

MONTAGUE CAPITAL IMPROVEMENTS COMMITTEE

MEETING AGENDA

HYBRID: Meeting will be held in the Annex Meeting Room of Montague Town Hall, 1 Avenue A, Turners Falls, MA, and VIA ZOOM

Join Zoom Meeting:

<https://us02web.zoom.us/j/83783718228?pwd=DrUaPM4AIQReqQMIva4aDoAb7YQW0V.1>

Meeting ID: 837 8371 8228

Passcode: 732216

Dial into meeting: +1 646 558 8656

Wednesday, November 12, 2025 from 3:30 to 5:00 pm

Votes May Be Taken

1. Call to Order and Approve any outstanding meeting minutes: 8/27/25
2. Discuss anticipated FY27 capital project budget
3. Discuss FY27 capital planning cycle timeline
4. Initial review and discussion of FY27 non-school capital article requests
5. Review and discuss possible revisions to Capital Request Form
6. Review and discuss possible revisions to Capital Planning Cycle annual calendar
7. Topics not anticipated in the 48 hour posting requirements
8. Set next meeting date and time
9. Adjournment



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 27

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 10/30/2025.

Department:	<u>Airport</u>	Submitted by:	<u>Bryan Camden for Airport Commission</u>
Item/Project Cost:	<u>\$26,000</u>	Date Prepared:	<u>10/25/25</u>
Item/Project Title:	<u>Up-fit and repair F-450 Truck</u>		

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$, or any other amount, for the purpose of << >>, 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.)*

In 2023 the airport purchased a 1994 Ford F-450 pickup truck from a municipal auction website for use around the airport, including snow removal, spill response, and building maintenance. While over 30 years old, the vehicle is in remarkable condition with no rust and has less than 19,000 miles. The purchase was made out of the airport operating budget funds, and in 2025 the airport equipped the vehicle with a new 10' snowplow and running gear totaling \$10,850. Also in 2025 the airport had the vehicle repaired totaling \$7,845, which included full replacement of the brakes, oil seals, tires, and suspension system. Upon completion of this work the expected remaining life of the vehicle is 15+ years. Currently the vehicle has a large utility box style body with a water pump and storage tank, and while somewhat useful, limits the overall function of the vehicle. We were aware of this when the vehicle was purchased and the intended plan was to upgrade the vehicle over the course of 2-4 years. Our intentions in FY27 would be to remove the existing body and install a 10' aluminum flatbed body OR a 8' standard vehicle bed body (depending on time of purchase cost). In addition, install 4 aluminum locking tool boxes with lighting and backup camera system. Estimated costs are as follows: Purchase bed- \$13,000 Purchase boxes (4)- \$4,000 Purchase Lighting- \$2,000 Install items & paint- \$6,000 Misc Costs- \$1,000

Scoping Questions

Please elaborate in the comments box at bottom of the page

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

If yes, attach the estimate

Is there a lease option for this expense?

Will this item or project replace a capital asset?

Will this create ongoing costs or savings?

Will this leverage grant or other external funding?

Is this request identified on the Capital Improvement Plan?

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

The airport manager will oversee this project. Vendors will be selected based upon prior performance on similar project and job completion timeline.

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

This project will allow the airport to continue to use already existing equipment in a more efficient manor without having to purchase a new vehicle with an overall cost exceeding \$70,000. While this request is to spend money on an older piece of second hand equipment, the condition and total investment to this point justifies the continued investment to keep the asset in operation for at least another 15 years. While this can be deferred a year or more, we have see the cost of upfitting in both labor and materials continue to increase year to year with no real indication that waiting may see a price decrease. In addition, as the airport daily duties and overall traffic have increased we are seeing the demand increase on all equipment, so preparing a vehicle to meet our needs now will help us keep our safety and operation standards to the highest level.

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

Critical Importance

Highly Important

Moderately Important

O

X

O

Comments and additional information:



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 27

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Please complete this form in its entirety! Initial Submission due 10/30/2025.

Department: CWF Submitted by: Chelsey Little, Superintendent

Item/Project Cost: \$966,000 Date Prepared: 11/03/2025

Item/Project Title: Secondary Clarifier Mechanism Replacement x2

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 **\$966,000**, or any other amount, for the purpose of replacing two secondary clarifier mechanisms 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.)*

Secondary Mechanisms x2.....	\$760,000
Concrete Modifications.....	\$20,000
Crane (Demo and Install ~10 days)	\$20,000
Electrical Contractor.....	\$50,000
Concrete Tank Rehab/Lining Contractor.....	\$50,000
Demo/Removal of Old Equipment.....	\$20,000
Contingency 5%.....	\$46,000
Total.....	\$966,000

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 CWF staff will manage procurement, execution of the project, and construction oversight. No engineering services required, equipment only installation.

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 CWF utilizes two (2) 176,000-gallon capacity Secondary Clarifiers as an essential part of the separation of solids from liquids in the wastewater treatment process. The mechanisms in the clarifier tanks have not been replaced since initial installation occurred in 1980 and are in dire need of an upgrade. The original clarifier mechanisms were also designed with paper mill waste in mind, which is a thicker coarser material than the current waste experienced at the facility.

Over the last 45 years, there have been technological advancements in clarifier mechanisms, and the facility is looking to upgrade the current "draft tube" style mechanisms over to a more efficient "spiral blade" mechanism. Fortunately, this upgraded design runs less expensive than replacing in-kind with the "draft tube" style. The facility would also prefer to install the stainless-steel option, as to drastically increase the life of the mechanisms and reduce burdensome maintenance and treatment costs.

It is important to replace the mechanisms before they experience catastrophic failure. Many of the mechanism parts have been completely overhauled multiple times over the years and have far exceeded their lifespan. The current mechanisms also make it difficult for staff to manage the separation of solids from liquids adequately, which have

potentially added to the facility's struggle in solids "escaping" into other areas of treatment which cause permit violations. (Cont.)

Along with the mechanism upgrade, the facility would also like to perform concrete tank rehab, coating the tank with a liner to aid in extending the life of the concrete that is in constant contact with corrosive wastewater.

Staff will be performing the general contractor work, much as we have for the last several projects, to save on the enormous costs of hiring out for a general contractor, which would likely push a project like this into the \$2+ million-dollar range.

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

Critical Importance



Highly Important

O

Moderately Important

O

Comments and additional information:

Funding for this project is likely to come from borrowing, although that decision ultimately lies with the Finance Committee.

Supporting Documentation/Photos

Old Draft Tube Clarifier Mechanisms:





New Spiral Blade Clarifier Mechanisms:

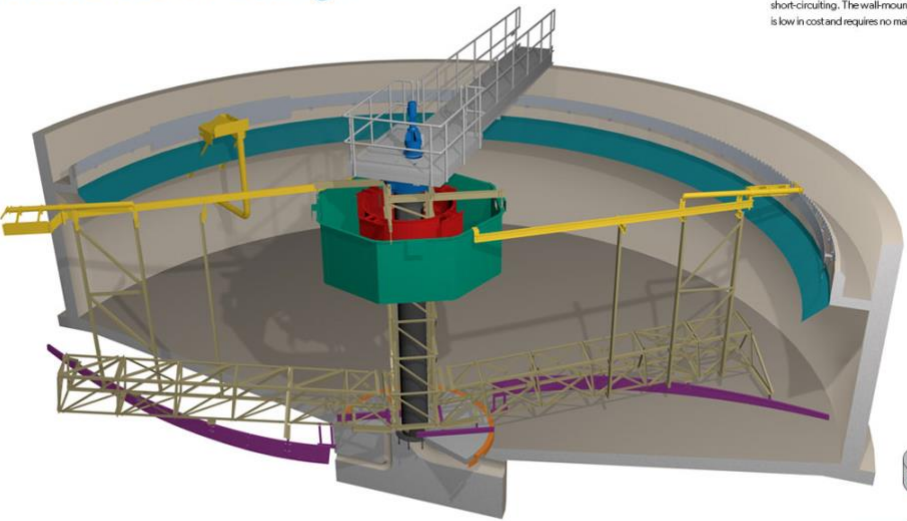
Clarifier Optimization Package

Energy Dissipating Inlet (EDI)
Converts the high energy feed from the center column into a lower velocity flow that is gently mixed in an impinging flow into the flocculating feedwell to maximize flocculation. Side-by-side studies show a 27% reduction in effluent suspended solids when using the new Dual-Gate™ EDI versus a conventional EDI in shallow secondary clarifiers.

Spiral Rake Blades
Increase sludge transport capacity, providing rapid solids removal, and lower sludge blankets. Eliminate septicity and denitrification.

Premium Drive Unit
Designed for torque requirements from 1,000 ft-lbs to 6,000,000 ft-lbs, the Premium Drive Unit provides rotational force to the clarifier mechanism while resisting torque loads and overturning moments.

Center Column
Minimizes floc shearing and reduces influent energy.

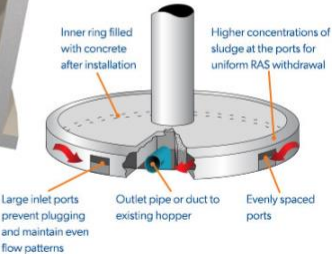


Density Current Baffle
Eliminates wall currents and prevents short-circuiting. The wall-mounted baffle is low in cost and requires no maintenance.

Scum Removal
Removes scum build-up from within the feedwell and from the clarifier surface. Includes a scum flushing valve that automatically opens to flush scum out of the scum trough.

Flocculating Feedwell
Promotes hydraulic flocculation in the inlet area and is designed to eliminate scouring of the sludge blanket.

Sludge Withdrawal Ring
Reduces the depth of the sludge blanket in a secondary clarifier—decreasing sludge scour and increasing hydraulic capacity, as well as reducing the possibility of denitrification and phosphorus removal in BNR processes. The Sludge Withdrawal Ring provides rapid solids removal in conjunction with Spiral Rake Blades, while eliminating the need for underwater seals.





WesTech Spiral Blade Quote:



Commercial Proposal

Proposal Name: Montague WPCF

Proposal Number: 2160509

Friday, October 03, 2025

1. Bidder's Contact Information

Company Name	WesTech Engineering, LLC
Primary Contact Name	Butch Cardenas
Phone	(801) 265-1000
Email	bcardenas@westechwater.com
Address: Number/Street	3665 S West Temple
Address: City, State, Zip	Salt Lake City, UT 84115

2. Budget Pricing

Currency: USD

Scope of Supply

A	Two (2) 50' Diameter Clarifier Mechanisms Model COPC1G	\$650,200
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Optional Items

A-1	304 SS Adder	\$107,400
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Tariffs, to be charged at actual cost

TBD

Taxes (sales, use, VAT, IVA, IGV, duties, import fees, etc.)

Not Included

Prices are valid for a period not to exceed 30 days from date of proposal.

Additional Field Service

Daily Rate (Applicable Only to Field Service Not Included in Scope)	\$1,350
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Pricing does not include field service unless noted in scope of supply but is available at the daily rate plus expenses. The greater of a two week notice or visa procurement time is required prior to departure date. Our field service policy is subject to change and can be provided upon request.

3. Payment Terms

Purchase Order Acceptance and Contract Execution	10%
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Submittals Provided by WesTech	15%
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Release for Fabrication	35%
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Notification of Ready to Ship	40%
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All payments are net 30 days. Partial shipments are allowed. An approved Letter of Credit is required if Incoterms CIF, CFR, DAP, CIP, or CPT are applicable. Payment is required in full for all other Incoterms prior to international shipment. Other terms per WesTech proforma invoice. Please note that the advising bank must be named as: Wells Fargo Bank, International Department, 9000 Flair Drive, 3rd Floor, El Monte, California 91731, USA.

4. Schedule

Submittals, after Purchase Order Acceptance and Contract Execution	10 to 12 weeks
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Ready to Ship, after Receipt of Final Submittal Approval	26 to 28 weeks
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Estimated Weeks to Ready to Ship	36 to 40 weeks*
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*Customer submittal approval is typically required to proceed with equipment fabrication and is not accounted for in the schedule above. Project schedule will be extended to account for time associated with receipt of customer submittal approval. Due to supply chain disruptions and volatility, delivery schedule is a best estimate only and may be improved or hampered based on date of contract execution, scope selection, and materials availability.

5. Freight

Domestic	FOB Shipping Point - Full Freight Allowed to Jobsite (FSP-FFA)
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From	Final Destination	Number of Trucks / Containers
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WesTech Shops	Montague, MA	Approximately 7
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WESTECH

SWIRE WATER



Proposal: 2160509.B_Rev1

10



Commercial Proposal

Proposal Name: Montague WPCF

Proposal Number: 2160509

Tuesday, October 28, 2025

1. Bidder's Contact Information

Company Name	WesTech Engineering, LLC
Primary Contact Name	Butch Cardenas
Phone	(801) 265-1000
Email	bcardenas@westechwater.com
Address: Number/Street	3665 S West Temple
Address: City, State, Zip	Salt Lake City, UT 84115

2. Budget Pricing

Currency: USD

Scope of Supply

A	Clarifier Mechanisms, Model CLC17G	\$725,300
<i>Optional Items</i>		
A-1	304 SS Adder	\$125,000
	Tariffs, to be charged at actual cost	TBD
	Taxes (sales, use, VAT, IVA, IGV, duties, import fees, etc.)	Not Included

Prices are valid for a period not to exceed 30 days from date of proposal.

Additional Field Service

Daily Rate (Applicable Only to Field Service Not Included in Scope)	\$1,350
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Pricing does not include field service unless noted in scope of supply but is available at the daily rate plus expenses. The greater of a two week notice or visa procurement time is required prior to departure date. Our field service policy is subject to change and can be provided upon request.

3. Payment Terms

Purchase Order Acceptance and Contract Execution	10%
Submittals Provided by WesTech	15%
Release for Fabrication	35%
Notification of Ready to Ship	40%

All payments are net 30 days. Partial shipments are allowed. An approved Letter of Credit is required if Incoterms CIF, CFR, DAP, CIP, or CPT are applicable. Payment is required in full for all other Incoterms prior to international shipment. Other terms per WesTech proforma invoice. Please note that the advising bank must be named as: Wells Fargo Bank, International Department, 9000 Flair Drive, 3rd Floor, El Monte, California 91731, USA.

4. Schedule

Submittals, after Purchase Order Acceptance and Contract Execution	10 to 12 weeks
Ready to Ship, after Receipt of Final Submittal Approval	26 to 28 weeks
Estimated Weeks to Ready to Ship	36 to 40 weeks*

*Customer submittal approval is typically required to proceed with equipment fabrication and is not accounted for in the schedule above. Project schedule will be extended to account for time associated with receipt of customer submittal approval. Due to supply chain disruptions and volatility, delivery schedule is a best estimate only and may be improved or hampered based on date of contract execution, scope selection, and materials availability.

5. Freight

Domestic	FOB Shipping Point - Full Freight Allowed to Jobsite (FSP-FFA)	
From	Final Destination	Number of Trucks / Containers
WesTech Shops	Montague, MA	Approximately 7

WESTECH[®]



Proposal: 2160509.B_Rev2

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Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 27

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 10/30/2025.

Department:	<u>CWF</u>	Submitted by:	<u>Chelsey Little, Superintendent</u>
Item/Project Cost:	<u>\$85,000</u>	Date Prepared:	<u>11/03/2025</u>
Item/Project Title:	<u>Super Duty Work Truck with Plow and Lights</u>		

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$85,000**, or any other amount, for the purpose of procuring a Super Duty Work Truck with Plow and Lights, 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.)*

Ford F350 Work Truck (Gas) w/ Plow and Hazard Lighting.....\$85,000

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 CWF staff will manage the procurement and execution of the equipment. No other resources required, standard vehicle purchase.

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 CWF currently has a small fleet of 2 (two) vehicles: a 2016 Ford Super Duty Utility Truck and a 2023 Ford E-Transit Cargo Van. This fleet size has not been updated since the early 1980's, even though the facility has seen an increase in staff and regulatory requirements. The facility would like to increase its fleet size, adding an additional Ford Super Duty Work Truck, which will primarily be used by the CWF Foreman.

The Utility Van is typically in use throughout the week for the off-site eight (8) pump stations and four (4) grinder pumps we are required to perform inspections on daily. Oftentimes, while the van is in use, the current Ford Truck is used by other staff during routine maintenance, parts runs, emergency repairs, and travel.

The CWF Foreman is responsible for overseeing the work done in the field by staff, and has been utilizing his own personal vehicle to inspect sight to sight, attend meetings, and for call-ins. It is especially unsanitary to have work clothes covered in wastewater coming into contact with staff member's personal vehicles. Staff personal vehicles are also not properly equipped in the event tools/PPE are needed in responding to sites. (Cont.)

The new work truck will also provide additional seating space for carpooling to trainings/meetings, as both the Van and the Truck only have a two (2) seat capacity.

As the CWF staff are responsible for ground maintenance of the facility and the remote pump stations, the Truck would also need to be equipped with a plow and appropriate hazard lighting.

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:

The CWF would like to use anticipated Retained Earnings from the close of FY2026 to fund the equipment purchase, which will not impact sewer rates if otherwise borrowed or raised. (Annual Retained Earnings are typically around \$200k.)

Supporting Documentation/Photos

(Similar type of requested vehicle, does not represent exactly what would be procured. Cab, bed and color might be slightly different.)





Town of Montague SPECIAL ARTICLE REQUEST NON-CAPITAL EXPENSE

This form is intended for use with financial requests that do not meet the standards established for "capital projects" which are generally limited to building repair, vehicles, and equipment costing >25,000 and lasting > 5 years.

Ask is for...

**~~O Winter STM~~
O FY27 ATM**

Please complete this form in its entirety!

Department:	CWF	Submitted by:	Chelsey Little, Superintendent
Item/Project Cost:	\$125,000	Date Prepared:	11/03/2025
Item/Project Title:	Wastewater Facility Planning Study		

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 \$125,000 or any other amount for the purpose of funding a Wastewater Facility Planning Study, or pass any vote or votes in relation thereto.

Description: (Provide a full description of the item or service to be purchased. This will be used for background information. Use attachments as needed.)

The CWF is looking to begin the process of a major facility upgrade, with much of the focus surrounding upgrading the Preliminary and Primary Treatment half of the facility. This section of the facility is original from 1962, with minor improvements occurring in the 1980's. Unfortunately, during the Combined Sewer Overflow (CSO) upgrade in the early 2000's, many of the upgrades planned for Preliminary/Primary Treatment were cut due to budget constraints. This section of the facility currently houses various critical treatment processes and equipment such as: screening, grit removal, chemical addition, dewatering, staff workshop, pump and pipe galleys, solids holding tanks, settling tanks and associated mechanisms, scum/fats/oils/grease separators, etc.

To start the process, a Facilities Plan is required and involves a comprehensive evaluation to assess aging structures and systems, to facilitate the replacement of outdated equipment and to ensure reliable treatment for years to come. The plan will provide recommendations for improvements to buildings, structures and architectural features, electrical, plumbing, and heating ventilation and conditioning (HVAC.)

The Preliminary/Primary Treatment section of the facility has been plagued with issues, from rotted out and falling cast iron piping that has injured multiple staff members, to an irreparable HVAC system that struggles to adequately provide fresh air and heat to the building. Equipment inside the building experiences severe corrosion issues and

constantly struggles to keep up with the 24/7 treatment demands. Many pipes within the building and under the ground are original to 1962, with their visible conditions already quite concerning, and fear for their state underground where their conditions are presumed to be worse.

Enter response

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

yes

- If yes, please attach estimate

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

possibly

Please specify grant program/source of funds

Value of the offset \$

Probability of availability %

Will this be a lease or a recurring expense? (yes/no)

n/a

If yes, over how many years:

If yes, will payment vary (yes/no; attach payment plan):

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

yes

If replacement, estimate surplus value:

Unknown at this time

Is this expected to require other investments? (yes/no)

Increased(+) /decreased(-) operational cost (if no, "0") \$ + / -

Increased(+) /decreased(-) equipment or material cost (if no, "0") \$

Why is it essential that the Town makes this purchase in the coming fiscal year?

This Facility Plan is an important first step in upgrading the Preliminary/Primary Treatment half of the facility. As this process will take many years, it is important to start the process as soon as possible.

Relative Priority

Overall priority of this item or project to the Town

Critical

☐

High



Moderate

☐

Low

☐

If you are submitting more than one project, how does this rate relative to the others

First

☐

Second



Third

☐

Fourth or Lower

☐

Comments on relative priority:

The Facility Plan falls second to the Secondary Clarifier Mechanism upgrade, but is highly important to future planning and timely replacement of equipment in the Preliminary/Primary section of the facility.

Final recommendation of Finance Committee:

☐ Support

☐ Not Support

Comments on Recommendation:

Final recommendation of Board of Selectmen:

☐ Support

☐ Not Support

Comments on Recommendation:

Supporting Documentation/Photos

October 24, 2025

55 Walkers Brook Drive, Suite 100, Reading, MA 01867
Tel: 978.532.1900

Chelsey Little
Superintendent/Pretreatment Coordinator
Town of Montague – Clean Water Facility
34 Greenfield Rd
Montague, MA 01351

Re: Evaluation and Facility Plan for the Montague Clean Water Facility

Dear Ms. Little,

Based on discussions in September and October of 2025, Weston & Sampson Engineers, Inc. (the Engineer) proposes providing services to the Town of Montague (the Town) as described herein in accordance with your request to develop an Evaluation and Facility Plan for the Montague Clean Water Facility (CWF).

Project Understanding

The Montague Clean Water Facility requires a comprehensive Evaluation and Facility Plan to evaluate aging structures and systems, to facilitate the replacement of outdated equipment and to ensure reliable treatment for the years to come. It is understood that the objective of this evaluation is to assess the full treatment process, identify aging and underperforming components, and suggest improvements that will allow for successful treatment to the parameters given in the facility's National Pollutant Discharge Elimination System (NPDES) permit. The evaluation will also look at the aging building envelopes and structures at the facility, inclusive of electrical and mechanical systems, such that the evaluation includes recommendations for improvements to the buildings, structures and architectural features, electrical, plumbing and heating ventilation and air conditioning (HVAC) systems.

The Town currently owns and operates the CWF to treat community wastewater prior to discharge to the Connecticut River, treating flows up to an average monthly permit limit of 1.83 mgd (rolling average). The CWF includes the following liquid stream treatment steps: influent screening, aerated grit removal, primary clarification, secondary treatment via an activated sludge process, secondary clarification, and seasonal disinfection. With respect to the solids management process, the CWF includes the following treatment steps: septage receiving, co-thickening of primary and secondary sludge, and solids dewatering prior to hauling for off-site disposal/incineration.

In early 2022, the Town of Montague completed a Biosolids Composting Feasibility Study. This study concluded that the construction of a local compost facility was feasible and could provide a benefit to the Town. The proposed facility would compost either local biosolids (Montague only, handling approx. 4 dry tons per week) or biosolids from a limited regional area (handling approx. 10 dry tons per week). The study included technical analysis of the composting process, description and preliminary layout of the facility, significant review of odor generation and control, and a basic economic summary for the project. The study showed that a composting facility would be expensive to construct, but could be justified based on recent increases in solids disposal costs and continuing trends towards higher costs. Following the Feasibility Study, the ENGINEER worked with the Town on a Biosolids Reuse Action Plan. This effort concluded that a regional mechanical drying system, with a throughput of 8 dry tons/week, will provide environmental and financial benefits over a 20-year life cycle. This same report concluded that implementation of an aerated static pile composting system would also provide environmental and financial benefits over a 30-year life cycle.

While the Town continues to evaluate options for biosolids management, the Town is seeking to continue efforts to improve the performance of the CWF and to properly plan for on-going maintenance and capital improvement needs. As such, the Town is interested in completing an evaluation and Facilities Plan for the CWF. The ENGINEER has been asked to prepare a scope and fee for the Evaluation and Facilities Plan effort for the Town's

CWF, and the proposed scope is summarized below.

Proposed Scope of Services

Engineering services to complete the Evaluation and Facility Plan for the Montague Clean Water Facility will include performing the following tasks.

1. An initial working session will be conducted with the Town to define project goals and limitations, and to confirm the evaluation approach. Specific topics will include system and equipment maintenance and repair history, known operational issues and equipment age and condition. The Engineer will review drawings, reports, permits, operational performance data, O&M manuals and other available relevant documents provided by the Town prior to the session.
2. The Engineer's team will visit the site to evaluate and inventory structural and process component assets at the facility. We will perform visual inspection and condition assessment of existing equipment, piping, instruments, etc. A member(s) of the Town's wastewater staff will participate for efficiency, and to support discussions during the site review. The Engineer's personnel attending the site visit will include process engineers, as well as architects, structural and/or mechanical engineers, as appropriate for the scope of review. These site visits may be separated into more than one day, to best support the focus for specialized disciplines attending. Disciplines not attending the site visit (e.g., electrical and instrumentation engineers) will be consulted separately by the process and management team to discuss relevant system needs for those discipline areas.
3. Develop a comprehensive spreadsheet showing an inventory and condition assessment of all major assets (structures, systems, major equipment) at the facility. Condition ratings will be assessed based on a combination of visual inspection, asset age and criticality (risk assessment). The inventory and condition assessment will be delivered in the form of an excel spreadsheet. These findings will be discussed in a meeting with the Town operations team, to ensure that all key items are covered.
4. Following the site visit and inventory discussions, descriptive text will be developed to support the facility assessment to incorporate into an Assessment and Facility Plan report. We will review options for key areas where decision making is needed before a plan can be recommended. Areas that clearly require upgrades or replacement of similar equipment will not include any detailed alternatives analysis.
5. Provide a draft Facilities Plan report (FP) that summarizes all findings from the site visits, condition assessment, and recommended improvements for the facilities. The FP will provide recommendations and associated planning level budgetary costs for deficient components of each system component. The planning level costs will also include an allowance for engineering design services, based upon the budget expectations for the work. Our team will meet with the Town to discuss the draft FP report findings, prioritize recommendations, and determine which items shall be carried forward into the final FP recommendations.
6. Key members of our evaluation and planning team will participate in an on-site or hybrid meeting with Montague, with the expectations that our technical experts will participate virtually. Following agreement on the final recommendations, we will deliver a Final FP document in both electronic (pdf format) and hard copy for the Town's use. The final FP will include prioritization of improvements for the Town to carry forward to seek local appropriation of funds for improvements to the CWF. The FP will also provide summary information on funding options for the needed CWF improvements.
7. Based upon the discussions with the Town, and the desired packaging of future projects based upon available Capital Funding, the Engineer will be available to discuss implementation steps with the Town, including scoping and budgeting for design of improvements (to be provided under a separate contract).

Town Responsibilities and Exclusions

- The Town will make provisions for the Engineer to access the site(s), as necessary to complete the project.
- The Town will provide relevant planning and record information (e.g., mapping, as-built plans, record specifications, etc.), as available.
- The Town will coordinate any public/stakeholder involvement needed to support the project.
- No detailed design work is anticipated as part of the proposed effort. Detailed materials testing, in depth investigations and other efforts to document existing or as-built conditions are excluded from this scope.
- All permitting-related efforts, including identification of detailed permitting requirements for proposed recommendations, are excluded.
- If the Town desires to share the FP document with the State or Federal regulatory agencies, the Engineer can advise on this process; however, this scope includes no anticipated effort related to such reviews.
- All funding-related efforts, including preparation of detailed funding applications, preparation of funding approvals or reimbursement requests, are excluded.

Schedule

The Engineer will be available to initiate the proposed work starting within fourteen (14) calendar days of receipt of an executed agreement. Assuming adequate availability of information needed by the Engineer, the project would be anticipated to conclude within 120 calendar days of commencing with the work. This schedule may require adjustment based on weather or other conditions that limit the observations from physical visits to the site. The Engineer will work with the Town to accommodate reasonable changes to the schedule to allow adequate time for public and stakeholder involvement.

Cost of Services

The Engineer proposes to perform this scope of work identified herein for a lump sum fee of \$125,000. Fees will generally be billed monthly as they accrue, based upon the services performed as a percent of the total lump sum fee. Payment to the Engineer will be made within 30 calendar days of the invoice date.

The Engineer's services may be provided as described herein and in accordance with our Weston & Sampson General Terms and Conditions (dated October 28, 2024), which are a part of our agreement with you. Alternately, we can provide a separate formal agreement covering the proposed services, if this is preferred by the Town.

We are pleased to submit this proposal and look forward to working with you on this project. If you have any questions on this matter, please contact me directly.

Sincerely,
WESTON & SAMPSON ENGINEERS, INC.



Kent M. Nichols, Jr., P.E.
Vice President & Practice Leader

\\Wse03.Local\\WSE\\Projects\\MA\\Montague MA\\Montague CWF Facility Plan\\Evaluation And Facility Plan For The Montague Clean Water Facility Updated Draft 10242025.Docx



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 27

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 10/30/2025.

Department:	<u>DPW</u>	Submitted by:	<u>Sam Urkiel</u>
Item/Project Cost:	<u>\$35,000</u>	Date Prepared:	<u>October 30, 2025</u>
Item/Project Title:	<u>1.5 ton roller</u>		

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$35,000**, or any other amount, for the purpose of purchasing a roller, 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 roller is used by the department to compact materials including asphalt and aggregates.

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?

Purchased by DPW, no external oversight needed.

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.

Purchase will replace a 2013 RD12 Wacker Neuson roller. This replacement request follows the capital improvement plan.

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:



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 27

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 10/30/2025.

Department:	<u>DPW</u>	Submitted by:	<u>Sam Urkiel</u>
Item/Project Cost:	<u>\$50,000</u>	Date Prepared:	<u>October 30, 2025</u>
Item/Project Title:	<u>Admin Vehicle</u>		

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$50,000**, or any other amount, for the purpose of Purchasing an Admin Vehicle, 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 vehicle will be used for transportation to and from work sites and town buildings with documents and supplies. Will also be used for trainings and time sensitive parts.

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?

Purchased by DPW, no external oversight needed.

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.

Purchase will replace an ageing 2010 Ford Focus. This replacement request follows the capital improvement plan of 12 years for a vehicle.

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:



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 27

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 10/30/2025.

Department:	<u>DPW</u>	Submitted by:	<u>Sam Urkiel</u>
Item/Project Cost:	<u>\$75,000</u>	Date Prepared:	<u>October 30, 2025</u>
Item/Project Title:	<u>Equipment and major repairs (Discretionary)</u>		

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$75,000**, or any other amount, for the purpose of funding large repairs or the purchase of new or used equipment, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

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

This recurring fund addresses unforeseen expenses where timeliness is important, it is not possible to secure Town Meeting appropriation, and the magnitude of such costs would quickly exhaust the Finance Committee Reserve fund. Request is for up to \$75,000, but will be reduced to amount needed to replenish fund at level of \$75,000 based on account balance as of March 1, 2026.

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?

Purchases will be made and work overseen by the Montague DPW.

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.

This fund is needed to keep the Department's equipment in running order, and to fund new and replacement equipment as needed.

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:



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 27

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 10/30/2025.

Department:	<u>DPW</u>	Submitted by:	<u>Sam Urkiel</u>
Item/Project Cost:	<u>\$80,000</u>	Date Prepared:	<u>October 30, 2025</u>
Item/Project Title:	<u>Ford F-350 Pickup</u>		

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$80,000**, or any other amount, for the purpose of Purchasing an F350 pickup, with plow and salt 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 for transportation to and from work sites and town buildings with parts, supplies, trailers, and equipment. Will also be used for snow & ice removal and treatment in the winter.

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?

Purchased by DPW, no external oversight needed.

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.

Purchase will replace an ageing 2013 F-350 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

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Comments and additional information:



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 27

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 10/30/2025.

Department:	<u>DPW</u>	Submitted by:	<u>Sam Urkiel</u>
Item/Project Cost:	<u>\$150,000</u>	Date Prepared:	<u>October 30, 2025</u>
Item/Project Title:	<u>Large Used Excavator</u>		

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$150,000**, or any other amount, for the purpose of purchasing a large used excavator 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 excavator will be used for sewer work, drainage work as well as maintenance.

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?

Purchased by DPW, no external oversight needed.

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.

Purchase will increase the department's capabilities, save money on equipment rental.

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:



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 27

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 10/30/2025.

Department:	<u>DPW</u>	Submitted by:	<u>Sam Urkiel</u>
Item/Project Cost:	<u>\$65,000</u>	Date Prepared:	<u>October 30, 2025</u>
Item/Project Title:	<u>Tractor</u>		

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$65,000**, or any other amount, for the purpose of Purchasing a tractor, 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 tractor is used in the department to treat and remove snow from sidewalks, rototill various sites for plantings, lift and spread materials in tight spaces.

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?

Purchased by DPW, no external oversight needed.

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.

Purchase will replace an ageing 2013 2032r John Deere Tractor. This replacement request follows the capital improvement plan. Significant rust repair has been completed on the cab to protect the operator.

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:



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 27

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 10/30/2025.

Department:	<u>DPW</u>	Submitted by:	<u>Sam Urkiel</u>
Item/Project Cost:	<u>\$30,000</u>	Date Prepared:	<u>November 6, 2025</u>
Item/Project Title:	<u>Transfer Station Automatic Gate</u>		

Proposed Article Wording:

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

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

A new gate with secure access including new footings and electrical work.

1-6' high x 32' wide aluminum cantilever slide gate produced by "Tymetal"

2-4" 40wt galvanized counterbalance posts

1-4" 40wt galvanized catch post

Posts set in concrete footings

1 DoorKing 9150 h.p. gate operator, 1 Miller 10k Wireless Edge Kit-2 edges, 2 transmitters, 1 receiver, 1-EMX IRB-MON Photo Eye

Set, 1 XLPE Loop Wire and Sealer, 1 DoorKing Single Channel Loop Detector, 1 365 Day Timer, 1-DoorKing Digital Stand-Alone

Keypad, 1 42" gooseneck post-Pad Mount, 1 Concrete operator pad, 1-SonoTube footing

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?

Purchased by DPW, no external oversight needed.

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.

Purchase is necessary to increase the safety and security at the transfer station. It will reduce illegal dumping and unwanted access to the site. The gate at the transfer station is often left open during the day to allow access for trucks, equipment and vendors. It increases the risk and liability to the town. Vendors are frequently collecting refuse and waste on their own schedules without securing the lock behind them. Some unwanted visitors used this time to dispose of items without paying.

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:



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 27

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 10/30/2025.

Department:	<u>Libraries</u>	Submitted by:	<u>Caitlin Kelley</u>
Item/Project Cost:	<u>\$</u>	Date Prepared:	<u>10/30/2025</u>
Item/Project Title:	<u>Carnegie Library Roof Repair</u>		

Proposed Article Wording:

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

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

While the small roof over the Carnegie Library's staff entrance has been recently re-shingled, the main roof of the building requires several repairs to extend the life of the roof. These repairs were outlined in the 2022 Roof Assessment:

(Recommendations – Roof Repairs and Replacement - 2022)

(Proposed Scope of Work)

- *Remove existing ridge and hip cap shingles and install new ridge and hip cap shingles manufactured for that specific use.*
- *Remove and replace any split or damaged shingles with shingles of matching size and color.*
- *Remove and replace the rear entrance shed roof with a more durable roof covering.*
- *Remove and replace the lead chimney flashing at both upper roof chimneys.*
- *Secure upper roof vent flange with blind nailing strips.*
- *Re-adhere loose EPDM membrane at the base of the dormer valley on the southwest corner.*
- *Remove all debris from around the roof drains. Reposition drain in the southwest corner from the underside (if possible) to the center of the EPDM valley. Install tapered insulation sumps around both drains to promote positive drainage. Size of tapered sump limited to width of EPDM valley and thickness of underlying insulation. Clearing of drain baskets should be done at least twice a year and after major weather events.*

- *Physical removal of moss and lichens from shingles often does more harm than good. The introduction of zinc strips along the top of the moss covered areas will gradually remove moss and lichen growth without damage to the shingles.*
- *Cut back overhanging branches and tree limbs in the rear of the library. (To be done by the Town.)*
- *Cost Estimate - \$4,950.00 (Based on 2022 Costs, Includes labor, material and lift cost)*

Repeated attempts to obtain an updated quote for this work were unsuccessful but ongoing.

Any roof repairs would also need to address the Carnegie's bat problem. In April, the libraries received the following proposal for bat exclusion for the Carnegie Public from Problem Wildlife:

Library at 201 Ave A, Turners Falls, MA 01376.

Problem Wildlife would need to check and caulk anywhere wood meets brick and check all drip edge, install back rod and caulk as needed, check flashing and seal on both chimneys, install 2 chimney caps and check and screen the big vent on the roof. We would install bat valves any place there is bat evidence to be able to let the bats out. We would return and remove bat valves and close up holes. The cost would be \$12,000.00, plus the cost of the chimney caps, plus the cost of a lift if it is needed unless provided by town.

The work was not completed in May as it was determined that it would be preferable to incorporate it into a larger roof repair or replacement project, already slated for FY27.

The libraries have \$5,540 in previous capital allocations for the Carnegie roof that could likely be transferred to this project, including: 001-950-5610-001006, CS 23 5/7/16 Carnegie Roof, \$2,505.00 and 001-950-5610-001010, 26 5/6/17 Carnegie Roof \$2,035.00

Scoping Questions

Please elaborate in the comments box at bottom of the page

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

Yes

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No

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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

This project will be managed and facilitated by the Library Director with procurement assistance from the Assistant Town Administrator. The Highway Department may be called upon to assist the contractors, as needed.

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

This project has already been put off by a year, due to prior uncertainty of whether the building might be expanded. Now that expansion is off the table, it would be wise to make the repairs that were first identified more than three years ago. Clogged roof drains are almost certainly contributing to the infiltration of water into the Carnegie Basement as rainwater pours over the side of the roof and into the foundation.

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: