# 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/87989765086?pwd=b50miuvQ9zLBKupeJO5vna9xODkZJt.1

## Meeting ID: 879 8976 5086 Passcode: 760999

## Dial into meeting: +1 646 558 8656

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

**Votes May Be Taken**

1. Call to Order and Approve any outstanding meeting minutes: 11/12/25

2. Review of Clean Water Facility (CWF) Capital Article Requests (CWF Superintendent Chelsey Little, invited)
    a. Secondary Clarifier Mechanism Replacement (x2) ($966,000)
    b. Super Duty Work Truck with Plow and Lights ($85,000)
    c. Wastewater Facility Planning Study ($125,000)

3. Discuss CWF capital needs and ongoing capital projects including but not limited to:
    a. Screw Pump Replacements
    b. Generator Replacement
    c. Aeration Blowers and Diffusers
    d. Thickened Sludge Pump Replacements
    e. Pump Station Generators
    f. Montague Center Pump Station Replacement

4. Initial review and discussion of FY27 capital article requests from Gill-Montague Regional School District

5. Review and discuss draft of new Vehicle/Equipment Capital Request Form

6. Topics not anticipated in the 48 hour posting requirements

7. Set next meeting date and time

8. Adjournment

## Annual Town Meeting

# SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

**Budget Year**
**FY 27**

*This form is intended for use with capital article submissions ≥ $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: | 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**<br>*Please elaborate in the comments box at bottom of the page* | Yes | No |
|---|---|---|
| Do you have a written estimate or proposal for the scope of work?<br>*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 | Moderately Important |
|---|---|---|
| X | O | O |

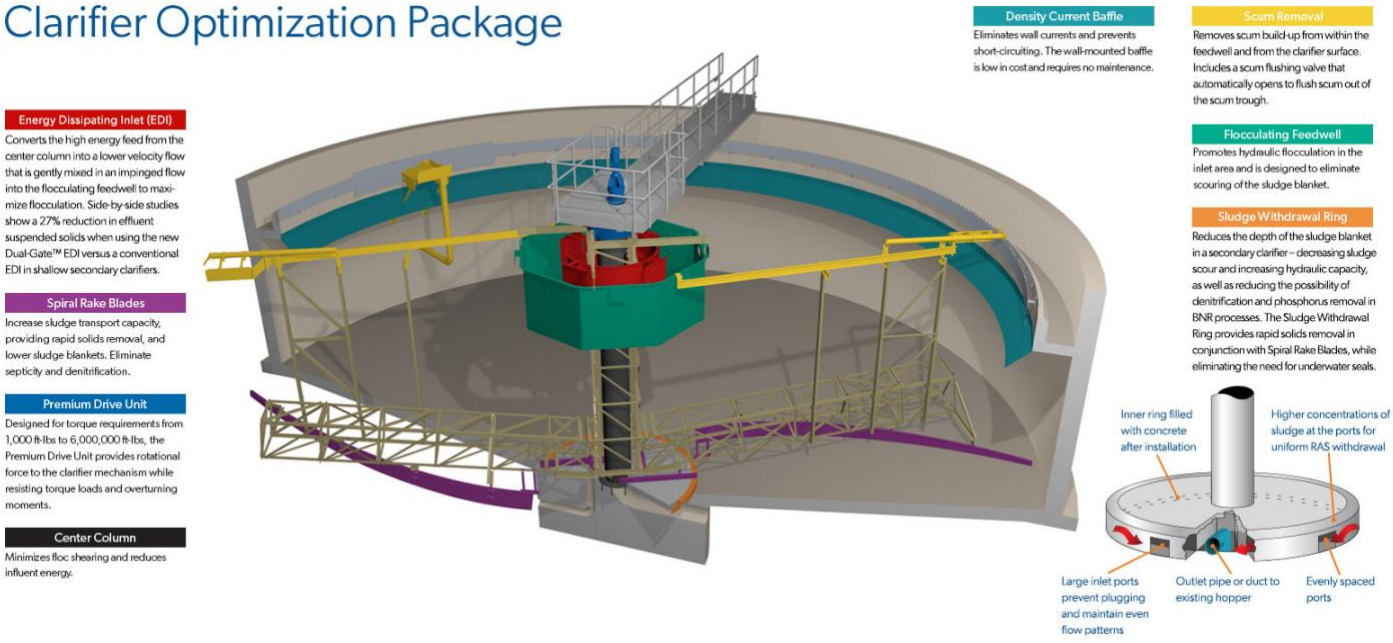
**Comments and additional information:**

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:**



**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 |
| | *Optional Items* | |
| A-1 | 304 SS Adder | $107,400 |
| | 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 |

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 |



*Special Article Request: Capital Expense (rev 9.25.25)*

**WesTech Draft Tube Quote:**

# 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 |
| | *Optional Items* | |
| 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 |

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.

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## 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® SWIRE WATER

## Annual Town Meeting

# SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

**Budget Year**
**FY 27**

*This form is intended for use with capital article submissions ≥ $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: | CWF | Submitted by: | Chelsey Little, Superintendent |
| Item/Project Cost: | $85,000 | Date Prepared: | 11/03/2025 |
| Item/Project Title: | Super Duty Work Truck with Plow and Lights | | |

**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**<br>*Please elaborate in the comments box at bottom of the page* | Yes | No |
|---|---|---|
| Do you have a written estimate or proposal for the scope of work?<br>*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 |
|---|---|---|
| O | O | X |

**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.*

***Please complete this form in its entirety!***

***Ask is for…***

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

| | | | |
|---|---|---|---|
| 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 gallies, 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 |
|---|---|---|---|
| O | X | O | O |

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

| First | Second | Third | Fourth or Lower |
|---|---|---|---|
| O | X | O | O |

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: O Support O Not Support

Comments on Recommendation:

Final recommendation of Board of Selectmen: O Support O Not Support

Comments on Recommendation:

# Supporting Documentation/Photos

Weston & Sampson SM

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

October 24, 2025

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 ≥ $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: _____ Submitted by: _____

Item Cost: $ _____ Date Prepared: _____

Item Title: _____

**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.

**Scoping Questions** Yes No

*Please elaborate in the comments box at bottom of the page*

Will this item replace an existing vehicle or piece of equipment? ☐ ☐

- If yes, please provide the following information on the asset it will be replacing (attach separate document with explanations as necessary)
  - Make:_____
  - Model:_____
  - Year Purchased:_____
  - Model Year:_____
  - Current Mileage/Hours:_____
  - Average Annual Maintenance Costs:_____
  - Can most maintenance work on the vehicle be handled in-house, or does it require an outside technician?_____
  - Are replacement parts for this vehicle/equipment still available, or have they become obsolete?_____
  - *(Please include photos and invoices or receipts for maintenance costs if possible)*

Do you have a written estimate or quote for the purchase? ☐ ☐

*If yes, attach the estimate*

Is there a lease option for this expense? ☐ ☐

Will this create ongoing costs or savings? ☐ ☐

(*If yes, please explain in Comments and Additional Info)*

Will this leverage grant or other external funding? ☐ ☐

Is this request identified on the Capital Improvement Plan? ☐ ☐

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

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

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

| Critical Importance | Highly Important | Moderately Important |
|---|---|---|
| O | O | O |

**Comments and additional information:**