

MONTAGUE SELECTBOARD MEETING

1 Avenue A, Turners Falls and VIA ZOOM

Monday, December 1, 2025

AGENDA

Join Zoom Meeting: <https://us02web.zoom.us/j/82148295712>

Meeting ID: 821 4829 5712 Password: 394782 Dial into meeting: +1 646 558 8656

This meeting/hearing of the Selectboard will be held in person at the location provided on this notice.

Members of the public are welcome to attend this meeting. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda should make plans for in-person vs. virtual attendance accordingly.

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

Meeting Being Taped

Votes May Be Taken

1. 6:30PM Selectboard Chair opens the meeting, including announcing that the meeting is being recorded and roll call taken
2. 6:30 Approve Minutes: Selectboard Meetings: Nov. 10, 2025, Nov. 17, 2025, and August 11, 2025, Selectboard Retreat Meeting
3. 6:32 **Public Comment Period:** Individuals will be limited to two (2) minutes each and the Selectboard will strictly adhere to time allotted for public comment
4. 6:32 **Personnel Board- Police Chief Transition**
 - Recognize Chief Williams for his 30+ Years of service to Montague
 - Designate Jason D. Haskins as Police Chief in charge (formal pinning ceremony January 8)
 - Issue town credit card for Jason D. Haskins, Police Chief, in the amount of \$5,000.00
5. 6:45 **Richard Martin, Franklin County Tech School Superintendent**
 - Informational overview of feasibility study results for reconstruction of the Franklin County Tech School to be funded with support from Mass School Building Authority and district municipalities. Information Here: <https://www.fcts.us/apps/pages/msba>
6. 7:05 **Public Hearing held jointly with the Board of Assessors: Fiscal Year 2026 Tax Classification Hearing**
 - Adam Tocci, Director Assessing to present rate setting needs and options for distributing tax burden among different classes of property.
 - Public Comment, Deliberation, and vote to recommend tax rates for FY26.
 - Board of Assessors vote to approve the sixth motor vehicle commitment list from the Registry of motor Vehicles and sign the warrant to be handed to the Treasurer/Collector.

Montague Selectboard Meeting
December 1, 2025
Page 2

7. 7:35

Assistant Town Administrator's Business

- Authorize contract with Weston & Sampson Engineers, Inc for engineering and design services for the Sewer Collections System Rehabilitation Phase 2 project. Contract value is \$150,700.00 to be funded by Town Meeting borrowing authorization.
- Other project updates

8. 7:45

Town Administrator's Business

- Adopt Insurance Opt-Out Program for Municipal Employees
- Review and endorse FY27 Selectboard budget requests: Town meeting, Selectboard office, legal counsel, and shared costs, farmers market, veterans, intergovernmental, benefits, insurance, and Colle building.
- Proposal to move cemetery maintenance budget (\$30,000) and responsibility from Cemetery Commission to Department of Public Works.
- Plans for Golden Cane Recognition event 12/11/25 at 11:00AM at Senior Center
- Topics not anticipated in the 48 hour posting requirements
-

9. 8:00

Executive Session pursuant to G.L. c. 30A, § 21(a)(7) to act under the authority of Open Meeting Law G.L. c. 30A, §§ 22(f), (g). to review and consider acceptance of executive session minutes from 11/3/2025 (Bargaining strategy with National Association of Government Employees).

Next Meeting

Selectboard Meeting: Monday, December 8, 2025, at 6:00pm via ZOOM

**OFFICE OF THE TREASURER-COLLECTOR*****Town of Montague***

*One Avenue A
Turners Falls, MA 01376*

TEL: (413) 863-3200 x-202

FAX: (413) 863-3224

November 20, 2025

To: Selectboard

From: Eileen Seymour – Treasurer

RE: Employee Credit Card Requests

Please accept this as a formal request for the following employee of the Town of Montague to be issued a credit card with the requested limits.

Police:

Jason D. Haskins - \$5,000.00

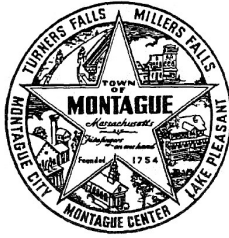
Approved by Board of Selectmen:

Matthew Lord

Richard Kuklewicz

Marina Goldman

TOWN OF MONTAGUE



FY2026 TAX CLASSIFICATION PRESENTATION

December 1st, 2025 7:05 p.m.

Tax classification allows communities to have separate tax rates for different classes of property and allows the Selectboard to make a decision on an annual basis as to whether or not to shift the tax burden from one class of property to another. Should the Board decide to shift the tax burden, they must adopt a residential factor which will determine the percentage of the tax levy to be paid by the residential property owners. This results in two different tax rates (known as a “split tax rate”). Shifting the burden from the residential taxpayers to the commercial, industrial and personal property (CIP) taxpayers does not change the total levy to be taxed, but rather it changes the allocation of the tax levy to be borne by each class. Historically, the Montague Selectboard has voted to shift the rate since the mid-1980s.

Notable Changes

The FY2026 property tax levy is \$23,615,564 which represents an increase of \$1,140,575 or 5.07% over last year’s levy of \$22,474,989. The levy is the revenue a community can raise through real and personal property taxes. The property tax levy is the largest source of revenue for most cities and towns. Other revenue sources other than property taxes include funds received from the state, local excise and other receipts.

Total taxable valuation in Montague for all classes of property for FY2026 exceeds a billion dollars and totals \$1,318,914,452 which is an increase of 68,072,650 (5.44%) from the previous year. We continue to see significant increases in the residential sector of real estate market values not only in Montague but throughout the Commonwealth.

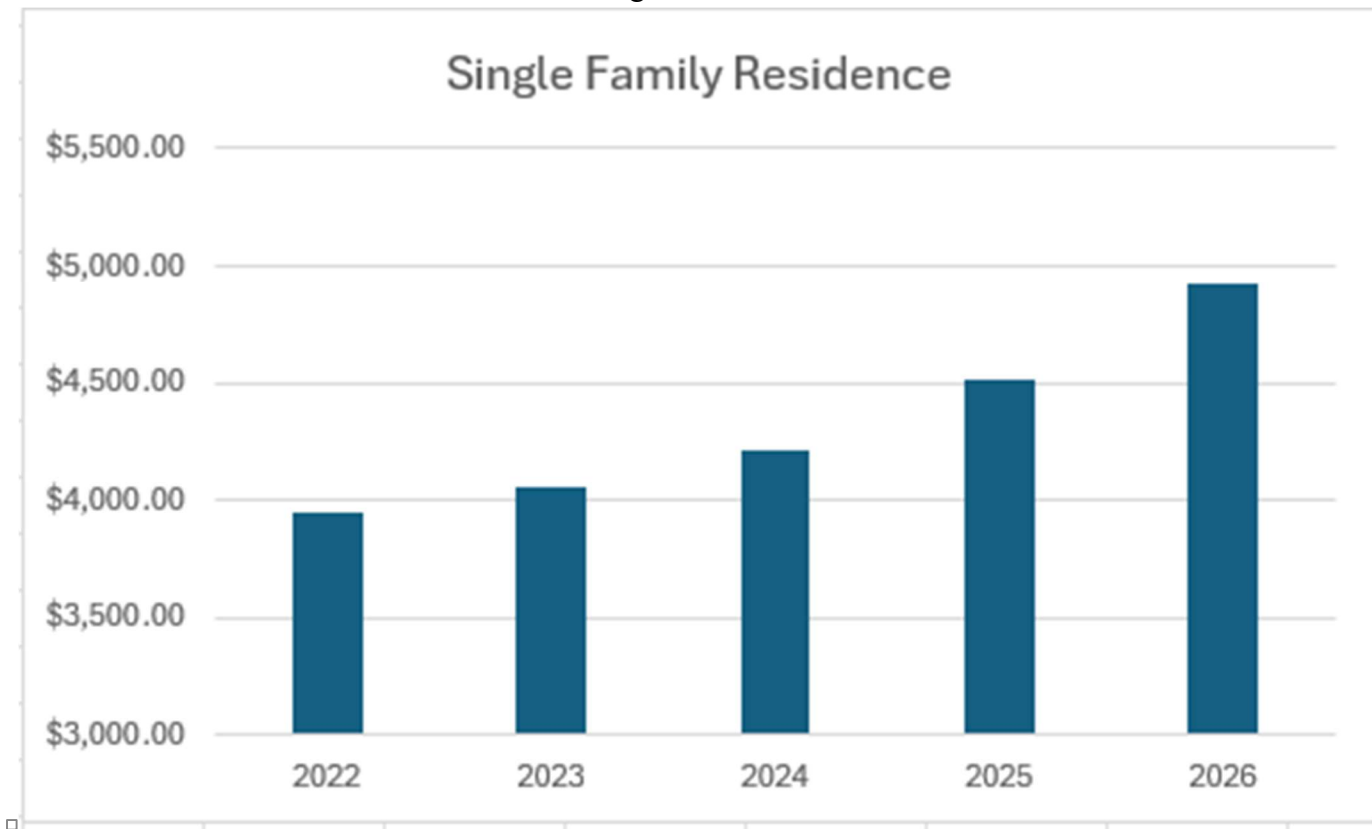
The average assessment of a single-family residence in Montague is \$325,699 up \$30,452 from last year’s average of \$295,247. A total of 74 sales of single-family residences (with sale prices ranging from \$170,000 to \$650,000) were analyzed to determine the FY2026 assessed values.

Tax Shift Options

The four options when setting a multiple tax rate are:

- a tax shift from residential and open space to business property owners (see chart pg. 3)
- an open space discount that shifts taxes from open space to residential property owners
- a residential exemption that shifts taxes on lower valued owner-occupied residential property to other residential property owners
- a small commercial exemption that shifts taxes on small business property to other commercial and industrial property owners.

A factor of .8466 was voted last year and resulted in a residential rate of \$15.21 and a commercial/industrial/personal rate of \$24.26. Should a similar shift be voted this year, the estimated residential rate would decrease by \$0.08 to \$15.13. The CIP rate (commercial/ industrial/personal property) would increase by \$0.81 to \$25.07. Without a shift, a single rate would yield \$17.91 for all classes of properties. Using the average assessment for a single-family home previously mentioned and the tax rate of \$15.13 the annual property taxes for a single family in town would be \$4,927. Last year's average single family residential tax bill was \$4,514 with the resulting increase being an additional tax of \$682,990. This represents a 9.17% increase from last year's average tax bill for a single-family residence. The chart below illustrates the increasing trend for these tax rates since fiscal 2022.



The table below lists options in 1% increments with a range of 1 to 1.50%.

CIP Shift	Res Factor	Res SP	Comm SP	Ind SP	PP SP	Total SP	Res ET	Comm ET	Ind ET	PP ET
1.3000	0.8839	63.7204	4.7483	14.5336	16.9976	100.0000	15.83	23.28	23.28	23.28
1.3100	0.8800	63.4414	4.7848	14.6454	17.1283	100.0000	15.76	23.46	23.46	23.46
1.3200	0.8761	63.1623	4.8214	14.7572	17.2591	100.0000	15.69	23.64	23.64	23.64
1.3300	0.8723	62.8832	4.8579	14.8690	17.3898	100.0000	15.62	23.81	23.81	23.81
1.3400	0.8684	62.6042	4.8944	14.9808	17.5206	100.0000	15.55	23.99	23.99	23.99
1.3500	0.8645	62.3251	4.9309	15.0926	17.6513	100.0000	15.48	24.17	24.17	24.17
1.3600	0.8606	62.0460	4.9675	15.2044	17.7821	100.0000	15.41	24.35	24.35	24.35
1.3700	0.8568	61.7669	5.0040	15.3162	17.9128	100.0000	15.34	24.53	24.53	24.53
1.3800	0.8529	61.4879	5.0405	15.4280	18.0436	100.0000	15.27	24.71	24.71	24.71
1.3900	0.8490	61.2088	5.0770	15.5398	18.1743	100.0000	15.20	24.89	24.89	24.89
1.4000	0.8452	60.9297	5.1136	15.6516	18.3051	100.0000	15.13	25.07	25.07	25.07
1.4100	0.8413	60.6506	5.1501	15.7634	18.4358	100.0000	15.06	25.25	25.25	25.25
1.4200	0.8374	60.3716	5.1866	15.8752	18.5666	100.0000	14.99	25.43	25.43	25.43
1.4300	0.8335	60.0925	5.2231	15.9870	18.6973	100.0000	14.92	25.60	25.60	25.60
1.4400	0.8297	59.8134	5.2597	16.0988	18.8281	100.0000	14.86	25.78	25.78	25.78
1.4500	0.8258	59.5343	5.2962	16.2106	18.9588	100.0000	14.79	25.96	25.96	25.96
1.4600	0.8219	59.2553	5.3327	16.3224	19.0896	100.0000	14.72	26.14	26.14	26.14
1.4700	0.8181	58.9762	5.3692	16.4342	19.2203	100.0000	14.65	26.32	26.32	26.32
1.4800	0.8142	58.6971	5.4058	16.5460	19.3511	100.0000	14.58	26.50	26.50	26.50
1.4900	0.8103	58.4181	5.4423	16.6578	19.4819	100.0000	14.51	26.68	26.68	26.68
1.5000	0.8064	58.1390	5.4788	16.7696	19.6126	100.0000	14.44	26.86	26.86	26.86

**The highlighted line represents the adoption of a similar minimum residential factor that was adopted in FY2025*

Open Space Discount

This option allows a discount of up to 25% of land that is maintained in a natural condition. Since there is currently no land classified as Open Space in Montague, this discount is not recommended by the Board of Assessors.

Residential Exemption

This option allows a discount to property that is the principal residence of a taxpayer. The discount cannot exceed 20% of the average assessed value of residential properties. This option would *increase* the residential rate and shift the burden to multi-family and second homeowners. Currently only 20 of 351 communities in Massachusetts have adopted this exemption. This option makes sense only if a community has a significant percentage of non-owner-occupied properties which Montague does not. This exemption is not recommended by the Board of Assessors.

Small Commercial Exemption

This option allows for a 10% discount to certain commercial properties that meet criteria established by the state. Only businesses that have been certified by the Massachusetts Department of Workforce Development as having no more than an average of ten employees in the previous year would be eligible. It is important to note that the owner of the property (not the actual business owner) benefits from this exemption and is not required to pass any savings to the qualified business. The tax burden is redistributed to the non-qualifying commercial property owners in the form of a higher tax rate. A review of assessor's records shows that most of the businesses eligible are rented by tenants who would not benefit from this exemption, therefore, this exemption is not recommended by the Board of Assessors.

Excess Levy Capacity

Under Proposition 2 ½ a community may choose to set its levy at any amount below or equal to its levy limit. When a community sets its levy below the limit, the difference between the levy and the levy limit is referred to as excess levy capacity. Currently, Montague's excess levy capacity is **\$1,099,455**.

Exhibit A- Sample of Tax Rate Shifts & Corresponding Levies for an average single-family home, small commercial property, and a large industrial property.

Average Single Family Tax Bill

CIP Shift	Res Factor	Tax Rate	Avg Single Family Valuation FY26	FY26 Tax Bill
1.34	0.8684	\$15.55	\$325,699.00	\$5,064.62
1.4	0.8452	\$15.13	\$325,699.00	\$4,927.83
1.45	0.8258	\$14.79	\$325,699.00	\$4,817.09

Small Commercial Property

CIP Shift	Res Factor	Tax Rate	Small Commercial Valuation FY26	FY26 Tax Bill
1.34	0.8684	\$23.99	\$158,800.00	\$3,809.61
1.4	0.8452	\$25.07	\$158,800.00	\$3,981.12
1.45	0.8258	\$25.96	\$158,800.00	\$4,122.45

Large Industrial property

CIP Shift	Res Factor	Tax Rate	Large Industrial Property Valuation FY26	FY26 Tax Bill
1.34	0.8684	\$23.99	\$6,066,800	\$145,542.53
1.4	0.8452	\$25.07	\$6,066,800	\$152,094.68
1.45	0.8258	\$25.96	\$6,066,800	\$157,494.13

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN
THE TOWN OF Montague, MASSACHUSETTS
AND
Weston & Sampson Engineers, Inc.**

THIS AGREEMENT made this 24th day of November, 2025 between Weston & Sampson Engineers, Inc., with a usual place of business at 427 Main Street, Suite 400, Worcester, MA 01608, hereinafter called the “CONSULTANT,” and the Town of Montague, MA, acting by its Selectboard, with a usual place of business at Montague Town Hall, 1 Avenue A, Turners Falls MA 01376, hereinafter called the “TOWN”.

The CONSULTANT and the TOWN, for the consideration hereinafter named, agree as follows:

1. Scope of Work

The CONSULTANT shall perform the work set forth in the Scope of Services attached hereto as **Exhibit A**.

2. Contract Price

The TOWN shall pay the CONSULTANT for services rendered in the performance of this Agreement a lump sum of \$150,700, subject to any additions and deductions provided for herein at the hourly rates set forth in Exhibit C. The amount to be paid to the CONSULTANT shall not exceed \$150,700 without the prior written consent of the TOWN.

3. Commencement and Completion of Work

- A. This Agreement shall commence on November 24, 2025, and shall expire on December 31, 2027, unless terminated sooner in accordance with this Agreement.
- B. Progress and Completion: CONSULTANT shall commence work promptly upon execution of this Agreement and shall prosecute and complete the work regularly, diligently and uninterruptedly at such a rate of progress as will insure completion in a timely manner.

4. Performance of the Work

The CONSULTANT, and those for whom it is legally liable, will perform its services in a manner consistent with that degree of skill and care ordinarily exercised by practicing professionals performing similar services in the same locality, at the same site and under the same or similar circumstances and conditions.

A. Responsibility for the Work:

- (1) The CONSULTANT shall be responsible to the TOWN for the acts and omissions of its employees, subcontractors and their agents and employees, and other persons performing any of the Work under a contract with the CONSULTANT. Consistent with the standard of care referenced above, the CONSULTANT shall be responsible for the professional and technical accuracy for all work or services furnished by it or its consultants and subcontractors. The CONSULTANT shall perform its work under this Agreement in such a competent and professional manner that detail checking and reviewing by the TOWN shall not be necessary.
- (2) The CONSULTANT shall not employ additional consultants, nor sublet, assign or transfer any part of its services or obligations under this Agreement without the prior approval and written consent of the TOWN. Such written consent shall not in any way relieve the CONSULTANT from its responsibility for the professional and technical accuracy for the work or services furnished under this Agreement.
- (3) All consultants must be registered and licensed in their respective disciplines if registration and licensure are required under the applicable provisions of Massachusetts law.
- (4) The CONSULTANT and all consultants and subcontractors shall conform their work and services to any guidelines, standards and regulations of any governmental authority applicable to the type of work or services covered by this Agreement.
- (5) The CONSULTANT shall not be relieved from its obligations to perform the work in accordance with the requirements of this Agreement either by the activities or duties of the TOWN in its administration of the Agreement, or by inspections, tests or approvals required or performed by persons other than the CONSULTANT.
- (6) Neither the TOWN's review, approval or acceptance of, nor payment for any of the work or services performed shall be construed to operate as a waiver of any rights under the Agreement or any cause of action arising out of the performance of the Agreement.

B. Deliverables, Ownership of Documents: One (1) reproducible copy of any and all drawings, plans, specifications, reports and other documents prepared by the CONSULTANT shall become the property of the TOWN upon payment in full therefor to the CONSULTANT. Ownership of stamped drawings and specifications shall not include the CONSULTANT's certification or stamp. Any re-use of such documents without the CONSULTANT's written verification of suitability for the specific purpose intended shall be without liability or legal

exposure to the CONSULTANT or to the CONSULTANT's independent professional associates, subcontractors or consultants. Distribution or submission to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as an act in derogation of the CONSULTANT's rights under this Agreement.

- C. Compliance With Laws: In the performance of the Work, the CONSULTANT shall comply with all applicable federal, state and local laws and regulations, including those relating to workplace and employee safety.

5. Site Information Not Guaranteed; CONSULTANT's Investigation

The TOWN shall furnish to the CONSULTANT available surveys, data and documents relating to the area which is the subject of the Scope of Work. All such information, including that relating to subsurface and other conditions, natural phenomena, existing pipes, and other structures is from the best sources at present available to the TOWN. All such information is furnished only for the information and convenience of the CONSULTANT and is not guaranteed. It is agreed and understood that the TOWN does not warrant or guarantee that the subsurface or other conditions, natural phenomena, existing pipes, or other structures will be the same as those indicated in the information furnished, and the CONSULTANT must satisfy itself as to the correctness of such information. If, in the opinion of the CONSULTANT, such information is inadequate, the CONSULTANT may request the TOWN's approval to verify such information through the use of consultants or additional exploration. In no case shall the CONSULTANT commence such work without the TOWN's prior written consent. Such work shall be compensated as agreed upon by TOWN and CONSULTANT.

6. Payments to the CONSULTANT

- A. Cost incurred on this project shall be billed monthly on an hourly basis as outlined in the attached Scope of Services. Payment shall be due 30 days after receipt of an invoice by the TOWN.
- B. If there is a material change in the scope of work, the TOWN and the CONSULTANT shall mutually agree to an adjustment in the Contract Price.
- C. If the TOWN authorizes the CONSULTANT to perform additional services, the CONSULTANT shall be compensated in an amount mutually agreed upon, in advance, in writing. Except in the case of an emergency, the CONSULTANT shall not perform any additional services until such compensation has been so established.

7. Reimbursement

Except as otherwise included in the Contract Price or otherwise provided for under this Agreement, the CONSULTANT shall be reimbursed by the TOWN based on the fees identified in the price proposal submitted by the CONSULTANT and attached hereto as Exhibit C. Any additional items resulting in expenses not included in the proposal must be specially authorized by the TOWN and approved via a contract amendment.

8. Final Payment, Effect

The acceptance of final payment by the CONSULTANT shall constitute a waiver of all claims by the CONSULTANT arising under the Agreement.

9. Terms Required By Law

This Agreement shall be considered to include all terms required to be included in it by the Massachusetts General Laws, and all other laws, as though such terms were set forth in full herein.

10. Indemnification

- A. General Liability: The CONSULTANT shall indemnify and hold harmless the TOWN from and against any and all claims, damages, losses, and expenses, including attorney's fees, to the extent arising out of the performance of this Agreement and to the extent the same relate to matters of general commercial liability, when such claims, damages, losses, and expenses are caused, in whole or in part, by the negligent or wrongful acts or omissions of the CONSULTANT or its employees, agents, subcontractors or representatives.
- B. Professional Liability: The CONSULTANT shall indemnify and hold harmless the TOWN from and against any and all claims, damages, losses, and expenses, including attorney's fees, arising out of the performance of this Agreement and to the extent the same relate to the professional competence of the CONSULTANT's services, when such claims, damages, losses, and expenses are caused, in whole or in part, by the negligent acts, negligent errors or omissions of the CONSULTANT or its employees, agents, subcontractors or representatives.

11. Insurance

- A. The CONSULTANT shall at its own expense obtain and maintain a Professional Liability Insurance policy for errors, omissions or negligent acts arising out of the performance of this Agreement in a minimum amount of \$1,000,000.00.
- B. The coverage shall be in force from the time of the agreement to the date when all construction work for the Project is completed and accepted by the TOWN. If, however, the policy is a claims made policy, it shall remain in force for a period of six (6) years after completion.

Since this insurance is normally written on a year-to-year basis, the CONSULTANT shall notify the TOWN should coverage become unavailable.

- C. The CONSULTANT shall, before commencing performance of this Agreement, provide by insurance for the payment of compensation and the furnishing of other benefits in accordance with M.G.L. c.152, as amended, to all its employees and

shall continue such insurance in full force and effect during the term of the Agreement.

- D. The CONSULTANT shall carry insurance in a sufficient amount to assure the restoration of any plans, drawings, computations, field notes or other similar data relating to the work covered by this Agreement in the event of loss or destruction until the final fee payment is made or all data are turned over to the TOWN.
- E. The CONSULTANT shall also maintain public liability insurance, including property damage, bodily injury or death, and personal injury and motor vehicle liability insurance against claims for damages because of bodily injury or death of any person or damage to property.
- F. Evidence of insurance coverage and any and all renewals substantiating that required insurance coverage is in effect shall be filed with the Agreement. Any cancellation of insurance, whether by the insurers or by the insured, shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and to the TOWN at least fifteen days prior to the intended effective date thereof, which date shall be expressed in said notice.
- G. Upon request of the CONSULTANT, the TOWN reserves the right to modify any conditions of this Article.

12. Notice

All notices required to be given hereunder shall be in writing and delivered to, or mailed first class to, the parties' respective addresses stated above. In the event that immediate notice is required, it may be given by telephone or facsimile, but shall, to the extent possible, be followed by notice in writing in the manner set forth above.

13. Termination

- A. Each party shall have the right to terminate this Agreement in the event of a failure of the other party to comply with the terms of the Agreement. Such termination shall be effective upon seven days' notice to the party in default and the failure within that time of said party to cure its default.
- B. The TOWN shall have the right to terminate the Agreement without cause, upon ten (10) days' written notice to the CONSULTANT. In the event that the Agreement is terminated pursuant to this subparagraph, the CONSULTANT shall be reimbursed in accordance with the Agreement for all work performed up to the termination date.

14. Miscellaneous

- A. Assignment: The CONSULTANT shall not assign or transfer any of its rights, duties or obligations under this Agreement without the written approval of the TOWN.

- B. Governing Law: This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

Type text here

IN WITNESS WHEREOF, the parties hereto have set their hands and seals, the TOWN by its authorized representative who, however, incurs no personal liability by reason of the execution hereof or of anything herein contained, as of the day and year first above written.

TOWN OF MONTAGUE:

Weston & Sampson Engineers, Inc.

By: _____

By: Frank E. Occhipinti

Print Name: Matthew Lord

Print Name: Frank E. Occhipinti, PE

Title: Selectboard Chair

Title: Vice President

Exhibit A

Scope of Work

EXHIBIT A

SCOPE OF SERVICES

Task 1 – Additional Investigation

The Engineer shall perform the following tasks prior to and during the design phase of the Project:

1.1 Dyed Water Testing & Field Investigations

The Engineer shall conduct dyed water testing by introducing non-toxic dye into approximately thirty-two (32) catch basins in the Turners Falls area previously flagged during 2022 smoke testing as potentially connected to the sanitary sewer

The Engineer shall inspect nearby sanitary sewers, storm drains, and surface runoff areas to observe whether dye enters the sanitary system. If dye is detected, the Engineer shall document findings with a sketch showing the dye introduction point, contributing drainage area, and the manhole or structure where dye was observed.

The Town's jet-vac truck will be available to assist with dye flooding of catch basins during testing. The Engineer anticipates four (4) days of field work for dye water testing.

1.2 CCTV Inspection Coordination

The Engineer shall recommend and coordinate CCTV inspection of the sanitary sewer in conjunction with dyed water testing to accurately identify the precise location of any defects or illicit connections. The Town's pan-and-tilt CCTV camera shall be used to document internal conditions, with detailed logs maintained for all dye observations.

The Town's in-house CCTV truck will be available to assist with CCTV.

1.3 Results and Conclusions

The Engineer shall analyze the results of dye testing and other field investigations to confirm or eliminate suspected stormwater connections to the sanitary sewer system. A memorandum will be provided to the town summarizing the results.

Task 2 – Sewer Rehabilitation Design

The Engineer shall perform the following tasks during the design phase of the Project:

2.1 Project Administration

The Engineer shall initiate project administration tasks, including schedule and budget tracking, monthly invoicing, and maintaining communication with the Town.

2.1.2 Project Kickoff Meeting

The Engineer shall attend an in-person kickoff meeting with the Town to review scope, establish goals, and finalize deliverable schedules. Communication protocols shall be defined to ensure efficient coordination.

2.2 Design Development

The Engineer shall prepare bid documents and technical specifications for rehabilitation of approximately:

- Fifteen (15) pipes totaling 4,867 LF in Turners Falls
- Twenty-two (22) pipes totaling 4,592 LF in Millers Falls
- Seventy-four (74) manholes in Millers Falls
- Additional rehabilitation identified during Task 1

2.3 Design Submittals

The Engineer shall prepare 75% and 100% design submittals including GIS-based drawings, technical specifications, and cost estimates. All documents shall comply with Massachusetts General Law Chapter 30, Section 39M, EJCDC standards, and applicable funding requirements.

The Engineer shall implement an internal QA/QC program prior to each submittal. Following Town review of the 75% submittal, the Engineer shall address comments within fifteen (15) business days and submit final bid documents (two hard copies and one electronic version). The Engineer shall initiate project administration tasks, including schedule and budget tracking, monthly invoicing, and maintaining communication with the Town.

Task 3 – Bidding

The Engineer shall perform the following tasks during the bidding phase of the Project:

3.1 Bidding Assistance

The Engineer shall coordinate the bidding process, respond to bidder inquiries, and issue addenda as necessary. The bid period shall last approximately sixty (60) days, including a twenty-one (21) day (minimum) advertisement window.

3.2 Bid Evaluation

The Engineer shall attend the bid opening, review submitted bids, prepare a bid tabulation, and evaluate bidder qualifications. A formal bid recommendation letter shall be provided to the Town.

Task 4 – Construction

The Engineer shall perform the following tasks during the construction phase of the Project:

4.1 Construction Administration

The Engineer shall provide full-service project management and office oversight during construction, including schedule and budget monitoring, monthly invoicing, and serving as the Town's office representative in all construction-related matters.

4.1.1 Construction Meetings

The Engineer shall attend a preconstruction meeting and up to three (3) monthly progress meetings, which may be held virtually at the Town's discretion to reduce costs.

4.1.2 Project Oversight

The Engineer shall review and approve submittals, shop drawings, test results, and warranties; reject non-compliant work; evaluate material substitutions; and provide clarifications of Contract Documents. The Engineer shall conduct up to two (2) site visits since Resident Project Representative services are not requested or part of this contract.

The Engineer shall review field test reports, process payment requests, manage change orders, and prepare a punch list of incomplete work. At project completion, the Engineer shall conduct a Substantial Completion inspection, issue the Certificate of Substantial Completion, and compile record drawings based on contractor markups.

Exhibit B

Technical Proposal



Town of Montague
MASSACHUSETTS

PROPOSAL

October 2025

ENGINEERING AND DESIGN SERVICES

FOR THE SEWER COLLECTIONS SYSTEM REHABILITATION PHASE 2



Weston & SampsonSM

westonandsampson.com

427 Main Street, Suite 400, Worcester, MA 01608

October 22, 2025

427 Main Street, Suite 400, Worcester, MA 01608
Tel: 508.762.1676

Chris Nolan-Zeller
Selectboard Office
Town of Montague
1 Avenue A
Turners Falls, MA 01376

Re: **Request for Proposal for Engineering and Design Services for the Sewer Collections System Rehabilitation Phase 2**

Dear Mr. Nolan-Zeller and members of the Selectboard Office:

Weston & Sampson is pleased to submit our proposal to the Town of Montague for engineering and design services for the Sewer Collections System Rehabilitation Phase 2 project. With over a century of experience in municipal infrastructure across Massachusetts, we bring proven expertise in sewer system evaluation, trenchless rehabilitation design, and regulatory compliance. Our team is well-versed in supporting communities under EPA Administrative Orders and we understand the urgency of addressing I/I and CSO reduction. We are prepared to guide this project through design, bidding, and construction with a focus on technical excellence, collaboration, and timely delivery. As a full-service, interdisciplinary consulting firm with more than 1,000 professional staff in offices located along the East Coast, Weston & Sampson offers the town a qualified team that will provide top-tier engineering services. The following highlights the specific advantages Weston & Sampson brings to a partnership with the Town of Montague:

- **Expertise in Sewer Collection System Evaluation and Rehabilitation.** Our team brings a deep bench of seasoned professionals with extensive experience in sanitary sewer evaluation and rehabilitation. Over the past decades, we have completed more than **100 I/I and SSES projects**, reviewed and coordinated over **10 million linear feet of CCTV inspections**, designed approximately **5 million linear feet of new and rehabilitated sewer infrastructure**, administered over **1.5 million linear feet of cured-in-place pipe (CIPP) lining**, and **inspected more than 75,000 manholes**. This proven track record ensures the Town of Montague receives a high-quality, cost-effective solution that meets project goals and supports compliance with EPA Administrative Order and NPDES permit requirements.
- **Proven Regulatory Compliance Experience.** We have extensive experience supporting municipalities in meeting complex regulatory requirements, including **compliance with EPA Administrative Orders**. Our expert team is familiar with navigating the strict timelines, technical deliverables, and reporting obligations these enforcement orders require. We have successfully guided many communities through similar mandates, helping them **reduce I/I, mitigate SSOs, and achieve full compliance** through careful **planning, design, and implementation of rehabilitation programs**.
- **Comprehensive Project Approach.** Our curated approach includes **funding support** and **cost-effective solutions** tailored to Montague's needs. As a top nationally ranked trenchless technology firm, we are well-versed with **trenchless pipelines rehabilitation** and understand the specific challenges and goals associated with the proposed project. This understanding, together with our experience gained from a range of similar sewer projects successfully completed throughout Massachusetts, will help us determine the most successful approach to this project. We are confident you will find our approach clear, comprehensive, and suited to your needs and those of your community.
- **Dedicated Experienced Team.** Our designated team leader/project manager, **Kin Wong, PE**, and technical leader, **Lindsey Sylvester, PE**, are Massachusetts-registered professional engineers with over 25 years of combined relevant experience. Both have worked on infrastructure improvement projects for numerous Massachusetts communities similar in size and structure to Montague. **Lindsey** has also worked with the Town previously, contributing to several wastewater collection system studies and the update of the LTCP. They understand how to manage project tasks quickly and efficiently using a proven approach and seasoned team. Leading this effort as principal-in-charge will be **Frank Occhipinti, PE**, who brings more than 30 years of

experience specializing in the planning, design, and construction of wastewater projects, as well CSO separation, I/I analysis, and sewer rehabilitation.

Weston & Sampson has read, understands, and will comply with the requirements and conditions contained in this RFP. We are confident we will provide the town with a full range of top-tier, cost-effective engineering services. Weston & Sampson has the knowledge, relevant experience, and proven approach to meet and exceed all requirements. Please contact me at 978-573-4084 or occhipif@wseinc.com or if you have any questions regarding our submittal. We very much look forward to developing a strong partnership with the Town of Montague.

Sincerely,

WESTON & SAMPSON ENGINEERS, INC.



Frank E. Occhipinti, PE
Vice President

4 – SCOPE OF SERVICES, APPROACH, AND SCHEDULE

Project Understanding

The Town of Montague, Massachusetts is seeking to retain professional engineering services to support the implementation of remaining Priority 1 and 2 wastewater system improvements identified in its 2023 Long-Term Control Plan (LTCP). Montague's wastewater collection system serves approximately 8,580 residents across five distinct villages. Four of these villages; Turners Falls, Montague Center, Montague City, and Lake Pleasant; are connected to the Montague Clean Water Facility (CWF), which also treats flow from a portion of the Town of Gill. The Town of Montague owns and operates the CWF, eight pumping stations, three regulators, two Combined Sewer Overflows (CSOs), and a buffer line. The village of Millers Falls is served by a separate sewer system that connects to the Town of Erving's Publicly Owned Treatment of Wastewater #1 (POTW #1). Montague holds Intermunicipal Agreements with both Gill and Erving to regulate these arrangements.



The Town's sewer system is predominantly separated, though approximately 10% remains combined, primarily in Turners Falls and Montague City. The Town is a co-permittee under NPDES Permit No. MA0100137, issued by the U.S. EPA in October 2023. This permit requires the Town to comply with federal regulations and address water quality impairments in the Connecticut River caused by E. coli discharges from CSO outfalls.

In June 2020, the Town was issued an Administrative Order (CWA-AO-R01-FY20-31) by EPA and as part of meeting the requirements of the AO, the LTCP was required to be updated.

The updated LTCP, prepared in December 2021 and further updated in June 2023, outlined a series of recommended improvements to the Town's wastewater collection system, including the rehabilitation of manholes and sewer pipes. Some work has already been completed with support from

a \$500,000 grant from the Massachusetts Executive Office of Economic Development's Rural / Small Town Development program. Remaining Priority 1 and 2 work includes rehabilitation efforts in Turners Falls and Millers Falls, as identified in Wright-Pierce's 2023 wastewater collection system studies.

The Town of Montague is committed to responsible wastewater system management and full compliance with its NPDES permit. If selected, Weston & Sampson will work closely with the Town Administrator (Chief Procurement Officer), Assistant Town Administrator, Public Works Superintendent, Clean Water Facility Superintendent, Collections System Lead Operator, and other stakeholders to ensure successful project delivery under the oversight of the Montague Selectboard.

In the following sections, we present a detailed discussion of the required scope of work along with our approach and anticipated schedule. Where warranted, we have provided recommendations regarding proposed changes or optional additions to the scope of work based on our past experience with similar projects.

Scope of Services

Our project management team has been thoughtfully assembled to lead and deliver the full scope of work while maintaining close oversight of budget and schedule. We will work collaboratively to coordinate and monitor progress throughout the project. After reviewing the RFP in detail, we have summarized the required minimum scope of services below:

Technical Scope of Work

Phase 1 – Additional Investigation:

- Conduct dye testing and field investigations in Turners Falls to verify the accuracy of separated vs. combined sewer areas, following unexpected smoke testing results from 2022.
- Identify potential defects or remaining combined sewers in areas previously believed to be fully separated.

Technical Scope of Work (continued)

Phase 1 – Additional Investigation (continued):

- Use findings to inform design decisions and confirm rehabilitation needs.

Phase 2 – Sewer Rehab Design:

- Develop bid documents and specifications for rehabilitation of approximately 15 pipes (4,867 LF) in Turners Falls, 22 pipes (4,592 LF) in Millers Falls, 74 manholes in Millers Falls, and any additional rehabilitation identified in Phase 1.
- Prepare 75% and 100% design submittals including GIS-based drawings, technical specifications (CSI format), and cost estimates; incorporate Town feedback.
- Ensure all documents comply with Massachusetts public works regulations (MGL Chapter 30, 39M) and EJCDC standards.

Phase 3 – Bidding Phase:

- Coordinate the bidding process, respond to bidder inquiries, and issue addenda as needed.
- Attend bid opening, review bids, prepare bid tabulation, and evaluate bidder qualifications.
- Recommend award and provide a bid summary to the Town.

Phase 4 – Construction Phase:

Construction Administration:

- Manage project communications, schedule, budget tracking, and monthly invoicing; lead progress and preconstruction meetings.
- Review submittals, shop drawings, test results, and payment requests; prepare change orders and monitor compliance.
- Conduct site visits, prepare punch lists, and issue Certificate of Substantial Completion; provide record drawings based on contractor markups.

Technical Scope of Work (continued)

Phase 4 – Construction Phase (continued):

Resident Project Representative Services:

- Provide on-site representation during construction to support quality assurance, monitor daily progress, and assist with field issue resolution.
 - Subject to a future contract amendment.

The summarized scope of services above represents our understanding of the minimum requirements set forth by the RFP. In the following section, we will discuss our project approach to successfully complete these tasks along with recommendations regarding proposed changes to the scope that will exceed these minimum requirements.

Project Approach

PHASE 1 ADDITIONAL INVESTIGATION

Dyed Water Testing & Other Field Investigations

Weston & Sampson will conduct dyed water testing by introducing non-toxic dye into approximately 32 catch basins in the Turners Falls area, which were flagged during 2022 smoke testing as potentially connected to the sanitary sewer. Our team will inspect nearby sanitary sewers, storm drains, and surface runoff areas to observe whether dye enters the sanitary system. If dye is detected, we will document the findings with a sketch showing the dye introduction point, the contributing drainage area, and the manhole or structure where the dye was observed. This testing will be performed in-house by Weston & Sampson engineering staff, allowing for efficient coordination and quality control throughout the investigation.

For planning purposes, we assume that the Town's jetvac truck will be available to assist with the dye flooding of the catch basin during testing. We also anticipate four (4) days of field work for the dye water testing.

Weston & Sampson recommends performing CCTV inspection of the sanitary sewer in conjunction with

dyed water testing to accurately identify the precise location of any defects or illicit connections contributing the dyed water to their system. A pan-and-tilt CCTV camera should be used to document the internal condition of each sewer segment, with detailed logs maintained for all dye observations. While this type of inspection is typically subcontracted out, Weston & Sampson is aware that the Town is equipped with its own cleaning and CCTV truck. Given this in-house capability, we would be interested in the option of coordinating and partnering with the Town to complete these investigations collaboratively. This approach offers both cost savings and operational efficiency, while also enhancing the Town's understanding of its own infrastructure. Where appropriate, Weston & Sampson will make use of our CUES QuickZoom camera to enhance our ability to confirm I/I sources.

Results & Conclusions

Weston & Sampson will analyze the results of dye testing and other field investigations to either confirm or eliminate previously suspected stormwater connections to the sanitary sewer system. These findings will directly inform our design decisions and allow us to refine and finalize the rehabilitation scope to ensure it accurately reflects current system conditions and priorities.

PHASE 2 SEWER REHABILITATION DESIGN

Project Administration

At the start of the design phase, Weston & Sampson will initiate project administration tasks to ensure smooth coordination and timely delivery. This includes regular communication with the Town, tracking the project schedule and budget, and preparing and submitting monthly invoices. Our team will maintain transparency and responsiveness throughout the project to support the Town's oversight and decision-making.

Project Kickoff Meeting: We will prepare for and attend an in-person kickoff meeting with the Town's project team. This meeting will serve as a collaborative forum to review the scope of work, establish clear goals and expectations, and finalize schedules for deliverables. Communication protocols will also be defined to ensure efficient coordination between all parties throughout the design and future construction processes.

In addition, we will seek input from the Town on how best to coordinate with other departments, stakeholders, and any concurrent or upcoming municipal projects to ensure smooth integration and communication throughout.

Drawing on our familiarity with the Town and experience with similar sewer rehabilitation efforts, Weston & Sampson has identified several important considerations to guide the design process. These include:

- Developing a cost-effective design that balances immediate savings with long-term construction cost control.
- Addressing concerns from local business owners that may be impacted by construction activities.
- Supporting the Town in identifying and securing construction funding opportunities.
 - ***We understand that the engineer is not directly responsible for funding applications; however, we would be available to assist in securing additional funding if the Town desires.***

Design Documentation

Building off the additional investigation results and direction from the Town's LTCP report, the design effort will focus on finalizing recommendations for the remaining Priority 1 and 2 sewer improvements. This includes targeted repairs to manholes and pipelines in the villages of Turners Falls and Millers Falls.

As part of the design effort, Weston & Sampson will develop a 75% submittal that includes bid documents and technical specifications, GIS-based drawings, and an opinion of probable construction cost. The front-end specifications will be based on the EJCDC 2018 edition, and technical specifications will follow the CSI 16 Division format. As outlined in the RFP, GIS-based 11"x17" figures will be used to clearly show the location of manholes, pipes, and other key infrastructure elements to be rehabilitated. All bid and contract documents will be prepared in accordance with Massachusetts General Law Chapter 30, Section 39M, governing public works projects and conform to funding requirements such as CWSRF.

Prior to submitting the 75% submittal, Weston & Sampson will prepare an in-house Quality

Assurance/Quality Control (QA/QC) program to ensure the highest standards of accuracy, consistency, and reliability of our deliverables. Our QA/QC program will be performed by our senior technical staff. This help us deliver dependable results, minimize errors, and uphold client confidence in the integrity of our work.

Following the Town's review of the 75% submittal, Weston & Sampson will address all comments within 15 business days. We will then prepare and submit the final 100% bid documents, including two hard copies and an electronic version, along with an updated opinion of probable construction cost. Our approach ensures that the Town receives a complete, compliant, and well-coordinated set of documents ready for bidding.

We also anticipate attending up to one (1) virtual meeting with the Town to discuss review comments.

This process reflects Weston & Sampson's understanding of the Town's needs and our commitment to delivering a high-quality, cost-effective design. Our leadership and collaborative approach will guide the project through each milestone, ensuring that the Town is well-positioned for successful bidding and construction phases.

PHASE 3 BIDDING PHASE

Bidding Assistance

During the Bidding Phase, Weston & Sampson will coordinate all aspects of the construction bidding process to ensure a smooth and transparent procurement effort. We will work closely with the Town to initiate the bid period, which is anticipated to last approximately 60 days, including a 21-day advertisement window. While the Town will be responsible for advertising costs, Weston & Sampson will provide guidance and manage the logistics and communication necessary to attract qualified bidders and maintain compliance with Massachusetts public procurement laws.

Throughout the bid period, our team will respond promptly to bidder inquiries and provide clarifications as needed. We will prepare and distribute addenda to the bid documents to ensure all prospective contractors have access to accurate and up-to-date information.

Bid Evaluation

Weston & Sampson will attend the in-person bid opening and assist the Town in reviewing all submitted bids. Following the bid opening, Weston & Sampson will prepare a comprehensive bid tabulation and evaluate the qualifications of the apparent low bidder(s). This review will include verification of compliance with contract requirements and assessment of the bidder's ability to successfully complete the work. We will summarize our findings in a formal bid recommendation report to the Town, supporting a confident and informed award decision.

Weston & Sampson plans to apply our experience and proactive communication strategies to help the Town attract competitive bids from qualified contractors. Our approach to the bidding phase reflects a thoughtful, organized process focused on efficiency, cost-consciousness, and high-quality results.

PHASE 4 CONSTRUCTION PHASE

Construction Administration

During the Construction Phase, Weston & Sampson will provide full-service project management and oversight to support the Town throughout the execution of the work. Our team will maintain consistent communication with the Town, monitor progress against the established schedule and budget, and submit monthly invoices to ensure transparency and accountability. We will serve as the Town's representative in all construction-related matters, helping to guide the project to successful completion.

Construction Meetings: We will prepare for and attend a preconstruction meeting and up to three (3) monthly progress meetings with the Town and the selected contractor. These meetings will be used to review technical aspects of the work, discuss schedule and budget updates, and address any emerging issues. To help the Town remain budget-conscious, we propose the option of holding some or all of these meetings virtually via Microsoft Teams. This format has proven effective on similar projects, offering cost savings and logistical efficiency without compromising the quality or frequency of communication. We remain flexible and will follow the Town's preferred meeting format.

Project Management & Oversight: As the Town's representative, Weston & Sampson will carry out the responsibilities outlined in the Contract Documents. We will issue instructions to the contractor on behalf of the Town, review and approve submittals such as shop drawings, test results, and warranties, and reject any materials or work that do not meet the specified requirements. We will also evaluate requests for material substitutions and provide clarifications and interpretations of the contract documents as needed.

Our team will conduct regular site visits to observe construction progress and verify compliance with design specifications. ***For planning purposes, up to two (2) site visits will be performed if resident project representative services is not requested.***

We will review field test reports, attend field tests when necessary, and process contractor payment requests. We will also manage change orders, monitor schedule adherence, and prepare a punch list of incomplete or deficient work.

At the conclusion of construction, Weston & Sampson will conduct a Substantial Completion inspection and prepare the Certificate of Substantial Completion. We will also compile and submit a PDF record of significant deviations from the original drawings, based on contractor markups and field observations.

Resident Project Representative Services

Weston & Sampson acknowledges that, if selected, the Town may request Resident Project Representative (RPR) services as part of the construction phase. These services would be provided under a separate contract amendment to be executed at a later stage of the project.

The RPR will serve as the Town's and Weston & Sampson's on-site presence, monitoring progress and ensuring compliance with the Contract Documents. The RPR will maintain clear and consistent communication with all stakeholders to support coordination and timely issue resolution.

For planning purposes, if resident project representative services is requested, we anticipate to provide a full-time inspection service for up to 585 hours, which is based on a 9-hour day for 65 workdays or 90 calendar days.

The following scope of work items are not identified in the RFP but are recommended.

They are not included in our price proposal, but may be added as an option.

Post-Construction Services

While post-construction services are not included in the Town's requested Scope of Work, Weston & Sampson recommends that the Town consider adding these services to ensure the long-term success of the rehabilitation efforts. Based on our experience with similar sewer rehabilitation projects, we advise the following:

- *Post-Rehabilitation Flow Monitoring:* To confirm that the rehabilitation work has effectively reduced inflow and infiltration and improved system performance.
- *1-Year Warranty Inspections:* To verify the integrity of rehabilitated pipe segments after one year of operation, we recommend including a retainage clause in the contractor's agreement to provide the Town with leverage in enforcing warranty compliance.

These follow-up services help validate project outcomes and protect the Town's investment in its wastewater infrastructure.

Construction Funding Assistance

Weston & Sampson can assist the Town in identifying and evaluating funding opportunities to support construction costs. Our team has experience with a wide array of funding sources and programs ranging from private to federal to state, which enables a comprehensive comparison of available options. We will assess eligibility and alignment with programs such as:

- Community One Stop for Growth Grant
- Municipal Vulnerability Preparedness (MVP) Program
- State Revolving Fund (SRF) Financial Assistance Program
- Community Development Block Grant (CDBG) Program
- USDA Rural Development's Water and Wastewater loan and grant programs

This service can be scoped separately to help develop a strategic mix of sources to maximize financial support.

Project Schedule

PHASE 1 – Additional Field Investigation (January 2026 – June 2026)

Per the RFP, upon project award in early November 2025, Weston and Sampson will commence planning and execution of additional field investigations, including dye testing and targeted CCTV inspections in Turners Falls, to verify sewer system configurations and identify any remaining combined sewer segments.

Results will be analyzed promptly to confirm or adjust the rehabilitation scope. This phase is expected to be completed by the end of May 2026, allowing for a seamless transition into design.

The investigation work will occur concurrently with the design phase; however, Weston & Sampson is prepared to begin the field investigation phase sooner if the Town desires.

PHASE 2 – Sewer Rehabilitation Design (January 2026 – September 2026)

Weston & Sampson will initiate the project with a kickoff meeting to establish communication protocols, schedule milestones, and confirm scope.

Design efforts will begin in January 2026, and include in September 2026 preparation of a 75 percent submittal that includes bid document/specifications with GIS based drawings and an opinion of probable construction cost. All documents will comply with MGL Chapter 30, 39M and EJCDC standards.

The 75% design submittal will be provided for Town review, followed by a 100% final design package within 15 days of receipt of Town input incorporating all feedback.

Weston & Sampson will maintain regular communication with the Town throughout this phase to ensure timely reviews and approvals. Design completion is targeted for no later than September 2026.

PHASE 3 – Bidding Phase (October 2026 – early/Winter 2027)

Per the RFP, Phase 3 is expected to continue immediately following the completion of Phase 2, however the Phase 3 schedule will be subject to funding appropriation. The RFP indicates that funding is anticipated to be finalized by October 2026.

Weston & Sampson is prepared to perform Phases 3 and 4 work and understands this work is subject to funding. Once funding is solidified, bidding will commence in late fall – early Winter 2027. The length of the Bidding Phase will be approximately 60 days with the length of the Bid Period from Advertisement to Bid Opening set at approximately 21 days.

Weston & Sampson will coordinate the bidding process, respond to bidder questions, issue addenda, attend the bid opening, and prepare a bid tabulation and recommendation for award. This phase will be managed efficiently to ensure contractor selection aligns with the Town's construction timeline.

PHASE 4 – Construction Phase (Early Spring 2027 – Fall 2027)

Construction is anticipated to begin in Spring 2027, with a 120-calendar-day duration from Notice to Proceed to substantial completion, and an additional 30 days to final completion.

During this time, Weston & Sampson will provide full construction administration services, including project management, review of contractor submittals, site visits, punch list preparation, and oversight to ensure compliance with design specifications and regulatory requirements.

Resident Project Representative services may be added via contract amendment to support daily field monitoring and on-site problem resolution.

The project will conclude by Fall 2027 with final inspections, record documentation, and closeout.

Labor Hours and Tasks Matrix (Non-priced)

Based on the proposed scope of services and approach outlined above, we have prepared a task matrix that details the anticipated activities along with the corresponding estimated total labor hours required for each. This matrix is intended to provide a clear and transparent overview of the level of effort anticipated with each task, helping to facilitate project planning. A table detailed labor hours breakdown is included on the next page.

Phase	Task	Staff	Estimated Labor Hour
1 – Additional Investigation			
	- Dye Testing and Field Investigations - Review Investigation Result	Lindsey – Technical Leader Kin – Team Leader Meghan – Project Engineer Greg – Project Engineer	94
2 – Sewer Rehabilitation Design			
	- Review Prior Study Information - Develop Bid Documents (75% Submittals) - Prepare Plans - Prepare Specifications - Quantity take offs and cost estimate - Internal QA/QC 75% Design/Meeting to discuss Town Comments - Finalize Bidding Documents (100% Submittals)	Frank – Principle-in-Charge Lindsey – Technical Leader Kin – Team Leader Matt – Technical Specialist Meghan – Project Engineer Greg – Project Engineer David – Manger Construction Services Dan – GIS Team Leader Kara – Technical Review Technical Project Coordinator	345
3 – Bidding			
	- Bidding Assistance - Bid Opening/Review Bid/Bid Tab/Bidder Qual - Recommendation	Frank – Principle-in-Charge Kin – Team Leader Greg – Project Engineer David – Manger Construction Services Technical Project Coordinator	56
4 – Construction Administration			
	- Project Management/Coordination - Progress Meeting (up to 3 meetings) - Review Submittals/Shop Drawings - Pay requests - Change Orders - Conduct Site Visits (up to 2 visits) - Punch List - Close-out	Frank – Principle-in-Charge Kin – Team Leader Meghan – Project Engineer Greg – Project Engineer David – Manger Construction Services Technical Project Coordinator	322
4a – Resident Project Representative			
	Field Inspection	Greg – Project Engineer Keyleigh – Project Engineer	585

TASK NO.	TASK DESCRIPTION	Person-Hours											TOTAL HOURS
		Frank PIC	Lindsey TS	Kin TL	Matt TS	Meghan PE	Greg PE	David CSDM	Daniel GIS	Kara TR	Admin Admin	Kayleigh PE	
1	Additional Investigation												
	Dye Testing and Field Investigations		2	4		40	40						86
	Review Investigation Result		2	2		4							8
2	Sewer Rehab Design												
	Review Prior Study Information	1	8	8		8	8						33
	Develop Bid Documents (75% Submittals)												
	Prepare Plans		2	8	40		40		2				92
	Prepare Specifications			8		40	40						88
	Quantity take offs and cost estimate			4	12		16						32
	Internal QA/QC	4	4					4		8			20
	75% Design meeting to discuss Town Comments	2	2	2							2		8
	Finalize Bidding Documents (100% Submittals)	2	2	8	24	8	24		2		2		72
3	Bidding Phase												
	Bidding Assistance			4			4	4			8		20
	Bid Opening/Review Bid/Bid Tab/Bidder Qual	2		2			4	4			12		24
	Recommendation			2				2			8		12
4	Construction Administration (Assume 120 days)												
	Project Management/Coordination	4		40		80		8			8		140
	Progress Meeting (Assume 3)	4		4		4							12
	Review Submittals/Shop Drawings			4		8	16				4		32
	Pay requests			8		40							48
	Change Orders	2		8		16		2			4		32
	Conduct Site Visits (Assume 2 throughout Project)			8			20						28
	Punch List			4		8							12
	Close-out	2		4		8					4		18
4a	Resident Project Representative						485					100	585
TOTALS		23	22	132	76	264	697	24	4	8	52	100	1402

Exhibit C

Price Proposal

GENERAL PROPOSAL PRICING SHEET

To: Town of Montague, Awarding Authority, Selectboard Office

From: Weston & Sampson Engineers, Inc.

(Name of General Bidder)

Attached to this pricing sheet is a complete rate structure including all hourly rates by discipline/position and any other associated charges including in the total lump fee. Include a breakdown of the fee by tasks and discipline/staff carried within this proposal. Also include a proposed project schedule.

The Consultant's fee is subject to downward negotiations. The Consultant will execute the Town's contract document. The Town will not pay for any additional work on this project without the prior written approval. Attached to this pricing sheet is a complete rate structure including all hourly rates by discipline/position and any other associated charges included in the total lump fee. Included a work hour estimate encompassing the Scope of Work as outlined in the RFP. (Included detailed non-price labor hours/task matrix by discipline/task in the technical proposal and priced matrix in this price proposal).

We propose the following **total not to exceed price** for services as specified in this Request for Proposal document as follows:

- | | |
|--------------------------------|---------------------|
| 1. Additional Investigation | \$ <u>16,000.00</u> |
| 2. Design & Bidding | \$ <u>74,300.00</u> |
| 3. Construction Administration | \$ <u>60,400.00</u> |

Total Not to Exceed Fee \$ 150,700.00

One Hundred Fifty Thousand and Seven Hundred Dollars

(in words which prevail)

* All incidental and expense costs must be included in the above fixed price not to exceed fee. The Town will not pay for any additional work on this project without prior written approval.

Acknowledgement of Addenda received for this RFP (please list # of addenda) #1, #2, #3, #4

GENERAL PROPOSAL PRICING SHEET (CONTINUED)

Your signature below acknowledges your understanding of these parameters and your willingness to live within the stated financial constraints of the project.

Company: Weston & Sampson Engineers, Inc.

Authorized Signature 

Print Name Frank E. Occhipinti

Title Vice President

Date 10/22/2025

Phone 978-573-4084

Email occhipif@wseinc.com

MUST BE SIGNED AND RETURNED WITH RESPONSE IN SEPARATE SEALED ENVELOPE

PRICE PROPOSAL ATTACHMENT

Weston & Sampson is committed to providing maximum value on all projects. As a 100 percent employee-owned company, all our staff share this commitment to client service. We are pleased to provide our price proposal to provide the Town of Montague for this project.

As instructed, we have provided a lump sum price for this work. Lump sum prices include all expenses such as printing of deliverables and mileage. In addition, an hourly rate sheet for personnel involved in this project has been provided along with a labor hours and tasks matrix with pricing information.

We have based this cost information on our understanding of the opportunity and the potential scope of services, and our experience with similar projects. However, we are amenable to discussing or refining our approach to pricing in a way that best serves the project needs and is mutually beneficial and agreeable.

Weston & Sampson is well-positioned to provide the required services for this project. We are confident the experience of our project team will ensure expert, timely, cost-effective services for your project.

ESTIMATED PROJECT COST

Phase	Lump Sum Project Cost
1. Phase 1 – Additional Investigation (<i>excluding CCTV subconsultant</i>)	\$16,000
2. Phase 2 & 3 – Sewer Rehabilitation Design and Bidding	\$74,300
3. Phase 4 – Construction Administration (<i>excluding resident project representative</i>)	\$60,400
Total Fee	\$150,700
<i>Added/Supplemental Services</i>	
Phase 4a – Resident Project Representative (<i>assuming 585 total hours</i>)	\$99,100
CCTV Allowance (<i>Camera Truck Only</i>)	\$ 3,500 (per day of CCTV)
CCTV Allowance (<i>Camera + Jetvac Truck</i>)	\$5,500 (per day of CCTV)

HOURLY RATE SHEET

Personnel/Staff Position	Billing Rate
Frank Occhipinti, PE – <i>Principal-in-Charge</i>	\$360.00
Kin Wong, PE – <i>Team Leader</i>	\$235.00
Lindsey Sylvester, PE – <i>Technical Leader</i>	\$218.00
Matt Houghton, PE – <i>Technical Specialist</i>	\$182.00
Meghan Otis, PE – <i>Project Engineer</i>	\$158.00
Greg Laporte, EIT – <i>Project Engineer</i>	\$149.00
David Burke, MCPPO – <i>Manager Construction Services</i>	\$275.00
Kayleigh Murphy – <i>Project Engineer</i>	\$158.00
Daniel Shinnick, GISP – <i>GIS Team Leader</i>	\$252.00
Kara Keleher, PE, ENV SP – <i>Senior Team Leader (Technical Review)</i>	\$350.00
<i>Technical Project Coordinator</i>	\$120.00
<i>Direct Expenses</i>	
Subcontracted Services, Direct Expenses	Cost + 10%

- Rates shown above are of the personnel listed on the team chart provided. If alternative staff are assigned to the project and approved by the Town, billing rates for those staff will be calculated using the same multipliers and may vary.
- Rates are subject to adjustment when salary increases are applied for individuals assigned to the project. The rates herein include anticipated salary adjustments to be in effect beginning January 1, 2026.
- Mileage reimbursement rate will be billed as a direct expense, and the actual mileage rate will vary to match the Federal Mileage Reimbursement Rate, plus markup.
- Project hours are estimated based on the total project budget and typical distribution of charged hours for similar projects.

Labor Hours and Tasks Matrix (Priced)

Based on the proposed scope of services and approach outlined above, we have prepared a task matrix that details the anticipated activities along with the corresponding estimated labor hours and costs required for each. A table detailed labor hours breakdown is included on the next page.

Phase	Task	Staff	Estimated Labor Hour	Cost
1 – Additional Investigation				
	- Dye Testing and Field Investigations - Review Investigation Result	Lindsey – Technical Leader Kin – Team Leader Meghan – Project Engineer Greg – Project Engineer	94	\$16,000
2 – Sewer Rehabilitation Design				
	- Review Prior Study Information - Develop Bid Documents (75% Submittals) - Prepare Plans - Prepare Specifications - Quantity take offs and cost estimate - Internal QA/QC 75% Design/Meeting to discuss Town Comments - Finalize Bidding Documents (100% Submittals)	Frank – Principle-in-Charge Lindsey – Technical Leader Kin – Team Leader Matt – Technical Specialist Meghan – Project Engineer Greg – Project Engineer David – Manager Construction Services Dan – GIS Team Leader Kara – Technical Review Technical Project Coordinator	345	\$63,800
3 – Bidding				
	- Bidding Assistance - Bid Opening/Review Bid/Bid Tab/Bidder Qual - Recommendation	Frank – Principle-in-Charge Kin – Team Leader Greg – Project Engineer David – Manager Construction Services Technical Project Coordinator	56	\$10,500
4 – Construction Administration				
	- Project Management/Coordination - Progress Meeting (up to 3 meetings) - Review Submittals/Shop Drawings - Pay requests - Change Orders - Conduct Site Visits (up to 2 visits) - Punch List - Close-out	Frank – Principle-in-Charge Kin – Team Leader Meghan – Project Engineer Greg – Project Engineer David – Manager Construction Services Technical Project Coordinator	322	\$60,400
4a – Resident Project Representative				
	Field Inspection	Greg – Project Engineer Keyleigh – Project Engineer	585	\$99,100

Report of Monitoring, MA | Sewer Collections System Rehabilitation Phase 2

MAX ROW	TASK DESCRIPTION	PERSONNEL												BILLING CREDITS	
		Project Mgr	Design TS	Asst TL	Asst TS	Asst TS	Design PE	Design CE	Design QA	Design IT	Asst Admin	Submittal Admin	TOTAL HOURS	EXPENSES	TOTAL COST
1	Additional Investigation														
	Dye Testing and Field Investigations		2	4		40	40					86	\$900.00	\$14,500.00	
	Review Investigation Result		2	2		4						8		\$1,500.00	
2	Sewer Rehab Design														
	Review Prior Study/Information	1	8	8		8	8					33		\$6,400.00	
	Develop Bid Documents (75% Submittals)														
	Prepare Plans		2	8	40		40		2			92		\$16,100.00	
	Prepare Specifications			8	40		40					88		\$14,200.00	
	Quantity take offs and cost estimate			4	12		16					32		\$5,500.00	
	Internal QA/QC	4	4									20		\$6,200.00	
	75% Design meeting to discuss Town Comments	2	2	2						8		8		\$1,900.00	
	Finalize Bidding Documents (100% Submittals)	2	2	8	24	8	24		2			72	\$600.00	\$13,500.00	
3	Bidding Phase														
	Bidding Assistance			4			4	4				20		\$3,600.00	
	Bid Opening/Review Bid/Bidder Qual	2		2			4	4				12	\$600.00	\$4,900.00	
	Recommendation			2						8		12		\$2,000.00	
4	Construction Administration (Assume 120 days)														
	Project Management/Coordination	4		40		80		8				140		\$26,600.00	
	Progress Meeting (Assume 3)	4		4		4						12		\$3,000.00	
	Review Submittals/Shop Drawings			4		8	16			4		32		\$5,100.00	
	Pay requests			8		40						48		\$8,200.00	
	Change Orders	2		8		16			2	4		32		\$6,200.00	
	Conduct Site Visits (Assume 2 throughout Project)			8			20					28		\$5,700.00	
	Punch List			4		8						12		\$2,200.00	
	Close-out	2		4		8				4		18		\$3,400.00	
4a	Resident Project Representative						485					585	\$11,000.00	\$99,100.00	
	TOTALS	23	22	132	76	264	697	24	4	8	52	100	1402	\$14,000.00	\$249,800.00
	LABOR BILLINGS PER STAFF MEMBER	\$8,280	\$4,796	\$31,020	\$13,832	\$41,712	\$103,853	\$6,600	\$1,008	\$2,800	\$6,240	\$15,800			

Opt-Out Program:

The Town of Montague will pay a set amount of \$1,500 per year for an individual, \$3,000 for employee plus one plan, and \$5,000 per year for a family plan to active employees, who are currently covered by a health insurance plan through the HCGIT, but choose to opt-out of being covered through our plans and enroll in health insurance elsewhere. You can enroll in the Opt-Out at any time of the year as long as you have a “qualifying event.”

My other non-HCGIT health insurance coverage is not through a Federal or State sponsored program (such as the Health Connector or Mass Health). I have compared my other non-HCGIT health insurance coverage with my HCGIT coverage. The coverage is comparable and I can provide proof of coverage for myself and my dependents if they are currently enrolled in the HCGIT health plan.

I understand that I may cancel this election (at which time payments will cease) and re-enroll in the HCGIT plan only:

- during annual enrollment periods; or
- after involuntary loss of my other coverage through no fault of my own or end of spouse's employment.

I acknowledge that my decision to participate in the opt-out program is being made voluntarily and in no way affects my employment status.

Signature of Insured

Date

[Main](#) [TOC](#)

General Category : General Government

TOWN MEETING

Dept # 113

EXPENDITURES	Budget FY25	Actual FY25	Budget FY26	Expended thru 12/31/2025	FY27 Level Services Request	FY27 BOS Recommend	FY27 BOS & Fin Comm Recommend
5115 Moderator	500	500	500		500		
TOTAL PERSONAL SERVICES	500	500	500	-	500		
5279 Custodial Services							
5314 Moderator Seminars	150		150		150		
5315 Constable/Other ProfTech	300	105	300		300		
5344 Postage	1,000	678	1,000		1,000		
5420 Office Supplies/Envelopes	200	68	200		200		
5490 Food & Drinks	850	61	850		850		
5586 Miscellaneous Supply							
5710 In-State Travel	150		150		150		
5730 Dues and Memberships	30		30		60		
TOTAL EXPENSES	2,680	913	2,680	-	2,710		
TOTAL TOWN MEETING	3,180	1,413	3,180	-	3,210		
Change					30	0.94%	

EXPENDITURES	Budget FY26	Request FY27	\$ Change	% Change	Explanation
5115 Moderator	500	500	-		
5279 Custodial Services	-	-	-		
5314 Moderator Seminars	150	150	-		
5315 Constable/Other ProfTech	300	300	-		
5344 Postage	1,000	1,000	-		
5420 Office Supplies/envelopes	200	200	-		
5586 Miscellaneous Supply	850	850	-		
5490 Food & Drinks	-	-	-		
5710 In-State Travel	150	150	-		
5730 Dues and Memberships	30	60	30	100.00%	
Totals	3,180	3,210	30		no changes proposed. New moderator 0.94%

		Budget	Actual	Budget	Expended thru	FY27 Level Services Request	FY27 REDUCTION Request	FY27 BOS & Fin Comm Recommend
EXPENDITURES		FY25	FY25	FY26	12/31/2025			
5111	Wages Full Time	268,801	259,360	264,107		288,573	288,573	
5113	Wages Part Time	21,151	22,770	23,377		24,996	24,966	
5115	Chair, Selectmen	2,640	2,640	2,640		2,640	2,640	
5115	2nd Member	2,400	2,400	2,400		2,400	2,400	
5115	3rd Member	2,400	2,400	2,400		2,400	2,400	
5124	P/T Temp Wages							
5144	Longevity	2,000	2,000	2,000		900	900	
5145	Cell Phone Stipend	938	900	938		938	938	
5194	Vacation Leave Buy-Back (@7 weeks)		1,754					
	TOTAL PERSONAL SERVICES	300,330	294,224	297,862	-	322,847	322,847	
5314	Seminars	2,500	55	2,500		2,500	1,500	
5315	Other Prof/Tech/Minutes	8,000	6,005	8,000		8,000	8,000	
5344	Postage	300	210	300		300	300	
5345	Advertising	1,300	570	1,000		1,000	750	
5420	Office Supplies	5,500	2,341	5,500		5,500	3,250	
5450	Streetscape Maintenance	500	-	-		-		
5581	Subscriptions/Books	1,000	-	1,000		1,000	500	
5582	Food	300	1,487	1,500		1,500	1,500	
5590	Equipment < \$5K	500	-	500		500	-	
5710	Travel	3,000	828	3,000		3,000	1,000	
5730	Dues & Memberships	3,000	2,720	3,500		3,500	3,500	
	TOTAL EXPENSES	25,900	14,215	26,800	-	26,800	20,300	
	TOTAL SELECTBOARD	326,230	308,440	324,662	-	349,647	343,147	

Change
24,985
18,485
7.70%
5.69%

Date of Hire	Title	Grade/Step 7/1/2026	Hourly Rate	Hrs	Total Annual
6/14/2010	Town Administrator	A7	61.53	1,958.50	120,506.51
6/26/2024	Asst Town Administrator	C10	52.53	1,958.50	102,880.01
9/2/2025	Executive Assistant FT	E8	35.65	1,828.50	65,186.03
9/20/2023	Selectboard AA 20 hrs	H3	23.92	1,045.00	24,996.40

DOH	Svc FY27	Long
6/10/2010	17	900
6/26/2024	3	-
9/2/2025	1	-
9/20/2023	3	-
		900

EXPENDITURES	Budget FY26	REDUCTION FY27	\$ Change	% Change	Explanation
5111 Wages Full Time	264,107	288,573	24,466	9.26%	
5113 Wages Part Time	23,377	24,966	1,589	6.80%	
5115 Chair, Selectmen	2,640	2,640	-		
5115 2nd Member	2,400	2,400	-		
5115 3rd Member	2,400	2,400	-		
5124 Part Time Temp Wages	-	-	-		
5144 Longevity	2,000	900	(1,100)	-55.00%	Wendy left SB office
5145 Cell Phone Stipend	938	938	-		
5314 Seminars	2,500	1,500	(1,000)	-40.00%	will cover attendance at MMA and STAM
5315 Other Prof/Tech (mtg Minutes for FY18)	8,000	8,000	-		
5344 Postage	300	300	-		
5345 Advertising	1,000	750	(250)	-25.00%	Reflects actuals
5420 Office Supplies	5,500	3,250	(2,250)	-40.91%	reflects actuals. Office is well stocked
5450 Streetscape Maintenance	-	-	-		
5581 Subscriptions/Books	1,000	500	(500)	-50.00%	
5582 Food	1,500	1,500	-		
5590 Equipment < \$5K	500	-	(500)	-100.00%	Office is well equipped
5710 Travel	3,000	1,000	(2,000)	-66.67%	reflects actuals- more zoom meetings
5730 Dues & Memberships	3,500	3,500	-		

Totals	324,662	343,117	18,455	5.68%
--------	---------	---------	--------	-------

EXPENDITURES		Budget FY25	Actual FY25	Budget FY26	Expended thru 12/31/2025	FY27 Level Services Request	FY27 BOS Recommend	FY27 BOS & Fin Comm Recommend
5301	Labor Negotiations	25,000	29,228	20,000		20,000		
5302	Legal	57,475	36,359	57,475		57,475		
5304	FERC Relicensing	5,000		5,000		-		
5303	Counsel - Pipeline Legal Exp							
	TOTAL EXPENSES	87,475	65,587	82,475	-	77,475		
	TOTAL TOWN COUNSEL	87,475	65,587	82,475	-	77,475		

Change (5,000) -6.06%

EXPENDITURES		Budget FY26	Request FY27	\$ Change	% Change	Explanation
5301	Labor Negotiations	20,000	20,000	-		
5302	Legal	57,475	57,475	-		
5304	FERC Relicensing	5,000	-	(5,000)	-100.00%	No longer needed. Town will not pursue appeals

Totals 82,475 77,475 (5,000) -6.06%

EXPENDITURES		Budget FY25	Actual FY25	Budget FY26	Expended thru 12/31/2025	FY27 Level Services Request	FY27 REDUCTION	FY27 BOS & Fin Comm Recommend
5249	Copier/Duplicator Lease	5,000	3,974	5,000		5,000	5,000	
5304	Annual Audit	44,000	38,000	47,000		47,000	47,000	
5305	Printing Annual Report							
5306	GASB 45 OPEB Actuarial	3,800	1,935	3,800		3,800	3,800	
5307	Continuing Disclosure Fee (Debt)	2,250	2,250	2,250		2,250	2,250	
5310	Citizen Serve Annual Fees FY20-Dept	6,000	6,000	6,000		6,000	6,000	
5340	Shared Telephone Exp	15,000	12,492	15,000		15,000	15,000	
5344	Postage Meter Rental	7,500	5,183	7,500		7,500	7,500	
5350	Code Red software	6,609	7,809	7,000		7,850	7,850	
5355	Common Monthly Shredding Service	720	708	760		760	760	
5420	Shared Paper	2,500	555	2,500		2,500	1,000	
5580	Copier/Duplicator Supplies	120		120		120	120	
	Break Room/Meeting Room Supplies			500		500	500	
	Payroll Services Software			7,500		15,000	15,000	
	TOTAL EXPENSES	93,499	78,905	104,930	-	113,280	111,780	
	TOTAL	93,499	78,905	104,930	-	113,280	111,780	

Change
8,350
7.96%

6,850
6.53%

Shared paper

2025 \$555.00
2024 \$565.00
2023 \$1,029.00
2022 \$123.00
2021 \$273.00

Average

\$509.00

EXPENDITURES		Budget FY26	Request FY27	\$ Change	% Change	Explanation
5249	Copier/Duplicator Lease	5,000	5,000	-		
5304	Annual Audit	47,000	47,000	-		
5305	Printing Annual Report	-		-		
5306	GASB 45	3,800	3,800	-		
5307	Continuing Disclosure Fee (Debt)	2,250	2,250	-		
5310	Citizen Serve Annual Fees (Permits)	6,000	6,000	-		
5340	Shared Telephone Exp	15,000	15,000	-		
5344	Postage Meter Rental	7,500	7,500	-		
5350	Code Red	7,000	7,850	850	12.14%	Reflects actual
5355	Common Monthly Shredding Service	760	760	-		
5420	Shared Paper	2,500	1,000	(1,500)	-60.00%	reflects actual use.
						Supplanted by Recycling dividends
5580	Copier/Duplicator Supplies	120	120	-		
	Break Room/Meeting Room Supplies	500	500	-		
	Payroll Services Software	7,500	15,000	7,500	100.00%	FY26 was a 1/2 year due to Jan 1 rollout
Totals		104,930	111,780	6,850	6.53%	

General Category: General Government

Farmers Market

Dept # 197

EXPENDITURES		Budget FY25	Actual FY25	Budget FY26	Expended thru 12/31/2025	FY27 Level Services Request	FY27 BOS Recommend	FY27 BOS & Fin Comm Recommend
5100	Coordinator Stipend	4,000	3,611	4,500		4,500		
	TOTAL WAGES	4,000	3,611	4,500	-	4,500		
5700	Misc Expenses	1,200	1,051	1,200		1,450		
	TOTAL EXPENSES	1,200	1,051	1,200	-	1,450		
	TOTAL FARM MKT	5,200	4,662	5,700	-	5,950		

Change 250 4.39%

EXPENDITURES		Budget FY26	Request FY27	\$ Change	% Change	Explanation
5100	Coordinator Stipend	4,500	4,500	-		
5700	Misc Exp	1,200	1,450	250	20.83%	\$250 for portapotty through October

Totals 5,700 5,950 250 4.39%

General Category: Human Services

VETERANS
Dept # 543

EXPENDITURES		Budget FY25	Actual FY25	Budget FY26	Expended thru 12/31/2025	FY27 Level Services Request	FY27 BOS Recommend	FY27 BOS & Fin Comm Recommend
5771	Ordinary Assistance	71,397	62,268	94,500		94,500		
5774	Care & Registration of Graves	2,500	3,642	2,500		2,500		
5776	Burials	4,000		4,000		4,000		
	TOTAL EXPENSES	77,897	65,910	101,000	-	101,000		
	TOTAL VETERANS	77,897	65,910	101,000	-	101,000		

Change - **0.00%**

EXPENDITURES		Budget FY26	Request FY27	\$ Change	% Change	Explanation
			-	-		
5771	Ordinary Assistance	94,500	94,500	-		potential to reduce closer to March
5774	Care & Registration of Graves	2,500	2,500	-		
5776	Burials	4,000	4,000	-		

43754 Totals 101,000 101,000 -

EXPENDITURES		Budget FY25	Actual FY25	Budget FY26	Expended thru 12/31/2025	FY27 Level Services Request	FY27 BOS Recommend	FY27 BOS & Fin Comm Recommend
5664	Franklin Regional Council Govts (FRCOG)	51,418	51,568	51,128		51,128		
5665	FRCOG Emerg Communications	7,206	6,962	7,350		7,350		
5666	FCSWMD	35,600	35,546	37,413		42,913		
5667	FRCOG REPC	150	-	150		150		
5668	Pioneer Valley Mosquito Control District	-		-		-		
5670	Veterans' District	22,500	22,347	23,000		23,000		
TOTAL INTERGOVERNMENTAL		116,874	116,423	119,041	-	124,541		

Change 5,500 4.62%

	Budget FY26	Request FY27	\$ Change	% Change	Explanation
5664	51,128	51,128	-		FY27 Assessment not yet received
5665	7,350	7,350	-		FY27 Assessment not yet received
5666	37,413	42,913	5,500	14.70%	Primarily Healthcare Costs
5667	150	150	-		
5668	-	-	-		First Year (FY27) funded by Special Article. \$5,250 starting FY28
5670	23,000	23,000	-		FY27 Assessment not yet received

Totals 119,041 124,541 5,500 4.62%

EXPENDITURES		Budget FY25	Actual FY25	Budget FY26	Expended thru 12/31/2025	FY27 Level Services Request	FY27 BOS Recommend	FY27 BOS & Fin Comm Recommend
5170	Non-Contrib Retirement	2,045	1,363	2,045		2,045		
5171	Retirement	1,155,361	1,155,361	1,181,739		1,181,739		
5172	Workers' Compensation	44,000	44,002	44,000		44,000		
5173	Unemployment Compensation	10,000	9,960	10,000		10,000		
5174	Health Insurance	1,350,000	1,298,109	1,838,000		2,168,840		
5175	Life Insurance	17,665	14,082	17,665		17,665		
5177	Medicare	78,012	74,788	78,252		84,367		
5179	Ret HIns Other Towns							
TOTAL PERSONAL SERVICES		2,657,083	2,597,665	3,171,701	-	3,508,656		
TOTAL EMPLOYEE BENEFITS		2,657,083	2,597,665	3,171,701	-	3,508,656		

Change

336,955

10.62%

\$0 0.00%

\$330,840 18.00%

\$6,115



		Budget FY26	Request FY27	\$ Change	% Change	Explanation
5170	Non-Contrib Retirement	2,045	2,045	-		
5171	Retirement	1,181,739	1,181,739	-		
5172	Workers' Compensation	44,000	44,000	-		
5173	Unemployment Compensation	10,000	10,000	-		
5174	Health Insurance	1,838,000	2,168,840	330,840	18.00%	Carrying 18% for rate increase.
						Rates determined in Dec/Jan
5175	Life Insurance	17,665	17,665	-		
5177	Medicare	78,252	84,367	6,115	7.81%	increases with wages

Totals

3,171,701

3,508,656

336,955

10.62%

General Category: Miscellaneous

INSURANCE**Dept # 946**

EXPENDITURES		Budget FY25	Actual FY25	Budget FY26	Expended thru 12/31/2025	FY27 Level Services Request	FY27 BOS Recommend	FY27 BOS & Fin Comm Recommend
5740	General Insurance	119,600	115,717	119,600	118,246.00	121,202		
	MEDIC Board Liability Ins							
	TOTAL EXPENSES	119,600	115,717	119,600	118,246.00	121,202		
	TOTAL GENERAL INSURANCE	119,600	115,171	119,600	118,246.00	121,202		
Change						1,602	1.34%	

1/11/2021

3/4/2021

EXPENDITURES		Request FY26	Request FY27	\$ Change	% Change	Explanation
5740	General Insurance	119,600	121,202	1,602	1.34%	increase not to exceed 2.5% of FY26 per MIIA
	MEDIC Board Liability Ins	-	-	-		
	Totals	119,600	121,202			

EXPENDITURES		Budget FY25	Actual FY25	Budget FY26	Expended thru 12/31/2025	FY27 Level Services Request	FY27 BOS Recommend	FY27 BOS & Fin Comm Recommend
5231	Water	500	-	500		500		
5232	Sewer	750	-	750		750		
5242	Building R & M	40,000	11,597	40,000		40,000		
5315	Other Professional/Technical	10,000	112	10,000		10,000		
5341	Telephone	1,000	793	1,000		1,000		
5451	Cleaning Supplies							
	TOTAL EXPENSES	52,250	12,502	52,250	-	52,250		
5710	Long Term Principal			-		-		
5711	2006 Bond Prinicpal							
5751	Long Term Interest							
5752	2006 Bond Interest							
	TOTAL DEBT	-	-	-	-	-	-	-
5991	Trans to General Fund (PY Res Fd Trans)							
	TOTAL COLLE	52,250	12,502	52,250	-	52,250		
Change						-	0.00%	

EXPENDITURES	Budget FY26	Request FY27	\$ Change	% Change	
5211 Electricity	-	-	-		
5214 Natural Gas	-	-	-		
5231 Water	500	500	-		
5232 Sewer	750	750	-		
5242 Building R & M	40,000	40,000	-		
5279 Custodial Services	-	-	-		
5315 Other Professional/Technical	10,000	10,000	-		
5341 Telephone	1,000	1,000	-		
5420 Office Supplies	-	-	-		
5451 Cleaning Supplies	-	-	-		
5710 Long Term Principal	-	-	-		
5711 2006 Bond Prinicipal	-	-	-		
5751 Long Term Interest	-	-	-		
5752 2006 Bond Interest	-	-	-		

Totals

52,250

52,250

-