



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 25

This form is intended for use with capital article submissions \geq \$25,000 with a lifespan of 5+ years. For major building projects, please consult the Town Administrator.

Please complete this form in its entirety! Initial Submission due November 1

☐ Check Here if this an expedited request for Winter 2023 Special Town Meeting

Department: CWF Submitted by: Chelsey Little

Item/Project Cost: \$283,800 Date Prepared: 11/01/2023

Item/Project Title: Montague Center Pump Station Upgrades

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$283,800**, or any other amount, for the purpose of upgrading the Montague Center Pump Station including any and all incidental and related costs, or pass any vote or votes in relation thereto.

Detailed Description for Background Materials: *(Provide a full description of the item or service. Use attachments as needed.)*

Pumps x2 (Centrifugal)	\$60,000
Wet Well Rehab (concrete, coatings/sealer, paint)	\$30,000
Dry Well Rehab (concrete, coatings/sealer, paint)	\$10,000
Generator w/switch gear	\$28,000
Electrical Contractor	\$10,000
Controls, including level controls (bring up to grade out of confined space)	\$20,000
Bypass pumping connection (currently does not have one)	\$10,000
Bypass pumping	\$5,000
Building concrete/repointing/stabilization	\$20,000
Air relief valve and appurtenances	\$50,000
Fencing/gate for security (currently non-existent)	\$10,000
Dehumidification system	\$5,000
Total:	\$258,000
Contingency of 10%	\$25,800
Grand Total:	\$283,800

Station Description:

The Montague Center Station is the Town's largest capacity station and is a multi-level structure with a very deep foundation, flat roof, and red brick masonry façade on the above ground level. This station was constructed adjacent to a waterway (the Sawmill River.) The structure is split into two major areas; wet well and dry well sides. The sides are divided by a concrete wall that extends from the base slab to the roof of the structure. The dry well is further divided into four levels.

Scoping Questions

Please elaborate in the comments box at bottom of the page

Do you have a written estimate or proposal for the scope of work?

If yes, attach the estimate

Is there a lease option for this expense?

Will this item or project replace a capital asset?

Will this create ongoing costs or savings?

Will this leverage grant or other external funding?

Is this request identified on the Capital Improvement Plan?

Yes**No**☐☒☐☒☒☐☐☒☐☒☒☐**Describe how the project/ purchase will be managed**

The Superintendent, along with Town Hall staff, will manage procurement and execution of the project.

Why is it essential that the Town makes this investment now?

The Montague Center Pump Station and it's components are original from it's installment in 1982 and need to be upgraded.

A summary of the detailed 2012 CDM Smith Engineering Report noted the following:

- No fence, puts station at risk for forced entry/vandalism to external generator and controls components
- Minor interior mortar deterioration, moisture damage to interior walls, need repairs on all levels, painting
- Exterior door replacement, brick and mortar needs re-pointing, painting
- Confined space entry is of significant concern relating to operator safety
- Due to age, risk of equipment failure is significant and increasing
- Capacity shortfall observed, larger pumps needed

The corresponding air relief valve and appurtenances located in the force main (that stems from the station) are in dire need of repair, as they have experienced corrosion due to prolonged exposure to sewer gases such as hydrogen sulfide. (See photo) Due to the importance of the relief valve on the overall operation of the station, it is recommended to perform the replacement of the valve assembly at the same time as the bypass occurs during the upgrade of the station.

Relative Priority : Your assessment of the how important this is to the Town at the present time.

Critical Importance



Highly Important

O

Moderately Important

O

Comments and additional information:

Photos

Station Exterior (2015)



Dry Well (2010, 2015)





Generator (2023)



Air Relief Valve and Appurtenances (2022)





Fall 2023 Special Town Meeting

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FY 24

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Please complete this form in its entirety! Initial Submission due August 10

Department:	<u>MONTAGUE DPW</u>	Submitted by:	<u>Tom Bergron</u>
Item/Project Cost:	<u>\$ 90,000</u>	Date Prepared:	<u>August 7, 2023</u>
Item/Project Title:	<u>Skid Steer</u>		

Proposed Article Wording:

To see if the town will vote to raise and appropriate, transfer borrow, or otherwise provide the sum of \$90,000 or any other amount for the purpose of purchasing a skid steer. or pass any other vote or votes in relation thereto.

Detailed Description for Background Materials: *(Provide a full description of the item or service. Use attachments as needed.)*

This skid steer will give the DPW the ability do many different things with attachments, we will able to cut the grass at both of the solar field that is the towns responsibility, the grade is so steep we cannot use our tractor, also mill small areas of road in order to repave, load trucks if necessary change attachments and fill trucks with snow for snow removal off the streets, backfill ditches when a smaller machine can stay in its own lane. The Turners Falls airport has a skid steer now which we use but getting it is not always easy when we are in need for it, although the airport dose have many attachments that we can use on the skid steer and are more available than the machine itself.

Enter response

Have you received an estimate as a basis for cost? (yes/no)

yes

- If yes, please attach estimate

Are grant or other funds available to offset cost? (yes/no)

no

Is there a lease option for this expense? (yes/no)

no

Will this item or project replace old equipment? (yes/no)

no

If replacement, estimate surplus value:

Will it create other ongoing costs or savings? (yes/no)

Why is it essential that the Town makes this investment now?

Make your argument for why this project is necessary and timely

Relative Priority

Your assessment of the how important this is to the Town at the present time.

Critical Importance

X

Highly Important

O

Moderately Important

O

If submitting more than one request, where does this stand as a priority relative to the others you are submitting?

First

X

Second

O

Third

O

Fourth or Lower

O

Comments:

The DEP also monitors the grass cutting around the burn dump solar fields.

Final recommendation of Capital Improvements Committee:

O Support

O Not Support

Comments on Recommendation:



Fall 2023 Special Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
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Please complete this form in its entirety! Initial Submission due August 10

Department: MONTAGUE DPW

Submitted by: Tom Bergron

Item/Project Cost: \$ 40,401.36

Date Prepared: October 23, 2023

Item/Project Title: Equipment trailer

Proposed Article Wording:

To see if the town will vote to raise and appropriate, transfer borrow, or otherwise provide the sum of \$ 40,401.36 or any other amount for the purpose of purchasing a skid steer. or pass any other vote or votes in relation thereto.

Detailed Description for Background Materials: (Provide a full description of the item or service. Use attachments as needed.)

This Trailer will replace the 1987 10-ton trailer that the steel is fatigued, the new trailer will have longer ramps and tilting trailer bed making loading and unloading safer. It will also allow us to put two pieces of equipment on the trailer, which means less trips to the project sight and having to return to the DPW to get another piece of equipment.

Enter response

Have you received an estimate as a basis for cost? (yes/no)

yes

- If yes, please attach estimate

Are grant or other funds available to offset cost? (yes/no)

no

Is there a lease option for this expense? (yes/no)

no

Will this item or project replace old equipment? (yes/no)

yes

If replacement, estimate surplus value:

\$1000

Will it create other ongoing costs or savings? (yes/no)

saving

Why is it essential that the Town makes this investment now?

The has approximant build time of 72 weeks if we order it now we could have it by the spring.

Make your argument for why this project is necessary and timely

This will replace a 1987 equipment trailer that has steel rail that are fatigued and could break causing damage to equipment and others.

Relative Priority

Your assessment of how important this is to the Town at the present time.

Critical Importance

X

Highly Important

O

Moderately Important

O

If submitting more than one request, where does this stand as a priority relative to the others you are submitting?

First

X

Second

O

Third

O

Fourth or Lower

O

Comments:

Final recommendation of Capital Improvements Committee:

O Support

O Not Support

Comments on Recommendation:

ATTENTION: Brooke Tyler

Sourcewell Quote Valid for 7

Reference No: 252921JDM

Ship To:

Sourcewell - Contract #092922-FTS
Town of Montague, Ma

Phone:

FAX:

Days

Bill to:

Sourcewell - Contract #092922-
FTS FAX:

Tyler Equipment Corp.
251 Shaker Rd
East Longmeadow MA

Customer Unit/Stock:

Phone:

PO#

Quote Date
Order Date

10/06/2023

Sales Person

Sourcewell Discount

Jacob Meyer

12%

0%

Appx Completion

Other Charge

Product ID

76 (weeks)

FT-45-2 TA Deck Over -
Tilt

Order Status

Quote

Addtl Disc/Terms

Net Due 30 Days

Serial No

Shipping Notes:

Drawing No:

OVL Length: 38

Notes: sourcewell member cost

Copy No:

Part No:

MRP No:

Smart No: 6.52438

Appx Wgt +/-:

9,850 lbs

Item Type	Options	Description	Add Qty	Unit	Total Qty	Total Amt
Base Trailer		FT-45-2 TA		Each	0	\$36,518.00
Deck Length		Add Tilt Deck Length		Feet	24	\$0.00
Beavertail		Wood Inlaid Beavertail		Opt	6	\$0.00
Deck Type		White Oak 2" Nom		Std	1	\$0.00
Ramps; Rear	✓	6' X 38" With Tapered Approach Wood Inlaid, Air Operated		Pair	1	\$4,308.00
Appx Deck Height		33" Loaded		Inches	1	\$0.00
Width		102" OD		Feet	30	\$0.00
Tie Downs	✓	D-Rings, 1" ** Straight ** (One Set Centered on BVT)	4	Each	16	\$200.00
Brakes		Air, ABS 2S/1M, Meritor WABCO (Parking brakes on all axles)		Std	1	\$0.00
Axles		25K Oil Bath		Std	2	\$0.00
Suspension		49" Spread (Spring), 9700 Hutch		Std	1	\$0.00
Suspension		25,000 lb Heavy Duty 3 leaf springs, for Hutch 9700		Axle	2	\$0.00
Tires & Wheels		235/75R 17.5 J, 8 Bolt [17.5 x 6.75] Hub Pilot		Each	8	\$0.00
Hitch Length		Center of Coupler to Headboard, Appx		Feet	6.5	\$0.00
Hitch Type		3" Adjustable Lunette Eye/Pintle, [C] 66,000 lb Plate Mount (3/4" Bolt)		Std	1	\$0.00
Jack	✓	140,000 lb Twin 2 Speed (39,000 lb Lift Capacity)		Pair	1	\$484.00
Plug		7 Pole Semi		Each	1	\$0.00
Lights		LED Lights (Peterson), Sealed Wiring Harness (Sealco)		Std	1	\$0.00
Lights		Mid-Turn Lights		Std	1	\$0.00
Lights	✓	Amber LED Oval Strobe Lights, Switched and Mounted in Tailboard (Harness Powered)		Opt	1	\$601.00
Trailer Color		Felling Black # CCA945378 (White Felling Decal)		Std	1	\$0.00
Stripe Color		White		Std	1	\$0.00
Standard		1/2" Safety Chains, Grade 70		Std	1	\$0.00
Standard		Air Bag Tilt (Dual Air Bags) 120psi required		Std	1	\$0.00
Standard		Air Operated Tilt Deck Lock		Std	1	\$0.00
Standard		Document Holder		Std	1	\$0.00
Standard		Protective Cover for the Air Tilt Control Switches		Std	1	\$0.00
Standard		Side Mounted Step, 1 Standard, Road Side		Std	1	\$0.00

Item Type	Options	Description	Add Qty	Unit	Total Qty	Total Amt
Option	✓	Toolbox, Extended as far forward as possible (with lockable latch) in a-frame area of hitch		Opt	1	\$336.00
GVWR		54,200 lbs		Std	1	\$0.00



**MSO's are not released until
Payment Received**



****FOB IF NO FREIGHT charged****

**** FET Tax may apply on 26,000 lb GVWR
and above ****

****State and Local taxes may not be
reflected in quoted price****

Please sign and date your acceptance of this quote:

Standard List Price:	\$42,447.00
Sourcewell Discount:	\$5,093.64
Sub Total:	\$37,353.36
Net Cost:	\$37,353.36

Sourcewell Freight:	\$3,048.00
Material Surcharge:	\$0.00
Other Charge (see above):	\$0.00
Sales Tax:	\$0.00
License Fees:	\$0.00
FET TAX (Less Tire Deduct):	\$0.00
TOTAL U.S.D.	\$40,401.36



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☐ Check Here if this an expedited request for Winter 2023 Special Town Meeting

Department:	<u>Montague DPW</u>	Submitted by:	<u>Tom Bergeron</u>
Item/Project Cost:	<u>\$222,880</u>	Date Prepared:	<u>October 31, 2023</u>
Item/Project Title:	<u>South Ferry Road Culvert Replacement</u>		

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$222,880** or any other amount, for the purpose of replacing the culvert at South Ferry Road, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

Detailed Description for Background Materials: *(Provide a full description of the item or service. Use attachments as needed.)*

The South Ferry Road culvert services a small tributary to the Sawmill River. The culvert is undersized and has a history of causing localized flooding issues. The 24" asbestos pipe culvert will be replaced with a precast concrete box culvert that will meet Massachusetts Stream Crossing Standards. The work will improve riverine habitat along the Sawmill River and reduce localized flooding.

Scoping Questions**Yes****No**

Please elaborate in the comments box at bottom of the page

Do you have a written estimate or proposal for the scope of work?

☒☐

If yes, attach the estimate

Is there a lease option for this expense?

☐☒

Will this item or project replace a capital asset?

☒☐

Will this create ongoing costs or savings?

☐☒

Will this leverage grant or other external funding?

☒☐

Is this request identified on the Capital Improvement Plan?

☒☐**Describe how the project/ purchase will be managed**

The project has been designed by a consultant engineer and the permits are being finalized. The DPW would install the culvert in-house in accordance with the engineer's plans. The budget accounts for hiring the engineer to provide limited oversight of the project to ensure permit compliance and quality control. The budget is based on an estimate prepared by the engineer.

Why is it essential that the Town makes this investment now?

While there are at least 22 other culverts in critical condition in Montague, this culvert project has a design and permitting in hand- an investment of approximately \$80,000. A delay to the project will require re-engineering and re-permitting the project. Localized flooding will continue to occur.

Relative Priority : Your assessment of the how important this is to the Town at the present time.

Critical Importance

Highly Important

Moderately Important

XOX

O

O

Comments and additional information:

The work leverages a \$25,000 assessment/design grant by the Mass Dept of Ecological Resources which was initial seed money for the project.

The culvert was identified for replacement in the 2021 Culvert Inventory

Doing the project “in-house” by DPW staff instead of “bidding out” the job is expected to save at least \$75,000.

Montague has 194 culverts associated with stream crossings. The culvert inventory has identified 22 culverts in critical condition and 17 in poor condition. Replacement of culverts requires that they be brought up to current stream crossing standards, which can greatly increase their size (and cost) but will ensure they be more resilient to future storm events. This can be a model for future culvert repair projects that are addressed “in-house” by DPW instead of contracting out the work.

The Selectboard had considered funding this project with MassDOT funds through the Regional Transportation Improvement Plan, however that was deemed unfeasible as it would have cost the town \$300,000 in engineering fees and cost the State over \$500,000 for construction.

PROJECT #195113356		SHEET #		PAGE #	
CLIENT: Town of Montague, MA		MADE BY: BMR		DATE: 5/24/2023	
		CHKD BY: RL		DATE: 5/24/2023	
PROJECT: South Ferry Road Crossing Replacement		REV BY: BMR		DATE: 11/1/2023	
SUBJECT: Estimate of Probable Construction Costs for Funding		REV BY:		DATE:	
Item No.	Description	Unit	Unit Price	Quantity	Price
101	Clearing and Grubbing	LS	\$1,200.00	1	\$1,200.00
115.1	Demo of Existing Culvert and Headwalls	LS	\$7,000.00	1	\$7,000.00
120	Earth Excavation	CY	\$10.00	580	\$5,800.00
120.1	Unclassified Excavation	CY	\$16.00	100	\$1,600.00
144	Class B Rock Excavation	CY	\$85.00	20	\$1,700.00
151	Gravel Borrow	CY	\$35.00	380	\$13,300.00
156.1	Crushed Stone For Bridge Foundations	CY	\$28.00	120	\$3,360.00
170	Fine Grading and Compacting	SY	\$1.00	550	\$550.00
402.11	Dense Graded Crushed Stone for Shoulders	CY	\$35.00	10	\$350.00
450.22	Superpave Surface Course 9.5 (SSC-9.5)	TONS	\$220.00	50	\$11,000.00
450.31	Superpave Intermediate Course 12.5 (SSC-12.5)	TONS	\$180.00	90	\$16,200.00
450.71	Superpave Bridge Protective Course 9.5 (SPC B-9.5)	TONS	\$300.00	10	\$3,000.00
452	Asphalt Emulsion for Tack Coat	GAL	\$50.00	20	\$1,000.00
620.1	Steel Beam Highway Guard Type TL-2 Single Face	LF	\$36.00	250	\$9,000.00
627.72	Guardrail Manufactured TL-2 End Section	EACH	\$1,800.00	4	\$7,200.00
697	Sedimentation Fence	LF	\$3.50	300	\$1,050.00
698.1	Geotextile Fabric for Stabilization	SY	\$5.00	220	\$1,100.00
698.3	Geotextile Fabric for Seperation	SY	\$5.00	250	\$1,250.00
698.4	Geotextile Fabric for Permanent Erosion Control	SY	\$5.00	220	\$1,100.00
751	Loam for Roadsides	CY	\$28.00	54	\$1,512.00
765	Seeding	SY	\$2.00	200	\$400.00
772.036	Arborvitae 5-6 Feet	EACH	\$175.00	4	\$700.00
965	Barrier Membrane, Welded By Torch (F)	SF	\$14.00	280	\$3,920.00
983.02	Modified Dumped Rip Rap for Channel Stabilization	TON	\$44.00	70	\$3,080.00
983.1	Rip Rap for Slope Stabilization	TON	\$44.00	18	\$792.00
991.1	Control of Water (Bypass System)	Unit	\$5,000.00	1	\$5,000.00
995.03	Precast Box Culvert, with Champfered End Section (Concrete Class AAA)	LS	\$75,000.00	1	\$75,000.00
CONSTRUCTION SUBTOTAL:					\$177,164
10% Contingency					\$17,716
Engineering Services During Construction					\$28,000
Project Total:					\$222,880

***Assumptions :**

1. Unit price costs assume that the project will be constructed by the Town and not publicly bid.
2. The unit prices do not include Town labor costs.
3. The highlighted line items are scope of work that are assumed to be performed by subcontractors to the Town.
4. Costs associated with the rental of equipment to set the box culvert are included as part of the unit price for Item#995.03



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The Contractor shall verify and be responsible for all dimensions. DO NOT scale the drawing - any errors or omissions shall be reported to Stantec without delay.

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Consultants

Notes

1. THE EXISTING CONDITIONS SITE PLAN THAT SERVES AS THE BASIS FOR THESE DRAWINGS ARE THE RESULT OF A TOPOGRAPHIC SURVEY PERFORMED BY MARTINEZ COUCH AND ASSOCIATES (MCA) OF ROCKY HILL, CT IN SEPTEMBER 2022 AND IS BASED ON THE NAVD 1988 DATUM AND IS OF MASSACHUSETTS STATE PLANE.
2. WETLANDS WERE DELINEATED BY CHRIS GUIDA OF FIELDSTONE LAND CONSULTANTS, PLLC IN AUGUST 2022.

Revision	By	Appd.	YY.MM.DD

File Name: 13487-04-EXISTING.dwg	MRO	BMR	BMR	22.09.16
	Dwn.	Chkd.	Dsgn.	YY.MM.DD

Permit-Seal

Client/Project
TOWN OF MONTAGUE
MASSACHUSETTS

Title

25% CONCEPT PLAN FOR TOWN REVIEW

Project No.

Scale
AS NOTED

Drawing No.

Sheet

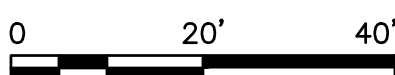
Revisor

C-100

0



SCALE: 1" = 20'





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Department:	<u>Montague DPW</u>	Submitted by:	<u>Tom Bergeron</u>
Item/Project Cost:	<u>\$500,000</u>	Date Prepared:	<u>October 31, 2023</u>
Item/Project Title:	<u>Manhole relining and sewer lining</u>		

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$500,000** or any other amount, for the purpose of Lining sewer manhole with excessive water infiltration also reline asbestos sewer pipes that are starting to fail, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

Detailed Description for Background Materials: *(Provide a full description of the item or service. Use attachments as needed.)*

We have several sewer manholes that infiltrated with water, these manhole are located in Turners Falls and in Millers Falls, The manhole in Millers Falls is some of the reason for the extra cost given the town By the Town of Erving for have to prosses extra sewage.

There are 63 miles of sewer pipe in Montague many have been replaced yet many have not those that have not be replace are any where from 60 to 100 years old and some are asbestos pipe and are beginning to seep water, there are also lines that need relining do to the fact that they are clay pipe and infiltrated with roots and are leaking water into the sewer system causing the CWTP to prosses clean water make the process more expensive.

Scoping Questions**Yes****No**

Please elaborate in the comments box at bottom of the page

Do you have a written estimate or proposal for the scope of work?

☒☐

If yes, attach the estimate

Is there a lease option for this expense?

☐☒

Will this item or project replace a capital asset?

☐☒

Will this create ongoing costs or savings?

☒☐

Will this leverage grant or other external funding?

☐☐

Is this request identified on the Capital Improvement Plan?

☒☐**Describe how the project/ purchase will be managed**

Who will manage procurement and execution of the project? Will external resources be required for design, engineering, procurement, or construction oversight?

The DPW will handle execution.

Why is it essential that the Town makes this investment now?

Make your argument for why this project is necessary and timely. Articulate the benefits of the project. If necessary, describe the consequences of inaction.

Do relining of both manholes and sewer pipes the tow will money, for one the manholes and sewers will no longer leak water causing extra sewerage going to Evering and the CWF to prosses water.

Relative Priority : Your assessment of the how important this is to the Town at the present time.

Critical Importance

Highly Important

Moderately Important

XOX

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Comments and additional information:



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Department: Montague DPW Submitted by: Tom Bergeron

Item/Project Cost: \$30,000 Date Prepared: November 2, 2023

Item/Project Title: Paving 1 St Ally

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$30,000**, or any other amount, for the purpose of Paving First St. ally, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

Detailed Description for Background Materials: (Provide a full description of the item or service. Use attachments as needed.)

This funding will be to pave the First street ally, which is not part of the Chapter 90 program.

Scoping Questions

Please elaborate in the comments box at bottom of the page

Do you have a written estimate or proposal for the scope of work?

If yes, attach the estimate

Is there a lease option for this expense?

Will this item or project replace a capital asset?

Will this create ongoing costs or savings?

Will this leverage grant or other external funding?

Is this request identified on the Capital Improvement Plan?

Yes**No**☐☒☐☒☐☒☒☐☒☐☐☒**Describe how the project/ purchase will be managed**

Who will manage procurement and execution of the project? Will external resources be required for design, engineering, procurement, or construction oversight?

Montague DPW will manage and do the work

Why is it essential that the Town makes this investment now?

Make your argument for why this project is necessary and timely. Articulate the benefits of the project. If necessary, describe the consequences of inaction.

Relative Priority : Your assessment of the how important this is to the Town at the present time.

Critical Importance

Highly Important

Moderately Important

XOX

O

O

Comments and additional information:



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Department:	<u>Montague DPW</u>	Submitted by:	<u>Tom Bergeron</u>
Item/Project Cost:	<u>\$200,000</u>	Date Prepared:	<u>October 31, 2023</u>
Item/Project Title:	<u>Town Hall Parking Lot Rehabilitation</u>		

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$200,000** or any other amount, for the purpose of rehabilitating the public parking lot at Town Hall One Avenue A, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

Detailed Description for Background Materials: *(Provide a full description of the item or service. Use attachments as needed.)*

The pavement at the Town Hall Parking Lot is in poor condition. It has not been repaved in over 20 years. The blue “butler building” would be removed and possibly relocated as part of this work to make space for additional overflow parking. The parking lot entrance off First Street would be better defined and safer with the inclusion of curbing and a vegetated buffer. The newly paved lot would be properly painted and marked with code-compliant signage.

Scoping Questions**Yes****No**

Please elaborate in the comments box at bottom of the page

Do you have a written estimate or proposal for the scope of work?

☐☒

If yes, attach the estimate

Is there a lease option for this expense?

☐☒

Will this item or project replace a capital asset?

☒☐

Will this create ongoing costs or savings?

☐☒

Will this leverage grant or other external funding?

☐☒

Is this request identified on the Capital Improvement Plan?

☒☐**Describe how the project/ purchase will be managed**

The project will be administered by the DPW. The bulk of the work would be contracted out to a paving contractor.

Why is it essential that the Town makes this investment now?

The pavement is in poor condition. The planned loss of the first street parking lot for the purpose of developing affordable housing is going to modestly increase parking demand on the town Hall lot. This project will allow the town to remove the surplus butler building to repurpose that space and open sightlines to the riverfront from downtown.

Relative Priority : Your assessment of the how important this is to the Town at the present time.

Critical Importance

Highly Important

Moderately Important

X

Comments and additional information:



town hall 1

2021 Aerial Imagery
Property Tax Parcels



- Remove Butler Building
- 2 Vegetated islands +/- 300 ft of curbing
- Repave +/- 40,000 square feet



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 25

This form is intended for use with capital article submissions \geq \$25,000 with a lifespan of 5+ years. For major building projects, please consult the Town Administrator.

Please complete this form in its entirety! Initial Submission due November 1

☐

Check Here if this an expedited request for Winter 2023 Special Town Meeting

Department: Libraries Submitted by: Caitlin Kelley

Item/Project Cost: \$150,000 Date Prepared: 10/17/2023

Item/Project Title: Massachusetts Public Library Construction Program Funding Appropriation

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$150,000**, or any other amount, for the purpose of funding for the planning and design phase of the Massachusetts Public Library Construction Program, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

Detailed Description for Background Materials: *(Provide a full description of the item or service. Use attachments as needed.)*

The Massachusetts Board of Library Commissioners requires municipalities applying for state construction program funding to appropriate \$150,000 for the planning and design phase of the Massachusetts Public Library Construction Program. Should the town fail to be accepted into the state construction program, these funds will not be used.

During the planning and design phase of the project, the Libraries's director, the Trustees' Building Committee, and a special Community Building Committee will work with an architect on design options for both an expansion of the existing Carnegie Library and a new main library, which would be located at 38 Avenue A. Public comment would be sought and a ballot initiative would be voted on at a future town meeting. Based on Montague's community need, the town is eligible to have 67.53% of eligible construction costs covered by the state program.

Scoping Questions**Yes****No**

Please elaborate in the comments box at bottom of the page

Do you have a written estimate or proposal for the scope of work?

☐☒

If yes, attach the estimate

Is there a lease option for this expense?

☐☒

Will this item or project replace a capital asset?

☒☐

Will this create ongoing costs or savings?

☐☒

Will this leverage grant or other external funding?

☒☐

Is this request identified on the Capital Improvement Plan?

☒☐**Describe how the project/ purchase will be managed**

The Library Director will manage the project with support from the Library Trustees' Building Committee and will collaborate with an architect hired with project funds.

Why is it essential that the Town makes this investment now?

The Carnegie Library does not meet the needs of the Montague community and has not for the past 108 years, when the first expansion of the building was proposed in 1915. The opportunity to either expand the Carnegie Library or build a new main library with over 67% of eligible construction costs covered will not come around again for many years and there's no guarantee that the state will have the resources to be as generous in their next construction round. To act now is to make a sound investment in our community with the goal of providing a library space that serves the needs of everyone in Montague.

Relative Priority : Your assessment of the how important this is to the Town at the present time.

Critical Importance

Highly Important

Moderately Important

X

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Comments and additional information:



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 25

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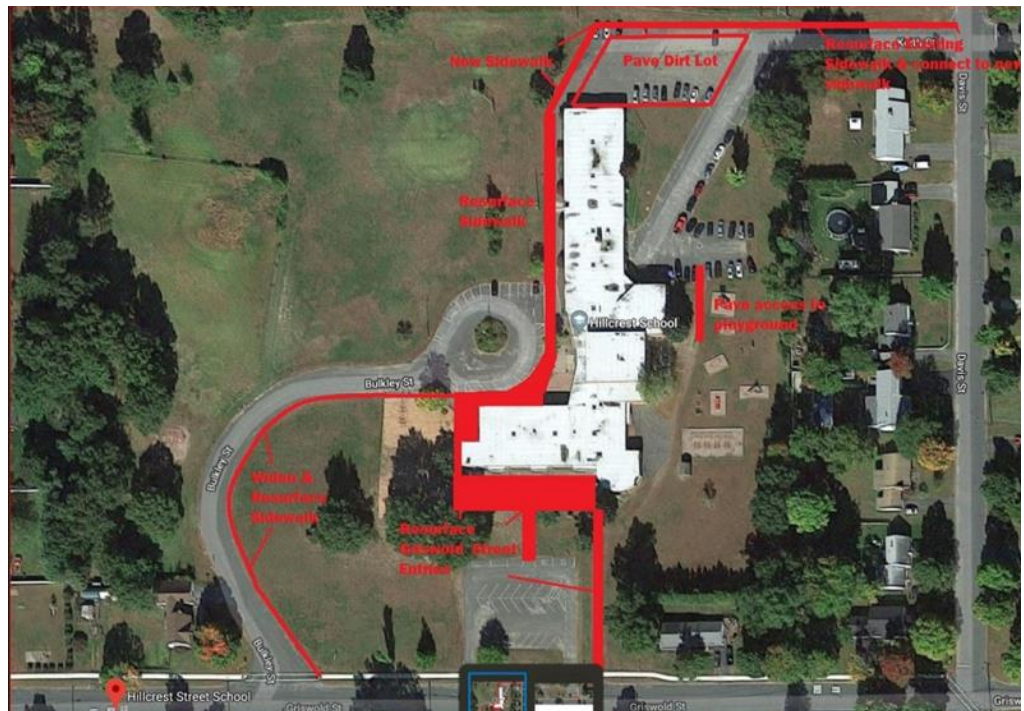
Department:	GMRSD	Submitted by:	Joanne Blier for School Committee
Item/Project Cost:	\$100,000	Date Prepared:	11/28/23
Item/Project Title:	Hillcrest Elementary School – Paving / sidewalk upgrades and repairs		

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$100,000**, or any other amount, for the purpose of repairing and upgrading the Hillcrest pavement and sidewalks, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

Detailed Description for Background Materials: *(Provide a full description of the item or service. Use attachments as needed.)*

This has been discussed in the past as the pavement is in very bad shape especially along the sidewalks. The parent parking lot is too small, and the school needs a “rolling drop off” area that is separate from the buses. The employee park in a dirt lot and the area is prone to flooding and is an uneven surface that becomes dangerous during winter months. The sidewalks need to be upgraded to meet ADA requirements.





Scoping Questions

Please elaborate in the comments box at bottom of the page

Do you have a written estimate or proposal for the scope of work?

If yes, attach the estimate

Is there a lease option for this expense?

Will this item or project replace a capital asset?

Will this create ongoing costs or savings?

Will this leverage grant or other external funding?

Is this request identified on the Capital Improvement Plan?

Yes

No

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Describe how the project/ purchase will be managed

The Facilities director will work with the Town DPW superintendent and contractors to determine how to meet the need.

Why is it essential that the Town makes this investment now?

The pavement on the roadway and the sidewalks continues to deteriorate at the Hillcrest Elementary School making for hazardous conditions for staff, families and students walking in the area. In addition, the staff park in a partially dirt lot that is prone to flooding and the parent lot is too small for the number of families doing drop offs on a daily basis. It would also be helpful to create a rolling drop off area that is separate from the bus drop off area.

Relative Priority : Your assessment of the how important this is to the Town at the present time.

Critical Importance	Highly Important	Moderately Important
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments and additional information:



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 25

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Please complete this form in its entirety! Initial Submission due November 1

☐ Check Here if this an expedited request for Winter 2023 Special Town Meeting

Department: GMRSD Submitted by: Joanne Blier for School Committee

Item/Project Cost: \$20,000 Date Prepared: 11/28/23

Item/Project Title: Sheffield Elementary School – Main Office Reconfiguration

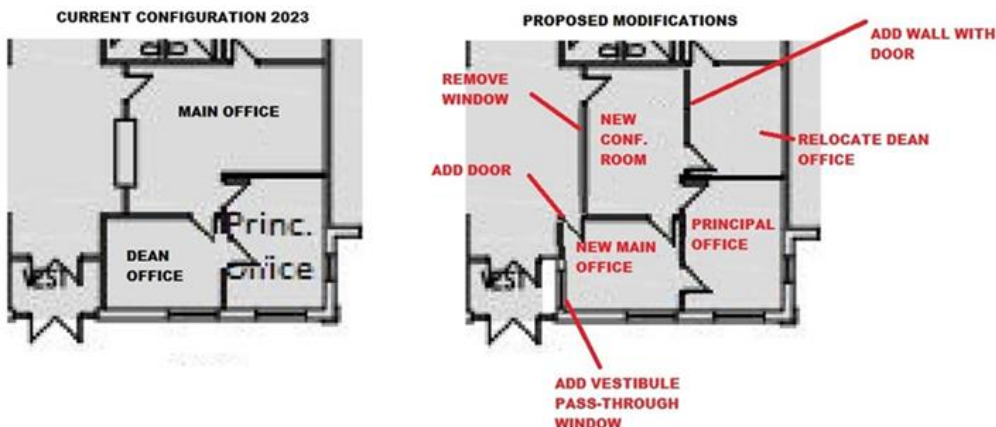
Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$20,000**, or any other amount, for the purpose of reconfiguring the Sheffield main office, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

Detailed Description for Background Materials: (Provide a full description of the item or service. Use attachments as needed.)

While the Sheffield Elementary school main entrance, has the double door entrance, there is no window from the reception area into that entryway. The reconfiguration would make the following changes:

- Convert the current dean's office into the new Main Office/ Administrative Assistant's Office. A pass-through window would be installed to the double door entryway and a door would be installed to the open hallway for staff to enter the main office without going through the conference room
- A wall would be added to the current Main Office and move the Dean's office
- A new conference room would be created when splitting the current Main office with the new all, as Sheffield admin does not have a space for meetings.
- If conference room was in use, Dean would be able to enter their office through copy room, principal could enter their office through the new main office.



Scoping Questions	Yes	No
<i>Please elaborate in the comments box at bottom of the page</i>		
Do you have a written estimate or proposal for the scope of work? <i>If yes, attach the estimate</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a lease option for this expense?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will this item or project replace a capital asset?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will this create ongoing costs or savings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will this leverage grant or other external funding?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is this request identified on the Capital Improvement Plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

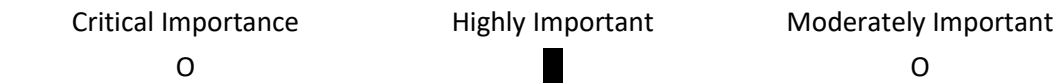
Describe how the project/ purchase will be managed

Who will manage procurement and execution of the project? Will external resources be required for design, engineering, procurement, or construction oversight? The Facilities director will work with contractors to design and build out the rooms over the summer of 2024.

Why is it essential that the Town makes this investment now?

Make your argument for why this project is necessary and timely. Articulate the benefits of the project. If necessary, describe the consequences of inaction. While the Sheffield Elementary School has a double door entryway, there is not a window directly into the main office from that entryway. Visitors must be buzzed through before they are met by the admin assistant. This reconfiguration would move the Admin Assistant’s office and install a window to the double door entryway to prevent the public from having to be admitted into the school to talk with Administrators. The Sheffield elementary school is also in desperate need for conference space for private meetings with parents and teachers.

Relative Priority : Your assessment of the how important this is to the Town at the present time.



Comments and additional information:



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 25

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Please complete this form in its entirety! Initial Submission due November 1

☐ Check Here if this an expedited request for Winter 2023 Special Town Meeting

Department:	<u>GMRSD</u>	Submitted by:	<u>Joanne Blier for School Committee</u>
Item/Project Cost:	<u>\$40,000</u>	Date Prepared:	<u>11/28/23</u>
Item/Project Title:	<u>Hillcrest Elementary School – Cafeteria reconfiguration to make breakout space</u>		

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$40,000**, or any other amount, for the purpose of reconfiguring the Hillcrest cafeteria to create breakout space, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

Detailed Description for Background Materials: *(Provide a full description of the item or service. Use attachments as needed.)*

We have some space constraints at all of our elementary schools, but at Hillcrest, we have really been struggling. While we have managed with the space we have, there has been talk of a modular building to expand the classroom and breakout space for related service providers (OT, PT, SLP, ELL) and Art and Music. However, a much lower cost option would be to reconfigure the café stage space to create an additional room. This would require a ramp as the stage is slightly elevated. We will also need electrical, fire and HVAC modifications in the new break out space..

Scoping Questions

Please elaborate in the comments box at bottom of the page

Do you have a written estimate or proposal for the scope of work?

If yes, attach the estimate

Is there a lease option for this expense?

Will this item or project replace a capital asset?

Will this create ongoing costs or savings?

Yes

No

☐☒☐☒☐☒☐☒

Will this leverage grant or other external funding?

☐☒

Is this request identified on the Capital Improvement Plan?

☐☒

Describe how the project/ purchase will be managed

The Facilities director will work with contractors to determine how to divide the space to create more breakout space that meets all of the requirements of the building code.

Why is it essential that the Town makes this investment now?

The Hillcrest principal has requested modular buildings for the past several years to provide more breakout space. This is a less expensive option. Many of our related service providers share space.

Relative Priority : Your assessment of the how important this is to the Town at the present time.

Critical Importance

○

Highly Important



Moderately Important

○

Comments and additional information: