne as part of the Route 2 West Safety Study.
- Staff provided technical assistance to a member of the public interested in learning more about roadway design to allow them to review plans for improvements to their street.
- Staff provided maps to the Shelburne Cable Advisory Committee for use in their negotiations with their cable provider.

Regional Preparedness Program

- The Mohawk Area Public Health Coalition (MAPHCO) awarded Shelburne \$766.55 to purchase Incident Command System (ICS) vests and Hazardous Materials (Hazmat) suits for board of health use in emergency response.
- The Regional Emergency Planning Committee (REPC), funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center.

Western Regional Homeland Security Advisory Council

- Staff provided 30 UHF pagers to the Shelburne Fire Department and Shelburne Ambulance. Each pager was valued at \$365, for a total of \$10,950.
- The Shelburne Fire Department received one MDT (Mobile Data Terminal) and GIS software, for an approximate value of \$4,500.
- The Shelburne Fire Department was awarded \$24,000 for improvements to their Emergency Operation Center, including a new generator and radio antennas.

Workshops & Training

- Two Shelburne law enforcement officials attended a Compliance Check Training co-sponsored by CCT.

FRCOG Services to Shutesbury – 2008

Note: Listed below are services provided directly to your Town in 2008. The FRCOG provides many other services on a regional basis that benefit your community. In addition to reviewing the service highlights below, we encourage you to read about the regional work we do in the main body of this report, as well as look at highlights from other towns. This will give you a full picture of what we did in 2008 as well as suggest how the FRCOG can assist your town with other important issues.

Cooperative Bidding & Purchasing Program

- Shutesbury participated in the Purchasing Program's cooperative bid for \$76,293 in #2 Fuel, Gasoline, and Diesel. The town also purchased \$262,199 in highway products and services through the Program. The total fee for participation in the bids was \$2,635.

Franklin County Cooperative Inspection Program

- A total of 87 building permits, including 2 dwelling units, were issued for Shutesbury, for a total construction valuation of \$1,376,417.7 Certificates of Inspection were issued. Total fees collected were \$9,406.
- All fees collected are returned to the Town.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff prepared an Official Zoning Map for the Planning Board related to their proposed zoning revisions.
- Staff completed a data request for the Shutesbury library.
- Staff participated in follow-up meetings and communication related to the recommendations that were developed as part of the Metacomet–Monadnock–Mattabesett (MMM) Trail Feasibility Study.

Regional Preparedness Program

- The Mohawk Area Public Health Coalition (MAPHCO) awarded Shutesbury \$883.51 to purchase a handheld computer and barcode scanner for board of health use in emergency response.
- Staff provided assistance and training for the town's Public Health Emergency effort, including Homeland Security compliant exercise support for all Emergency Dispensing Site (EDS) plans and Center for Disease Control (CDC) compliant emergency notification alert procedures.
- The Regional Emergency Planning Committee (REPC), funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center.

Western Regional Homeland Security Advisory Council

- Staff provided 35 UHF pagers to the Shutesbury Fire Department. Each pager was valued at \$365, for a total of \$12,775.
- Staff provided reimbursement for NIMS (National Incident Management System) certification and maintenance to Shutesbury first responders.

Workshops & Training

- 2 Officials attended "MAVEN Online Disease Reporting" -- Intro and Advanced Sessions.
- 1 Official attended the Indoor Air Quality & Chemical Spill Cleanup workshop.
- 1 Official attended "Acting as your own Public Info Officer (PIO)" Part II – Practical Exercises.

FRCOG Services to Sunderland – 2008

Note: Listed below are services provided directly to your Town in 2008. The FRCOG provides many other services on a regional basis that benefit your community. In addition to reviewing the service highlights below, we encourage you to read about the regional work we do in the main body of this report, as well as look at highlights from other towns. This will give you a full picture of what we did in 2008 as well as suggest how the FRCOG can assist your town with other important issues.

Community Coalition for Teens

- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Frontier Regional School administrators on results from 263 Frontier students, representing 68% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.

Cooperative Bidding & Purchasing Program

- Sunderland participated in the cooperative bids and contracts for \$189,483 in Highway Products and Services. The cost to participate in the bids was \$2,200.

Energy Saving Performance Contracting

- Staff facilitated a regional procurement process to select an Energy Services Company on behalf of 16 Franklin County municipalities, including Sunderland, and 3 regional school districts. Staff also vetted template contracts for provision of energy-saving performance contract services at public facilities to increase operating efficiency and reduce taxpayer cost.
- The Frontier RSD is participating in a second regional procurement process begun in the winter of 2008.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff provided technical assistance for the Town to consider the Chapter 43D Expedited Permitting program.
- Staff provided technical assistance to the Planning Board on potential zoning revisions to address affordable housing.
- Staff reviewed and provided comments on Sunderland's Commonwealth Capital Application.
- The EPA Targeted Watershed Grant for the Connecticut River Watershed conducted real time water quality monitoring for E.coli bacteria at several stations in Franklin County including the Sunderland Bridge. Results for the 2008 sampling season are posted on the project's website –
- <http://www.umass.edu/tei/mwwp/ctrivermonitoring.html>.
- Staff attended a site visit and provided detailed comments on the Environmental Notification Form (ENF) for the proposed Sugarbush Meadows affordable housing project in Sunderland.
- Staff completed a data request for a consultant working on a project for the Town of Sunderland.
- Staff completed a study to identify and evaluate locations for potential Park and Ride lots throughout the county. The study concluded that Route 116 in Sunderland would be an ideal location for a potential park and ride lot.
- Staff coordinated the execution of a multi-agency Memorandum of Understanding for the Connecticut River Scenic Byway Land Protection Project received \$500,000 in funding to purchase conservation restrictions and/or agricultural preservations restrictions (APRs) from willing landowners along the Connecticut River Scenic Farm Byway.
- Staff coordinated the design and permitting work completed by the engineering consultant and the certified arborist for the Connecticut River Scenic Farm Byway Sunderland Scenic Turnout Project to develop a scenic overlook on Route 47.
- Staff worked with the Pioneer Valley Planning Commission to complete the application to nominate the Connecticut River Scenic Farm Byway as a National Scenic Byway.

- Staff continued work to advance approved projects along the Connecticut River Scenic Farm Byway including the Western Massachusetts Scenic Byways Marketing Project and the development of Byway signs and a marketing website.
- Staff provided information to the Town Administrator on filling out a MassHighway Project Need Form.

Regional Health Inspection Program (served Sunderland until July 1, 2008)

- Staff served as the Town's Housing Code Enforcement Agent working on behalf of the Board of Health.
- Staff attended 2 regular Board of Health meetings.
- Staff conducted 24 housing or sanitary code inspections or re-inspections; issued 6 Orders to Correct and 4 Letters of Compliance for housing issues; and responded to numerous resident requests for housing code information.
- Staff responded to a police intervention, issued an Emergency Condemnation Order, filed a protective services report of Senior abuse or self-neglect, and assisted in securing social services for the resident.
- Staff conducted a comprehensive town-wide review of heating facilities in apartment complexes for compliance with MGL chapter 146 requirements.
- Staff conducted joint furnace safety inspections with the Department of Public Safety, and issued 2 Letters of Compliance after furnace modifications were completed.
- Staff responded to a water main break at an apartment complex and issuing a Boil Water Notice, monitored the disinfection process of the water supply system and removed the boil order after repairs were complete.
- Staff provided technical assistance to the Board of Health in requiring a comprehensive site plan to address chronic flooding and moisture problems at an apartment complex, resulting in extensive remediation and site work.

Regional Preparedness Program

- The Mohawk Area Public Health Coalition (MAPHCO) awarded Sunderland \$1,300.29 to purchase "Connect CTY" services for board of health use in emergency response.
- Provided staff assistance and training for the town's Public Health Emergency effort, including Homeland Security compliant exercise support for all Emergency Dispensing Site (EDS) plans and Center for Disease Control (CDC) compliant emergency notification alert procedures.
- Staff drafted and secured approval from the Commonwealth for the town's exercise "After-Action Review," a document that supports regional improvement through its corrective action planning. This action enabled Sunderland to qualify for \$8,624 in reimbursement funds from the Western Mass Homeland Security Council for its Door2Door Exercise.
- The Regional Emergency Planning Committee (REPC), funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center.
- Staff attended four Board of Health preparedness meetings. Staff also attended four Frontier Regional Emergency Dispensing Site planning meetings.

Town Accounting Program

- Staff produced biweekly vendor warrants, and provided monthly budget reports to all officials and department heads.
- At year end, Free Cash certification was completed, and Schedule A submitted. Provided assistance in completing the Recap for tax rate submission.
- Customized reports for committees and departments were developed and distributed.
- Assisted with annual audit.
- All accounting data was accessible over a secure internet connection to a server at the FRCOG office.
- Backups were completed daily and there was no unscheduled down time.

Western Regional Homeland Security Advisory Council

- Staff provided 35 UHF pagers to the Sunderland Fire Department. Each pager was valued at \$365, for a total of \$12,775.
- The Council awarded \$8,624 to Sunderland for its EDS surge exercise.

- The Council awarded \$5,350 for the Frontier EDS Drill for the towns of Deerfield, Conway, Sunderland and Whately.
- Montague Emergency Management was awarded \$80,000 for a 250 KW generator to service the Emergency Operations Center (EOC) in the new police station. The Montague EOC serves as secondary EOC for the towns of Greenfield, Gill, Erving, Wendell, Leverett, Sunderland, and Deerfield.
- Staff provided reimbursement for NIMS (National Incident Management System) certification and maintenance to Sunderland first responders.

Workshops & Training

- 2 Officials attended “Septic, Soils and Permits.”
- 1 Official attended the Municipal Alcohol Bylaws Enforcement Training.

FRCOG Services to Warwick -- 2008

Note: Listed below are services provided directly to your Town in 2008. The FRCOG provides many other services on a regional basis that benefit your community. In addition to reviewing the service highlights below, we encourage you to read about the regional work we do in the main body of this report, as well as look at highlights from other towns. This will give you a full picture of what we did in 2008 as well as suggest how the FRCOG can assist your town with other important issues.

Community Coalition for Teens

- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Pioneer Valley Regional School administrators on results from 211 Pioneer students, representing 83% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.
- 26 students from Pioneer Valley Regional Middle and High schools attended the 17th Annual Youth Conference in May 2008 at Mahar Regional School. The day-long conference included 24 workshops.
- CCT provided technical assistance to staff at the Pioneer Valley Regional School District to implement student-led social norms marketing campaigns addressing student health issues.

Cooperative Bidding & Purchasing Program

- Warwick participated in the Purchasing Program's cooperative bid for \$78,152 in #2 Fuel and Diesel. They purchased \$535,181 in Highway Products and Services through the Program. The town also participated in the Dog Licenses & Tags Program. The total fee for participation in the bids was \$1,723.
- Pioneer Valley Regional School District participated in the Purchasing Program's cooperative bid for #2 Fuel Oil for \$145.

Energy Saving Performance Contracting

- Staff facilitated a regional procurement process to select an Energy Services Company on behalf of 16 Franklin County municipalities, including Warwick, and 3 regional school districts. Staff also vetted template contracts for provision of energy-saving performance contract services at public facilities to increase operating efficiency and reduce taxpayer cost.
- The Pioneer Valley Regional School District is participating in a second regional procurement process begun in the winter of 2008.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff provided technical assistance to the Town on zoning revisions.
- Staff prepared and submitted an Economic Target Area application to the State that expands the benefits of the program to the Town of Warwick.
- Staff participated in follow-up meetings and communication related to the recommendations that were developed as part of the Metacomet–Monadnock–Mattabesett (MMM) Trail Feasibility Study.
- Staff conducted twenty-two town-requested traffic counts.
- Staff provided detailed speed analysis of those twenty-two traffic counts and assisted the Highway Superintendent and the Police Chief with developing potential updated speed limits for major roadways.
- Staff provided the Town with a road map to assist their efforts to review and update information.
- Staff provided Broadband Availability maps to assist with Town planning efforts.

Regional Preparedness Program

- The Regional Emergency Planning Committee (REPC), funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center.

Workshops & Training

- 2 Officials attended the Fuel and Regional Issues Roundtable.
- 1 Official attended the Indoor Air Quality & Chemical Spill Cleanup workshop.

FRCOG Services to Wendell – 2008

Note: Listed below are services provided directly to your Town in 2008. The FRCOG provides many other services on a regional basis that benefit your community. In addition to reviewing the service highlights below, we encourage you to read about the regional work we do in the main body of this report, as well as look at highlights from other towns. This will give you a full picture of what we did in 2008 as well as suggest how the FRCOG can assist your town with other important issues.

Community Coalition for Teens

- 33 students from Mahar Middle and High schools attended the 17th Annual Youth Conference in May 2008, which was held at Mahar. The day-long conference included 24 workshops.
- Four Mahar students were actively involved in the Youth Conference planning group, and 20 student council members volunteered at the Conference.
- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Mahar Regional School administrators on results from 272 Mahar students, representing 76% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.
- CCT surveyed all parents of students at Mahar Regional School, and using findings from the survey, will develop a social norms marketing campaign to promote positive parenting practices in the community. The campaign will be coordinated with the efforts of the North Quabbin Community Coalition and their Youth Policy Board.
- Staff facilitated the North Quabbin Teen Pregnancy Prevention Task Force and led a strategic planning process for teen pregnancy, HIV and STI prevention.
- CCT provided financial support to the North Quabbin-based Healthy Connections program, a community health educator, the Young Entrepreneurs Society (YES) in Orange, and the Athol Area YMCA.
- Staff helped integrate the Teen Outreach Program – a service-learning curriculum effective at reducing teen pregnancy, school drop-out, and school failure – into the Special Education Department at Mahar Regional School.
- Staff worked with Mahar Health Education Department in attending their school's Wellness Week as a resource for the High School students.
- In October, CCT received federal funding to mentor the North Quabbin Community Coalition through a strategic planning process for youth substance abuse prevention, with the goal of securing direct federal support for the North Quabbin Community Coalition in 2010.

Cooperative Bidding & Purchasing Program

- Wendell participated in the Purchasing Program's cooperative bid for \$29,869 in Gasoline and Diesel. They purchased \$177,486 in Highway Products and Services through the Program. The town also participated in the Dog Licenses & Tags Program. The total fee for participation in the bids was \$1,723.

Energy Saving Performance Contracting

- Wendell is participating in the second staff-facilitated regional procurement process for 6 Franklin County municipalities and 2 regional school districts to select an Energy Services Company (ESCO). The ESCO will provide energy-saving performance contract services at public facilities to increase operating efficiency and reduce taxpayer cost.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff assisted the Town in preparing an update to their Open Space & Recreation Plan.
- Staff participated in follow-up meetings and communications related to the recommendations that were developed as part of the Metacomet–Monadnock–Mattabesett (MMM) Trail Feasibility Study.

- Staff drafted and coordinated the review of the Goals and Objectives, Vision Statement, Scenic Resources, Land Use and Zoning, Natural Resources, Recreational Resources, Historic, Tourism and Traveler Services, and Transportation Chapters of the Mohawk Trail East Scenic Byway Corridor Management Plan (Athol to Greenfield) by the Byway Committee.
- Staff conducted seven town-requested traffic counts.
- Staff continued to provide assistance to the Town and the Route 2 Task Force to implement Route 2 Safety Improvements. In 2008 improvements in Athol/Phillipston were completed, reconstruction of two bridges near the French King Bowling Alley were completed, construction of improvements in Erving side commenced, improvements for Orange reached the 100% design stage, and the design of improvements in Erving Center and Farley began preliminary activities.

Regional Preparedness Program

- The Mohawk Area Public Health Coalition (MAPHCO) awarded Wendell \$708.92 to purchase supplies and equipment for board of health use in emergency response.
- The Regional Emergency Planning Committee (REPC), funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center.
- Staff attended one Board of Health meeting.
- Staff attended twelve Emergency Dispensing Site (EDS) meetings for the Montague Regional EDS as well as organizing and facilitating a regional tabletop dispensing exercise.

Town Accounting Program

- Staff produced biweekly vendor warrants, and provided monthly budget reports to all officials and department heads.
- At year end, Free Cash certification was completed, and Schedule A submitted. Provided assistance in completing the Recap for tax rate submission.
- Customized reports for committees and departments were developed and distributed.
- All accounting data was accessible over a secure internet connection to a server at the FRCOG office.
- Backups were completed daily and there was no unscheduled down time.

Western Regional Homeland Security Advisory Council

- Staff provided 20 UHF pagers to the Wendell Fire Department. Each pager was valued at \$365, for a total of \$7,300.
- \$5,800 was awarded by the Council for the Montague EDS Drill involving the towns of Montague, Erving, Gill and Wendell.
- Montague Emergency Management was awarded \$80,000 for a 250 KW generator to service the new Emergency Operations Center (EOC) in the new police station. The Montague EOC serves as secondary EOC for the towns of Greenfield, Gill, Erving, Wendell, Leverett, Sunderland, and Deerfield.
- Staff provided \$300 in reimbursement for Wendell's Continuity of Operations Plan (COOP) development
- \$24,250 was awarded by the Council to the Town of Orange Fire-Rescue-EMS for a new computer server and software upgrade for patient data collection and call tracking. The Orange EMS service provides service to the towns of Orange, New Salem, Wendell and Erving.

Workshops & Training

- 4 Officials attended "Let's Make a Plan" personal preparedness training.
- 1 Official attended Crisis Communications Planning for BOH.
- 1 Official attended "The National Public Health Performance Standards for Boards of Health."

FRCOG Services to Whately – 2008

Note: Listed below are services provided directly to your Town in 2008. The FRCOG provides many other services on a regional basis that benefit your community. In addition to reviewing the service highlights below, we encourage you to read about the regional work we do in the main body of this report, as well as look at highlights from other towns. This will give you a full picture of what we did in 2008 as well as suggest how the FRCOG can assist your town with other important issues.

Community Coalition for Teens

- Staff conducted a 100-question Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Frontier Regional School administrators on results from 263 Frontier students, representing 68% of the 8th, 10th, and 12th grade classes. Survey data meets federal No Child Left Behind requirements for the school, enables the school to receive Safe and Drug Free Schools funding, and is valuable for grant-writing and program planning.

Cooperative Bidding & Purchasing Program

- Whately participated in the Purchasing Program's cooperative bids and contracts for \$452,116 in Highway Products and Services. The cost to participate in the Highway contracts was \$2,200.

Energy Saving Performance Contracting

- Staff facilitated a regional procurement process to select an Energy Services Company on behalf of 16 Franklin County municipalities, including Whately, and 3 regional school districts. Staff also vetted template contracts for provision of energy-saving performance contract services at public facilities to increase operating efficiency and reduce taxpayer cost.
- The Frontier RSD is participating in a second regional procurement process begun in the winter of 2008.

Franklin County Cooperative Inspection Program

- A total of 87 building permits, including 3 dwelling units, were issued for Whately, for a total construction valuation of \$3,673,127. 11 Certificates of Inspection were issued. Total fees collected were \$22,644.
- A total of 54 electrical permits were issued with \$6,560 in fees collected.
- A total of 46 plumbing permits were issued with \$4,965 in fees collected.
- All fees collected are returned to the Town.

Franklin County Emergency Communications System

- Staff assisted the Franklin County Emergency Communications Oversight Committee in securing an additional \$623,941 for emergency communications for all Franklin County Communities. The equipment upgrade was funded with Homeland Security monies.

Planning and Development Department

- Staff worked to secure funding from DCR for the Heritage Landscape Inventory Program. Five communities in Franklin County were selected to participate in the program including Whately.
- Staff completed a study to identify and evaluate locations for potential Park and Ride lots throughout the county. The study concluded that the Route 5/10/116 intersection in Whately would be an ideal location for a future park and ride lot. A lot is currently under design by MassHighway.
- Staff conducted five traffic counts. Two of the counts were in support of the FRCOG Regional Traffic Count Program and three were to assist MassHighway with the design of the proposed Whately Park and Ride lot.
- Staff conducted two MassHighway-requested intersection manual turning movement counts to assist them with the design of the proposed Whately Park and Ride Lot. Staff updated information for the Town's Open Space maps, and reprinted the maps for the Town.

Regional Preparedness Program

- The Mohawk Area Public Health Coalition (MAPHCO) awarded Whately \$833.29 to purchase Emergency Dispensing Site (EDS) supplies for board of health use in emergency response.

- The Regional Emergency Planning Committee (REPC), funded with grants from the Massachusetts Emergency Management Agency (MEMA), provided the town with copies of an Incident Command System (ICS) Field Operations Guide, a valuable reference work for emergency planners. REPC staff also made available topographical and critical infrastructure maps for use in the town's emergency operations center.
- Staff attended five Board of Health preparedness meetings, including facilitating seminars on building town emergency plans. Staff also attended four Frontier Regional Emergency Dispensing Site planning meetings.

Town Accounting Program

- Staff produced biweekly vendor warrants, and provided monthly budget reports to all officials and department heads.
- At year end, Free Cash certification was completed, and Schedule A submitted. Provided assistance in completing the Recap for tax rate submission.
- Customized reports for committees and departments were developed and distributed.
- Assisted with annual audit.
- All accounting data was accessible over a secure internet connection to a server at the FRCOG office. Backups were completed daily and there was no unscheduled down time.

Western Regional Homeland Security Advisory Council

- Staff provided 40 UHF pagers to the Whately Fire Department. Each pager was valued at \$365, for a total of \$14,600.
- \$5,350 was awarded by the Council for the Frontier EDS Drill covering the towns of Deerfield, Conway, Sunderland and Whately.

Workshops & Training

- 1 Official attended the Employers Assn. of New England FRCOG Membership Briefing.
- 1 Official attended "Acting as your own Public Info Officer (PIO)" Part II – Practical Exercises.
- 1 Official attended the Fuel and Regional Issues Roundtable.
- 2 Officials attended Crisis Communications Planning for BOH.