

MONTAGUE SELECTBOARD MEETING

VIA ZOOM

Monday, November 13, 2023

AGENDA

Join Zoom Meeting:

<https://us02web.zoom.us/j/86551263160>

Meeting ID: 865 5126 3160 Passcode: 291986 Dial into meeting: +1 646 558 8656

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

Meeting Being Taped

Votes May Be Taken

- 1. 6:00 PM** Selectboard Chair opens the meeting, including announcing that the meeting is being recorded and roll call taken
- 2. 6:00** Approve Selectboard Minutes from November 6, 2023, if available
- 3. 6:00** Public Comment Period: Individuals will be limited to two (2) minutes each and the Selectboard will strictly adhere to time allotted for public comment
- 4. 6:02** Chelsey Little, Clean Water Superintendent
 - Final NPDES (National Pollutant Discharge Elimination System) Permit Issued- Effective January 1, 2024 ([link to permit here](#))
 - New rate structure and primary treatment facility upgrade planning/retreat February 2024
 - WET (Whole Effluent Toxicity) testing results
 - Permit discharge summary report for October 2023
- 5. 6:15** El Nopalito, Liquor License Application – For Reconsideration
 - El Nopalito Restaurant, LLC. d/b/a El Nopalito, Jahmes Campos Peters as manager, has applied for an on premises, All Alcoholic Beverages Liquor License (Restaurant). The premise is located at 196 Turners Falls Road, Montague, MA. Further information to be submitted
- 6. 6:20** Personnel Board
 - Appoint Pete Lapachinski to Zoning Board of Appeals as an Alternate Member until 6/30/24, effective 11/14/23
- 7. 6:25** Brian McHugh, FCRHRA Director
 - To authorize payment #2 to H. M. Nunes & Sons Construction, Inc. in the amount of \$91,517.00 for the final payment for FY21 Montague Avenue A Streetscapes Improvement Construction Project
- 8. 6:30** Jeff Singleton, FRTA Representative
 - FRTA Weekend Service Update
- 9. 6:40** Executive Assistant Business
 - Discuss standardizing practice relative to MA State CASL “Contracted Authorized Officer Designation

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10. 6:45 Assistant Town Administrator's Business
- First Street/Habitat for Humanity Housing Project: Phase II Environmental Assessment findings and request for purchase and sale extension
 - Vote to authorize up to \$35,000 of ARPA funds for engineering associated with the DEP Administrative Order for the Burn Dump closure and execute agreement with GZA Environmental not to exceed \$35,000.
11. 7:00 Initial discussion on the findings of the Six Town Regional Planning Board
12. 7:15 Town Administrator's Business
- Review FY25 Budget Message
 - Status report on MOAs with the UEW
 - TA Priorities for the remainder of the fiscal year
 - Six Town Regionalization Planning Board Meeting on 11/14/23
 - Topics not anticipated in the 48 hour posting

OTHER:

Next Meeting:

- Selectboard, Monday, November 20, 2023 at 6:30 PM, via ZOOM



77 Batson Drive
Manchester, CT 06042
(860)-643-9560
www.nebio.com

New England Bioassay Inc.

Aquatic Toxicity Testing Services

ACUTE AQUATIC TOXICITY TEST REPORT

Permittee: Montague WPCF NPDES # MA0100137
Report submitted to: Test America
126 Myron St. West Springfield, MA
Sample ID: 620-13911-1
Test Month/Year: September 2023
NEB Proj # 45038

Test Type / Method: Ceriodaphnia dubia Acute Static Non-Renewal Freshwater
Test Method 2002.0; EPA 821-R-02-012

Effluent Sample Date (s): 9/14/23 Time (s): 0715
Receiving Water Sample Date: 9/14/23 Time: 1100

Test Start Date: 9/15/23

Results Summary

Your results were as follows:

Passed all permit limits

Acute Test Results

Species	LC50	A-NOEC	Permit Limit	Pass / Fail
<i>Ceriodaphnia dubia</i>	>100%	100%	≥ 50%	Pass

Data Qualifiers affecting this test:

--

Certifications & Approvals: NH ELAP (2071), NJ DEP (CT405)

This report shall not be reproduced, except in its entirety, without approval of NEB. NEB is the sole authority for authorizing edits or modifications to the data contained in this report. NEB holds no responsibility for results and/or data that are not consistent with the original. Please contact the Lab Director, Kimberly Wills, at 860-643-9560 or kimberly.wills@nebio.com if you have questions concerning these results.

Montague Permit Discharge Summary October 2023

Parameter	Permit Required Limitation	Result
Flow	1.83 MGD (Average Monthly)	0.91
BOD mg/L	30 mg/L (Average Monthly)	5.6
BOD % Removal	>/= 85.0% (Average Monthly)	97.2%
TSS mg/L	30 mg/L (Average Monthly)	5.7
TSS % Removal	>/= 85.0% (Average Monthly)	97.8%
pH Low	6.0 SU (Daily)	6.97
pH High	8.3 SU (Daily)	8.23
<i>E. coli</i> (Daily)	409.0 MPN (Daily Max)	816.4
<i>E. coli</i> (Rolling)	126.0 MPN (Geomean Average)	18.9
Total Chlorine	1.0 mg/L (Daily Max)	0.94

MGD=Millions of Gallons per Day (standard water/wastewater flow measu

BOD=Biochemical Oxygen Demand

TSS= Total Suspended Solids

pH= potential hydrogen (acid/base scale)

SU= Standard Units

mg/L= milligram per liter

MPN= Most Probable Number

*Note: Summary subject to change pending final data review and submittal to EPA/DEP



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission

5

☒ For Reconsideration

LICENSING AUTHORITY CERTIFICATION

MONTAGUE

City/Town

ABCC License Number

TRANSACTION TYPE (Please check all relevant transactions):

The license applicant petitions the Licensing Authorities to approve the following transactions:

- | | | | |
|--|---|---|---|
| <input checked="" type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | <input type="checkbox"/> Other | | <input type="checkbox"/> Change of DBA |

APPLICANT INFORMATION

Name of Licensee	El Nopalito Restaurant, LLC		DBA	El Nopalito	
Street Address	196 Turners Falls Road			Zip Code	01351
Manager	Jahmes Campos Peters			Granted under Special Legislation?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
\$12 Restaurant	Annual	All Alcoholic Beverages		If Yes, Chapter	290
Type (i.e. restaurant, package store)	Class (Annual or Seasonal)	Category (i.e. Wines and Malts / All Alcohol)		of the Acts of (year)	2022

DESCRIPTION OF PREMISES Complete description of the licensed premises

Consisting of a free standing one story building with kitchen, prep and dining area and walk in cooler. Ingress and egress on east, south and north sides of building.

LOCAL LICENSING AUTHORITY INFORMATION

Application filed with the LLA:	Date	8/14/2023	Time	2:00 PM	
Advertised	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date Published	08/18/2023	Publication	Greenfield Recorder
Abutters Notified:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date of Notice	08/18/2023		
Date APPROVED by LLA	08/28/2023	Decision of the LLA	Approves this Application		
Additional remarks or conditions (E.g. Days and hours)	Meeting for reconsideration held on November 13, 2023				
For Transfers ONLY:					
Seller License Number:		Seller Name:			

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
Ralph Sacramone
Executive Director



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

APPLICATION FOR A NEW LICENSE

Municipality

MONTAGUE

1. LICENSE CLASSIFICATION INFORMATION

ON/OFF-PREMISES

On-Premises-12

TYPE

\$12 Restaurant

CATEGORY

All Alcoholic Beverages

CLASS

Annual

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Our restaurant will offer Mexican and Italian food for dining or take out

Is this license application pursuant to special legislation?



Yes



No

Chapter

290

Acts of

2022

2. BUSINESS ENTITY INFORMATION

The entity that will be issued the license and have operational control of the premises.

Entity Name

El Nopalito Restaurant, LLC

FEIN

DBA

El Nopalito

Manager of Record

Jahmes Campos Peters

Street Address

196 Turners Falls Road

Phone

413-863-5645

Email

Alternative Phone

Website

3. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Consisting of a free standing one story building with kitchen, prep and dining area and walk in cooler. Ingress and egress on east, south and north sides of building. Proposed 20' x 20' patio to be located on south side of building.

Total Square Footage: 1600

Number of Entrances: 2

Seating Capacity: 64

Number of Floors: 1

Number of Exits: 4

Occupancy Number: 64

4. APPLICATION CONTACT

The application contact is the person whom the licensing authorities should contact regarding this application.

Name:

Jahmes Campos Peters

Phone:

Title:

Manager/50% owner

Email:

Name: Lapachinski, Peter

MONTAGUE APPOINTED OFFICIAL

NAME: Peter Lapachinski

DATE: 11/13/2024

COMMITTEE: Zoning Board of Appeals - Alternate Member

TERM: 8 months

TERM EXPIRATION: 6/30/2024

SELECTMEN, TOWN OF MONTAGUE

TERM STARTS: 11/14/23

Lapachinski, Peter personally appeared and made oath that he/she would faithfully and impartially perform his/her duty as a member of the **Zoning Board of Appeals - Alternate Member** according to the foregoing appointment.

Received _____ and entered in the records of the Town of Montague.

MONTAGUE TOWN CLERK

This is to acknowledge that I have received a copy of Chapter 30A, Sections 18 - 25, of the General Laws, the Open Meeting law.

APPOINTED OFFICIAL

***If you choose to resign from your appointed position during your term, you must notify the Town Clerk in writing before such action takes effect.

To: Montague Selectboard office

From: Peter Lapachinski

I am a Montague resident and have an interest in joining the Town of Montague Zoning Board. I think it will be an interesting topic to learn some more about and get me involved in the Town. I am familiar with some of the Town of Montague Zoning bylaws from my job.

Thank you for your time.

Peter Lapachinski

KarenCasey-Chretien-Montague Building Department

From: Josh & Lindsey Lively <livelybuildersinc@gmail.com>
Sent: Monday, October 23, 2023 12:15 PM
To: WendyB-Montague Selectboard
Cc: KarenCasey-Chretien-Montague Building Department; William Ketchen
Subject: Reference for Zoning Board alternate
Attachments: 20231023110822_001.pdf

Hi Wendy,

Attached please find a personal reference for Peter Lapachinski to join the ZBA as an alternate member. We're short staffed in there and this guy is a perfect fit. If you can forward to the select board I would appreciate it thank you.

I've CC'd Karen and Bill on this too.

Josh
Lively Builders



**FRANKLIN COUNTY REGIONAL HOUSING &
REDEVELOPMENT AUTHORITY**

241 Millers Falls Road • Turners Falls, MA 01376
Telephone: (413) 863-9781 • Facsimile: (413) 863-9289

**AUTHORIZATION TO DISBURSE No. 2
Project # 554-Avenue A Streetscape
TOWN OF MONTAGUE FY20 (6B)
AVENUE A STREETSCAPE PHASE III Contuation
Contractor: H. M. Nunes & Sons Construction, Inc.
82 Carmelinas Circle
Ludlow, MA 01056**

Date: November 13, 2023

Original Contract Amount:	322,990.00
Change Order	-
Total Contract	322,990.00
Addendum(s)	55,798.00
Total Paid to Date:	\$287,271
Balance:	91,517.00
This Invoice:	91,517.00
Balance:	-

Work Items Complete:

See attached invoice dated: September 25, 2023 FY2021 CDBG Funds allocated: \$91,517.00	FY2021 CDBG \$ 91,517.00
--	-------------------------------------

I reviewed this invoice on November 7, 2023, and found that the tasks have been completed, as noted. I recommend approval of this pay request for **\$91,517.00**



Director of Community Development – HRA

I hereby authorize the above payment

TOWN of MONTAGUE (2 of 3 required)

Authorized signature
Chair, Selectboard

Authorized signature
Selectboard

Authorized signature
Selectboard

PAYMENT APPLICATION

Page 1

TO: Town of Montague 1 Avenue A Turner Falls, MA 01376	PROJECT NAME AND LOCATION: 554 - Ave. A Ph. III, Montague Avenue A Streetscape Phase III Continuation 1 Avenue A Turner Falls, MA 01376	APPLICATION # 3 PERIOD THRU: 09/25/2023 PROJECT #s:	Distribution to: <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR
FROM: H.M. Nunes & Sons Construction, Inc. 82 Carmelinas Circle Ludlow, MA 01056	ARCHITECT: Berkshire Design Group, Inc. 4 Allen Place Northampton, MA 01060	DATE OF CONTRACT: 10/27/2022 PAYMENT TERMS: Net 30 Days	<input type="checkbox"/>
FOR: Avenue A Streetscape Phase III Continuation		PAYMENT DUE: 10/25/2023	<input type="checkbox"/>

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.
Continuation Page is attached.

1. CONTRACT AMOUNT	\$322,990.00
2. SUM OF ALL CHANGE ORDERS	\$55,798.00
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$378,788.00
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	\$378,788.00
5. RETAINAGE:	
a. 0.00% of Completed Work (Columns D + E on Continuation Page)	\$0.00
b. 0.00% of Material Stored (Column F on Continuation Page)	\$0.00
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$0.00
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$378,788.00
7. LESS PREVIOUS PAYMENT APPLICATIONS	\$287,271.00
8. PAYMENT DUE	\$91,517.00
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	\$0.00

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$55,798.00	\$0.00
Total approved this month	\$0.00	\$0.00
TOTALS	\$55,798.00	\$0.00
NET CHANGES	\$55,798.00	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: H.M. Nunes & Sons Construction, Inc.

By: Hania P. Nunes Date: 9/25/23

State of: Massachusetts

County of: Hampden

Subscribed and sworn to before

me this 25th day of September 2023



LUIS C. CIBRAO
Notary Public
Commonwealth of Massachusetts
My Commission Expires
December 27, 2024

Notary Public: Luis C. Cibrao

My Commission Expires: December 27, 2024

ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT.....

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT:

By: _____ Date: _____

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

CONTINUATION PAGE

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PROJECT: 554 - Ave. A Ph. III, Montague
Avenue A Streetscape Phase III Continuation

APPLICATION #: 3
DATE OF APPLICATION: 09/25/2023
PERIOD THRU: 09/25/2023
PROJECT #s:

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
		QTY \$ AMT							
1	Mobilization	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100%	\$0.00	
	\$4,000.00 PER L.S.	1.00	1.00	0.00	0.00	1.00		0.00	
2	Excavation & Removals	\$67,190.00	\$67,190.00	\$0.00	\$0.00	\$67,190.00	100%	\$0.00	
	\$67,190.00 PER L.S.	1.00	1.00	0.00	0.00	1.00		0.00	
3	Water & Site Preparation	\$73,000.00	\$73,000.00	\$0.00	\$0.00	\$73,000.00	100%	\$0.00	
	\$73,000.00 PER L.S.	1.00	1.00	0.00	0.00	1.00		0.00	
4	Concrete & Brick Paving	\$144,000.00	\$144,000.00	\$0.00	\$0.00	\$144,000.00	100%	\$0.00	
	\$144,000.00 PER L.S.	1.00	1.00	0.00	0.00	1.00		0.00	
5	Granite Planters	\$21,000.00	\$21,000.00	\$0.00	\$0.00	\$21,000.00	100%	\$0.00	
	\$21,000.00 PER L.S.	1.00	1.00	0.00	0.00	1.00		0.00	
6	Site Furnishings	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100%	\$0.00	
	\$4,000.00 PER L.S.	1.00	1.00	0.00	0.00	1.00		0.00	
7	Electrical Work	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100%	\$0.00	
	\$5,000.00 PER L.S.	1.00	0.00	1.00	0.00	1.00		0.00	
8	Alternate 1	\$4,800.00	\$4,800.00	\$0.00	\$0.00	\$4,800.00	100%	\$0.00	
	\$4,800.00 PER L.S.	1.00	1.00	0.00	0.00	1.00		0.00	
9	CO 1 - Additional SW & Larger Conduit from Utility Pole	\$3,110.00	\$0.00	\$3,110.00	\$0.00	\$3,110.00	100%	\$0.00	
	\$3,110.00 PER L.S.	1.00	0.00	1.00	0.00	1.00		0.00	
10	CO 2 - Additional Brick Paving	\$45,640.00	\$0.00	\$45,640.00	\$0.00	\$45,640.00	100%	\$0.00	
	\$45,640.00 PER L.S.	1.00	0.00	1.00	0.00	1.00		0.00	
	SUB-TOTALS	\$371,740.00	\$317,990.00	\$53,750.00	\$0.00	\$371,740.00	100%	\$0.00	

CONTINUATION PAGE

Quantum Software Solutions, Inc. Document

CONTINUATION PAGE

PROJECT: 554 - Ave. A Ph. III, Montague
Avenue A Streetscape Phase III Continuation

APPLICATION #: 3
DATE OF APPLICATION: 09/25/2023
PERIOD THRU: 09/25/2023
PROJECT #s:

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
		QTY \$ AMT							
11	CO 3 - Electrical Cabinet & Components \$7,048.00 PER L.S.	\$7,048.00	\$0.00	\$7,048.00	\$0.00	\$7,048.00	100%	\$0.00	
		1.00	0.00	1.00	0.00	1.00		0.00	

- The Commonwealth Comptroller's office has **revised** the Contractor Authorized Signatory Listing **(CASL) Form**.

We're excited to introduce electronic signature contracts this year but recognize that even positive change can present challenges. For some helpful information, check out our updated [contract instructions](#) or the new [Frequently Asked Questions \(FAQs\)](#). To set up your FY24 LCC Program Contract we need some additional information.

- **Primary Contact** – Point person for all communications regarding this grant and will have all reminders and updates addressed to them. The Primary Contact can also serve as EITHER the Contract Authorized Signatory OR the Contract Authorized officer, but not both.
 - Name:
 - Title:
 - Email:
 - Phone:
- **Contract Authorized Signatory** – Someone with the legal authority to sign contracts and submit required contract documents. The Signatory will receive two (2) DocuSign forms from the MA Office of the Comptroller (W-9 and EFT) and one (1) from Mass Cultural Council's DocuSign account containing the Standard Contract Form and attachments.
 - Name:
 - Title:
 - Email:
 - Phone:
- **Contract Authorized Officer** - Someone who can confirm that the Contract Authorized Signatory has the right to sign on behalf of the organization. The Officer CANNOT be the same person as the Signatory. The Officer will receive one (1) DocuSign email containing the CASL Form after the Signatory signs.
 - Name:
 - Email:

Draft Phase II – Environmental Site Assessment

First Street Parking Lot, Turners Falls, Massachusetts



October 2023

Prepared for:

Environmental Protection Agency

Targeted Brownfields Assessment Program

EPA New England, Region 1

5 Post Office Square - Suite 100

Boston, MA 02109-3912



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Figures

Figure 1 – Site Location

Figure 2 – Site Layout

Figure 3 – Groundwater Elevation Contours

Figure 4 – Sample Locations

Tables

Table 1 – Summary of Sample Locations

Table 2 – Groundwater Elevation Data

Table 3 – Soil Analytical Results

Table 4 – Groundwater Analytical Results

Appendices

Appendix A – GPR Survey Report

Appendix B – Soil Boring and Well Construction Logs

Appendix C – Groundwater Level Measurement and Low-Flow Sampling Logs

Appendix D – Soil Laboratory Analytical Report

Appendix E – Groundwater Laboratory Analytical Report

Acronyms and Abbreviations

CAM	Compendium of Analytical Methods
C&D	construction and demolition
CMR	Code of Massachusetts Regulations
EPA	United States Environmental Protection Agency
EPH	extractable petroleum hydrocarbon
ESA	environmental site assessment
GPR	ground penetrating radar
LCS/LCSD	laboratory control sample/laboratory control sample duplicate
MassDEP	Massachusetts Department of Environmental Protection
MCP	Massachusetts Contingency Plan
mg/kg	milligram per kilogram (part per million)
µg/l	microgram per liter (part per billion)
MS/MSD	matrix spike/matrix spike duplicate
PCB	polychlorinated biphenyl
QA/QC	quality assurance/quality control
RPD	relative percent difference
SSQAPP	Site-Specific Quality Assurance Project Plan
SVOC	semivolatile organic compound
TBA	targeted brownfields assessment
USGS	United States Geological Survey
UST	underground storage tank
VOC	volatile organic compound
VPH	volatile petroleum hydrocarbon
Volpe	John A. Volpe National Transportation Systems Center

Executive Summary

In support of the United States Environmental Protection Agency Region 1 Targeted Brownfields Assessment Program, the United States Department of Transportation John A. Volpe National Transportation Systems Center has completed a Phase II Environmental Site Assessment (ESA) for the property known as the First Street Parking Lot (Subject Property), located on First Street, Parcel ID 04-0-0031, in Turners Falls, Massachusetts, 01376. The purpose of this Phase II ESA was to evaluate the presence or absence of petroleum products or hazardous substances at the Subject Property stemming from potentially buried construction and demolition waste and historic fill material.

The Subject Property is a 0.65-acre parcel owned by the Inhabitants of Montague. It currently serves as a surface parking lot with future plans for development into affordable housing. The site is relatively flat and located across the street from the Connecticut River. Tenements were constructed onsite sometime before 1884. This housing was demolished between 1961 and 1963. The Subject Property was purchased by the town in 1963 and was left vacant until a parking lot for the Town of Montague was constructed sometime between 1975 and 1985.

A ground penetrating radar survey was performed on July 31, 2023 to mark out buried utilities for avoidance during soil boring advancement and to identify any potential buried construction and demolition waste or underground storage tanks associated with the former tenements. The depth of the survey was limited to 1-2 feet due to ground compaction, but no such objects were identified beneath the Subject Property.

Soil borings were advanced on August 1, 2023 in six locations at the Subject Property. The borings were advanced to a depth of 15 feet and identified historic fill material deposited over silty clay and river sand throughout the site. Two soil samples were collected from each boring: one at the soil surface and the other approximately six inches above the water table. Three of the borings were completed as groundwater monitoring wells, which were screened from 5 to 15 feet below the ground surface. Groundwater was measured at depths between 4.40 and 8.45 feet below the ground surface. Volpe returned to the site on August 22 to collect a groundwater sample from each of the three wells.

Samples were submitted to Alpha Analytical for laboratory analysis. The following exceedances of Massachusetts Contingency Plan reportable concentrations and/or cleanup standards were detected in soil at the Subject Property:

- Arsenic was detected in two soil samples above the RCS-1 reportable concentration and above the S-1 & GW-2 and S-1 & GW-3 cleanup standards;
- Barium was detected in one soil sample above the RCS-1 reportable concentration and above the S-1 & GW-2 and S-1 & GW-3 cleanup standards;
- Lead was detected in one soil sample above the RCS-1 reportable concentration and above the S-1 & GW-2 and S-1 & GW-3 cleanup standards;
- Zinc was detected in one soil sample above the RCS-1 reportable concentration and above the S-1 & GW-2 and S-1 & GW-3 cleanup standards;
- Benzo(a)pyrene was detected in one soil sample above the RCS-1 reportable concentration and

above the S-1 & GW-2 and S-1 & GW-3 cleanup standards; and

- Acenaphthylene was detected in one soil sample at the RCS-1 reportable concentration but below the S-1 & GW-2 and S-1 & GW-3 cleanup standards.

No analytes in groundwater were detected above any reportable concentrations.

Given the prevalence of historic fill at the Subject Property and the concentrations of analytes detected in the samples, it is likely that the soil exceedances are attributable to the fill material.

The MCP Method 1 standards represent levels of oil or hazardous materials at which no further remedial response actions would be required based upon the risk of harm posed by these chemicals. The standards are protective of public health, public welfare, and the environment. The exceedances of the S-1 & GW-2 and S-1 & GW-3 Method 1 cleanup standards identified in soil at the Subject Property indicate that remedial response actions may be necessary to reduce the risk of harm at the future residential development.

Based on the findings of the Phase II ESA, it is recommended that:

1. The manager of the Subject Property should notify MassDEP of the analytes detected above the RCS-1 reportable concentration within 120 days. Once reported, additional actions may be required by MassDEP. Site redevelopment plans should be adapted to conform to these requirements.
2. Site workers performing future site investigation or housing redevelopment work at the Subject Property should use caution when disturbing or coming into contact with soil.
3. Any additional assessment of the historic fill should consider the MassDEP *Historic Fill / Anthropogenic Background Public DRAFT Technical Update* (MassDEP, 2016), which may assist in evaluating the soil impacts at the Subject Property.

1.0 Introduction

In support of the United States Environmental Protection Agency (EPA) Region 1 Targeted Brownfields Assessment (TBA) Program, the United States Department of Transportation John A. Volpe National Transportation System Center (Volpe) has completed a Phase II Environmental Site Assessment (ESA) for the property known as the First Street Parking Lot (Subject Property), located on First Street, Parcel ID 04-0-0031, in Turners Falls, Massachusetts, 01376.

1.1 Purpose

The purpose of this Phase II ESA was to evaluate the presence or absence of petroleum products or hazardous substances at the Subject Property. As recommended in *Phase I – Environmental Site Assessment, First Street Parking Lot, Turners Falls, Massachusetts* (Volpe, 2023a), this Phase II ESA included a subsurface soil investigation to assess any potential impacts related to potentially buried construction and demolition waste and to characterize historic fill material at the Subject Property.

1.2 Scope

As outlined in *Site-Specific Quality Assurance Project Plan, First Street Parking Lot, Turners Falls, Massachusetts* (Volpe, 2023b)(SSQAPP), the scope of this Phase II ESA included the following activities:

- A ground penetrating radar (GPR) survey of the Subject Property to identify the presence of potential buried construction and demolition (C&D) waste from former tenement demolition activities;
- The advancement of six soil borings with three completed as groundwater monitoring wells;
- Lithological logging, groundwater level measuring, and field screening of borings, including photoionization detector (PID) headspace screening;
- The collection of soil and groundwater samples for laboratory analysis;
- Data evaluation and reporting

2.0 Subject Property Description

A detailed description of the Subject Property can be found in *Phase I – Environmental Site Assessment, First Street Parking Lot, Turners Falls, Massachusetts* (Volpe, 2023a) which includes the review of historical, environmental, and user-provided records. Additionally, the Phase I report includes maps, aerial imagery, and site reconnaissance photographs. A summary description of the Subject Property is provided in the following sections.

2.1 Location

The Subject Property is a 0.65-acre parcel (ID 04-0-0031) located on First Street, downtown in Turners Falls, Massachusetts. Turners Falls is an unincorporated village located in the town of Montague in Franklin County. Franklin County is situated in northwestern Massachusetts. The Subject Property is located at the following coordinates: 42.608842°, -72.55475°. The surrounding area is a mix of commercial and residential properties. The Subject Property's location is shown in Figure 1.

2.2 History

Tenements were constructed at the Subject Property along First Street sometime before 1884. This housing was demolished sometime between 1961 and 1966 and sold to the Inhabitants of Montague in February 1963. The parcel was left vacant until a parking lot for the Town of Montague was constructed at the site sometime between 1975 and 1985. The Subject Property has remained a parking lot to the present day.

2.3 Present Features

The Subject Property is primarily a paved asphalt lot surrounded by grass and trees. There are no buildings or other structures located onsite. The paved area measures approximately 80 by 190 feet. The lot is accessed by paved drives on both ends of the lot that allow vehicles to enter and exit from First Street, which is located immediately northeast of the Subject Property. A paved concrete sidewalk, grass median, and several trees are located between the lot and First Street. The southeastern portion of the site is grass-covered, and a storm drain is present in the eastern corner of the site. Trees and vegetation line the southwestern edge of the site. Bare gravel and soil slope up in a northwestern direction at the northwest edge of the site. The Subject Property layout is shown in Figure 2.

2.4 Present Ownership and Use

The Subject Property is owned by the Inhabitants of Montague and is currently used as a parking lot. It is maintained by the Town of Montague. The Subject Property is zoned for Neighborhood Business/40R Smart Growth overlay. The Subject Property is planned for future residential use. Habitat for Humanity has proposed to build six affordable homeownership units onsite.

2.5 Physical Setting

Topography

The Subject Property is relatively flat with a gentle slope east towards the Connecticut river. The highest point of the lot is the western corner, located approximately 190 feet above mean sea level. The lowest point of the lot is the eastern corner, approximately 185 feet above mean sea level. A short, steep slope on the northwestern edge of the lot leads up to the adjacent property to approximately 200 feet above mean sea level. A topographic map of the Subject Property is provided in Figure 3.

Hydrology

The closest significant body of water to the Subject Property is the Connecticut River, which is located approximately 270 feet from the easternmost edge of the site. The river primarily flows from north to south across Massachusetts, however near Montague, it flows from east to west around the northern edge of Turners Falls. Surface runoff at the Site is expected to flow downgrade from west to east across the impervious lot. A review of the United States Fish and Wildlife Service National Wetlands Inventory did not show any wetlands at or in the vicinity of the Subject Property. No wetlands were observed onsite. Groundwater flows from west to east, towards the river. Groundwater elevation contours are depicted in Figure 3.

Regional Geology

Based on a United States Geological Survey (USGS) surficial materials map, the surficial geology near the Subject Property consists of artificial fill deposits (i.e., urban fill) underlain by a flood-plain alluvium deposit. USGS describes artificial fill deposits as earth materials and manmade materials that have been artificially emplaced. The flood-plain alluvium deposit is described as sand, gravel, silt, and some organic material, stratified and well sorted to poorly sorted, beneath the flood plains of modern streams, commonly less than 5 feet thick. According to a USGS Surficial Geology Report for the Greenfield Quadrangle, the flood-plain alluvium is underlain by ice-laid, glaciofluvial, and glaciolacustrine deposits. Based on the USGS Bedrock Geologic Map of Massachusetts, bedrock at the Subject Property consists of Turners Falls Sandstone from the Lower Jurassic period. Turners Falls is situated within the Mesozoic Basin Geologic Province. Bedrock outcrops were not observed onsite and bedrock was not encountered during soil boring activities.

3.0 Phase II Environmental Site Assessment

Onsite Phase II ESA activities were performed at the Subject Property between July 31 and August 22, 2023. The investigation was completed as described in the SSQAPP, which was approved by EPA in May 2023. Volpe Standard Operating Procedures (SOPs) included in *Volpe Brownfields Generic QAPP* (Volpe, 2023c) were utilized for all applicable investigation activities.

3.1 GPR Survey

On July 31, 2023, Volpe met onsite with a GPRS Inc. technician to perform a GPR survey of the Subject Property. The objective of the survey was to identify the presence of potential buried construction and demolition (C&D) waste and abandoned underground storage tanks (USTs) from former tenement demolition activities since no records of demolition actions could be obtained. The survey utilized an underground scanning GPR antenna, electromagnetic pipe locator, and magnetometer which were used to scan the site in a grid with two-foot spacing. Additionally, the survey included marking out any identified utilities for avoidance during soil boring activities in addition to Call-Before-You-Dig services that were notified the week prior.

Due to compaction in the top layer of asphalt and soil in the parking lot which likely resulted from vehicular impacts, the maximum GPR scanning depth was limited to 1-2 feet in most areas of the Subject Property.

The survey identified two unknown lines beneath the parking lot that could not be fully traced. No other USTs or buried objects were identified as part of the survey. Call-Before-You-Dig services did not identify any water, gas, electric, or communication utilities buried at the Subject Property. Based on the results of the survey, the soil boring locations were advanced as proposed in the SSQAPP.

The GPR Survey Report, which includes maps, photographs, and copies of GPR scans, is included in Appendix A.

3.2 Soil Boring Advancement and Sampling

On August 1, 2023, Volpe met onsite with two drillers from Geosearch Environmental Drilling & Contracting of Sterling, MA. A total of six soil borings (FRST-B-101 through FRST-B-106) were advanced using a track-mounted Geoprobe 6712DT at the marked-out locations. Soil was collected continuously at each location using five-foot long, two-inch diameter macro-core samplers to a depth of 15 feet below the ground surface (ft. bgs). Boring logs prepared by Volpe are provided in Appendix B and sample locations are depicted in Figure 4.

Soil in each boring identified the presence of historic fill material immediately beneath the Subject Property's asphalt lot. Fill consisted of materials including but not limited to red brick, broken asphalt, stone aggregate, and glass mixed into sands, silts, and clays. Native material consisting of silty clays and sands in each boring was generally identified at or below the water table depth. Refusal at bedrock was not encountered in any location. Detailed lithological descriptions are provided in Appendix B.

Soil from each boring was field screened for VOCs in six-inch intervals using a calibrated miniRAE 3000 photoionization detector (PID) with a 10.6 electron volt lamp. Positive PID responses were only detected in two of the six borings (FRST-B-105 and FRST-B-106), ranging from 0.7 to 25.6 parts per million. These responses were identified in areas where asphalt and/or fill material had been encountered. No visual or olfactory signs of contamination were observed in any of the borings.

Two soil samples were collected from each boring. As outlined in the SSQAPP, these samples were to be collected at: (A) 0.5 to 1.0 ft. bgs or directly below asphalt and (B) 0.5 ft. above the water table or from the interval with the highest PID reading if potential contamination was observed from soil screening. Any minor deviations from these proposed depths are a result of insufficient material recovery at the desired depth and are identified in the boring logs. A list of collected soil samples and their respective depths is provided in Table 1. Additional quality control samples, including a field duplicate, matrix spike, and matrix spike duplicate sample were collected as described in the SSQAPP.

Soil samples were placed into appropriate containers for laboratory analysis and preserved according to the method requirements. Clean nitrile gloves were donned for each sample. Samples containers were labeled with an identification corresponding to their boring location and depth (e.g., FRST-SS-101A). They were then placed in coolers on ice, which were picked up on-site by an Alpha Analytical courier. The samples were sent to the Alpha Analytical Westborough, MA lab for analysis.

3.3 Groundwater Sampling

Three of the soil borings (FRST-B-101 through FRST-B-103) were completed as groundwater monitoring wells (FRST-MW-101 through FRST-MW-103) during the soil boring event. Each well was installed to 15 ft. bgs and screened from 5 to 15 ft. bgs with 2-inch polyvinyl chloride (PVC) screen with 0.010 inch slots. A PVC riser above the well screen was set approximately 6 inches below grade and capped with a locking well plug. The annular space around the well was filled with #2 silica sand filter pack up to approximately one foot above the top of the well screen. A bentonite seal approximately 2 feet thick was placed above the filter pack. A 6-inch diameter flush-mounted, watertight manhole casing was placed over each well

with a concrete surface pad formed around the casing. The elevation and coordinates of each well were measured by Heritage Land Surveying & Engineering, Inc. Monitoring well construction logs prepared by Volpe are provided in Appendix B.

Volpe returned to the Subject Property on August 22, 2023, to collect groundwater samples from each of the three monitoring wells. Prior to sampling, the headspace of each well was screened for VOCs with a calibrated PID immediately after opening the locking well plug. PID responses between 0.3 and 1.3 ppm were recorded. Each monitoring well was then gauged to measure depth to groundwater using an electron interface probe. No free product was detected in any of the wells. Depth to groundwater information was recorded by Volpe in a groundwater level measurement log which is provided in Appendix C. Groundwater elevation data is included in Table 2 and a groundwater elevation contours map is shown in Figure 3.

After gauging the monitoring wells, Volpe assembled and calibrated purging and low-flow groundwater sampling equipment. A Geotech GeoSub2 pump was connected to a YSI 6920 Multiparameter Sonde flow cell with $\frac{3}{8}$ inch inner diameter by $\frac{1}{2}$ inch outer diameter high density polyethylene tubing. An additional length of tubing was attached to the flow cell and directed into a 5-gallon bucket. The pump was powered through a DC to AC inverter connected to a marine battery.

Since none of the wells exhibited any signs of contamination, they were sampled in order from the most downgradient to most upgradient well (FRST-MW-103, FRST-MW-102, FRST-MW-101) to prevent cross-contamination from purge water. At each well, the pump was lowered to the middle of the screened interval and turned on to begin the purging process. Field parameters recorded by the multiparameter sonde were recorded in the low-flow sampling logs provided in Appendix C until they were stabilized. Purge water was directed downgradient of the well. After achieving stabilization, the multiparameter sonde was disconnected from the pump tubing. Water from tubing was then transferred directly to appropriate containers for laboratory analysis and preserved according to the method requirements for all analyses described in the SSQAPP. Volatile organic compounds (VOC) samples were collected last from a dedicated bailer to prevent loss of volatiles. Samples were immediately placed in coolers on ice. Sample tubing and bailers were discarded after each well. The pump and sonde were decontaminated, and clean nitrile gloves were donned between each well. One sample was collected from each well in addition to quality control samples, including a field duplicate, trip blank, matrix spike, and matrix spike duplicate sample as described in the SSQAPP. Samples were driven by Volpe that same day to the Alpha Analytical Westborough, MA lab for analysis.

3.4 Laboratory Analysis

Soil and groundwater samples were submitted to Alpha Analytical for all analyses described in the SSQAPP. This includes the following analyses by EPA (SW-846) or Massachusetts (MADEP) methods:

- Massachusetts Contingency Plan (MCP) 14 metals, including mercury by EPA 6010D and 7471. Soil samples were additionally analyzed for hexavalent chromium by EPA 7196A;
- VOCs by EPA 8260D;
- Semivolatile organic compounds (SVOCs) by EPA 8270E;

- Volatile petroleum hydrocarbons (VPH) ranges by MADEP VPH;
- Extractable petroleum hydrocarbons (EPH) ranges by MADEP EPH;
- Polychlorinated biphenyls (PCBs) by EPA 8082A;
- Pesticides by EPA 8081B; and
- Herbicides by EPA 8151A.

All analytes listed in the Massachusetts Department of Environmental Protection (MassDEP) Compendium of Analytical Methods (CAM) were analyzed for each method (MassDEP, 2010).

3.5 Soil and Groundwater Categorization

Chemical-specific cleanup standards are set by the Massachusetts Contingency Plan (MCP), which is located in 310 Code of Massachusetts Regulations (CMR) 40.0000. MassDEP is the environmental regulatory authority in Massachusetts. The MCP provides a means to determine whether remediation is necessary at a site and when no further remedial response action is necessary. The MCP Method 1 provides cleanup standards for both groundwater and soil, to which laboratory analytical data collected at the Subject Property will be compared. (Massachusetts Contingency Plan, 310 CMR 40.0000, 2020)

Soil Category

The MCP sets three categories of standards for soils in Massachusetts, which are defined from the highest to lowest potential for exposure as S-1, S-2, and S-3. The S-1 category applies to soil with unrestricted use and is associated with activities such as residential use, parks, playgrounds, and schoolyards. Residential housing is planned for the Subject Property; therefore, soil is classified as S-1.

Groundwater Categories

The MCP sets three categories of standards for Massachusetts. The GW-1 category is applicable to sites that are located within a current or potential drinking water source area. The GW-2 category is applicable to sites within 30 feet of an existing or planned building where annual depth to groundwater is 15 feet or less. The GW-3 category is applicable to all groundwater in the Commonwealth. The GW-2 and GW-3 groundwater categories are applicable to the Subject Property.

Reportable Concentrations

The MCP includes reportable concentrations (RCs) for specific chemicals which are used to trigger notification requirements. Soil and groundwater analytical results are compared to RCS-1 and RCGW-2 concentrations at the Subject Property. MassDEP should be notified of any concentrations detected at or above the RCs, which are provided in 310 CMR 1795 Subpart P.

Cleanup Standards

After notification has been made to MassDEP for any analytical results that exceed an RC, the results are compared to the MCP Method 1 cleanup standards, which represent levels of oil or hazardous materials at which no further remedial response actions would be required based upon the risk of harm posed by these chemicals. Exceedance of a cleanup standard indicates that remedial response actions may be required. Soil cleanup standards for S-1 soil are provided for each applicable groundwater category (e.g.

S-1 & GW-2 and S-1 & GW-3). Soil standards for S-1 soil are provided in 310 CMR 40.09975(6)(a). Groundwater cleanup standards for GW-2 and GW-3 groundwater are provided in 310 CMR 40.0974(2).

3.6 Data Quality Evaluation

All field-collected data records were scanned, saved, and evaluated as described in the QAPP. Field data, including notebooks, logs, and chains-of-custody in addition to laboratory analytical data reports were reviewed by the Volpe Quality Assurance/Quality Control (QA/QC) manager for data quality assessment and usability evaluation to ensure that data meet the basic Precision, Accuracy, Representativeness, Completeness, Comparability and Sensitivity goals and criteria as provided in the QAPP.

Blank Samples

A trip blank sample that accompanied groundwater VOC samples was analyzed as described in the SSQAPP. The acceptance criterium for a trip blank sample is that no analytes are detected above the reporting limit. The trip blank sample did not detect any analytes, indicating that these samples are free from contamination attributable to shipping and field handling procedures.

Method blank samples are analyzed by the laboratory to determine the presence of any contamination associated with handling samples in the lab. No laboratory contamination was detected in any soil or groundwater method blank samples.

Field Duplicate Samples

Field duplicate sample results were reviewed in comparison to their respective sample to evaluate field precision and overall project precision. Relative percent difference (RPD) was calculated to evaluate field duplicate results. The acceptance criterium for field duplicates is that the RPD is less than 50% (soil) or 30% (aqueous) for all detections five times greater than the reporting limit. The following analytes were outside the RPD acceptance criteria in soil: arsenic, lead, nickel, toluene, phenanthrene, C₁₁-C₂₂ aromatic hydrocarbons, 4,4'-DDE, 4,4'-DDT, and hexachlorobenzene. The differences between the field sample and field duplicate sample for these analytes are likely attributed to the high degree of heterogeneity associated with historic fill material. RPDs in groundwater samples are within the acceptance criteria.

Reporting Limits

Evaluation of laboratory analytical data included the comparison of laboratory reporting limits to all applicable regulatory standards. A reporting limit that is greater than a regulatory standard may not detect chemical concentrations that exceed the standard. The reporting limit for biphenyl and 2,4-Dinitrophenol in 3 soil samples (FRST-SS-101A, FRST-102A, and FRST-102B) exceeded the RCS-1 standard but were below the cleanup standards. The reporting limit for biphenyl in these samples was 0.18 milligrams per kilogram (mg/kg), which exceeds the RCS-1 standard of 0.05 mg/kg. The reporting limit for 2,4-Dinitrophenol in these samples ranged from 4.2 to 4.4 mg/kg, which exceeds the RCS-1 standard of 3 mg/kg. These samples required dilution by the laboratory, which raised the reporting limit. The laboratory was contacted; however, these samples were unable to be analyzed at a lower dilution and lower detection limits were unable to be obtained. The reporting limit for hexachlorobenzene in all groundwater samples under EPA Method 8270E was 2 micrograms per liter (µg/l) which exceeds the RCGW-2 standard of 1 µg/l. Therefore,

groundwater analytical results were reported down to the method detection limit (MDL). The MDL for an analyte is a statistical calculation that is lower than the RL. MDLs are below the point of calibration for laboratory equipment, and therefore results reported down to the MDL are qualified as estimated values. The MDL for hexachlorobenzene was below the RCGW-2 standard. All other analytes had reporting limits below all regulatory standards.

Laboratory Evaluation

The laboratory conducts internal QA/QC evaluation including the analysis of matrix spike and matrix spike duplicate (MS/MSD) samples, laboratory control samples and laboratory control sample duplicates (LCS/LCSD), and surrogate recovery to assess the accuracy and precision of laboratory equipment and procedures. QC non-conformances were present in the analytical data, which potentially bias some results high, low, or non-directionally. Volpe reviewed QC non-conformances and determined that the non-conformances do not affect the usability of the data for this Phase II ESA. QC non-conformances are summarized in the laboratory report narrative.

Data Usability

Analytical results and quality control data were reviewed to conduct a data usability evaluation, which included an assessment of the following quality control elements, including but not limited to: chain of custody, sample labels, sample containers, sample preservatives, holding times, method blanks, field duplicates, MS/MSD, LCS/LCSD, surrogate recovery, regulatory criteria, and reporting limits. The identified non-conformances to these QC elements were assessed to determine if the data are of sufficient quality for the intended purpose of this Phase II ESA. Based on the identified QC non-conformances, some of the results of the laboratory analysis contain uncertainty. In some cases, they are biased and/or poor precision exists in the analytical procedure, and the data may not be representative of the actual concentrations of the compounds at the Subject Property. However, based on a review of the QC non-conformances, it has been determined that the data analyzed as part of this Phase II ESA are usable to meet project data quality objectives.

4.0 Analytical Results

4.1 Soil Sampling Results

The soil sample laboratory analytical report is provided in Appendix D and the results are summarized in Table 3. Detections of chemical compounds in soil are discussed below.

Metals in Soil

Four metals were detected above the Method 1 RCS-1 reportable concentrations. These metals include:

- Arsenic was detected in FRST-SS-101B at 24.1 mg/kg and in FRST-SS-105B at 29.2 mg/kg, which exceeds the RCS-1 concentration of 20 mg/kg;
- Barium was detected in FRST-SS-105B at 1,020 mg/kg, which exceeds the RCS-1 concentration of 1,000 mg/kg;
- Lead was detected in FRST-SS-105B at 10,100 mg/kg, which exceeds the RCS-1 concentration of

200 mg/kg; and

- Zinc was detected in FRST-SS-105B at 2,430 mg/kg, which exceeds the RCS-1 concentration of 1,000 mg/kg.

Additionally, these metals exceed the MCP S-1 & GW-2 and S-1 & GW-3 Method 1 Cleanup Standards, which for these analytes, are equal to the RCs.

Additional metals were detected in at least one soil sample but were below the MCP reportable concentrations.

VOCs in Soil

No VOCs were detected at or above the Method 1 RCS-1 reportable concentrations. Several VOCs were detected in at least one soil sample but were below the MCP reportable concentrations.

SVOCs in Soil

Two SVOCs were detected at or above the Method 1 RCS-1 reportable concentrations. These VOCs include:

- Benzo(a)pyrene was detected in FRST-SS-104A at 2.3 mg/kg, which exceeds the RCS-1 concentration of 2 mg/kg. This detection also exceeds the S-1 & GW-2 and S-1 & GW-3 Method 1 Cleanup Standards of 2 mg/kg; and
- Acenaphthylene was detected in FRST-SS-101A at 1.0 mg/kg, which equals the RCS-1 concentration. This detection is below the S-1 & GW-2 and S-1 & GW-3 Method 1 Cleanup Standards of 600 mg/kg and 10 mg/kg.

Additional SVOCs were detected in at least one soil sample but were below the MCP reportable concentrations.

Biphenyl was not detected in any soil samples, however the laboratory reporting limit in samples FRST-SS-101A, FRST-SS-102A, and FRST-102B was 0.18 mg/kg, which exceeds the RCS-1 reporting concentration of 0.05 mg/kg.

VPH/EPH in Soil

No VPH or EPH hydrocarbon ranges were detected at or above the Method 1 RCS-1 reportable concentrations. No VPH hydrocarbon ranges were detected. All EPH hydrocarbon ranges were detected in at least one sample but were all below the RCS-1 concentration.

PCBs in Soil

No PCBs were detected in any soil samples.

Pesticides in Soil

No pesticides were detected at or above the Method 1 RCS-1 reportable concentrations. Several pesticides were detected in at least one soil sample but were below the MCP reportable concentrations.

Herbicides in Soil

No herbicides were detected in any soil samples.

4.2 Groundwater Sampling Results

The soil sample laboratory analytical report is provided in Appendix E and the results are summarized in Table 4. Groundwater results were reported to the MDL, and therefore contain several J-qualified detections that are estimated concentrations between the RL and MDL. Detections of chemical compounds in groundwater are discussed below.

Metals in Groundwater

No metals were detected at or above the Method 1 RCGW-2 reportable concentrations. Several metals were detected in at least one groundwater sample but were below the MCP reportable concentrations.

VOCs in Groundwater

No VOCs were detected at or above the Method 1 RCGW-2 reportable concentrations. Several VOCs were detected in at least one groundwater sample but were below the MCP reportable concentrations.

SVOCs in Groundwater

No SVOCs were detected in any groundwater samples.

VPH/EPH in Groundwater

No petroleum hydrocarbons were detected in any groundwater samples.

PCBs in Groundwater

No PCBs were detected in any groundwater samples.

Pesticides in Groundwater

No pesticides were detected in any groundwater samples.

Herbicides in Groundwater

No herbicides were detected in any groundwater samples.

5.0 Conclusions and Recommendations

5.1 Conclusions

Volpe conducted a Phase II ESA at the Subject Property, which is planned for residential redevelopment. The Phase II ESA included a GPR survey, assessment of soil from six 15-ft. borings, the collection of surficial and subsurface soil samples from each boring, and the collection of groundwater samples from the three borings that were completed as monitoring wells.

The GPR survey was limited to shallow depths due to compaction beneath the parking lot surface, but no buried debris or USTs were identified. Soil borings identified the presence of historic fill material across

the Subject Property which generally extended to the depth of the water table. Soil samples collected from this material detected several metals and SVOCs above the MCP RCS-1 reportable concentration and/or above the S-1 & GW-2 and S-1 & GW-3 Method 1 cleanup standards. Groundwater samples did not detect any analytes above the RCS-1 reportable concentrations.

Given the prevalence of historic fill at the Subject Property and the concentrations of analytes detected in the samples, it is likely that the soil exceedances are attributable to the fill material.

The MCP Method 1 standards represent levels of oil or hazardous materials at which no further remedial response actions would be required based upon the risk of harm posed by these chemicals. The standards are protective of public health, public welfare, and the environment. The exceedances of the S-1 & GW-2 and S-1 & GW-3 Method 1 cleanup standards identified in soil at the Subject Property indicate that remedial response actions may be necessary to reduce the risk of harm at the future residential development.

5.2 Recommendations

Based on the findings of the Phase II ESA, it is recommended that:

1. The manager of the Subject Property should notify MassDEP of the analytes detected above the RCS-1 reportable concentration. This notification should be made within 120 days as defined in 310 CMR 40.0315. The concentrations that exceed their reportable concentration by the greatest amount that should be reported to MassDEP are summarized below.

Oil or Hazardous Material Released	CAS Number	Concentration	Oil or Hazardous Material	Units	RC Exceeded
arsenic	7440-38-2	29.2	HM	mg/kg	RCS-1
barium	7440-39-3	1,020	HM	mg/kg	RCS-1
lead	7439-92-1	10,100	HM	mg/kg	RCS-1
zinc	7440-66-6	2,430	HM	mg/kg	RCS-1
benzo(a)pyrene	50-32-8	2.3	HM	mg/kg	RCS-1
acenaphthylene	208-96-8	1.0	HM	mg/kg	RCS-1

Once reported, additional actions may be required by MassDEP. Site redevelopment plans should be adapted to conform to these requirements.

2. Site workers performing future site investigation or housing redevelopment work at the Subject Property should use caution when disturbing or coming into contact with soil. Appropriate engineering controls and practices outlined in health and safety plans should be utilized.
3. Any additional assessment of the historic fill should consider the MassDEP *Historic Fill / Anthropogenic Background Public DRAFT Technical Update* (MassDEP, 2016), which may assist in evaluating the soil impacts at the Subject Property.

5.3 Limitations

The United States Department of Transportation John A. Volpe National Transportation Systems Center performed the services for this project under an Interagency Agreement with the United States Environmental Protection Agency Region 1 Targeted Brownfields Assessment Program. This report has been produced for the primary benefit of the EPA Region 1 Targeted Brownfields Assessment Program

and its grantee. The services described in this report are consistent with the professional standard of care and the conclusions are based on internally peer-reviewed interpretations made by experienced environmental professionals. This report does not guarantee that no further contamination, beyond that which could be detected within the scope of this assessment, is present at the Subject Property. This report is based on the regulatory standards in effect on the date of the report and events may occur at the Subject Property, after the assessment was completed, which may result in contamination. This report relies on reports and records obtained from outside organizations that are assumed to be accurate.

6.0 References

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Figures

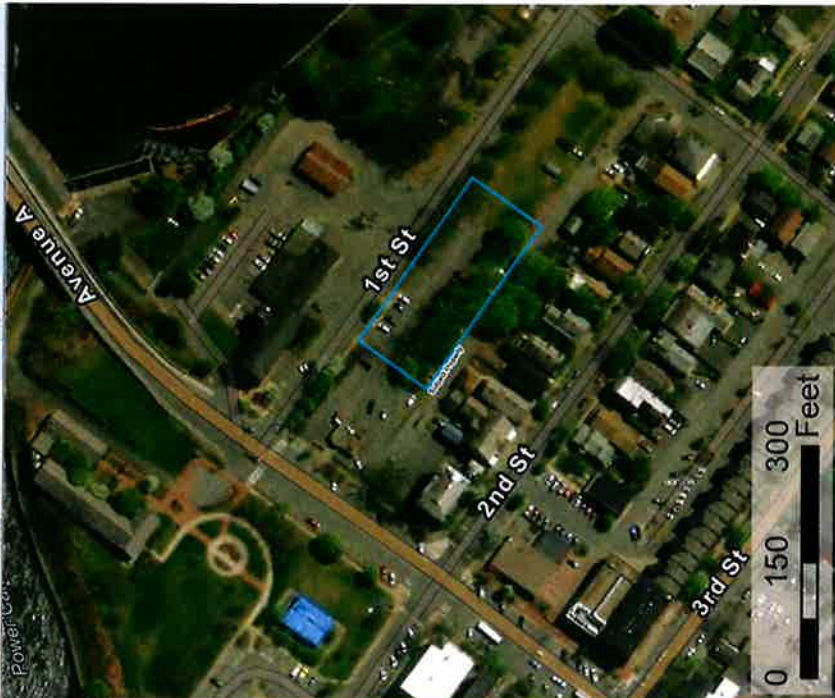


Figure 1: Site Location
First Street Parking Lot
Turners Falls, MA



October 2023
The Subject Property boundary depicted in this map was not developed or reviewed by a licensed surveyor.
Source: Esri Community Maps Contributors, MassGIS, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc., MET/NASA, USGS, EPA, NPS, US Census Bureau, USDA, Maxar, Microsoft, USGS The National Map, National Boundaries Dataset, 3DEP Elevation Program, Geographic Names Information System, National Hydrography Dataset, National Land Cover Database, National Structures Dataset, and National Transportation Dataset; USGS Global Ecosystems, U.S. Census Bureau TIGER/Line data; USFS Road Data; Natural Earth Data; U.S. Department of State Humanitarian Information Unit; and NOAA National Centers for Environmental Information. U.S. Coastal Relief Model. Data refreshed April, 2023.

Montague Town Hall

Sidewalk

First Street

First Street
Parking Lot

Vegetation

Storm Drain

Christian S. Couture
Property

Shady Glen
Parking

First Street Alley



Figure 2: Site Layout
First Street Parking Lot
Turners Falls, MA

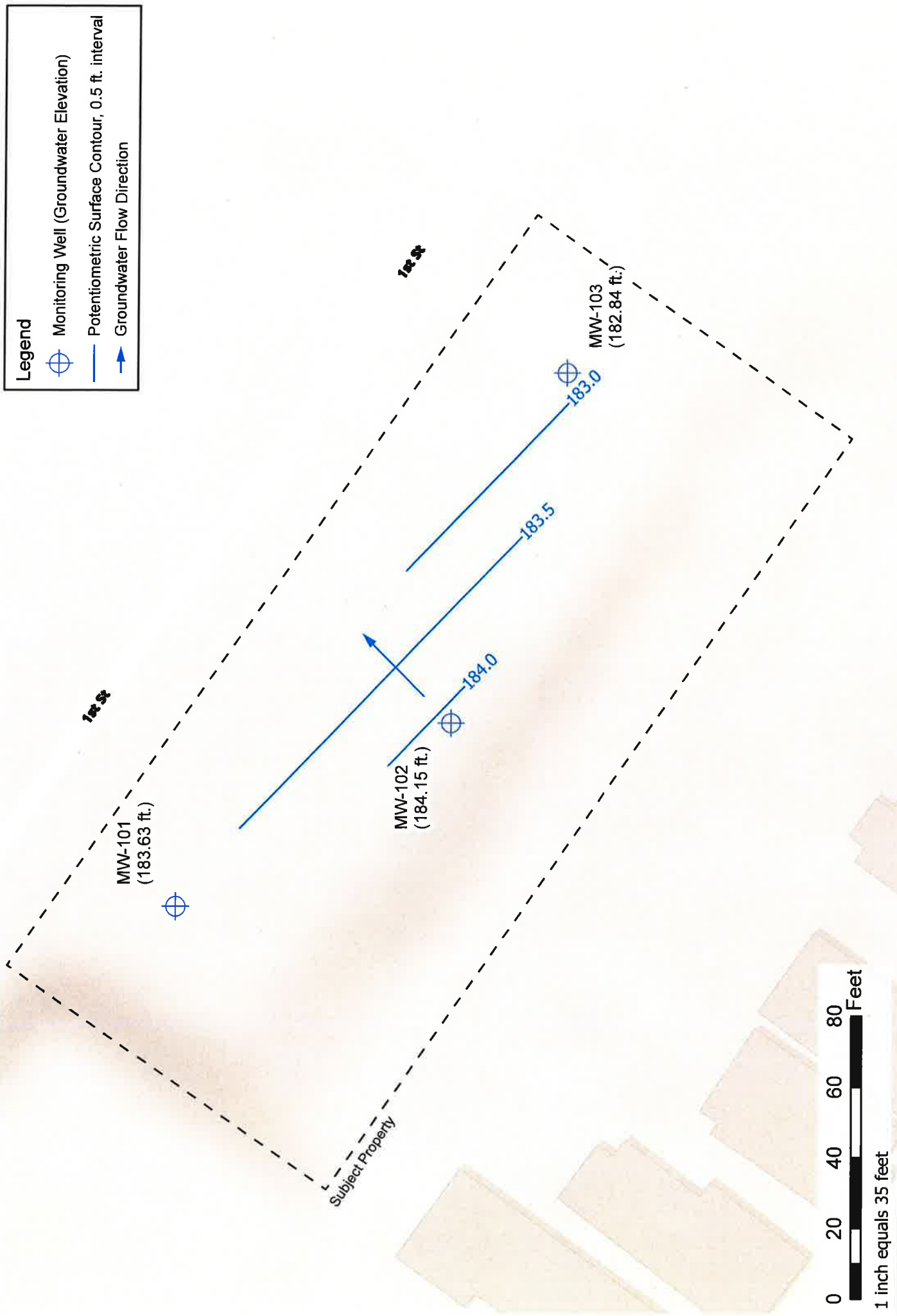
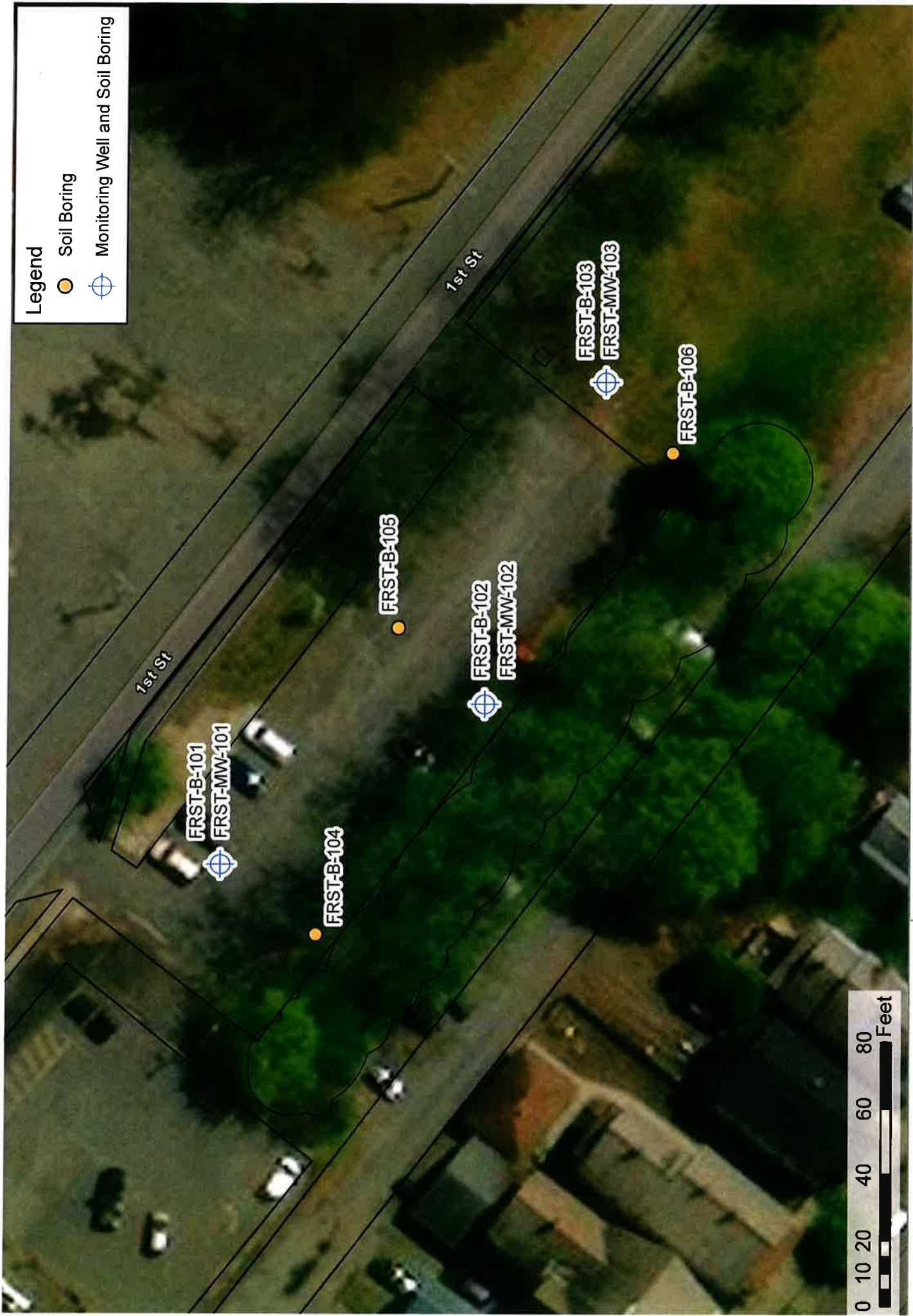


Figure 3: Groundwater Elevation Contours
 First Street Parking Lot
 Turners Falls, MA

October 2023
 Monitoring well locations were surveyed by a licensed surveyor. Other features depicted in this map were not.
 Source: Esri Community Maps Contributors, MassGIS, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc., METINASA, USGS, EPA, NPS, US Census Bureau, USDA, Sources: Esri, Airbus DS, USGS, NASA, CGIA, N Robinson, NCEAS, NLS, OS, MMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community



Legend

Soil Boring

Monitoring Well and Soil Boring

October 2023

Soil boring and monitoring well locations were surveyed by a licensed surveyor. Other features depicted in this map were not.

Source: Esri Community Maps Contributors, MassGIS, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, Maxar, Microsoft

Figure 4: Sampling Locations
First Street Parking Lot
Turners Falls, MA



September 27, 2023
File No. 18-222

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

Re: Response to DEP Unilateral Administrative Order
Former Sandy Lane Burn Dump
Montague, Massachusetts

GZA GeoEnvironmental, Inc. (GZA) is pleased to provide this proposal to the Town of Montague (Client) for engineering services to prepare a response to the Unilateral Administrative Order (UAO) that was issued by the Massachusetts Department of Environmental Protection (MassDEP) on August 11, 2023.

PROJECT BACKGROUND

Mass DEP issued the UAO based on the following statements:

1. An unnamed intermittent Stream (SARISCODE: 3420910; as defined by 310 CMR 10.04) which is a Cold-Water Fishery and Critical Area (both as defined by 310 CMR 10.02) flows south along the eastern edge of the Site. The unnamed intermittent stream is a tributary of the Connecticut River. A Bordering Vegetated Wetland ("BVW"; as defined by 310 CMR 10.55(2)) borders the unnamed intermittent Stream.
2. On November 8, 2018, the Montague Conservation Commission issued an Order of Conditions ("OOC"; MassDEP File Number 229-0252) to the Town of Montague and Kearsarge Solar LLC for the Montague Burn Dump Closure Project and the Montague II Solar Project, which included the capping of the Montague Burn Dump and the installation of a solar array on top of the cap. The Order indicated that the project was not subject to the Massachusetts Stormwater Standards and per Special Condition 2(b), Kearsarge was required to relocate the proposed stormwater basin outlet pipe outside the Buffer Zone to the BVW (as defined by 310 CMR 10.04). The Order approved work solely within the Buffer Zone. No impacts were authorized within Resource Areas (as defined by 310 CMR 10.04). No stormwater basins were authorized within the Buffer Zone. The Order was issued for a period of three (3) years and was not amended or extended.
3. On July 18, 2023, Department staff conducted a site inspection at the Site to review conditions following recent heavy rain events.
4. While on-site, Department staff observed a constructed stormwater basin with a wood chip berm containing standing water. The basin was within 100 feet of a BVW and an unnamed intermittent stream. A portion of the berm was breached from recent heavy rain events and water was flowing through the berm. Down-gradient of the berm, water from the basin had eroded through a steep slope, causing a deeply incised channel through the BVW, and unnamed intermittent stream bank. Approximately 50 square feet of the BVW, 5 linear feet of bank, and 5,500 square feet of Buffer Zone were altered.



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5. On July 19, 2023, Department staff met on-site with the Town, and the Town's consultant. The Town indicated that the permitted and constructed stormwater basin located outside of jurisdictional areas was not functioning as designed and therefore Kearsarge, with approval from the Town, constructed the additional basin and woodchip berm to manage groundwater and surface water from the Site.
6. After reviewing the OOC, the Notice of Intent, dated October 2018, the approved plans entitled "Montague Burn Dump Closure Project," dated October 2, 2018, and the approved plans entitled "Montague II Solar Project," dated October 29, 2019, MassDEP determined that the Town did not submit a new or Amended Notice of Intent (as defined by 310 CMR 10.04 Notice of Intent) for the construction of the new basin and berm, per the requirement by 310 CMR 10.05(4)(a); and that Kearsarge, with approval from the Town, commenced the work without receiving a valid Final Order of Conditions (as defined by 310 CMR 10.04 Final Order).

Based on these findings, MassDEP is requiring that the Town prepare and submit a draft "drainage improvements plan" to address the issues cited in the UAO.

OBJECTIVES

GZA's objective is to provide engineering services to address the requirements of the UAO.

SCOPE OF SERVICES

Our engineering services will include the following tasks:

Task 1. Submission to MassDEP (Partially Complete)

In accordance with the UAO, GZA will provide services required to address Order C of the UAO. The order states that:

The Town shall hire a professional environmental consultant with appropriate expertise and certification in wetland science, stormwater, and landfill design to prepare and submit a draft "Drainage Improvements Plan" within thirty (30) calendar days to the Department. Said plan is subject to the review and approval of the Department. Said plan should address, at a minimum:

1. *Delineation and flags for all Resource Areas and the depiction of all jurisdictional areas within the vicinity of the Site on the plan.*
2. *Restoration of areas of BVW and Bank that were impacted by the gully erosion, downgradient of the woodchip berm.*
3. *Design of a system to manage stormwater and groundwater from the Site in accordance the Massachusetts Stormwater Management Standards provided in 310 CMR 10.05(k) through (q).*
4. *Implementation of robust and appropriate sedimentation barriers around the perimeter of disturbance.*
5. *Methods for managing the water contained in the existing basin during construction.*
6. *Methods for management of stormwater on and along the travel surfaces such that deposition of sediments into Resource Areas is precluded. Design of any stormwater best management practices should follow Volume 2, Chapter 2 of the Massachusetts Stormwater Handbook, Structural BMP Specifications (MassDEP, 2008).*
7. *Take any other measure(s) necessary to protect the Jurisdictional Resource Areas, associated Buffer Zones and/or Surface Waters of the Commonwealth.*

To address Order C, GZA has prepared a "drainage improvement plan" figure set, a stormwater management plan, and operations and maintenance plan, which were submitted to MassDEP on September 11, 2023. GZA has been in communication with MassDEP regarding the submission and most recently submitted a revised "drainage improvement plan" on September 25, 2023.



Task 2. Construction Phase Services

GZA will provide third-party, independent construction observation and documentation services overseen by a Professional Engineer Registered in the Commonwealth of Massachusetts. GZA construction observation personnel will be knowledgeable in landfill design and construction. GZA's construction observation personnel will observe the overall construction of the restoration areas and document the work in writing and with representative photographs. Construction observation will be performed under the direct supervision of a Professional Engineer Registered in the Commonwealth of Massachusetts and will perform construction oversight responsibilities in accordance with the MassDEP Landfill Technical Guidance Manual (1997), Massachusetts Stormwater Handbook (2008) and 310 CMR 10.00: Wetlands Protection Act Regulation.

The duties GZA construction oversight personnel will include:

- Observation of the installation and construction of the components of the stormwater management and slope stabilization methods
- Confirm the final grades via RTK GPS
- Observation and confirmation of QA/QC testing and data generated by the testing program;
- Documentation of construction and QA/QC activities

GZA's field engineer will be responsible for the coordination and verification of QA/QC activities including confirmation of material conformance to design specifications, , soil compaction testing data and site-line and grade survey data.

After site visits, GZA will produce a written field summary documenting the number of on-site site personnel, equipment operating, work performed during the visit, general site housekeeping, conformance to best practices, adherence to construction documents and permits and documentation of construction means, and methods and materials installed. GZA's documentation will be limited to the work observed during the site visit.

GZA's construction oversight personnel will be supported by GZA's Project Manager and Principal in Charge. GZA's project manager is responsible for the review of daily field reports, review of construction submittals from the site contractor, communication of construction status to town and MassDEP officials and compilation of construction reports. GZA's Project Manager will also perform site visits as required to address issues and concerns encountered during construction. This proposal includes 6 full time days of site visits and 2 site visits by the Project Manager.

GZA's Principal-In-Charge for the project maintains ultimate responsibility for work staffing, completion, and conformance to the MassDEP UAO.

BASIS OF CHARGES AND FEE ESTIMATE

Our estimate to complete the scope of work described above is itemized in the table below. Billings for GZA's professional services will be on a lump sum basis in accordance with the values provided in the table below.

Task		Cost
Task 1	Submission to MassDEP	\$20,000
Task 2	Construction Phase Services	\$15,000
Total Cost		\$35,000



SCHEDULE

As stated above, Task 1 is partially complete; task 2 will be completed as required, based on the construction schedule, which is currently being coordinated by the Site solar developer, Kearsarge..

TERMS AND CONDITIONS AND PROPOSAL ACCEPTANCE

This proposal is considered an addendum to our executed agreement for services dated April 23, 2020, and is subject to the same Terms and Conditions of Engagement. Notwithstanding the foregoing, You agree to hold harmless, indemnify, and defend GZA and its affiliates and subcontractors and their employees, officers, directors and agents (collectively referred to in this paragraph as "GZA") against all claims, suits, fines and penalties, including mandated cleanup costs and attorneys' fees and other costs of settlement and defense, which claims, suits, fines, penalties or costs arise out of or are related to this Agreement or the services, except to the extent they are caused by GZA's negligence or willful misconduct. GZA will not be responsible for the acts or omissions of engineer, contractors or others at the Site, except for its own subcontractors and employees. GZA will not supervise, direct or assume control over or the authority to stop any other party's work, nor shall GZA's professional activities nor the presence of GZA or its employees and subcontractors be construed to imply that GZA has authority over or responsibility for the means, methods, techniques, sequences or procedures of construction, for work site health or safety precautions or programs, or for any failure of other party's to comply with contracts, plans, specifications or laws.

This proposal may be accepted by signing in the appropriate spaces below and returning one complete copy (with attachments) to us. This Proposal for Services and Terms and Conditions shall constitute the entire agreement between the parties. The fees in this proposal may be subject to change if not accepted within 30 days from the date of issue. Issuance of a purchase order implicitly acknowledges acceptance of the attached Terms and Conditions.

Thank you for the opportunity to submit this proposal. If you have any questions, please do not hesitate to call us.

Very truly yours,

GZA GEOENVIRONMENTAL, INC.



Ryan DaPonte, P.E.
Senior Project Manager



Richard Carlone, P.E.^{RI}
Consultant Reviewer



Todd R. Greene, P.E.^{RI}
Principal



This Proposal for Services and Terms and Conditions of Engagement are hereby accepted and executed by a duly authorized signatory, who, by execution hereof, warrants that he/she has full authority to act for, in the name of, and on behalf of The Town of Montague.

TOWN OF MONTAGUE

By: _____ Title: _____

Typed Name: _____ Date: _____

Billing Address (if different from above):

P:\2018\18-222.EAS\MONTAGUE 2\CN-4\18-222 MONTAGUE WETLANDS RESPONSE PROPOSAL - FINAL.DOCX

Gill-Montague Regional School District

Pioneer Valley Regional School District

Warwick Public Schools

Assessments Analysis for a Potential Five-Town District and a Potential Six-Town District

Overview

The towns of Gill and Montague belong to Gill-Montague Regional School District and are assessed annually for the district's costs to educate its students. Operating assessments and transportation assessments are based on each town's resident enrollment (head count) from the prior school year. Capital assessments are based on each town's resident enrollment (head count) in Great Falls Middle School and Turners Falls High School from the prior school year.

The towns of Bernardston, Leyden, and Northfield belong to Pioneer Valley Regional School District and are assessed annually for the district's costs to educate its students. Operating assessments and transportation assessments are based on each town's five-year average of enrollment (head count) from the prior five school years. Capital assessments are based on each town's resident enrollment (head count) in Pioneer Valley Regional School from the prior school year and on each town's EQV. The towns' shares of both Pioneer Valley Regional School resident enrollment and EQV are calculated and averaged to determine the towns' shares to use for the capital assessments.

The Town of Warwick now operates its own school district, after being a part of Pioneer Valley Regional School District as recently as the 2022-2023 school year.

The Abrahams Group was retained to calculate assessments based on six different assessment methodologies for both a potential five-town district, which would not include Warwick, and a potential six-town district, which would include Warwick. To do so, the existing districts' operating budgets, including transportation costs, would be merged, costs related to teachers' salaries and health insurance would be adjusted, and savings related to a combined central office would be removed. Additionally, revenues the districts currently have would be identified in a merged district and, after minor adjustments, included as offsets in the assessments calculated.

This document contains results from the assessment runs described, as well as details on the budgets, revenues, and adjustments made. Capital assessments in a merged district were not calculated since capital assessments for FY 2024 were negligible (\$119,280 for Gill-Montague Regional School District and \$55,000 for Pioneer Valley Regional School District) and, possibly, those capital costs would remain the responsibility of the towns currently paying for them in a merged district since they are building-specific costs.

Budget Adjustments for a Merged District

For a potential five-town district or a potential six-town district, an operating budget for a merged district needed to be determined. To do so, the operating budgets, including transportation costs, for the existing districts were combined. Then, the combined budget was adjusted after reviewing three areas – teachers’ salaries, health insurance costs, and central office costs. Teachers’ salaries were reviewed to see what projected adjustments in costs there would be if teachers were to move to a new schedule in a combined district. Health insurance costs were reviewed to see what projected adjustments in costs there would be if active employees for one district were to switch to insurance plans offered by the other district. Central office costs were reviewed to see what projected adjustments in costs there would be if the districts’ central offices were combined.

For the **teachers’ salaries analysis**, a new salary schedule for a potential combined district was created. The new schedule allows all teachers at both Gill-Montague and Pioneer Valley to be placed in the same lane and step as they are today and not make less than they are making today. The new salary schedule closely resembles Gill-Montague’s FY 2024 salary schedule. Gill-Montague’s salary schedule was chosen since its salaries are generally higher than Pioneer Valley’s salaries. The new salary schedule differs from Gill-Montague’s salary schedule in two ways: (1) step A in the Bachelor’s lane was increased from Gill-Montague’s FY 2024 salary to Pioneer Valley’s FY 2024 salary and (2) two steps, steps M and N, were added with salaries that are an increased over the prior step using an average. The two additional steps allow Pioneer Valley’s teachers on step 15 to make the same or more on the new salary schedule, as they would not if placed on Gill-Montague’s step L. Gill-Montague’s teachers would remain on their current step, even though additional steps are available in the new schedule for potential advancement.

The new salary schedule is shown in the following table:

	B	B+15	B+30	M or B+45	M+15 or B+60	CAGS or DM or M+30	CAGS+15 or DM+15 or M+45	CAGS+30 or DM+30 or M+60	Ed.D / PhD
A	46,272	47,744	48,809	49,862	50,917	51,766	52,617	53,465	54,316
B	47,890	49,472	50,533	51,601	52,666	53,515	54,360	55,208	56,054
C	49,347	50,962	52,023	53,090	54,153	55,001	55,842	56,689	57,535
D	51,059	52,707	53,781	54,854	55,917	56,773	57,624	58,479	59,331
E	53,383	55,098	56,181	57,268	58,356	59,223	60,093	60,962	61,832
F	55,821	57,603	58,647	59,807	60,969	61,865	62,765	63,663	64,559
G	57,947	59,782	60,779	62,009	63,239	64,164	65,080	66,002	66,925
H	59,774	61,629	62,788	63,947	65,101	66,020	66,936	67,852	68,772
I	61,956	63,914	65,051	66,220	67,389	68,407	69,431	70,457	71,478
J	64,574	66,571	67,764	68,955	70,154	71,200	72,247	73,293	74,339
K	67,135	69,205	70,422	71,640	72,864	73,930	75,002	76,072	77,138
L	69,964	72,073	73,313	74,553	75,803	76,894	77,982	79,075	80,162
M	72,656	74,823	76,076	77,331	78,596	79,711	80,823	81,940	83,051
N	75,451	77,679	78,943	80,212	81,493	82,632	83,767	84,909	86,043

Cells in orange are changes from Gill-Montague's FY 2024 teachers' salary schedule. After placing all teachers, including 80.1 FTE of Pioneer Valley's teachers, on the new salary schedule, the total projected additional costs are \$201,981.

For the **health insurance analysis**, changing health insurance plans for Pioneer Valley's active employees to health insurance plans offered by Gill-Montague was reviewed and changing health insurance plans for Gill-Montague's active employees to health insurance plans offered by Pioneer Valley was reviewed. Changing health insurance plans for retirees was not reviewed, since district staff strongly recommended not capturing adjustments related to retirees' insurance plans, in part because some plans are with the GIC and difficult, if not impossible, to change and plans not with the GIC are difficult to change and changing them is likely not worth the costs savings associated with those changes.

The analysis of changing health insurance plans for Pioneer Valley's active employees to health insurance plans offered by Gill-Montague is detailed in the following table:

Pioneer Valley						Gill-Montague					Merged
Plan	Type	Rate	Share	Count	Annual Cost	Plan	Type	Rate	Share	Annual Cost	Cost Diff
BCBS	HMO Single	\$ 658	75%	30	\$ 177,660	HNE	HMO Single	\$ 735	90%	\$ 238,140	\$ 60,480
BCBS	HMO Emp+1	\$ 1,532	75%	18	\$ 248,184	HNE	HMO Family	\$ 1,758	90%	\$ 341,679	\$ 93,495
BCBS	HMO Family	\$ 1,889	75%	38	\$ 646,038	HNE	HMO Family	\$ 1,758	90%	\$ 721,323	\$ 75,285
BCBS	PPO Single	\$ 758	75%	16	\$ 109,152	HPHC	PPO Single	\$ 976	85%	\$ 159,352	\$ 50,200
BCBS	PPO Family	\$ 2,071	75%	22	\$ 410,058	HPHC	PPO Family	\$ 2,413	85%	\$ 541,446	\$ 131,388
			Totals	124	\$ 1,591,092				Totals	\$ 2,001,940	\$ 410,848

In the above table:

- BCBS – Blue Cross Blue Shield of Massachusetts
- HNE – Health New England
- HPHC – Harvard Pilgrim Explorer
- Share – District Share

For this analysis, the Health New England plans offered by Gill-Montague were chosen since they are the most popular HMO plans to Gill-Montague's employees and the Harvard Pilgrim Explorer plans offered by Gill-Montague were chosen since they are the most popular PPO plans to Gill-Montague's employees. The changing of health insurance plans for Pioneer Valley's active employees to health insurance plans offered by Gill-Montague results in \$410,848 of additional costs.

The analysis of changing health insurance plans for Gill-Montague's active employees to health insurance plans offered by Pioneer Valley is detailed in the following table:

Gill-Montague						Pioneer Valley					Merged
Plan	Type	Rate	Share	Count	Annual Cost	Plan	Type	Rate	Share	Annual Cost	Cost Diff
HNE	HMO Single	\$ 735	90%	42	\$ 333,396	BCBS	HMO Single	\$ 658	75%	\$ 248,724	\$ (84,672)
HPHC	HMO Single	\$ 721	90%	3	\$ 23,371	BCBS	HMO Single	\$ 658	75%	\$ 17,766	\$ (5,605)
HPHC	PPO Single	\$ 976	85%	10	\$ 99,595	BCBS	PPO Single	\$ 758	75%	\$ 68,220	\$ (31,375)
Uni	PPO Single	\$ 884	85%	4	\$ 36,067	BCBS	PPO Single	\$ 758	75%	\$ 27,288	\$ (8,779)
Uni	PPO Single	\$ 677	85%	4	\$ 27,611	BCBS	PPO Single	\$ 758	75%	\$ 27,288	\$ (323)
Uni	Ind Single	\$ 1,348	75%	1	\$ 12,136	BCBS	PPO Single	\$ 758	75%	\$ 6,822	\$ (5,314)
HNE	HMO Family	\$ 1,758	90%	65	\$ 1,233,842	BCBS	HMO Family	\$ 1,889	75%	\$ 1,105,065	\$ (128,777)
HPHC	HMO Family	\$ 1,829	90%	5	\$ 98,779	BCBS	HMO Family	\$ 1,889	75%	\$ 85,005	\$ (13,774)
HPHC	PPO Family	\$ 2,413	85%	13	\$ 319,945	BCBS	PPO Family	\$ 2,071	75%	\$ 242,307	\$ (77,638)
Uni	PPO Family	\$ 2,098	85%	4	\$ 85,598	BCBS	PPO Family	\$ 2,071	75%	\$ 74,556	\$ (11,042)
Uni	PPO Family	\$ 1,669	85%	3	\$ 51,076	BCBS	PPO Family	\$ 2,071	75%	\$ 55,917	\$ 4,841
Uni	Ind Family	\$ 2,983	75%	2	\$ 53,697	BCBS	PPO Family	\$ 2,071	75%	\$ 37,278	\$ (16,419)
			Totals	156	\$ 2,375,113				Totals	\$ 1,996,236	\$(378,877)

In the above table:

- Uni – UniCare
- The plans shown for UniCare, in the order in which they appear in the table, are as follows:
 - o Uni PPO Single – UniCare PLUS
 - o Uni PPO Single – UniCare Community Choice
 - o Uni Ind Single – UniCare Total Choice (Indemnity)
 - o Uni PPO Family – UniCare PLUS
 - o Uni PPO Family – UniCare Community Choice
 - o Uni Ind Family – UniCare Total Choice (Indemnity)
- PPO was chosen as the plan most closely resembling an indemnity plan, as it is closer than an HMO plan is.
- HNE – Health New England
- HPHC – Harvard Pilgrim Explorer
- BCBS – Blue Cross Blue Shield of Massachusetts
- Share – District Share

Pioneer Valley only offers one HMO plan and one PPO plan to its employees. Therefore, for this analysis, those were plans chosen when changing Gill-Montague's employees' health insurance plans to Pioneer Valley's health insurance plans. The changing of health insurance plans for Gill-Montague's active employees to health insurance plans offered by Pioneer Valley results in \$377,877 of cost savings.

For the **combined central office analysis**, district staff were consulted with to ensure that the central office for a combined district would be staffed appropriately. The following table shows the recommended positions and estimated salaries of those positions in a combined central office:

Staff	Est. Salary
One Superintendent	\$ 165,000
One Administrative Assistant for Supt	\$ 60,000
One Business Administrator	\$ 140,000
One Treasurer	\$ 16,000
One employee for Payroll, one for Benefits, one for bookkeeping, and one for AP (4 total)	\$ 220,000
One Technology Director	\$ 110,000
Multiple Data Technicians (4)	\$ 260,000
Multiple Tech Ed Support Employees (2)	\$ 70,000
One Asst Supt /Dir of Curriculum	\$ 130,000
One Director of Elem Curriculum	\$ 100,000
One Special Ed Director	\$ 135,000
One Special Ed Assistant Director	\$ 100,000
Three Administrative Assistants for Special Ed	\$ 150,000
Special Ed Team Chairs	\$ 155,000
One Director of Building and Grounds	\$ 90,000
One Custodial Supervisor to Facilities	\$ 65,000
One Director of Food Service	\$ 65,000
One shared Admin Asst for B&G and Food Service	\$ 60,000
Totals	\$ 2,091,000

Per district staff, salaries of current central office staff in both districts total \$2,407,772. The combined central office results in projected cost savings of \$316,772, if a potential combined district were to staff a combined central office as detailed in the above table. Note that the impact on health insurance costs to reflect the reduction in staffing levels in a combined central office was not included in this analysis.

The following table details adjustments to the combined budget of a potential combined district.

Adjustment	Why?	Change
Teachers' Salaries	Transition Teachers to New Scale	\$ 201,891
Health Insurance	Transition PV Employees to GM Plans	\$ 410,848
Central Office	Savings from a Merged Central Office	\$ (316,772)
	Total	\$ 295,967

Including the health insurance adjustments if Pioneer Valley's employees were to change to Gill-Montague's health insurance plans allows for "worst case scenario" cost-wise. If, instead, the health insurance adjustments if Gill-Montague's employees were to change to Pioneer Valley's health insurance plans were included, the total projected adjustment in the above table would be a savings of \$493,758.

The adjustments in the above table would impact a potential five-town district as well as a potential six-town district.

Current Assessments for Gill-Montague

For Gill-Montague's FY 2024 assessments, the budget was \$23,595,806.

The following revenues were used:

Chapter 70 Aid	\$ (7,806,461)
Medicaid Reimbursement	\$ (100,000)
Medicaid Contra	\$ 47,000
Interest Income	\$ (25,000)
Excess and Deficiency	\$ (400,000)
Erving Tuition	\$ (1,138,000)
Charter Reimbursement	\$ (240,000)
Chapter 71 Transportation Reimb.	\$ (435,000)
Total Revenues	\$ (10,097,461)

The amount to be assessed is detailed in the following table:

Total District Budget	\$ 23,595,806
Less Revenues	\$ (10,097,461)
Amount to be Assessed	\$ 13,498,345

The total assessments are broken out in the following ways:

Operating	\$ 13,207,564
Transportation	\$ 171,501
Capital	\$ 119,280
Amount to be Assessed	\$ 13,498,345

Capital assessments are not included in this analysis, so the focus is on operating assessments, which include transportation costs. Therefore, the amount to be assessed is \$13,379,065.

Gill-Montague's assessment methodology is a statutory methodology, so the first step is to include each town's Required District Contribution as part of the assessment, as follows:

Town	Required District Contribution (FY24)
Gill	\$ 1,013,921
Montague	\$ 5,831,520
Total	\$ 6,845,441

The total Required District Contribution is removed from the amount to be assessed to determine the amount above the Required District Contributions (RDCs) to be assessed:

Amount to be Assessed	\$ 13,379,065
Less Total Required District Contributions	\$ (6,845,441)
Amount Above the RDCs to be Assessed	\$ 6,533,624

The amount above the RDCs to be assessed is then assessed via the methodology, which is resident enrollment (head count) from the prior school year.

The breakdown of each town's resident enrollment and share, as well as the amount assessed based on the share, is as follows:

Town	Resident Enrollment (FY23)	% Share	Amount Above the RDCs Assessed
Gill	73	10.2%	\$ 666,430
Montague	643	89.8%	\$ 5,867,194
Total	716	100.0%	\$ 6,533,624

Total each town's Required District Contribution and Amount Above the RDCs Assessed to determine each town's assessment, as follows:

Town	Required District Contribution	Amount Above the RDCs Assessed	Total Assessment
Gill	\$ 1,013,921	\$ 666,430	\$ 1,680,351
Montague	\$ 5,831,520	\$ 5,867,194	\$ 11,698,714
Total	\$ 6,845,441	\$ 6,533,624	\$ 13,379,065

Current Assessments for Pioneer Valley

For Pioneer Valley's FY 2024 assessments, the budget was \$14,775,938.

The following revenues were used:

Chapter 70 Aid	\$ (3,998,199)
Medicaid Reimbursement	\$ (30,000)
Interest Income	\$ (4,000)
Excess and Deficiency	\$ (450,000)
Charter Reimbursement	\$ (95,000)
Bond Proceeds	\$ (198,810)
Tuition	\$ (474,450)
Warwick Retiree Contribution (Misc.)	\$ (125,000)
Chapter 71 Transportation Reimb.	\$ (571,367)
Total Revenues	\$ (5,946,826)

The amount to be assessed is detailed in the following table:

Total District Budget	\$ 14,775,938
Less Revenues	\$ (5,946,826)
Amount to be Assessed	\$ 8,829,112

The total assessments are broken out in the following ways:

Operating	\$ 8,642,722
Transportation	\$ 131,390
Capital	\$ 55,000
Amount to be Assessed	\$ 8,829,112

Capital assessments are not included in this analysis, so the focus is on operating assessments, which include transportation costs. Therefore, the amount to be assessed is \$8,774,112.

Pioneer Valley's assessment methodology is a statutory methodology, so the first step is to include each town's Required District Contribution as part of the assessment, as follows:

Town	Required District Contribution (FY24)
Bernardston	\$ 1,622,998
Leyden	\$ 551,205
Northfield	\$ 2,733,260
Total	\$ 4,907,463

The total Required District Contribution is removed from the amount to be assessed to determine the amount above the Required District Contributions (RDCs) to be assessed:

Amount to be Assessed	\$ 8,774,112
Less Total Required District Contributions	\$ (4,907,463)
Amount Above the RDCs to be Assessed	\$ 3,866,649

The amount above the RDCs to be assessed is then assessed via the methodology, which is the five-year average of resident enrollment (head count) from the five prior school years.

The breakdown of each town's five-year average of resident enrollment and share, as well as the amount assessed based on the share, is as follows:

Town	Avg. Resident Enrollment (FY19-FY23)	% Share	Amount Above the RDCs Assessed
Bernardston	206	40.4%	\$ 1,563,286
Leyden	43	8.4%	\$ 325,185
Northfield	261	51.2%	\$ 1,978,178
Total	510	100.0%	\$ 3,866,649

Total each town's Required District Contribution and Amount Above the RDCs Assessed to determine each town's assessment, as follows:

Town	Required District Contribution	Amount Above the RDCs Assessed	Total Assessment
Bernardston	\$ 1,622,998	\$ 1,563,286	\$ 3,186,284
Leyden	\$ 551,205	\$ 325,185	\$ 876,390
Northfield	\$ 2,733,260	\$ 1,978,178	\$ 4,711,438
Total	\$ 4,907,463	\$ 3,866,649	\$ 8,774,112

Potential Operating Assessment Methodologies in a Combined District

Operating assessments, including transportation costs, for a potential merged district were calculated based on the following six methodologies:

1. Gill-Montague's Operating Assessment Methodology
 - This methodology is a statutory assessment methodology and assesses the amount above the Required District Contribution based on each town's resident enrollment (or head count) of students in Gill-Montague's schools from the prior school year.

2. Pioneer Valley's Operating Assessment Methodology
 - This methodology is a statutory assessment methodology and assesses the amount above the Required District Contribution based on each town's five-year average of resident enrollment (or head count) of students in Pioneer Valley's schools from the prior five school years.
3. One Year of Foundation Enrollment
 - This methodology is an alternative assessment methodology and assesses the amount to be assessed based on each town's foundation enrollment for the current fiscal year, as provided by DESE.
4. Five-Year Average of Foundation Enrollment
 - This methodology is an alternative assessment methodology and assesses the amount to be assessed based on each town's five-year average of foundation enrollment for the current fiscal year and the four fiscal years prior, as provided by DESE.
5. One Year of Required District Contribution
 - This methodology is an alternative assessment methodology and assesses the amount to be assessed based on each town's Required District Contribution for the current fiscal year, as provided by DESE.
6. Five-Year Average of Required District Contribution
 - This methodology is an alternative assessment methodology and assesses the amount to be assessed based on each town's five-year average of Required District Contribution for the current fiscal year and the four fiscal years prior, as provided by DESE.

Some notes on the assessment methodologies:

- Statutory assessment methodologies include each town's Required District Contribution as the first step in the assessment calculation and any amount remaining to be assessed above the Required District Contribution is assessed using the methodology.
- Alternative assessment methodologies do not include each town's Required District Contribution as the first step and the total amount to be assessed is assessed using the methodology.
- The final methodology listed (Five-year Average of Required District Contribution) is the methodology chosen by The Abrahams Group. It was chosen for a few reasons: (1) another potential merged district in western Massachusetts is using that metric as part of its operating assessment methodology, (2) Required District Contribution includes multiple factors for each town, like EQV, income, and foundation enrollment, whereas the other metrics chosen for assessment options only represent one factor (resident enrollment or foundation enrollment), and (3) using averaging over multiple years mitigates year-to-year fluctuations in assessments when compared to using one year of data.

Five-Town Merged District

Operating assessments, including transportation costs, for a potential five-town merged district were calculated for the towns of Gill, Montague, Bernardston, Leyden, and Northfield using the six methodologies detailed in the prior section.

For a five-town merged district, the following budget was used:

Gill-Montague General Fund (FY24)	\$ 23,595,806
Pioneer Valley General Fund (FY24)	\$ 14,775,938
Operating Budget Before Adjustments	\$ 38,371,744
Adjustments from Merger	\$ 295,967
Total District Budget	\$ 38,667,712

For a five-town merged district, the following revenues, which is an accumulation of revenues recognized by Gill-Montague and Pioneer Valley as part of their FY 2024 assessment process, were used:

Chapter 70 Aid	\$ (11,804,660)
Medicaid Reimbursement	\$ (130,000)
Medicaid Contra	\$ 47,000
Interest Income	\$ (29,000)
Excess and Deficiency	\$ (850,000)
Erving Tuition	\$ (1,138,000)
Charter Reimbursement	\$ (335,000)
Bond Proceeds	\$ (198,810)
Tuition	\$ (474,450)
Warwick Retiree Contribution (Misc.)	\$ (125,000)
Chapter 71 Transportation Reimb.	\$ (1,006,367)
Total Revenues	\$ (16,044,287)

The amount to be assessed is detailed in the following table:

Total District Budget	\$ 38,667,712
Less Revenues	\$ (16,044,287)
Amount to be Assessed	\$ 22,623,424

The total assessments are broken out in the following ways:

Operating	\$ 22,146,254
Transportation	\$ 302,891
Capital	\$ 174,280
Amount to be Assessed	\$ 22,623,424

Capital assessments are not included in this analysis, so the focus is on operating assessments, which include transportation costs. Therefore, the amount to be assessed in the sections that follow is \$22,449,144.

Assessment Methodology #1 - Gill-Montague's Operating Assessment Methodology

This assessment methodology is a statutory methodology, so the first step is to include each town's Required District Contribution as part of the assessment, as follows:

Town	Required District Contribution (FY24)
Gill	\$ 1,013,921
Montague	\$ 5,831,520
Bernardston	\$ 1,622,998
Leyden	\$ 551,205
Northfield	\$ 2,733,260
Total	\$ 11,752,904

The total Required District Contribution is removed from the amount to be assessed to determine the amount above the Required District Contributions (RDCs) to be assessed:

Amount to be Assessed	\$ 22,449,144
Less Total Required District Contributions	\$ (11,752,904)
Amount Above the RDCs to be Assessed	\$ 10,696,240

The amount above the RDCs to be assessed is then assessed via the methodology, which is resident enrollment (head count) from the prior school year.

The breakdown of each town's resident enrollment and share, as well as the amount assessed based on the share, is as follows:

Town	Resident Enrollment (FY23)	% Share	Amount Above the RDCs Assessed
Gill	73	6.0%	\$ 643,714
Montague	643	53.0%	\$ 5,669,977
Bernardston	211	17.4%	\$ 1,860,599
Leyden	49	4.0%	\$ 432,082
Northfield	237	19.5%	\$ 2,089,867
Total	1,213	100.0%	\$ 10,696,240

Total each town's Required District Contribution and Amount Above the RDCs Assessed to determine each town's assessment, as follows:

Town	Required District Contribution	Amount Above the RDCs Assessed	Total Assessment
Gill	\$ 1,013,921	\$ 643,714	\$ 1,657,635
Montague	\$ 5,831,520	\$ 5,669,977	\$ 11,501,497
Bernardston	\$ 1,622,998	\$ 1,860,599	\$ 3,483,597
Leyden	\$ 551,205	\$ 432,082	\$ 983,287
Northfield	\$ 2,733,260	\$ 2,089,867	\$ 4,823,127
Total	\$ 11,752,904	\$ 10,696,240	\$ 22,449,144

Assessment Methodology #2 – Pioneer Valley’s Operating Assessment Methodology

This assessment methodology is a statutory methodology, so the first step is to include each town’s Required District Contribution as part of the assessment, as follows:

Town	Required District Contribution (FY24)
Gill	\$ 1,013,921
Montague	\$ 5,831,520
Bernardston	\$ 1,622,998
Leyden	\$ 551,205
Northfield	\$ 2,733,260
Total	\$ 11,752,904

The total Required District Contribution is removed from the amount to be assessed to determine the amount above the Required District Contributions (RDCs) to be assessed:

Amount to be Assessed	\$ 22,449,144
Less Total Required District Contributions	\$ (11,752,904)
Amount Above the RDCs to be Assessed	\$ 10,696,240

The amount above the RDCs to be assessed is then assessed via the methodology, which is the five-year average of resident enrollment (head count) from the prior five school years.

The breakdown of each town’s five-year average of resident enrollment and share, as well as the amount assessed based on the share, is as follows:

Town	Avg. Resident Enrollment (FY19-FY23)	% Share	Amount Above the RDCs Assessed
Gill	87	6.9%	\$ 740,142
Montague	658	52.4%	\$ 5,607,340
Bernardston	206	16.4%	\$ 1,758,263
Leyden	43	3.4%	\$ 365,807
Northfield	261	20.8%	\$ 2,224,688
Total	1,254	100.0%	\$ 10,696,240

Total each town’s Required District Contribution and Amount Above the RDCs Assessed to determine each town’s assessment, as follows:

Town	Required District Contribution	Amount Above the RDCs Assessed	Total Assessment
Gill	\$ 1,013,921	\$ 740,142	\$ 1,754,063
Montague	\$ 5,831,520	\$ 5,607,340	\$ 11,438,860
Bernardston	\$ 1,622,998	\$ 1,758,263	\$ 3,381,261
Leyden	\$ 551,205	\$ 365,807	\$ 917,012
Northfield	\$ 2,733,260	\$ 2,224,688	\$ 4,957,948
Total	\$ 11,752,904	\$ 10,696,240	\$ 22,449,144

Assessment Methodology #3 – One Year of Foundation Enrollment

This assessment methodology is an alternative methodology, so the Required District Contribution is not included as the first step of the assessment calculation and the entire assessment is determined using the methodology.

The total amount to be assessed is \$22,449,144 and it is assessed using foundation enrollment from the current fiscal year.

The breakdown of each town's foundation enrollment and share, as well as the assessment based on the share, is as follows:

Town	Foundation Enrollment (FY24)	% Share	Total Assessment
Gill	120	7.1%	\$ 1,591,197
Montague	936	55.3%	\$ 12,411,340
Bernardston	250	14.8%	\$ 3,314,995
Leyden	61	3.6%	\$ 808,859
Northfield	326	19.3%	\$ 4,322,753
Total	1,693	100.0%	\$ 22,449,144

Assessment Methodology #4 – Five-Year Average of Foundation Enrollment

This assessment methodology is an alternative methodology, so the Required District Contribution is not included as the first step of the assessment calculation and the entire assessment is determined using the methodology.

The total amount to be assessed is \$22,449,144 and it is assessed using the five-year average of foundation enrollment from the current fiscal year and the four fiscal years prior.

The breakdown of each town's five-year average of foundation enrollment and share, as well as the assessment based on the share, is as follows:

Town	Avg. Foundation Enrollment (FY20-FY24)	% Share	Total Assessment
Gill	132	7.5%	\$ 1,673,008
Montague	995	56.0%	\$ 12,572,835
Bernardston	260	14.6%	\$ 3,285,364
Leyden	57	3.2%	\$ 720,253
Northfield	332	18.7%	\$ 4,197,684
Total	1,777	100.0%	\$ 22,449,144

Assessment Methodology #5 – One Year of Required District Contribution

This assessment methodology is an alternative methodology, so the Required District Contribution is not included as the first step of the assessment calculation and the entire assessment is determined using the methodology.

The total amount to be assessed is \$22,449,144 and it is assessed using Required District Contribution from the current fiscal year.

The breakdown of each town's Required District Contribution and share, as well as the assessment based on the share, is as follows:

Town	Required District Contribution (FY24)	% Share	Total Assessment
Gill	\$ 1,013,921	8.6%	\$ 1,936,684
Montague	\$ 5,831,520	49.6%	\$ 11,138,748
Bernardston	\$ 1,622,998	13.8%	\$ 3,100,078
Leyden	\$ 551,205	4.7%	\$ 1,052,853
Northfield	\$ 2,733,260	23.3%	\$ 5,220,782
Total	\$ 11,752,904	100.0%	\$ 22,449,144

Assessment Methodology #6 – Five-Year Average of Required District Contribution

This assessment methodology is an alternative methodology, so the Required District Contribution is not included as the first step of the assessment calculation and the entire assessment is determined using the methodology.

The total amount to be assessed is \$22,449,144 and it is assessed using the five-year average of Required District Contribution from the current fiscal year and the four fiscal years prior.

The breakdown of each town's five-year average of Required District Contribution and share, as well as the assessment based on the share, is as follows:

Town	Avg. Required District Contribution (FY20-FY24)	% Share	Total Assessment
Gill	\$ 986,023	9.0%	\$ 2,019,599
Montague	\$ 5,350,521	48.8%	\$ 10,959,083
Bernardston	\$ 1,473,812	13.4%	\$ 3,018,702
Leyden	\$ 522,642	4.8%	\$ 1,070,490
Northfield	\$ 2,627,282	24.0%	\$ 5,381,270
Total	\$ 10,960,280	100.0%	\$ 22,449,144

Six-Town Merged District

Operating assessments, including transportation costs, for a potential six-town merged district were calculated for the towns of Gill, Montague, Bernardston, Leyden, Northfield, and Warwick using the six methodologies detailed earlier in this document.

For a six-town merged district, the following budget, including FY 2024 Warwick's school costs less tuition payments to Pioneer Valley, was used:

Gill-Montague General Fund (FY24)	\$ 23,595,806
Pioneer Valley General Fund (FY24)	\$ 14,775,938
Warwick School District GF (FY24)	\$ 724,884
Operating Budget Before Adjustments	\$ 39,096,629
Adjustments from Merger	\$ 295,967
Total District Budget	\$ 39,392,596

For a six-town merged district, the following revenues, which is an accumulation of revenues recognized by Gill-Montague and Pioneer Valley as part of their FY 2024 assessment process and Warwick revenues, were used. Tuition revenue is adjusted with Warwick as part of the district.

Chapter 70 Aid	\$ (12,184,840)
Medicaid Reimbursement	\$ (130,000)
Medicaid Contra	\$ 47,000
Interest Income	\$ (29,000)
Excess and Deficiency	\$ (850,000)
Erving Tuition	\$ (1,138,000)
Charter Reimbursement	\$ (335,000)
Bond Proceeds	\$ (198,810)
Tuition	\$ (182,546)
Warwick Retiree Contribution (Misc.)	\$ (125,000)
Chapter 71 Transportation Reimb.	\$ (1,006,367)
Total Revenues	\$ (16,132,564)

The amount to be assessed is detailed in the following table:

Total District Budget	\$ 39,392,596
Less Revenues	\$ (16,132,564)
Amount to be Assessed	\$ 23,260,032

The total assessments are broken out in the following ways:

Operating	\$ 22,677,348
Transportation	\$ 408,404
Capital	\$ 174,280
Amount to be Assessed	\$ 23,260,032

Capital assessments are not included in this analysis, so the focus is on operating assessments, which include transportation costs. Therefore, the amount to be assessed in the sections that follow is \$23,085,752.

Assessment Methodology #1 - Gill-Montague's Operating Assessment Methodology

This assessment methodology is a statutory methodology, so the first step is to include each town's Required District Contribution as part of the assessment, as follows:

Town	Required District Contribution (FY24)
Gill	\$ 1,013,921
Montague	\$ 5,831,520
Bernardston	\$ 1,622,998
Leyden	\$ 551,205
Northfield	\$ 2,733,260
Warwick	\$ 480,702
Total	\$ 12,233,606

The total Required District Contribution is removed from the amount to be assessed to determine the amount above the Required District Contributions (RDCs) to be assessed:

Amount to be Assessed	\$ 23,085,752
Less Total Required District Contributions	\$ (12,233,606)
Amount Above the RDCs to be Assessed	\$ 10,852,146

The amount above the RDCs to be assessed is then assessed via the methodology, which is resident enrollment (head count) from the prior school year.

The breakdown of each town's resident enrollment and share, as well as the amount assessed based on the share, is as follows:

Town	Resident Enrollment (FY23)	% Share	Amount Above the RDCs Assessed
Gill	73	5.8%	\$ 630,236
Montague	643	51.2%	\$ 5,551,257
Bernardston	211	16.8%	\$ 1,821,641
Leyden	49	3.9%	\$ 423,035
Northfield	237	18.9%	\$ 2,046,109
Warwick	44	3.5%	\$ 379,868
Total	1,257	100.0%	\$ 10,852,146

Total each town's Required District Contribution and Amount Above the RDCs Assessed to determine each town's assessment, as follows:

Town	Required District Contribution	Amount Above the RDCs Assessed	Total Assessment
Gill	\$ 1,013,921	\$ 630,236	\$ 1,644,157
Montague	\$ 5,831,520	\$ 5,551,257	\$ 11,382,777
Bernardston	\$ 1,622,998	\$ 1,821,641	\$ 3,444,639
Leyden	\$ 551,205	\$ 423,035	\$ 974,240
Northfield	\$ 2,733,260	\$ 2,046,109	\$ 4,779,369
Warwick	\$ 480,702	\$ 379,868	\$ 860,570
Total	\$ 12,233,606	\$ 10,852,146	\$ 23,085,752

Assessment Methodology #2 – Pioneer Valley’s Operating Assessment Methodology

This assessment methodology is a statutory methodology, so the first step is to include each town’s Required District Contribution as part of the assessment, as follows:

Town	Required District Contribution (FY24)
Gill	\$ 1,013,921
Montague	\$ 5,831,520
Bernardston	\$ 1,622,998
Leyden	\$ 551,205
Northfield	\$ 2,733,260
Warwick	\$ 480,702
Total	\$ 12,233,606

The total Required District Contribution is removed from the amount to be assessed to determine the amount above the Required District Contributions (RDCs) to be assessed:

Amount to be Assessed	\$ 23,085,752
Less Total Required District Contributions	\$ (12,233,606)
Amount Above the RDCs to be Assessed	\$ 10,852,146

The amount above the RDCs to be assessed is then assessed via the methodology, which is the five-year average of resident enrollment (head count) from the prior five school years.

The breakdown of each town’s five-year average of resident enrollment and share, as well as the amount assessed based on the share, is as follows:

Town	Avg. Resident Enrollment (FY19-FY23)	% Share	Amount Above the RDCs Assessed
Gill	87	6.7%	\$ 724,589
Montague	658	50.6%	\$ 5,489,516
Bernardston	206	15.9%	\$ 1,721,317
Leyden	43	3.3%	\$ 358,121
Northfield	261	20.1%	\$ 2,177,942
Warwick	46	3.5%	\$ 380,660
Total	1,300	100.0%	\$ 10,852,146

Total each town’s Required District Contribution and Amount Above the RDCs Assessed to determine each town’s assessment, as follows:

Town	Required District Contribution	Amount Above the RDCs Assessed	Total Assessment
Gill	\$ 1,013,921	\$ 724,589	\$ 1,738,510
Montague	\$ 5,831,520	\$ 5,489,516	\$ 11,321,036
Bernardston	\$ 1,622,998	\$ 1,721,317	\$ 3,344,315
Leyden	\$ 551,205	\$ 358,121	\$ 909,326
Northfield	\$ 2,733,260	\$ 2,177,942	\$ 4,911,202
Warwick	\$ 480,702	\$ 380,660	\$ 861,362
Total	\$ 12,233,606	\$ 10,852,146	\$ 23,085,752

Assessment Methodology #3 – One Year of Foundation Enrollment

This assessment methodology is an alternative methodology, so the Required District Contribution is not included as the first step of the assessment calculation and the entire assessment is determined using the methodology.

The total amount to be assessed is \$23,085,752 and it is assessed using foundation enrollment from the current fiscal year.

The breakdown of each town's foundation enrollment and share, as well as the assessment based on the share, is as follows:

Town	Foundation Enrollment (FY24)	% Share	Total Assessment
Gill	120	6.8%	\$ 1,576,716
Montague	936	53.3%	\$ 12,298,386
Bernardston	250	14.2%	\$ 3,284,825
Leyden	61	3.5%	\$ 801,497
Northfield	326	18.6%	\$ 4,283,412
Warwick	64	3.6%	\$ 840,915
Total	1,757	100.0%	\$ 23,085,752

Assessment Methodology #4 – Five-Year Average of Foundation Enrollment

This assessment methodology is an alternative methodology, so the Required District Contribution is not included as the first step of the assessment calculation and the entire assessment is determined using the methodology.

The total amount to be assessed is \$23,085,752 and it is assessed using the five-year average of foundation enrollment from the current fiscal year and the four fiscal years prior.

The breakdown of each town's five-year average of foundation enrollment and share, as well as the assessment based on the share, is as follows:

Town	Avg. Foundation Enrollment (FY20-FY24)	% Share	Total Assessment
Gill	132	7.2%	\$ 1,659,367
Montague	995	54.0%	\$ 12,470,317
Bernardston	260	14.1%	\$ 3,258,575
Leyden	57	3.1%	\$ 714,380
Northfield	332	18.0%	\$ 4,163,456
Warwick	65	3.6%	\$ 819,657
Total	1,842	100.0%	\$ 23,085,752

Assessment Methodology #5 – One Year of Required District Contribution

This assessment methodology is an alternative methodology, so the Required District Contribution is not included as the first step of the assessment calculation and the entire assessment is determined using the methodology.

The total amount to be assessed is \$23,085,752 and it is assessed using Required District Contribution from the current fiscal year.

The breakdown of each town's Required District Contribution and share, as well as the assessment based on the share, is as follows:

Town	Required District Contribution (FY24)	% Share	Total Assessment
Gill	\$ 1,013,921	8.3%	\$ 1,913,347
Montague	\$ 5,831,520	47.7%	\$ 11,004,525
Bernardston	\$ 1,622,998	13.3%	\$ 3,062,722
Leyden	\$ 551,205	4.5%	\$ 1,040,166
Northfield	\$ 2,733,260	22.3%	\$ 5,157,871
Warwick	\$ 480,702	3.9%	\$ 907,122
Total	\$ 12,233,606	100.0%	\$ 23,085,752

Assessment Methodology #6 – Five-Year Average of Required District Contribution

This assessment methodology is an alternative methodology, so the Required District Contribution is not included as the first step of the assessment calculation and the entire assessment is determined using the methodology.

The total amount to be assessed is \$23,085,752 and it is assessed using the five-year average of Required District Contribution from the current fiscal year and the four fiscal years prior.

The breakdown of each town's five-year average of Required District Contribution and share, as well as the assessment based on the share, is as follows:

Town	Avg. Required District Contribution (FY20-FY24)	% Share	Total Assessment
Gill	\$ 986,023	8.6%	\$ 1,995,416
Montague	\$ 5,350,521	46.9%	\$ 10,827,858
Bernardston	\$ 1,473,812	12.9%	\$ 2,982,555
Leyden	\$ 522,642	4.6%	\$ 1,057,672
Northfield	\$ 2,627,282	23.0%	\$ 5,316,834
Warwick	\$ 447,407	3.9%	\$ 905,417
Total	\$ 11,407,687	100.0%	\$ 23,085,752

Summary

As the six towns consider the possibility of a merged district, the following tables show comparisons of what towns pay currently for operating, either in the form of an assessment for the towns of Gill, Montague, Bernardston, Leyden, and Northfield or in the form of a school operating budget for the Town of Warwick, to what the towns would pay in a potential five-town combined district and in a potential six-town combined district. Transportation costs, but not capital costs, are included in the amounts in the tables below.

The six potential assessments methodologies as shown in the tables are:

1. Gill-Montague's Operating Assessment Methodology
2. Pioneer Valley's Operating Assessment Methodology
3. One Year of Foundation Enrollment
4. Five-Year Average of Foundation Enrollment
5. One Year of Required District Contribution
6. Five-Year Average of Required District Contribution

The projected assessments for a potential five-town combined district are in the following table:

Town	Current	Potential Assessments in Combined District					
		#1	#2	#3	#4	#5	#6
Gill	\$ 1,680,351	\$ 1,657,635	\$ 1,754,063	\$ 1,591,197	\$ 1,673,008	\$ 1,936,684	\$ 2,019,599
Montague	\$ 11,698,715	\$ 11,501,497	\$ 11,438,860	\$ 12,411,340	\$ 12,572,835	\$ 11,138,748	\$ 10,959,083
Bernardston	\$ 3,186,284	\$ 3,483,597	\$ 3,381,261	\$ 3,314,995	\$ 3,285,364	\$ 3,100,078	\$ 3,018,702
Leyden	\$ 876,390	\$ 983,287	\$ 917,012	\$ 808,859	\$ 720,253	\$ 1,052,853	\$ 1,070,490
Northfield	\$ 4,711,438	\$ 4,823,127	\$ 4,957,948	\$ 4,322,753	\$ 4,197,684	\$ 5,220,782	\$ 5,381,270
Warwick	\$ 1,016,788	\$ 1,016,788	\$ 1,016,788	\$ 1,016,788	\$ 1,016,788	\$ 1,016,788	\$ 1,016,788
Total	\$23,169,965	\$23,465,932	\$23,465,932	\$23,465,932	\$23,465,932	\$23,465,932	\$23,465,932

The differences between projected assessments for a potential five-town combined district and current assessments are in the following table:

Town	Current	Potential Assessments in Combined District					
		#1	#2	#3	#4	#5	#6
Gill	\$ 1,680,351	-1.4%	4.4%	-5.3%	-0.4%	15.3%	20.2%
Montague	\$ 11,698,715	-1.7%	-2.2%	6.1%	7.5%	-4.8%	-6.3%
Bernardston	\$ 3,186,284	9.3%	6.1%	4.0%	3.1%	-2.7%	-5.3%
Leyden	\$ 876,390	12.2%	4.6%	-7.7%	-17.8%	20.1%	22.1%
Northfield	\$ 4,711,438	2.4%	5.2%	-8.2%	-10.9%	10.8%	14.2%
Warwick	\$ 1,016,788	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	\$23,169,965	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%

The projected assessments for a potential six-town combined district are in the following table:

Town	Current	Potential Assessments in Combined District					
		#1	#2	#3	#4	#5	#6
Gill	\$ 1,680,351	\$ 1,644,157	\$ 1,738,510	\$ 1,576,716	\$ 1,659,367	\$ 1,913,347	\$ 1,995,416
Montague	\$ 11,698,715	\$ 11,382,777	\$ 11,321,036	\$ 12,298,386	\$ 12,470,317	\$ 11,004,525	\$ 10,827,858
Bernardston	\$ 3,186,284	\$ 3,444,639	\$ 3,344,315	\$ 3,284,825	\$ 3,258,575	\$ 3,062,722	\$ 2,982,556
Leyden	\$ 876,390	\$ 974,240	\$ 909,326	\$ 801,497	\$ 714,380	\$ 1,040,166	\$ 1,057,672
Northfield	\$ 4,711,438	\$ 4,779,369	\$ 4,911,202	\$ 4,283,412	\$ 4,163,457	\$ 5,157,871	\$ 5,316,834
Warwick	\$ 1,016,788	\$ 860,570	\$ 861,362	\$ 840,915	\$ 819,657	\$ 907,122	\$ 905,417
Total	\$23,169,965	\$23,085,752	\$23,085,752	\$23,085,752	\$23,085,752	\$23,085,752	\$23,085,752

The differences between projected assessments for a potential six-town combined district and current assessments are in the following table:

Town	Current	Potential Assessments in Combined District					
		#1	#2	#3	#4	#5	#6
Gill	\$ 1,680,351	-2.2%	3.5%	-6.2%	-1.2%	13.9%	18.7%
Montague	\$ 11,698,715	-2.7%	-3.2%	5.1%	6.6%	-5.9%	-7.4%
Bernardston	\$ 3,186,284	8.1%	5.0%	3.1%	2.3%	-3.9%	-6.4%
Leyden	\$ 876,390	11.2%	3.8%	-8.5%	-18.5%	18.7%	20.7%
Northfield	\$ 4,711,438	1.4%	4.2%	-9.1%	-11.6%	9.5%	12.8%
Warwick	\$ 1,016,788	-15.4%	-15.3%	-17.3%	-19.4%	-10.8%	-11.0%
Total	\$23,169,965	-0.4%	-0.4%	-0.4%	-0.4%	-0.4%	-0.4%

The above tables represent the “worst case scenario” since the district budget for both the potential five-town combined district and the potential six-town combined district contains the increased costs from shifting Pioneer Valley’s active employees to Gill Montague’s health plans.

If Gill Montague’s active employees are shifted to Pioneer Valley’s health insurance plans, the district’s budget projects to decrease, as shown in the following tables.

For a potential five-town combined district:

Gill-Montague General Fund (FY24)	\$ 23,595,806
Pioneer Valley General Fund (FY24)	\$ 14,775,938
Operating Budget Before Adjustments	\$ 38,371,744
Adjustments from Merger	\$ (493,758)
Total District Budget	\$ 37,877,986

For a potential six-town combined district:

Gill-Montague General Fund (FY24)	\$ 23,595,806
Pioneer Valley General Fund (FY24)	\$ 14,775,938
Warwick School District GF (FY24)	\$ 724,884
Operating Budget Before Adjustments	\$ 39,096,629
Adjustments from Merger	\$ (493,758)
Total District Budget	\$ 38,602,871

The projected assessments if Gill Montague's active employees are shifted to Pioneer Valley's health insurance plans are shown in the following tables.

The projected assessments for a potential five-town combined district are in the following table:

Town	Current	Potential Assessments in Combined District					
		#1	#2	#3	#4	#5	#6
Gill	\$ 1,680,351	\$ 1,610,109	\$ 1,699,416	\$ 1,535,222	\$ 1,614,155	\$ 1,868,554	\$ 1,948,553
Montague	\$ 11,698,715	\$ 11,082,871	\$ 11,024,859	\$ 11,974,729	\$ 12,130,543	\$ 10,746,904	\$ 10,573,560
Bernardston	\$ 3,186,284	\$ 3,346,225	\$ 3,251,445	\$ 3,198,378	\$ 3,169,790	\$ 2,991,022	\$ 2,912,509
Leyden	\$ 876,390	\$ 951,386	\$ 890,004	\$ 780,404	\$ 694,916	\$ 1,015,815	\$ 1,032,832
Northfield	\$ 4,711,438	\$ 4,668,828	\$ 4,793,695	\$ 4,170,686	\$ 4,050,016	\$ 5,037,123	\$ 5,191,965
Warwick	\$ 1,016,788	\$ 1,016,788	\$ 1,016,788	\$ 1,016,788	\$ 1,016,788	\$ 1,016,788	\$ 1,016,788
Total	\$23,169,965	\$22,676,207	\$22,676,207	\$22,676,207	\$22,676,207	\$22,676,207	\$22,676,207

The differences between projected assessments for a potential five-town combined district and current assessments are in the following table:

Town	Current	Potential Assessments in Combined District					
		#1	#2	#3	#4	#5	#6
Gill	\$ 1,680,351	-4.2%	1.1%	-8.6%	-3.9%	11.2%	16.0%
Montague	\$ 11,698,715	-5.3%	-5.8%	2.4%	3.7%	-8.1%	-9.6%
Bernardston	\$ 3,186,284	5.0%	2.0%	0.4%	-0.5%	-6.1%	-8.6%
Leyden	\$ 876,390	8.6%	1.6%	-11.0%	-20.7%	15.9%	17.9%
Northfield	\$ 4,711,438	-0.9%	1.7%	-11.5%	-14.0%	6.9%	10.2%
Warwick	\$ 1,016,788	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	\$23,169,965	-2.1%	-2.1%	-2.1%	-2.1%	-2.1%	-2.1%

The projected assessments for a potential six-town combined district are in the following table:

Town	Current	Potential Assessments in Combined District					
		#1	#2	#3	#4	#5	#6
Gill	\$ 1,680,351	\$ 1,598,294	\$ 1,685,781	\$ 1,522,779	\$ 1,602,603	\$ 1,847,894	\$ 1,927,156
Montague	\$ 11,698,715	\$ 10,978,805	\$ 10,921,557	\$ 11,877,679	\$ 12,043,728	\$ 10,628,079	\$ 10,457,455
Bernardston	\$ 3,186,284	\$ 3,312,076	\$ 3,219,053	\$ 3,172,457	\$ 3,147,105	\$ 2,957,951	\$ 2,880,527
Leyden	\$ 876,390	\$ 943,455	\$ 883,265	\$ 774,079	\$ 689,942	\$ 1,004,584	\$ 1,021,491
Northfield	\$ 4,711,438	\$ 4,630,471	\$ 4,752,711	\$ 4,136,884	\$ 4,021,032	\$ 4,981,429	\$ 5,134,954
Warwick	\$ 1,016,788	\$ 832,927	\$ 833,661	\$ 812,149	\$ 791,618	\$ 876,090	\$ 874,445
Total	\$23,169,965	\$22,296,027	\$22,296,027	\$22,296,027	\$22,296,027	\$22,296,027	\$22,296,027

The differences between projected assessments for a potential six-town combined district and current assessments are in the following table:

Town	Current	Potential Assessments in Combined District					
		#1	#2	#3	#4	#5	#6
Gill	\$ 1,680,351	-4.9%	0.3%	-9.4%	-4.6%	10.0%	14.7%
Montague	\$ 11,698,715	-6.2%	-6.6%	1.5%	2.9%	-9.2%	-10.6%
Bernardston	\$ 3,186,284	3.9%	1.0%	-0.4%	-1.2%	-7.2%	-9.6%
Leyden	\$ 876,390	7.7%	0.8%	-11.7%	-21.3%	14.6%	16.6%
Northfield	\$ 4,711,438	-1.7%	0.9%	-12.2%	-14.7%	5.7%	9.0%
Warwick	\$ 1,016,788	-18.1%	-18.0%	-20.1%	-22.1%	-13.8%	-14.0%
Total	\$23,169,965	-3.8%	-3.8%	-3.8%	-3.8%	-3.8%	-3.8%



Montague Town Administrator FY25 Selectboard Budget Message

From: Steven Ellis, Town Administrator
To: Department Heads
Subject: FY25 Selectboard Budget Message
Date: November 7, 2023

Dear Colleagues,

Winter is just around the corner and that means it is time to start our annual budget cycle! Departmental budgets and financial special article requests are to be submitted to Carolyn Olsen no later than 4pm on Monday, December 11. She already forwarded budget worksheet in late October. Let us know if you did not receive yours or you have questions regarding their completion.

This Budget Message provides guidance to department leaders relative to annual operating budget requests for FY25. Its content reflects decisions made by the Montague Selectboard as part of its preliminary budget planning process. These decisions may be revised over the course of the winter as we work to bring a recommended budget to the Annual Town Meeting on May 4, 2024. Please note that date, as our bylaws require all Department Heads to attend this event.

As always, we strive to develop a responsible budget through a thoughtful and transparent process built upon conservative revenue projections. The budget should adequately fund needed services while moderating tax and fee impacts to residents and property owners. The Selectboard established parameters that would support a 3.5% increase in the Town budget on October 23. However, subsequent adjustments to revenue expectations now place the budget growth figure at 2.9%. While this is not an unfavorable position, fixed increases will consume most of that growth.

Given this position, departments should plan to prepare a level service budget that supports current staff and programs. At the same time, the Selectboard and Finance Committee appreciate the need for department leaders to bring forward requests that they believe are essential to proper management and performance of work. Accordingly, you will need to bring any requests for funds to support new programs or staff to the Selectboard prior to submitting your budget. Available meeting dates include November 20, November 27, and December 4.

As in the past, your submission must be accompanied by a completed budget narrative describing substantive changes from the previous year's submission. That simple form is also attached to this email. As in the past, departments with multiple sub-budgets do not need to answer the same questions multiple times or to file narratives for lesser sub-budgets for which substantive changes are not proposed.

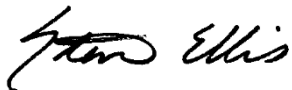
Thank you for the time and attention you put into development of your budgets and narratives, and your financial special article requests. Quality work on the front end will save time throughout the course of the budget season.

Summary and Additional Requirements:

- Department budget worksheets have been distributed and should be completed and submitted to Carolyn by 4pm Monday, December 11.
- Budgets are to be accompanied by a well written budget narrative describing any major changes in the budget. Likewise any financial special articles (whether for the winter STM or the FY25 ATM) should be filed with Carolyn by this same date.
- An expected 2.9% increase in revenue will likely support a level services budget, but requires Selectboard review of any proposed expansion of programs or staff.
- The Selectboard will hear proposals for any essential increases to staff or programs, or other major changes, on November 20, November 27, or December 4.
- Note that the Finance Committee will establish a budget calendar for Department reviews at its meeting on December 13.
- Make sure you have the May 4, 2024 Annual Town Meeting in your calendar. The meeting may begin as early as 8:30am and will last into the mid to late afternoon. Your day may end earlier or later depending on any special article submissions related to your operation.
- Note that a Non-Financial (no cost) Special Article request form is also attached. The deadline for submission will be the warrant deadline date for any Town Meeting. You are encouraged to submit these well in advance of those yet to be established dates.

Please feel free to schedule a time to speak with Carolyn or me if you have any technical or other questions about the budget tools or process, or any substantive changes to propose.

Thank you,

A handwritten signature in black ink, appearing to read "Steven Ellis". The signature is fluid and cursive, with the first name "Steven" written in a larger, more prominent script than the last name "Ellis".

Steven Ellis
Town Administrator

Cc: Montague Selectboard, Montague Finance Committee, Wendy Bogusz

SIDE LETTER OF AGREEMENT

TOWN OF MONTAGUE AND UNITED ELECTRICAL, RADIO AND MACHINE WORKERS OF AMERICA, LOCAL 274

CDL TRAINING PROGRAM

WHEREAS, the United Electrical, Radio and Machine Workers of America, Local 274 (“Union”) represents a bargaining unit comprised of employees employed by the Town of Montague (“Town”) within its Department of Public Works and Clean Water Facility;

WHEREAS, the Town and the Union are parties to a collective bargaining agreement (“CBA”) that covers the period July 1, 2022 through June 30, 2025;

WHEREAS, the Town wishes to develop an incentive program that will allow it to attract and retain individuals for positions requiring a Commercial Driver’s License (“CDL”); specifically for the position of Truck Driver/Labor (“TDL”);

WHEREAS, bargaining unit members employed in the position of CDL are paid at Grade C of the Wage Schedule set forth in Appendix B of the parties’ CBA;

NOW, THEREFORE, the parties agree as follows:

1. The Town shall create the position of TDL In-Training, which shall be paid at Grade B of the Wage Schedule in Appendix B. The position will be open to candidates who do not possess a CDL but wish to attain one.
2. Upon completion of six (6) months of employment with the Town, employees in the position of TDL In-Training will be eligible to enroll in a Town-approved CDL training program at the Town’s expense. The Town may allow a TDL In-Training to attend class prior completing six (6) months of service if the Town is experiencing an emergency CDL staffing shortage. In such cases, the Town shall provide the Union with advance notification.
3. The Town shall pay the cost of the CDL training program and examination only once per employee. The Town shall grant employees in this position time off to attend the training if it is not available Friday-Sunday or otherwise must interfere with their regular work schedule. Employees shall be responsible for providing their own transportation to and from the training, and for providing their own meals at no expense to the Town.
4. A TDL In-Training will only be paid wages for their regular Town work schedule and will not be compensated for hours spent traveling to or attending the CDL training course that may fall outside the regular Town work hours.

5. A TDL In-Training will continue to be compensated at Grade B until they have attained a CDL, at which time they will transition to the same step in Grade C, as this does not constitute a promotion under the normal terms of the CBA.
6. If a TDL In-Training is unable to attain their CDL within one (1) year of their date of hire, the Town shall have the right to terminate the employee. Such terminations shall not be subject to the CBA's grievance and arbitration procedure.
7. The Town and Union agree that the goal of this program is to meet staffing needs and this requires the retention of staff who attain a CDL through this program. Accordingly, the Town and the Union agree to review the effectiveness of this program on an annual basis to ensure the goals are being met.
8. In the event the Town develops its own internal CDL program in the future, the Town program will become the default program moving forward and this Agreement will be revised accordingly.

TOWN OF MONTAGUE

Steven Ellis, Town Administrator

Date

Matt Lord, Montague Selectboard

Date

UNION

Date

SIDE LETTER OF AGREEMENT

TOWN OF MONTAGUE AND UNITED ELECTRICAL, RADIO AND MACHINE WORKERS OF AMERICA, LOCAL 274

CLOTHING ALLOWANCE

WHEREAS, the United Electrical, Radio and Machine Workers of America, Local 274 (“Union”), represents a bargaining unit comprised of employees employed by the Town of Montague (“Town”) within its Department of Public Works (“DPW”) and Clean Water Facility (“CWF”);

WHEREAS, the Town and the Union are parties to a collective bargaining agreement (“CBA”) that covers the period July 1, 2022 through June 30, 2025;

WHEREAS, under Article 22 (Safety) of the parties’ CBA, members of the bargaining unit within the CWF currently participate in a uniform rental program and are provided \$350 annually for the purchase of safety shoes;

WHEREAS, under Article 22 (Safety) of the parties’ CBA, members of the bargaining unit with the DPW do not participate in a uniform rental program and are provided \$700 annual for the purchase of work clothing and safety shoes;

WHEREAS, members of the bargaining unit within the DPW have requested to participate in in the uniform rental program;

WHEREAS, the Town is amenable to this requested change.

NOW, THEREFORE, the parties agree to amend Section C of Article 22 (Safety) of the CBA to read as follows:

“The Town will furnish each new employee with adequate rain gear, rubber boots, gloves, ANSI-approved reflective vests/wear, and helmets. The employee shall be responsible for the proper storage, use, care and maintenance of the items assigned. The items shall remain the property of the Town and are to be used on for Town business. The Town will reimburse each employee up to Seven-Hundred Dollars (\$700.00) per year to cover the cost of the purchase of approved clothing and safety shoes.

If the Town secures and pays for a uniform rental program for ~~CWF~~ employees, the clothing allowance ~~for CWF employees~~ will be Three-Hundred Fifty Dollars (\$350) per year to be used to purchase of safety shoes, with additional items allowable only for CWF employees as specified in Appendix F. Employees agree to cooperate with such program. Uniforms shall be appropriate for the position and will mitigate hazards associated with the environmental conditions in which employees work.”

TOWN OF MONTAGUE

Matt Lord, Selectboard

Date

Steven Ellis, Town Administrator

Date

UNION

Date

SIDE LETTER OF AGREEMENT**TOWN OF MONTAGUE
AND
UNITED ELECTRICAL, RADIO AND MACHINE WORKERS
OF AMERICA, LOCAL 274****CUSTODIAN**

WHEREAS, the United Electrical, Radio and Machine Workers of America, Local 274 (“Union”), represents a bargaining unit comprised of employees employed by the Town of Montague (“Town”) within its Department of Public Works (“DPW”) and Clean Water Facility (“CWF”);

WHEREAS, the Town and the Union are parties to a collective bargaining agreement (“CBA”) that covers the period July 1, 2022 through June 30, 2025;

WHEREAS, the position of Custodian is within the bargaining unit represented by the Union and is paid at Grade A of the Wage Scale in Appendix B of the parties CBA;

WHEREAS, the position of Custodian is presently vacant and the Town has not been successful in recent efforts to fill the position; and

WHEREAS, the ongoing vacancy is causing operational issues for the Town.

NOW, THEREFORE, the parties agree as follows:

1. The Town shall be permitted to contract with a private vendor to perform the duties of the Custodian.
2. The Town will seek to include a provision in the contract with the private vendor that allows it to terminate the contract with sixty (60) days’ notice to the vendor.
3. The Town will continue its good faith efforts to fill the vacant Custodian position during the period when the work is being performed by private vendor.
4. In the event the Town hires an individual to fill the Custodian position during the period when the work is being performed by the private vendor, the parties agree that the Custodian shall work cooperatively with the private vendor, which may or may not require that the Custodian perform some non-regular duties until the termination of the vendor’s contract.

TOWN OF MONTAGUE

Matt Lord, Selectboard

Date

Steven Ellis, Town Administrator

Date

UNION

Date

SIDE LETTER OF AGREEMENT**TOWN OF MONTAGUE
AND
UNITED ELECTRICAL, RADIO AND MACHINE WORKERS
OF AMERICA, LOCAL 274****LEAD HEAVY EQUIPMENT OPERATOR**

WHEREAS, the United Electrical, Radio and Machine Workers of America, Local 274 (“Union”), represents a bargaining unit comprised of employees employed by the Town of Montague (“Town”) within its Department of Public Works (“DPW”) and Clean Water Facility (“CWF”);

WHEREAS, the Town and the Union are parties to a collective bargaining agreement (“CBA”) that covers the period July 1, 2022 through June 30, 2025;

WHEREAS, the positions of Heavy Equipment Operator (“HEO”) and Lead Heavy Equipment Operator (“LHEO”) are within the bargaining unit represented by the Union;

WHEREAS, the position of HEO is paid at Grade D of the Wage Scale in Appendix B of the parties CBA;

WHEREAS, the position of LHEO is paid at Grade E of the Wage Scale in Appendix B of the parties CBA;

WHEREAS, the position of LHEO, the responsibilities of which include supervising a job site when the Foreman or Superintendent is not assigned to actively supervise that job site, is presently vacant;

WHEREAS, the Town wishes to assign HEOs to fill the LHEO position on a job-by-job basis depending on the needs of the Department;

NOW, THEREFORE, the parties agree as follows:

1. The Town reserves the right to assign HEOs to perform the duties of LHEO when the HEO is assigned to: 1) operate heavy equipment; and 2) actively supervise a multi-person job site when the Foreman or Superintendent is not assigned to actively supervise that job site.
2. If an HEO is assigned to serve as LHEO, they shall be paid for out of grade work upon assignment to an eligible project, commencing when they are directed to begin preparing for the on-site project at the DPW facility, and during their time traveling to, working at, and returning from the job site.

3. When working out-of-grade as an LHEO, in addition to their regular duties, an HEO's responsibilities may be expanded to include project planning, site and safety management, and supervisory responsibilities required by the project.
4. In the event there are multiple HEOs working on the same site at the same time, LHEO duties will be assigned by the Town on a rotating basis.
5. This Agreement will be reviewed by the Town and the Union after one year to ensure it is functioning equitably and as intended. If it is determined that the goals of the Agreement are not being met, the Town and the Union each reserve the shared right to end or modify this arrangement.

TOWN OF MONTAGUE

Matt Lord, Selectboard

Date

Steven Ellis, Town Administrator

Date

UNION

Date