

# **MONTAGUE CAPITAL IMPROVEMENTS COMMITTEE**

## **MEETING AGENDA**

### **DPW Conference Room 128 Turners Falls Road, Turners Falls, MA IN PERSON MEETING**

**Wednesday, January 8, 2025 from 3:30 to 5:00 pm**

#### **Votes May Be Taken**

1. Call to Order and Approve any outstanding meeting minutes: 12/11/24
2. Tour of Public Works facility; recent capital purchases; assets in need of replacement
3. Review of Public Works capital article requests with DPW Superintendent Sam Urkiel
  - a. Phase 2 – Sewer Collection System Rehabilitation (\$3,000,000)
  - b. Replace 2003 International 7400 10 wheel dump truck (\$365,000)
  - c. Replace 2002 International 4900 dump truck (\$325,000)
  - d. Replace 2001 Ford E450 camera van (\$70,000)
  - e. Replace 2007 Ford F-150 pickup (\$65,000)
  - f. Oakman St slope stabilization (\$60,000)
  - g. Guardrail/culvert work (\$200,000)
4. Status review of ongoing major capital projects
5. Topics not anticipated in the 48 hour posting requirements
6. Adjournment

# **MONTAGUE CAPITAL IMPROVEMENTS COMMITTEE**

## **Meeting Minutes**

**Wednesday, December 11, 3:30 PM**

**Montague Town Hall Annex One Avenue A Turners Falls, MA**

**And via Zoom**

### **In Attendance:**

CIC Members: Gregory Garrison (GG), Chris Menegoni (CM), Ariel Elan (AE), Lynn Reynolds (LR), Jason Burbank (JB)

Town Staff: Christopher Nolan-Zeller (CNZ)- Assistant Town Administrator, Chelsey Little (CL) – Clean Water Facility Superintendent

Also in Attendance: John Reynolds (JR)

### **Meeting called to order 3:31PM, GG Presiding**

1. Call to Order and Approve any outstanding meeting minutes: 11/13/24

*MOTION to approve the minutes of 11/13/24 by LR, JB Seconded. CM-AYE, GG- AYE, LR- AYE, AE-ABSTAIN, JB-ABSTAIN. MOTION PASSED*

2. Review of Clean Water Facility (CWF) Capital Article Requests for Special Town Meeting (CWF Superintendent Chelsey Little, invited)

CL presented background information on her department's \$48,500 request for its Conference Room / Break Room Renovation, which is also Phase 2 of its Main Generator Replacement project. She discussed the current layout of the administrative building, and explained that this had been spun off into its own project due to the Generator replacement project going over-budget on other items. If approved, the current generator room would become the new kitchen/break room, and the current break room would become a conference room, which is currently lacking.

GG asked if plumbing would be a concern. CL responded that the line to the current break room sink would be capped, while the new kitchen area would connect via extending the plumbing from the adjacent boiler room.

This project is requested for approval by Special Town Meeting, as the old generator will be removed in February, and this would be ideal timing to complete the renovation.

GG asked whether the requested cost included materials only, or if labor was also included. CL responded that it was for materials only, as the work would be done in-house by her staff.

JR asked whether the work was done during regular hours, or if any overtime would be needed. CL responded that it would be done during normal operating hours, which included built-in special projects time for her team.

JB asked whether savings from labor were greater or equal to the cost of materials. CL confirmed that labor to pay an outside contractor would have almost certainly cost more than the materials. GG commended CL and her staff for their willingness to take on projects.

*MOTION to recommend the appropriation of \$48,500 for the CWF Conference Room / Break Room renovation by CM, JB Seconded. CM-AYE, GG- AYE, LR- AYE, AE-AYE JB-AYE. MOTION PASSED UNANIMOUSLY.*

### 3. Status of currently funded capital projects

CL discussed several of CWF's ongoing and recently-completed projects. The Industrial Blvd pump station reconstruction was recently completed in-house at a cost of \$168,000, paid for entirely with a state grant. GG acknowledged that this work was estimated at \$1 million if it had been contracted out, rather than completed by CWF staff, and expressed gratitude that CL prioritized keeping costs down.

CL noted recent and upcoming work involving the facility's screw pumps, aeration blowers and diffusers, new main generator installation, repairs on the boiler in the Operations building, replacement of generators at the G St, and J St pump stations, improvements at the Montague Center pump station, and work on the facility's septage receiving station, which is one of the few in the area that accepts septage from out-of-town haulers, and is a major revenue stream for the department, with an average of about \$300,000 in annual receipts from this.

JB asked what the most prominent challenge was for the department during rainy weather. CL responded that keeping the secondary treatment area from washing out and discharging its microbes was the largest challenge, as it would take 20-40 days to bring their levels back up to the minimum needed for keeping up with treatment.

CNZ updated the committee on other ongoing projects, including the upcoming solar installation on the Town Hall Annex (permits pending), the nearly-finished basement renovation at the Carnegie Library, and a series of capital improvements at the elementary schools planned for Summer 2025, being coordinated between the school district and his office.

### 4. Tentative schedule for meeting with Department Heads for review of Annual Town Meeting requests

The committee agreed that its tentative 12/18 meeting would no longer be necessary. GG explained that the Airport had withdrawn its two capital requests due to having already completed the projects with federal funds, and the Airport Manager would be meeting with the Finance Committee to request Town Meeting funds for local reimbursement.

5. Topics not anticipated in the 48 hour posting requirements

None.

6. Establish next meeting date(s)

The next meeting would be at the DPW Facility on 1/8/25. CNZ would be contacting department heads to schedule appointments with the committee during January meetings to discuss their requests.

7. Adjournment

*MOTION to close the meeting at 4:26PM by CM, LR Seconded. CM-AYE, GG-AYE, LR-AYE, AE-ABSENT, JB-AYE. MOTION PASSED*

Respectfully Submitted,

Christopher Nolan-Zeller



## Annual Town Meeting

### SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year  
**FY 26**

*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 10/31/2024.***

Check Here if this an expedited request for Winter 2024 Special Town Meeting

Department: DPW / Selectboard Submitted by: Chris Nolan-Zeller, Asst. Town Admin.

Item/Project Cost: \$ 3,000,000 Date Prepared: 10/31/2024

Item/Project Title: Phase 2 – Sewer Collection System Rehabilitation

#### 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 **\$3,000,000**, or any other amount, for the purpose of Priority 1 and Priority 2 work identified in the Town’s Long-Term Control Plan (LTCP), updated in 2022, 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.)*

As part of the Town’s combined sewer overflow (CSO) LTCP update, the Town contracted with the engineering firm Wright-Pierce to develop short and long-term implementation plans for improving the maintenance, operation, and condition of its wastewater collection system. The requested funding is needed to complete the work that has been designated as either Priority 1 or Priority 2 in need of completion. Completing this work within a 10-year period is a condition of the Town’s National Pollutant Discharge Elimination System (NPDES) permit, meaning that implementing this rehabilitation is the Town’s legal obligation.

This work includes the rehabilitation of 15 pipes (4,867 linear ft.) in Turners Falls, as well as 22 pipes (4,592 linear ft.) in Millers Falls, in addition to the rehabilitation of 74 manholes in Millers Falls. Phase 2 is a continuation of the ongoing Phase 1, which is expected to be completed by Spring 2025, and includes the rehabilitation of 53 manholes. Phase 1 has been funded through a \$500,000 Rural / Small Town Development Grant from the state.

**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 Town will contract for engineering services. Construction to be procured through bidding process in accordance with MGL c.30 §39M. Initial procurement to be managed by Assistant Town Administrator, with ongoing oversight of contractor to be handled by Public Works Superintendent.

**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.*

The Town is obligated under its NPDES permit to implement the repairs identified in the LTCP. The work identified by the project engineer as being Priority 1 or 2 is essential to the continued functionality of the Town's wastewater collection system, of which much of the current infrastructure is 75-100 years old. Currently, several areas of excessive inflow and infiltration lead to undue strain on operations by increasing the overall volume of water in the system. Especially during heavy rainfall events, this also increases the likelihood of CSO discharges, which are an environmental and health hazard, and can further expose the Town to liability for noncompliance with its NPDES permit.

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

Critical Importance

Highly Important

Moderately Important

**OX**

**O**

**O**

**Comments and additional information:**

October 7, 2024

Mr. Walter Ramsey, Town Administrator  
Town of Montague  
1 Avenue A  
Montague, MA 01376

**SUBJECT: Town of Montague, MA – Proposal for Professional Engineering Services  
Phase 2 Sewer and Manhole Rehabilitation Project**

Dear Walter,

Wright-Pierce has previously conducted two studies of the sewer collection system and provided the following two deliverables to the Town of Montague to summarize the field investigation work and to provide rehabilitation recommendations with a planning level opinion of probable construction cost. The rehabilitation recommendations of sewer manholes and sewer pipes address structural defects and potential sources of infiltration and inflow (I/I) to the Town’s collection system.

1. Turners Falls, Lake Pleasant, and Montague Center Wastewater Collection Study, dated March 3, 2023
2. Millers Falls Wastewater Collection System Study, dated April 14, 2023

The Town of Montague has requested that Wright-Pierce submit a proposed scope and fee to provide design, bidding, and construction administration services to implement the following Priority 1 and Priority 2 recommended rehabilitation in both Turners Falls and Millers Falls. The 51 Priority 1 manholes identified in Turner Falls areas are not included in this Project because they are separately being rehabilitated under the Phase 1 Sewer and Manhole Rehabilitation Project going out to bid in Fall 2024/Winter 2025 and constructed in Spring 2025.

Location	Priority	# of Manholes	# of Pipes	LF of Pipe
Turner Falls	1	51*	11	3,613
Turner Falls	2	0	4	1,254
Millers Falls	1	42	18	3,996
Millers Falls	2	32	4	596
<b>Total</b>	--	<b>74</b>	<b>37</b>	<b>9,459</b>

\*Not included in this project.



10/7/2024

Mr. Walter Ramsey, Town Administrator

Page 2 of 5

The Town of Montague has also requested Wright-Pierce to update the planning level opinion of probable construction cost provided in the two deliverables indicated above separate from this proposal. Our proposed scope and budget for engineering services are presented below.

## Proposed Scope of Work

### Task 1 – Design

Scope of work under this task will include:

1. Wright-Pierce will perform project administration tasks including communicating with the Town, tracking budget and schedule, and preparing and submitting monthly invoices.
2. Wright-Pierce will prepare for and attend an in-person kick-off meeting, with the Town's and Wright-Pierce's project team members. At the kick-off meeting, Wright-Pierce will establish schedules for deliverables and communication protocols.
3. Wright-Pierce will develop a 75 percent submittal that includes bid document/specifications with GIS-based drawings and an opinion of probable construction cost. The front-end specifications will be based on EJCDC 2018 edition. Technical specifications will be prepared using the CSI 16 Division format. The location of the manholes will be shown on GIS-based 11"x17" figures.
  - a. The Bid/Contract documents will be prepared in accordance with MGL Chapter 30, 39M governing public works projects in the Commonwealth of Massachusetts.
  - b. Wright-Pierce will submit an electronic copy (PDF) of the bid document/specifications to the Town and meet with the Town to discuss review comments.
4. Wright-Pierce will address the Town's comments on the 75 percent bid document/specifications within 15 business days of receiving the Town's comments. Wright-Pierce will prepare and submit two hard copies and an electronic version of the 100 percent bid documents/specifications and an opinion of probable construction cost.

### Task 2 – Bidding Assistance

Scope of work under this task will include:

1. Coordinate bidding through the Wright-Pierce bidding platform. The Town shall be responsible for all advertising costs.
2. Respond to bidders' questions.
3. Prepare and distribute up to two addenda to the bid documents.
4. Attend in-person bid opening for the construction contract.
5. Review all bids and prepare bid tabulation.
6. Review the qualifications of the apparent low bidder(s) and compliance with other contract requirements. Report on the results of the reviews and issue a bid summary to the Town.
7. The length of the Bidding Phase is assumed to be approximately 60 days. The length of the Bid Period from Advertisement to Bid Opening is assumed to be approximately 21 days.

10/7/2024

Mr. Walter Ramsey, Town Administrator

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### Task 3 – Construction Administration

Scope of work under this task will include:

1. Project Administration and Management
  - a. Perform project administration and management tasks including communications with Town, tracking budget and schedule, and preparing and submitting monthly invoices.
2. Prepare for and attend up to three monthly progress meetings and one preconstruction meeting, with Town, Contractor, and Wright-Pierce's project team members. Progress meetings will include a report on budget, schedule updates, and review of technical aspects. Prepare and distribute minutes of the meetings.
3. Consult with and advise Town and act as Town's representative as provided in the Standard General Conditions and Supplementary Conditions of the Construction Contract. The extent and limitations of the duties, responsibilities, and authority of engineer as assigned in said Standard General Conditions shall not be modified, except as engineer may otherwise agree to in writing. The Town's instructions to Contractor will be issued through Wright-Pierce, who shall have authority to act on behalf of Town in dealings with Contractor to the extent provided in this Agreement and said Standard General and Supplementary Conditions except as otherwise provided in writing.
4. Review shop drawings, diagrams, illustrations, schedules, the results of tests and inspections, which the Contractor is required to submit to demonstrate conformance with the construction Contract Documents. Reject any materials, or other items which do not meet minimum requirements. Review warranties and manufacturers' information for products and materials supplied for the project.
5. Review Town's and/or Contractor's requests for materials substitution for items specified in the Contract Documents.
6. Make visits to the site at appropriate intervals to observe the progress of the construction work. Prepare reports of findings, as necessary.
7. Review field test reports, including those submitted by the Contractor's Independent Testing Laboratory. Attend field tests, as necessary.
8. Review Contractors' draft and final requests for payment and estimate amounts to be paid. Process the final request for payment. It is assumed that four payment requests will be processed for this project.
9. Review and negotiate changes in the scope of work, price, and/or completion time. Prepare change orders which may become necessary due to factors discovered during the progress of the work. Review and provide clarifications and interpretations of the Contract Documents.
10. Monitor work progress for conformance with established schedules and budget.
11. Prepare punch list of uncompleted or unacceptable work.
12. Conduct a Substantial Completion inspection and prepare a Certificate of Substantial Completion.
13. Provide an electronic copy in PDF format showing those deviations from the original drawings during the Construction Phase based on marked-up prints, figures, and other data furnished by the Contractor to Wright-Pierce and that Wright-Pierce considers significant.

10/7/2024

Mr. Walter Ramsey, Town Administrator

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## Task 4 – Resident Project Representative

Scope of work under this task will include:

1. Coordinate and provide a Resident Project Representative (RPR) to represent the Town and Wright-Pierce in the field during construction. The assigned RPR will have an active NASSCO Inspector Training Certification Program (ITCP) Cured-in-Place-Pipe (CIPP) certification in observing progress and quality of the Work. Wright-Pierce anticipates the contractor will be onsite for 90 calendar days (13 weeks) to perform the work. Wright-Pierce shall provide a full-time RPR for up to 585 hours based on 9 hours per day for 65 workdays.

### Items Not Included in Proposed Scope of Services and Assumptions

1. A pre-bid conference will not be held.
2. All materials testing specified will be included in the General Contractor's bid.
3. Requirements for meeting M/WBE goals for engineering services.
4. Permits are not anticipated due to the no-dig nature of the work. It is also assumed that the Town will obtain an exemption from its Conservation Commission for a Notice-of-Intent (NOI) because this work is sewer maintenance related and mostly trenchless.
5. Development of permit applications and payment of applicable fees.
6. Topographical and utility location survey; wetland delineation; and subsurface investigation (i.e., borings, probes, etc.) of the project area.
7. Post-construction services.
8. The design will be based on the NASSCO MACP and PACP coding from the field investigation work in 2022. No additional inspections will be performed.
9. Unless otherwise indicated, construction phase services assume a construction timeline of 120 calendar days (17 weeks) from the Notice to Proceed to substantial completion and another 30 calendar days (4 weeks) to final completion.

### Proposed Fee

We propose to provide the scope of services described above based on a time charge basis with a not-to-exceed fee of \$257,900, including labor and reimbursable expenses, for Tasks 1 through 4. Should additional services be required, we will not exceed this fee without written authorization.

10/7/2024

Mr. Walter Ramsey, Town Administrator

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Task	Labor	Reimbursable Expenses	Fee
Task 1 – Design	\$69,600	\$700	\$70,300
Task 2 – Bidding	\$13,900	\$600	\$14,500
Task 3 – Construction Administration	\$84,500	\$1,100	\$85,600
Task 4 – Resident Project Representative	\$75,800	\$11,700	\$87,500
<b>Total</b>	<b>\$243,800</b>	<b>\$14,100</b>	<b>\$257,900</b>

If the proposed scope and fee is acceptable, Wright-Pierce will prepare a Task Order under our existing on-call Agreement. We appreciate being considered for this assignment and look forward to working with you and your staff.

Sincerely,

**WRIGHT-PIERCE**



Lisa M. Muscanell-DePaola, PE  
Project Manager

[lisa.muscanell@wright-pierce.com](mailto:lisa.muscanell@wright-pierce.com)



Christopher N. Pierce, PE  
Senior Vice President

[chris.pierce@wright-pierce.com](mailto:chris.pierce@wright-pierce.com)

## Chris Nolan

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**From:** Lisa Muscanell <lisa.muscanell@wright-pierce.com>  
**Sent:** Wednesday, October 9, 2024 3:48 PM  
**To:** Walter Ramsey  
**Cc:** Chris Nolan; Michael Stein  
**Subject:** RE: Phase 2 Sewer and Mahole Rehabilitation  
**Attachments:** Phase2SewerRehab\_DesignCA\_ProposalLetter\_v2.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Walter,

Attached is the scope and fee proposal letter that you requested by mid-October to assist with budgeting and planning for the Annual Town Meeting in May 2025.

Regards,

Lisa

**Lisa M. Muscanell-DePaola, PE (she/her)**  
Wright-Pierce | Lead Project Engineer | Project Manager  
direct 860.852.1912 | office 860.343.8297



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**From:** Lisa Muscanell  
**Sent:** Tuesday, September 17, 2024 6:15 PM  
**To:** Walter Ramsey <WalterR@montague-ma.gov>  
**Cc:** Chris Nolan <ChrisN@montague-ma.gov>  
**Subject:** Phase 2 Sewer and Mahole Rehabilitation

Walter,

We are having our Vice President QAQC the scope and fee proposal letter for our technical services, however, I wanted to let you know that our budgetary, planning level (10% design) opinion of probable construction cost (including contingencies, technical services (design, construction, inspection etc.), construction contract etc.) is \$2.5Million.

This uses a 25% construction contingency right now and 30% engineering and administrative fees.

If you think this could still pass at \$3M, you may want to use that number especially if this will take a few years to get out to bid and constructed.

Lisa

**Lisa M. Muscanell-DePaola, PE (she/her)**

**Wright-Pierce** | Lead Project Engineer | Project Manager  
**direct** 860.852.1912 | **office** 860.343.8297





## Annual Town Meeting

### SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year  
**FY 26**

*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 10/31/2024.***

Check Here if this an expedited request for Winter 2024 Special Town Meeting

Department: DPW Submitted by: Sam Urkiel

Item/Project Cost: \$365,000 Date Prepared: October 31, 2024

Item/Project Title: 10 Wheel Dump Truck

#### 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 **\$365,000** or any other amount, for the purpose of a 10 wheeled dump truck with wing plow and spreader, 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 truck will be used year-round for highway maintenance including clearing winter roads and hauling construction materials to and from job sites.

**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**

Purchased by DPW, no external oversight needed.

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

Purchase will replace an aging 2003 International 7400 with wing plow and spreader. The truck has undergone significant repairs including replacement of the dump body in 2017. This replacement request follows the capital improvement plan of 20 years for a large dump truck.

**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:**





# Annual Town Meeting

## SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year  
**FY 26**

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***Please complete this form in its entirety! Initial Submission due 10/31/2024.***

Check Here if this an expedited request for Winter 2024 Special Town Meeting

Department: DPW Submitted by: Sam Urkiel

Item/Project Cost: \$325,000 Date Prepared: October 31, 2024

Item/Project Title: Large Dump Truck

### 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 **\$325,000** or any other amount, for the purpose of a large dump truck with spreader, 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 truck will be used year-round for highway maintenance including clearing winter roads and hauling construction materials to and from job sites.

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**

Purchased by DPW, no external oversight needed.

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

Purchase will replace an aging 2002 International 4900 with spreader. This replacement request follows the capital improvement plan of 20 years for a large dump truck.

**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:**



# Annual Town Meeting

## SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year  
**FY 26**

*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 10/31/2024.***

Check Here if this an expedited request for Winter 2024 Special Town Meeting

Department: DPW Submitted by: Sam Urkiel

Item/Project Cost: \$70,000 Date Prepared: October 31, 2024

Item/Project Title: Sewer CCTV Van

### 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 **\$70,000** or any other amount, for the purpose of a Sewer CCTV Van, 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 Van will be used for transportation to and from sewer infrastructure around town with CCTV equipment used to inspect the system for condition reports.

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**

Purchased by DPW, no external oversight needed.

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

Purchase will replace a 2001 Ford E450. This replacement request follows the capital improvement plan of 12 years for a truck.

**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:**



## Annual Town Meeting

### SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year  
**FY 26**

*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 10/31/2024.***

Check Here if this an expedited request for Winter 2024 Special Town Meeting

Department: DPW Submitted by: Sam Urkiel

Item/Project Cost: \$65,000 Date Prepared: October 31, 2024

Item/Project Title: Ford F-150 Pickup

#### 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 **\$65,000** or any other amount, for the purpose of a Ford F-150 Pickup, 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 truck will be used for transportation to and from town buildings with cleaning supplies and equipment. Will also assist with moving of furniture and goods.

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**

Purchased by DPW, no external oversight needed.

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

Purchase will replace an aging 2007 F-150 pickup. This replacement request follows the capital improvement plan of 12 years for a truck.

**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:**



## Annual Town Meeting

### SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year  
**FY 26**

*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 10/31/2024.***

Check Here if this an expedited request for Winter 2024 Special Town Meeting

Department: DPW Submitted by: Sam Urkiel

Item/Project Cost: \$60,000 Date Prepared: October 31, 2024

Item/Project Title: Oakman St and Country Club Ln Storm Drain Washout Repair Engineering

#### 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 **\$60,000** or any other amount, for the purpose of Engineering a method of repair to washouts located on Oakman St and Country Club Ln, 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 slope below storm drainage has begun to washout significantly. Lots of downhill erosion has occurred.

**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**

Engineering work to be done by others with anticipated repairs in house by DPW.

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

If delayed the area of repair could become much larger and include roadway damage or closure. Efforts should be made to reduce the amount of sediment loss to downhill waterways.

**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:**





Stantec Consulting Services Inc.  
5 Dartmouth Drive Suite 200, Auburn NH 03032-3984

January 15, 2024  
File: 195189006

**Attention: Mr. Walter Ramsey,**  
Town Assistant Administrator  
Turners Falls Town Office  
1 Avenue A  
Turners Falls, MA 01376

Dear Ramsey,

**Reference: Oakman Street and Country Club Lane Storm Drain Outfall Repairs**

Per your request, we are submitting for your review and approval a proposed scope and fee for to perform preliminary engineering services for the storm drain outfall repair at the corner of Oakman Street and Country Club Lane and for the slope failure at the storm drain outlet to the west of 118 Country Club Lane. A map of the approximate outfall locations is provided as Attachment 'A'. Based on our review of the current outfall and slope failure(s) conditions and our understanding that the Town anticipates performing the repairs for these outfalls, we have developed a preliminary scope of engineering services for the design of repairs to these outfalls to include the following:

Preliminary Engineering:

- Coordinate with existing property owners to obtain access for preliminary engineering.
- Perform wetlands delineation, wetlands flagging, natural resource assessment and develop an associated wetlands and natural resources report in anticipation of permitting for the project limits described in Attachment 'A'.
- Perform a topographic and physical conditions survey for the project limits described in Attachment 'A'. It should be noted that the limits of wetland delineation and survey extend for the entire limits from the golf course and between the two slope failure locations to determine a feasible point of access to minimize existing clearing, disturbance and associated necessary grading for access to perform the two outfall repairs.
- Perform 1-boring to a depth of 55-feet (or refusal) and 1-boring to a depth of 25-feet (or refusal) (assumes two days of borings) to perform a subsurface assessment of the existing soils in proximity to the Oakman Street outfall failure.
- Collect three (3) 5-gallon soil samples at the locations of the existing slope and outfall failures and perform sieve analysis testing on the samples in conformance with ASTM C136.
- Summarize the results of the subsurface investigation, including the borings performed in the field and soil sample analysis in a Geotechnical memorandum summary for the project for the project

**Reference: Oakman Street and Country Club Lane Storm Drain Outfall Repairs**

site(s) to be utilized as the basis of design for the design of the slope reinforcement and scout abatement measures.

- Perform an inspection of the existing drainage structures (two catch basins) and culverts (two culverts) to confirm whether rehabilitation of the existing drainage infrastructure is required as part of the project.
- Develop and analyze a stormwater model for the two outfalls to determine the required culvert size(s), stormwater outfall conditions and design scour abatement measures for the culvert outfalls.
- Perform scour abatement analysis in accordance with the application HEC-RAS standards in conformance with MADEP and MassDOT standards and requirements.
- Create a Hydraulic and Hydrologic and Scour Abatement report in anticipation of the required MADEP wetlands permitting for the proposed improvements.

Preliminary Design:

- Create an AutoCAD base plan for the project limits that will be the basis of the proposed improvements.
- Create site plan sheets with the recommended corrective actions, proposed grading and associated limits of disturbance (Assumes 3 plan sheets)
- Create Construction Details for the recommended corrective action and associated erosion control measures in anticipation of permitting (Assumes 2 plan sheets)
- Prepare two preliminary opinions of probable construction costs based on the town bidding and performing the rehabilitation for the project.
- Submit to the Town draft plans, recommendation letter, cost estimates and reports for review and comment.
- Determine appropriate point of access to perform repairs.
- Coordinate with property owners and obtain right of entry agreements, in anticipation of performing construction in 2024.

Depending on the determined scope of recommended repairs, the Town's review of the submitted plans and reports and determination as to whether the Town would like to proceed with public bidding the required repairs or performing the associated repairs with the DPW forces, Stantec can develop a scope, level of effort and associated fee to perform MADEP wetlands dredge and fill permitting for construction, obtain formal access easement for future system maintenance (if required) and to develop contract documents (plans and specification) for construction, if it is desired by the Town to publicly bid the proposed improvements. .

We anticipate that the project survey and wetlands delineation can be completed in March 2024, weather permitting, and we can complete the remaining scope of engineering services described here-in and provide a rehabilitation recommendation, draft plans, and associated reports to the Town by May 2024.

January 15, 2024  
Mr. Walter Ramsey,  
Page 3 of 3

**Reference: Oakman Street and Country Club Lane Storm Drain Outfall Repairs**

Based on the described scope of work and we can perform the preliminary engineering services at a not to exceed costs of **\$51,881** a breakdown of the anticipated level of effort for each item described in the project scope is detailed in Attachment 'B'.

Should you have any questions or require any additional information please feel free to contact us.

Respectfully Submitted,

**Stantec Consulting Services, Inc.**

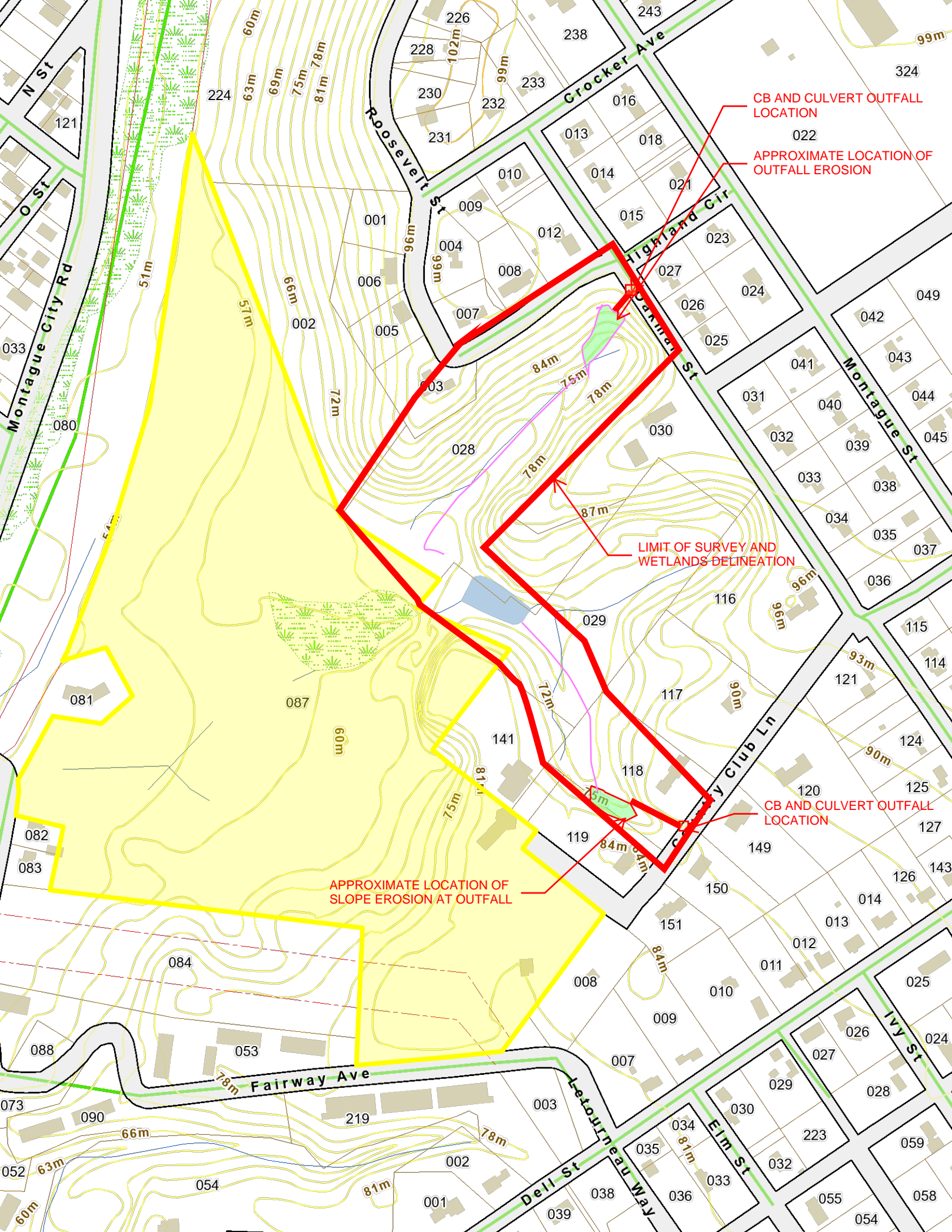


**Bryan Ruoff, PE**  
Associate  
Phone: 603-206-7548  
Fax: 603-669-7636  
Bryan.Ruoff@stantec.com

Attachment: Level of Effort Summary  
c. Tom Bergeron, Town of Montague, MA  
Rene LaBranche, Stantec

rb document2

**ATTACHMENT A -  
PROJECT LOCATION**



CB AND CULVERT OUTFALL LOCATION

APPROXIMATE LOCATION OF OUTFALL EROSION

LIMIT OF SURVEY AND WETLANDS DELINEATION

CB AND CULVERT OUTFALL LOCATION

APPROXIMATE LOCATION OF SLOPE EROSION AT OUTFALL

**ATTACHMENT B -  
LEVEL OF EFFORT SUMMARY**



# SUMMARY REPORT

<b>Project Company</b>	Stantec US Business Group
<b>Project Currency</b>	US Dollar
<b>Project Type</b>	Time & Material

<b>Project Number</b>	195189005
<b>Project Name</b>	Oakman St and Country Club Lane Outfall Failures
<b>Client Name</b>	Town of Montague, MA
<b>Business Centre</b>	BC-1951 Water-US Northeast
<b>Project Manager</b>	Bryan Ruoff
<b>Project Technical Lead</b>	Bryan Ruoff

Project Summary	Total Fee
Labour	\$31,624.00
Expense	\$360.36
Subs	\$19,897.50
<b>Total</b>	<b>\$51,881.86</b>

Planned Start Date	Planned End Date
2024-01-21	2024-06-10

Name	Role	Billing Rate	Hours	Sub-Total Fee
LaBranche, Rene	Principal in Charge	\$225.00	3.00	\$675.00
Ruoff, Bryan	PM / PTL	\$181.00	44.00	\$7,964.00
Garner, Cyrus	Geotech	\$150.00	42.00	\$6,300.00
Potter, Seth	Inspector	\$125.00	25.00	\$3,125.00
Butts, Sarah	Engineer	\$120.00	66.00	\$7,920.00
Drescher, Bill	Engineer	\$120.00	47.00	\$5,640.00
			<b>227.00</b>	<b>\$31,624.00</b>

Expense	Billing Rate	Units	Sub-Total Fee
Travel	\$0.64	560.00	\$360.36
			<b>\$360.36</b>

Subs	Billing Rate	Units	Sub-Total Fee
Subconsultants	\$1.05	18,950.00	\$19,897.50
			<b>\$19,897.50</b>



## Annual Town Meeting

### SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year  
**FY 26**

*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 10/31/2024.***

Check Here if this an expedited request for Winter 2024 Special Town Meeting

Department: DPW Submitted by: Samuel Urkiel

Item/Project Cost: \$200,000 Date Prepared: 11/13/2024

Item/Project Title: Meadow Rd Guardrail

#### 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 Meadow Rd Guardrail, 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.)*

Requesting funds to replace and or make improvements to Guardrail along Meadow Rd and other areas in town. The guardrail is unsafe and wouldn't protect any motorist from harm if needed. The wood posts are rotten, broken and missing in many areas. The height of the guardrail is also inconsistent.



**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?*

FRCOG procurement, DPW project management.

**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.*

To protect the public from additional hazards on town roadways.

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

Critical Importance

Highly Important

Moderately Important

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**Comments and additional information:**

