

MONTAGUE SELECTBOARD MEETING

1 Avenue A, Turners Falls and VIA ZOOM

Monday, December 2, 2024

AGENDA

Join Zoom Meeting: <https://us02web.zoom.us/j/87433094879>

Meeting ID: 874 3309 4879 Password: 814128 Dial into meeting: +1 646 558 8656

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

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

Meeting Being Taped

Votes May Be Taken

1. 6:30PM Selectboard Chair opens the meeting, including announcing that the meeting is being recorded and roll call taken
2. 6:30 Approve Minutes: Selectboard Meeting November 25, 2024
3. 6:32 Public Comment Period: Individuals will be limited to two (2) minutes each and the Selectboard will strictly adhere to time allotted for public comment
4. 6:35 **Personnel Board**
 - Swearing in of Lawrence “Larry” Akim, Patrol K-9 Officer
5. 6:40 **Personnel Board- Proposed FY26 Personnel Expansions**
 - Judith Lorei- Cemetery Commission Chair
Proposed changes to the Cemetery Sexton position
6. 6:50 **Angelica Desroches, Town Accountant**
 - Proposed changes to Financial and Payroll Management Software
7. 7:05 **Assistant Town Administrators Business**
 - Review of ARPA expenditures, approval of memoranda of understanding for the following accounts with unspent funds
 - 225-5-128-5800-013 – Clean Water Facility Septage Receiving Station Upgrades - \$35,869.00
 - 225-5-128-5800-032 – Clean Water Facility Screw Pump Contingency – \$88,923.00
 - Other Project Updates

Montague Selectboard Meeting
December 2, 2024
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8. 7:30

Town Administrators Business

- Review of FY26 Selectboard Departmental Budget Submittals
- Announce Winter Parking Ban
- Topics not anticipated within 48 hour posting requirement

9. 7:45

Executive Session- Police Chief Contract Extension

- Executive Session in accordance with G.L. c. 30A, s. 21(a)(2) to conduct contract negotiations with Police Chief, Chris Williams; votes may be taken

Next Meeting:

- Selectboard, Monday, December 9, 2024 at 6:30 PM via ZOOM

12-2-24

Montague Cemetery Sexton position

Proposal to move from per burial to stipend compensation

Background

In May, 2024, Town Meeting approved an increase in the Cemetery Commission budget by \$2,000 to cover the cost of a new Cemetery Sexton position. The Sexton is paid \$100 per-burial which includes all duties associated with selling plots, marking graves and coordinating the burial itself. Families pay a one-time \$100 fee at the time of burial which goes directly into the Reserved Receipts for Appropriation account. Plot sales are also deposited into this account.

Current situation

The responsibilities of the Sexton require far more time and effort than the \$100 burial fee covers. From July, 2024 through November, 2024 the Sexton logged in 105 hours for selling plots, marking graves and coordinating burials in the lawn and green burial section of Highland Cemetery. Tasks and activities include: meeting with families, processing deeds, marking graves, and working with funeral directors to coordinate graveside services, contractors to open and close graves, and the monument company to place headstones.

Tying payment to the burial alone does not take into account all of the work the Sexton does outside of the burial itself and it does not come close to covering the Sexton’s actual time working in this position. A more equitable compensation model is an annual stipend (currently used for the Farmer’s Market manager position.)

Proposal

The Cemetery Commission proposes moving from a per-burial payment to an annual stipend of \$4,032 to cover 144 hours per year (\$28 per hour -average salary for this position). High service months in the spring and summer require more hours while winter months will likely have only a few burials in Highland Woods.

Funding for the increase in annual stipend (an additional \$2,032) will come from the Cemetery Commission’s Reserved Receipts for Appropriation account, an account with income generated through burial fees and plot sales. The Commission will submit a level funded budget for FY26.



TOWN OF MONTAGUE
Accounting Office
 One Avenue A
 Turners Falls, Massachusetts 01376
 413 863-3200 ext. 121

Memorandum

To: Town Administrator; Selectboard
 From: Angelica Desroches
 CC: Financial and Payroll Software

Please see attached for a review of the financial and payroll software companies that were explored and provided quotes for the Town of Montague. As you can see the prices were varied and some were competitive.

After thorough review of the different systems and discussions with staff of the Town of Montague we are presenting Harpers as the preferred payroll vendor and VADAR as the preferred financial software system.

The choice of Harpers stems from the following:

- Streamline the onboarding and HR process.
- Digital timesheets and online access to all employee information through a mobile application or web-based system that tracks accruals and pay stubs.
- Tax reporting compliance and many other state reports which currently reside in the Treasurer's office. (This shift in workflow might be key since we are going to quarterly tax payments.)
- Professional support helping the Town of Montague stay in compliance and up to date with all payroll and HR laws.

The choice of VADAR stems from the following:

- Synchronicity with the Treasurer/Collector as they currently use VADAR, which would mean all the financial offices of Montague would be on the same software.
- Allows for cloud access to software so that employees can access the system from anywhere to help answer questions timely.
- VADAR builds state reports into the system and since it is a Massachusetts based company, they stay up to date with the reporting and accounting changes.
- VADAR allows multiple users access to the software so other departments can have access to their financial information.

Payroll Software Companies

	Harpers	gWorks	Bamboo	Springbrook
Annual Cost	12,302	10,197	31,286	28,125
Implementation Cost	500	-	6,350	71,808

Financial Software Companies

	Vadar	gWorks	OpenGov	Springbrook
Annual Cost	10,216	5,500	60,000	17,010
Implementation Cost	annualized in the annual	-	130,000	41,820

Second Costing Option

Annual Cost	6,274
Implementation Cost	29,923



Town of Montague

October 21, 2024

Harpers Payroll Services Overview

- 57 years experience
- Full service Payroll/Time & Attendance and HR provider
- SSA18 Type II Audited
- Process payroll for 55% + MA Municipalities
 - Flexible and easy to use software
 - Personalized Customer Service
 - Economic value
 - Interface with VADAR, MUNIS, SoftRight...
- Representative clients include...

Sample Municipalities

- Town of Deerfield
- Town of Orange
- Town of Whately
- City of Leominster
- Town of Heath
- Town of Monson
- City of Taunton
- Town of Pepperell
- City of Methuen
- Town of Cheshire
- Town of Leverett
- Town of Shutesbury
- Town of Leyden
- Town of Gill
- Town of Hatfield
- Town of Ware
- City of Haverhill
- Town of Goshen
- Town of Lenox
- Town of South Hadley

*Why Most Massachusetts
Municipalities Choose Harpers*

Compliance

- Payroll tax depositing and filings
- New Hire Reporting
- Wage Garnishment processing
- ACA reporting and filing
- Maintain compliance with 403b & Social Security limit changes
- PFML calculating & tracking

Production

- Direct deposit origination
- Franklin County Retirement reporting
- MTRS reporting
- 403B reporting
- PTO calculation
- Automate check reconciliation
- Tax depositing and filing

Product Benefits

- Easy to use software
- Upload GL Files such as VADAR, MUNIS ...
- Time and Attendance, HR, Employee Self Service, Forms Mgt., Onboarding
- ACA Processing & Filing Services
- Integrated HRIS with electronic document storage
- Tracking & automated reminders of events: CORI checks, license renewals, performance reviews

Service Delivery Model

- **Personalized & high touch:**
 - Assigned CSR
 - Live operator vs. “automated attendant”
 - Training done 1 on 1
 - Harpers Implementation Specialist assists with initial processing's of payroll
 - Access to our Tax & Tech department
 - Local support for “911” situations

Economic Value

- Modest rate structure
- Rates are guaranteed for no less than 3 years
- No “nickel & diming”
 - Report writer included
 - New Hire reporting included
 - Training included, initial & ongoing
 - Updates and upgrades included
 - No annual maintenance fees

Payroll Services Proposal For Town of Montague



by

HARPERS
PAYROLL SERVICES

Monday, October 21, 2024

**Frank Frenna
Sales Executive**

Harpers Payroll Services

Founded in 1967, Harpers Payroll Services is a Worcester, Massachusetts based business service company, which specializes in payroll processing and other payroll-centric services and products. We are a privately held Massachusetts chartered company, which is profitable. Our customer base is on the order of thousands of client companies ranging in size from 1 to 4500 employees and is located primarily in Massachusetts and the surrounding Northeastern states. We are the largest independent payroll provider in the region based on check processing volume. We serve a very broad range of industrial segments including Manufacturing, Hospitality, Healthcare, Financial and Municipal markets. The core service which we provide is the preparation of client payrolls and the administration of the Payroll Tax liabilities. We process tax liability payments in all 50 states and hundreds of localities. In a typical year we will process 4.8 million payroll checks representing over \$5 billion in gross payroll.

Processing Environment

The operational environment of Harpers Payroll Services is well suited for payroll processing. Our building is constructed of two foot thick exterior walls and is surrounded by a 10 foot tall barbed wire fence. Windows that face the front of our property are constructed with shatter proof glass.

In addition to the physical structure of the building, our offices are monitored by electronic detection systems. These systems include motion sensors, point of entry alarms at doors and windows and sound detection. Alarms triggered by this system are reported to local police and a hierarchy of senior management.

Electric power is supplemented by an emergency generator system that is capable of supplying more than enough energy to satisfy three times the needs of Harpers Payroll Services. The generator is tested regularly and has a "return to service" rate of less than 8 seconds. The generator is powered by a Taylor DS150M3 Series diesel engine which produces 150KW of 120/208 Volt 3 Phase electricity. All essential systems are also equipped with UPS (uninterrupted power supply) units to protect against surge and the 8 second delay before the emergency system is fully operational.

Our office is also equipped with sleeping and sanitary areas to provide for overnight, emergency staffing. Showers and a full kitchen are available.

Harpers Payroll maintains a fully operational hot-site back up office. This hot-site office is located in a second undisclosed area outside of Worcester that is accessible by major roadways. The hot site performs an automated, highly encrypted synchronization with our primary office every two hours. This ensures that current data is always available in the case of a catastrophic building failure. This location is fully stocked with all current supplies, workstations, hardware and software to ensure that operations would be continued in the event that access to the primary office was unavailable. The hot site is tested on a regular basis to ensure continuation of services in case of a disaster.

The day to day operations of Harpers Payroll Services are conducted in accordance with our Policies and Procedures requirements. These Policies and Procedures are reviewed by an independent third party audit group under the Statement on Standards for Attestation Engagements No. 18: Service Organizations, commonly abbreviated as SSAE 18. The SSAE 18 audit that Harpers undergoes is a level II audit, one that involves significant testing of the control environment.

Philosophy

Our organization is structured to provide superior customer service, excellent payroll processing technology and competitive pricing. We believe in a hands-on approach to servicing our clients. This ideal is achieved by customized individual training, assigned customer service representatives, a live receptionist to direct phone calls and unlimited contact with all levels of our staff. Our commitment is to our customers and to provide them with a superior payroll product and an exceptional payroll experience.

Quote Details

Monday, October 21, 2024

Town of Montague

Angelica Desroches

1 Avenue A

Turner Falls, MA 01376

Dear Angelica,

Harpers Payroll Services is pleased to provide the enclosed price proposal for Town of Montague. For over 40 years, our mission has been to provide the best payroll software available backed up with quality, caring customer service, all with an eye toward saving our clients money. We look forward to beginning a successful and beneficial relationship with Town of Montague.

The enclosed proposal is only valid for 30 days from the date set forth above. If accepted, Harpers' pricing set forth herein will be guaranteed for no less than three years. Upon successful review of the attached proposal, please sign and return via email to FrankF@harperspayroll.com.

Sincerely,

A handwritten signature in black ink that reads "Frank Frenna". The signature is written in a cursive, slightly slanted style.

Frank Frenna

Harpers Payroll Services

Town of Montague
 Angelica Desroches
 1 Avenue A
 Turner Falls, MA 01376

Monday, October 21, 2024

Payroll Monthly Processing Rates & Fees	Rate	Monthly Vol	Estimate
Per Processing Charge	\$20.00	4.3	\$86.00
Employee Count - Weekly: 100	\$1.25	4.3	\$537.50
Monthly: 20	\$1.25	1	\$25.00
Per Direct Deposit Transfers	\$0.20	450	\$90.00
Tax Service Type: Full			
Federal & First State ID	\$40.00	1	\$40.00
Delivery Service will be - Paperless - No Charge			
Human Resource Options:			
Onboarding	\$50.00	1	\$50.00
Employee Self Service	\$0.25	450	\$112.50
Annual Charges			
W2's-1099M's To Be Processed \$50.00	\$4.00	120	\$530.00
1094C / 1095C Forms Filing	\$4.00	120	\$480.00
	Estimated Monthly Charges:		\$941.00
	Estimated Annual Charges:		\$12,302.00
One Time Implementation Charges (Interface / Reports / File Design & Setup Fees etc.)			
File Design / Interfaces / Installs / Misc	Rate	Units	Estimate
Installation / Setup Fee	\$500.00	1	\$500.00
	Total One Time Implementation Charges:		\$500.00

The foregoing rates, and the obligations of Harpers to perform the services more particularly set forth on **Exhibit A** attached to this price proposal, shall be subject to Client performing all of its obligations set forth on such Exhibit.

Accepted & Agreed by the Client: Town of Montague **Sales Quote By:** Frank Frenna

By (Signature): _____ Date: _____

Name: Richard Kuklewicz Title: Selectboard Chair

Exhibit A

Scope of Services

Harpers Payroll Services agrees to provide payroll and related services to Client as set forth below, subject to Client performing all of its obligations as set forth below:

- **Processing and Delivering Client Payrolls**
 - Client is responsible for entering and maintaining employee payroll and demographic information within Harpers' payroll system.
 - Client is responsible for submitting the payroll information to Harpers at least 48 hours prior to the Client's payroll check date.
 - Client is responsible for having sufficient funds available to meet the payroll, tax, direct deposit and service fee liabilities one day prior to each check date.
 - Harpers will receive and process the Client payroll and next day deliver checks and reports to the Client.
 - Harpers will debit the appropriate Client bank account one day prior to the check date for:
 - Total Tax Liability
 - Direct Deposit Liability
 - Harpers Service Fee
 - In the event that sufficient funds are not available to meet Client's payroll, direct deposit, federal and state tax deposits, and service fee liabilities available at the time of debit, Harpers may, in its discretion, place Client's account on "Credit-Hold". If Harpers places Client's account on Credit Hold:
 - Harpers will not process additional payrolls.
 - Harpers may offset any of Client's funds on deposit against the outstanding returned items.
 - Harpers may stop payment on any "live" checks cut on behalf of Client.
 - Harpers may reverse any direct deposit/ACH payments made on behalf of Client.
- **Tax Administration and Filing**
 - Client is responsible for forwarding any Federal and State payroll tax related documents to Harpers in a timely manner.
 - Client is responsible for maintaining employee tax changes.
 - Harpers is responsible for timely Federal and State Payroll Tax Deposits and Filings with the appropriate agencies.
 - Harpers only assumes liability for late Federal or State Payroll Tax Deposits or Filings due solely to, and solely to the extent of, its own negligence.
 - Client agrees to sign all documentation needed to originate EFT or Fed wire transactions on Client's designated bank account and to execute any other documentation which Harpers determines are necessary or desirable for it to perform the foregoing Federal and State Payroll Tax responsibilities.
 - Client acknowledges and agrees that Client is responsible for the timely filing of employment tax returns and the timely payment of employment taxes for Client's employees, even if Client has authorized Harpers or any other a third party to file the returns and make the payments. Client understands that the Internal Revenue Service recommends that Client enroll in the U.S. Treasury Department's Electronic Federal Tax Payment System (EFTPS) to monitor its account and ensure that timely tax payments are being made on its behalf. Client may enroll in the EFTPS online at www.eftps.gov, or call (800) 555-4477 for an enrollment form. State tax authorities generally offer similar means to verify tax payments. Contact the appropriate State offices directly for details.
 - In the event that sufficient funds are not available to meet Client's Federal and State tax liabilities at the time of debit, Harpers may, in its discretion, place Client's account on "Non-Tax Status". If Harpers places Client's account on Non-Tax Status, Harpers shall have no further obligation to make Federal and State Payroll Tax Deposits and Filings with the appropriate agencies.
- **Direct Deposit Processing**
 - Client is responsible for accurately entering and maintaining employee direct deposit information, including without limitation: accurately entering/updating the ABA Routing Transit Number, Personal Employee Account number, Amount of Direct Deposit and Pre-note Date.
 - Harpers is responsible for originating the direct deposit transactions through ACH in a timely manner so that funds are available in individual accounts on the check date.
 - Client acknowledges that, in order to put into effect any Services which include ACH transactions, Client will be the Originator of the ACH transactions and will follow and be bound by the rules for ACH Originators as adopted from time to time by the National Automated Clearing House Association. Client agrees that it has assumed the responsibilities of an Originator under the ACH Rules and acknowledges that entries may not be initiated in violation of the laws of the United States.
- **Telephone and Internet Customer Support**
 - Harpers will provide on-going telephone support to Client Payroll Staff. Telephone Support is available Monday through Friday from 8:00 AM to 5:00 PM Eastern Standard Time.
 - Harpers will accept and respond to e-mails from Client Payroll staff in a timely manner.
 - At Client's request, Harpers can provide Web Conference support to help trouble shoot any problems or assist Client in answering any questions. Such support shall be available Monday through Friday from 8:00 AM to 5:00

PM Eastern Standard Time.

- **Conversion**
 - Harpers will convert all W-2 eligible current year employees, including terminations.
 - Client will provide a copy of all Quarterly Payroll Tax Returns for the current calendar year.
 - Client will provide a copy of the payroll bank account check for verification purposes.
 - Client will provide the signature of the company officer responsible for signing payroll checks so the signature may be generated on payroll checks.
 - Harpers will request a copy of the most recent Payroll Register (for testing purposes).
- **Implementation**
 - Following execution and delivery of this Price Proposal, a Harpers Implementation Specialist will perform a Client Analysis and set an Implementation Schedule. Upon review of Client's payroll needs, Harpers will make recommendations, discuss areas of change and implement Client's data into the Harpers system.
 - Harpers will be responsible for the accurate migration of data from the source and will test to ensure the data has transferred appropriately.
 - Harpers will conduct training sessions at mutually agreeable times.
 - Harpers and Client will perform a parallel payroll run before installation. Harpers will provide a parallel Payroll Register to Client for review.
 - Client will have the option of performing parallel payroll testing prior to the first check date.
 - Harpers will setup and convert specialized reports reasonably requested by Client.
- **Post-Implementation**
 - The Harpers Implementation team will troubleshoot and resolve any outstanding issues.
 - Upon successful conversion, the Harpers Implementation Specialist will transition Client's account to a dedicated Customer Service Representative who will manage Client's account on a day-to-day going-forward basis.
 - Harpers will provide training for new Payroll Staff members at no additional cost.

Performance Standards and Controls

- Harpers Payroll Services delivers the highest quality payroll and payroll related service to our clients. Each Harpers Customer Service Representative is required to:
 - Log phone calls and note the reason for the phone call.
 - Log any outstanding issue and resolution date or timeline.
 - Return phone calls within the same business day.
- Harpers Management reviews phone call history and outstanding issues on a daily basis. If an item remains open or unresolved beyond the stated deadline, the client is contacted by our service manager and given an explanation for the missed deadline.

Confidentiality

- Harpers and Client agree that during the setup, implementation and on-going service relationship that each party may disclose certain information to the other party including, but not limited to, payroll information, employee payroll records, business affairs, product plans, business strategies, finances, fee structures and other proprietary information. Such information individually and collectively constitutes "Confidential Information". All such Confidential Information shall remain the sole property of the disclosing party and the receiving party will have no interest or rights with respect thereto. Each party agrees to maintain the Confidential Information in trust and confidence except as required to perform its obligations hereunder to the same extent that it protects its own proprietary information, and further agrees to take all reasonable precautions to prevent any unauthorized disclosure of such information.

Termination

- Client may terminate services with Harpers upon written notice at any time. Upon termination of services, Client shall be solely responsible for payroll-related and tax filing obligations.
- Harpers agrees to file and deposit all taxes through the date of termination and return any tax monies held by Harpers for future payment.



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For over 25 years, VADAR® Systems has been providing Massachusetts municipalities with fully integrated financial software applications that maximize operational efficiency.

Our deep and rich history began right here, in the state of Massachusetts, developing VADAR software specifically to meet the financial, accounting, tax billing, and collection needs of Massachusetts municipalities. Since then, we have proudly served the Massachusetts marketplace with several innovative financial software suites, including Property Tax, Utility, and UMAS Fund Accounting.

Our solutions help you work smarter and automate time-consuming manual processes—often reducing duplicate data entry by 95%. We offer true operational and data integration from Assessing to Billing & Collections to Treasury & Accounting. It's all quick and easy to use, with 1-click access to built-in State Reports—DLS Schedule A & Balance Sheets, DESE, and more.

For more information, please visit our website at vadar.cloud or call us toll-free at 877.823.2700.

WE KNOW MASSACHUSETTS.

- We are a locally owned & operated Massachusetts company since our inception in 1996
 - Our suites manage **more than \$3+ Billion dollars in municipal financial assets**
 - We work with **over 100 MA Municipal Clients**
 - We specialize in both **small and large MA municipalities**, with budgets between \$1 million to \$300 million
-

VADAR®
SYSTEMS
EST. 1996

BUILT FOR MASSACHUSETTS. BY MASSACHUSETTS.

VADAR® worked with Massachusetts municipal financial officials to create our Massachusetts Financial Management Software Suite, applications specifically tailored to the way Massachusetts municipal entities operate. Our software solutions will help you boost time and cost-efficiencies, seamlessly linking all transactions and allowing information to flow smoothly. You'll be able to better serve your constituents with:

- **Property Tax**

- Real Estate, Personal Property & MLC's
- Assessing Data Bridge
- Motor Vehicle & Boat Excise
- Delinquent Real Estate & Tax Takings
- Tax Title
- Automated Transaction Turnover

- **Utilities**

- Water & Sewer Billing
- Stormwater Billing
- Trash Billing
- DEP Reporting
- Work Service Billing & Workflows

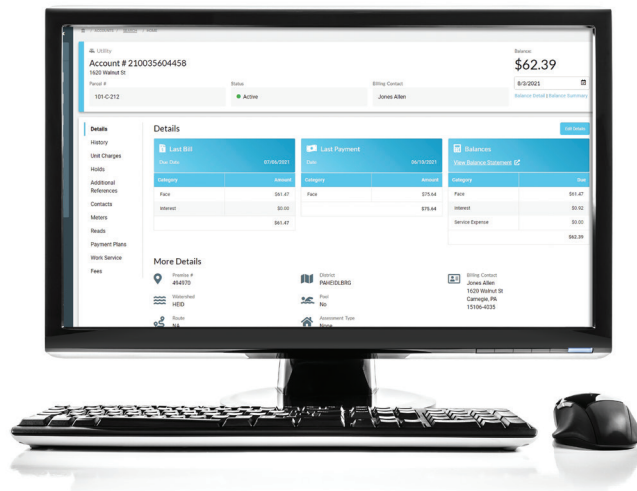
- **UMAS Fund Accounting**

- General Ledger
- A/P & A/R
- Treasury
- Budgeting
- Remote Department A/P & A/R
- DLS Schedule A & Balance Sheets, & DESE Reports
- Purchase Orders & Requisitions
- School Accounting & School Financials
- Payroll & Human Resources



End-User Software & Support

- Full-Service Cloud Platform
- 24 x 7 x 365 Remote Access from Any Device
- Enterprise Grade Encryption & Security
- Antivirus, Data Backup, & Disaster Recovery
- Personalized Customer Service & Support



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Secure remote access to all of your data & applications from any device with an internet connection.

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- 24 x 7 x 365 On-Site Personnel
- Daily Data Backups & Full Disaster Recovery

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For more information, visit us at vadar.cloud

20 Main Street | Suite G1 | Acton, MA 01720 | 877.823.2700

10/29/2024

Fund Accounting Suite & Central Purchase Orders (No Remote Departments)
No Historical Transaction Conversion

Financial Software Proposal for Montague, MA



One Time Set Up Charges:

Data Conversion All Master Financial Applications	\$ 4,990.00
Software Configuration All Master Financial Applications	\$ 3,990.00
Chart of Accounts Optimization and Configuration	\$ 4,990.00
User Training Financial - Application Features (1 live day session)	\$ 990.00
Subtotal One Time Charges:	\$ 14,960.00

	Year 1	Year 2	Year 3	(Year 4)	(Year 5)	(Year 6)
	Acquisition	License	License	License	License	License
Software Licenses						
VADAR® Town Hall Fund Accounting Suite	\$ 14,990.00	\$ -	\$ -	\$ -	\$ -	\$ -
General Ledger, Expense Ledger & Revenue Ledger	included	included	included	included	included	included
Ledger Reporting - Standard Reporting Suite	included	included	included	included	included	included
Accounts Payable	included	included	included	included	included	included
Budgeting	included	included	included	included	included	included
Harper's Payroll Interface	included	included	included	included	included	included
Treasurer's Receipts	included	included	included	included	included	included
Treasurer's Cash Book	included	included	included	included	included	included
Bank Account Maintenance & Reconciliation	included	included	included	included	included	included
Schedule A & DLS Balance Sheets	included	included	included	included	included	included
Custom Report Builder	included	included	included	included	included	included
External Report Writer	included	included	included	included	included	included
Transaction Document Attachment (TDA)	included	included	included	included	included	included
Automated Revenue Turnover to Accounting (CRT)	included	included	included	included	included	included
Purchase Orders & Requisitions - Finance Office ONLY	\$ 2,990.00					

Support and Maintenance

Personalized Customer Support and Maintenance	\$ -	\$ 5,990.00	\$ 5,990.00	\$ 5,990.00	\$ 5,990.00	\$ 5,990.00
Assigned Expert for Installation, Training, and Beyond	included	included	included	included	included	included
IT Maintenance with Free Patches and Updates	included	included	included	included	included	included

VADAR Cloud™

Network, Storage, and Maintenance - 2 cloud users:	\$ 1,980.00	\$ 1,980.00	\$ 1,980.00	\$ 1,980.00	\$ 1,980.00	\$ 1,980.00
Enterprise-Grade Encryption and Security	included	included	included	included	included	included
Anti-Virus, Data Backup and Disaster Recovery	included	included	included	included	included	included

Multi-Suite Discount

\$ (4,997.00)	\$ (1,696.00)	\$ (1,696.00)	\$ (1,696.00)	\$ (1,696.00)	\$ (1,696.00)	6 Yr. Total
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Annual Totals with Traditional Payment:	Payment Option #1:	\$ 29,923.00	\$ 6,274.00	\$ 6,274.00	\$ 6,274.00	\$ 6,274.00	\$ 6,274.00	\$ 61,293.00	Payment Option #1
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6 Year Payment Plan (0% interest):	Payment Option #2:	\$ 10,215.50	\$ 10,215.50	\$ 10,215.50	\$ 10,215.50	\$ 10,215.50	\$ 10,215.50	\$ 61,293.00	Payment Option #2
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Additional Optional Services:
VADAR Cloud™ - \$990 per cloud user account per year (annual cost); multi-user bundled discounts available

Additional Notes:
This proposal is reflective of a three (3) year contract; support costs will be held firm for six (6) years.
This proposal is a packaged deal and requires all components for pricing to remain valid
Above pricing includes the following live training: 1 virtual day session for features/functions
Additional full day training sessions for features/functions is \$790 per day minimum one day billed
Above pricing includes electronic data conversion of chart of account and vendor information only for financial/accounting systems
No historical transaction data conversion included
No manual data entry included
Transaction document attachment for A/P and Vendor areas only
Approved special programming quoted on a project basis
VADAR Cloud™ - 24/7 secure Internet access to all data and applications, remote server monitoring, anti-virus software, daily data backups, & disaster recovery
VADAR Cloud™ requires reliable high-speed Internet connection
Additional professional services are quoted on a project basis
This pricing has been provided in Commercial Confidence
Proposal valid through June 30, 2025

ARPA Spending Strategy Running Balance 10.30.2024
 ARPA= American Rescue Plan Act of 2021
 \$2,454,622 total available to Montague

Encumbered Projects

Account	Category	Project	Vote	Allocated	Spent/obligated	Unspent/unobligated	Status
225-5-128-5800-004	Infrastructure/ Wastewater	Vactor truck		400,000	400,000	0	CLOSED
225-5-128-5800-006	Infrastructure/ Wastewater	Montague City Road Emergency Sewer Repair	11/1/2022	153,881	153,881	0	CLOSED
225-5-128-5800-005	Infrastructure/ Wastewater	Screw Pump Replacement (Engineering)		19,270	19,270	0	CLOSED
225-5-128-5800-003	Infrastructure/ Wastewater	Collection System Study	2/7/2022	69,109	69,109	0	CLOSED
225-5-128-5800-002	Infrastructure/ Wastewater	CSO LTCP Update		49,000	49,000	0	CLOSED
225-5-128-5800-013	Infrastructure/ Wastewater	Septage Receiving Station	5/1/2023	264,000	228,131	35,869	under contract
225-5-128-5800-012	Infrastructure/ Wastewater	Operations Building Boiler Replacement	5/1/2023	500	500	0	CLOSED
225-5-128-5800-011	Infrastructure/ Wastewater	CWF RTV	5/1/2023	25,000	25,000	0	CLOSED
225-5-128-5800-016	Infrastructure/ Wastewater	Vactor Dumping Pad	6/12/2023	15,000	15,000	0	CLOSED
225-5-128-5800-025	Infrastructure/ Wastewater	Burn Dump Closure Design	11/13/2023	35,000	35,000	0	CLOSED
225-5-128-5800-018	Infrastructure/ Wastewater	CWF Generator install	9/11/2023	0	0	0	CLOSED
225-5-128-5800-031	Infrastructure/ Wastewater	Screw Pump Bid Overage	9/9/2024	240,784	240,784	0	under contract
225-5-128-5800-032	Infrastructure/ Wastewater	Screw Pump Contingency	9/9/2024	88,923	0	88,923	contingency
225-5-128-5800-009	Economic/Community Recovery	Trash Receptacles	12/19/2022	11,685	11,685	0	CLOSED
225-5-128-5800-005	Economic/Community Recovery	Holiday lights		19,403	19,403	0	CLOSED
225-5-128-5800-006	Economic/Community Recovery	Winter Parking signs		5,758	5,758	0	CLOSED
225-5-128-5800-010	Economic/Community Recovery	Avenue A Streetscape Phase IV Design	3/6/2023	46,800	46,800	0	under contract
225-5-128-5800-026	Economic/Community Recovery	Avenue A Streetscape Phase IV Construction	5/6/2024	232,778	232,778	0	under contract
225-5-128-5800-017	Economic/Community Recovery	Social Services Gap Funding	5/8/2023	29,978	29,978	0	CLOSED
225-5-128-5800-014	Economic/Community Recovery	Mural Project on Shea Theater	5/15/2023	25,000	25,000	0	under contract
225-5-128-5800-015	Economic/Community Recovery	Falls Fest 2023	6/12/2023	3,124	3,124	0	CLOSED
225-5-128-5800-019	Economic/Community Recovery	Cultural Council Match FY24 and FY25	8/7/2023	18,000	12,410	5,590	waiting on remaining FY25 expenditures
225-5-128-5800-021	General Capital	Town Hall Annex Solar	6/5/2023	192,931	192,931	0	under contract
225-5-128-5800-022	General Capital	Old Town Hall Windows	6/5/2023	148,619	148,619	0	CLOSED
225-5-128-5800-023	General Capital	Old Town Hall Roof Repair	6/5/2023	48,973	48,973	0	CLOSED
225-5-128-5800-024	General Capital	Unity Skate Park Lights	6/5/2023	95,998	95,998	0	under contract
225-5-128-5800-001	Contingency	COVID Test Kits	1/3/2022	18,450	18,450	0	CLOSED
225-5-128-5800-027	Contingency	Airport Mower	7/22/2024	16,043	16,043	0	CLOSED
225-5-128-5800-028	Contingency	Montague Village Ctr Complete Streets	8/5/2024	20,200	20,200	0	under contract
225-5-128-5800-030	Contingency	Sheffield Afterschool Program	9/9/2024	75,000	0	75,000	documentation from GMRSD
225-5-128-5800-029	Contingency	Carnegie Basement Overage	9/9/2024	32,088	32,088	0	under contract
225-5-128-5800-033	Contingency	11th Street Bridge Overage	10/21/2024	51,738	51,738	0	under contract

total allocated 2,453,034 2,247,651 205,383
 ARPA Funds Unallocated 1,588
 total closed out 1,068,793

Spending Category	Spending Target	Allocated	Difference
50% Wastewater Infrastructure	\$ 1,227,311	\$ 1,360,467	\$ (133,156)
30% General Capital Improvements	\$ 736,387	\$ 486,521	\$ 249,866
10% Economic/ Community Recovery	\$ 245,462	\$ 392,527	\$ (147,064)
10% Contingency	\$ 245,462	\$ 213,519	\$ 31,943
	\$ 2,454,622	\$ 2,453,034	\$ 1,588

MEMORANDUM OF UNDERSTANDING
by and between
The TOWN OF MONTAGUE
AND
MONTAGUE CLEAN WATER FACILITY
To provide \$35,869 of funding for
Septage Receiving Station Upgrades

This Memorandum of Understanding (hereinafter referred to as “Agreement”) is by and between the Town of Montague, Massachusetts (hereinafter referred to as the “Town”), having a usual place of business at 1 Avenue A, Turners Falls MA 01376, and the Montague Clean Water Facility, hereinafter called ‘MONTAGUE CWF’, doing business at 34 Greenfield Road, Montague MA 01351. This agreement is effective as of December 2, 2024.

Whereas the TOWN proposes to engage the MONTAGUE CWF for the completion of the tasks outlined in Article 2 – Scope of Services.

Now therefore, in consideration of the mutual covenants herein contained the parties agree as follows:

ARTICLE 1 ENGAGEMENT OF THE MONTAGUE CWF

The TOWN hereby engages the MONTAGUE CWF and the MONTAGUE CWF hereby accepts the engagement to perform services in connection with the preparation and completion of the tasks specified in the Scope of Services identified in Article 2.

The TOWN may terminate this Agreement for nonperformance of the services required under this Agreement including the progress of work for such services.

Upon receipt of written notification from the TOWN to the MONTAGUE CWF that the Agreement or any portion thereof is to be terminated, the MONTAGUE CWF shall immediately cease operations on the work stipulated, and assemble all material that has been prepared, developed, furnished or obtained under the terms of the Agreement that may be in the possession or custody of the MONTAGUE CWF and shall transmit the same to the TOWN on or before the fifteenth (15th) day following the receipt of the written notice of termination together with evaluation of the cost of the work performed. The MONTAGUE CWF shall be entitled to complete payment for any satisfactorily completed uncompensated work performed prior to such notice and for the cost of assembling the material to be transmitted to the MONTAGUE CWF.

In the event that there is a disagreement between the MONTAGUE CWF and the Town, the terms of this Agreement for Services shall control.

ARTICLE 2 – SCOPE OF SERVICES of THE MONTAGUE CWF

MONTAGUE CWF will work to make necessary improvements to its septage receiving station.

TASK I: Replace the septage receiving dry-pit pump, valves, and piping

TASK II: Any associated electrical repairs

TOTAL GRANTEE COST: \$35,869.00

The MONTAGUE CWF shall perform the professional services in accordance with this Agreement.

The MONTAGUE CWF shall receive prior approval from the TOWN for any expenditure not specifically provided for in this Agreement, which is thought to be billable. The MONTAGUE CWF is advised that any work undertaken within the terms and provisions of this Agreement shall be with the full knowledge and consent of TOWN and any work performed without the prior written agreement of the TOWN, shall not be considered as work under this Agreement and payment for such work will not be allowed.

The MONTAGUE CWF shall complete all work as specified in this Article.

ARTICLE 3 – TIME OF PERFORMANCE

The time period covered under this agreement is from Agreement signing through December 31, 2026. This Agreement may not be extended by mutual written consent of the parties due to American Rescue Plan Act (ARPA) requirements that all funding be spent by December 31, 2026.

ARTICLE 4 RESPONSIBILITIES OF THE TOWN

TOWN shall make available to the MONTAGUE CWF copies of all available information pertinent to the project.

ARTICLE 5 PAYMENTS

The MONTAGUE CWF shall compensate vendors providing supplies or services necessary for this work through the TOWN's warrant process. All invoices are subject to confirmation by the Town's agents that work is being performed consistent with the contract agreement.

The total amount to be paid by the MONTAGUE CWF in this Agreement shall in no event exceed **\$35,869.00.**

ARTICLE 6 OWNERSHIP OF WORK PRODUCT

All "Work Product" is public information. "Work Product" consists of all reports, notes, plans, creative materials and other information prepared by the MONTAGUE CWF under this Agreement. No material prepared in whole or in part under this Agreement shall be subject to copyright in the United States of America or in any other country. All material produced under the terms of this Agreement is public property and cannot be copyrighted.

ARTICLE 7 SEVERABILITY & APPLICABLE LAW

In the event that any provision of this Agreement shall be deemed invalid, unreasonable, or unenforceable by any court of competent jurisdiction, such provision shall be stricken from the Agreement or modified so as to render it reasonable, and the remaining provisions of this Agreement or the modified provision as provided above, shall continue in full force and effect and be binding upon the parties so long as such remaining or modified provisions reflect the intent of the parties as of the date of this Agreement. Further, should this Agreement omit any statutory or regulatory requirements which would otherwise render this Agreement illegal, then this Agreement shall be deemed amended to the minimum extent necessary to comply with said statutes or regulations.

ARTICLE 8 AMENDMENTS

No amendment to this Agreement shall be effective unless it is in writing, signed by the duly authorized representatives of all parties, and complies with the provisions of this Agreement, and all other regulations and requirements of law.

ARTICLE 9 ASSIGNABILITY

The MONTAGUE CWF shall not assign any interest in this Agreement, and shall not transfer any interest in the same, without prior written consent of the TOWN. No subcontract may be awarded by the MONTAGUE CWF, the purpose of which is to fulfill in whole or in part the services required herein, without said written consent of the TOWN.

ARTICLE 10 - CONFLICT OF INTEREST

No officer, employee, agent, or member of MONTAGUE CWF or the TOWN shall participate in any decision or service relating to this Agreement, which affects the personal interest of such officer, employee, agent, or member of MONTAGUE CWF or the TOWN, whether such interest is direct or indirect. MONTAGUE CWF and the TOWN shall take all reasonable actions necessary to ensure that their officers, employees, agents, and members of their governing bodies are aware of the requirements, and comply with the provisions of Massachusetts General Laws, Chapter 268A, the so-called Conflict of Interest Law.

ARTICLE 11 NON DISCRIMINATION

The MONTAGUE CWF shall not discriminate against any person because of race, gender, age, color, religion, ancestry, handicap, sexual orientation, sexual identity, gender identity, veteran status, national origin or any other protected class under the law.

ARTICLE 12 INDEMNITY and INSURANCE

The TOWN shall indemnify the MONTAGUE CWF from any and all debts, demands, actions, causes of action, suits, accounts, covenants, contracts agreements, damages and any and all claims, demands and liabilities whatsoever of every name and nature both in law and in equity on account of injury to person or property or loss of life resulting from the MONTAGUE CWF's performance under this agreement but only to the extent and in an amount the MONTAGUE CWF would otherwise be liable pursuant to the Massachusetts Tort Claims Act, M.G.L. c. 258.

MONTAGUE CWF shall indemnify the TOWN from any and all debts, demands, actions, causes of action, suits, accounts, covenants, contracts, agreements, damages and any and all claims, demands and liabilities whatsoever of every name and nature both in law and in equity on account of injury to person or property or loss of life resulting from the MONTAGUE CWF's performance under this agreement but only to the extent and in an amount the MONTAGUE CWF would otherwise be liable pursuant to the Massachusetts Tort Claims Act, M.G.L.c. 258.

By entering into this Agreement the parties have not waived any governmental immunity or limitation of damages which may be extended to them by operation of law.

ARTICLE 13 FORCE MAJEURE

Neither the MONTAGUE CWF nor the TOWN shall be liable to the other, nor be deemed to be in breach of this Agreement for failure or delay in rendering performance arising out of causes factually beyond its control and without its fault and negligence. Such causes may include, but are not limited to: acts of God or the enemy, wars, fires, floods, epidemics, quarantine restrictions, strikes, unforeseen freight embargoes, or unusually severe weather.

ARTICLE 14 GOVERNING LAW

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.

ARTICLE 15 - VIOLATION OF LAW

The MONTAGUE CWF shall strictly observe and comply with all federal, state and local laws and regulations which may govern the work to be performed as herein specified.

ARTICLE 16 – AVAILABILITY OF FUNDS

The compensation provided by this Agreement is subject to the continued availability of *ARPA funding* and appropriations and the continued availability of any other funds anticipated or earmarked for the work hereunder.

ARTICLE 17- - ENTIRE UNDERSTANDING

This Agreement, together with all documents included by reference herein, represents the entire understanding of the parties, and neither party is relying upon any representation not contained herein.

IN WITNESS THEREOF, the parties hereby execute this Agreement as of the dates written below:

For the TOWN OF MONTAGUE:

NAME:
TITLE :

Signature Date

For the MONTAGUE CWF:



NAME: Chelsey Little
TITLE: Superintendent

11/27/2024

Signature Date

MEMORANDUM OF UNDERSTANDING
by and between
The TOWN OF MONTAGUE
AND
MONTAGUE CLEAN WATER FACILITY
To provide \$88,923 of funding for
Primary Effluent Screw Pump Station Upgrade – Contingency

This Memorandum of Understanding (hereinafter referred to as “Agreement”) is by and between the Town of Montague, Massachusetts (hereinafter referred to as the “Town”), having a usual place of business at 1 Avenue A, Turners Falls MA 01376, and the Montague Clean Water Facility, hereinafter called ‘MONTAGUE CWF’, doing business at 34 Greenfield Road, Montague MA 01351. This agreement is effective as of December 2, 2024.

Whereas the TOWN proposes to engage the MONTAGUE CWF for the completion of the tasks outlined in Article 2 – Scope of Services.

Now therefore, in consideration of the mutual covenants herein contained the parties agree as follows:

ARTICLE 1 ENGAGEMENT OF THE MONTAGUE CWF

The TOWN hereby engages the MONTAGUE CWF and the MONTAGUE CWF hereby accepts the engagement to perform services in connection with the preparation and completion of the tasks specified in the Scope of Services identified in Article 2.

The TOWN may terminate this Agreement for nonperformance of the services required under this Agreement including the progress of work for such services.

Upon receipt of written notification from the TOWN to the MONTAGUE CWF that the Agreement or any portion thereof is to be terminated, the MONTAGUE CWF shall immediately cease operations on the work stipulated, and assemble all material that has been prepared, developed, furnished or obtained under the terms of the Agreement that may be in the possession or custody of the MONTAGUE CWF and shall transmit the same to the TOWN on or before the fifteenth (15th) day following the receipt of the written notice of termination together with evaluation of the cost of the work performed. The MONTAGUE CWF shall be entitled to complete payment for any satisfactorily completed uncompensated work performed prior to such notice and for the cost of assembling the material to be transmitted to the MONTAGUE CWF.

In the event that there is a disagreement between the MONTAGUE CWF and the Town, the terms of this Agreement for Services shall control.

ARTICLE 2 – SCOPE OF SERVICES of THE MONTAGUE CWF

MONTAGUE CWF will work to complete the project described as follows:

TASK I: Montague CWF Primary Effluent Screw Pump Station Improvements – Contingency

TOTAL GRANTEE COST: \$88,923.00

The MONTAGUE CWF shall perform the professional services in accordance with this Agreement.

The MONTAGUE CWF shall receive prior approval from the TOWN for any expenditure not specifically provided for in this Agreement, which is thought to be billable. The MONTAGUE CWF is advised that any work undertaken within the terms and provisions of this Agreement shall be with the full knowledge and consent of TOWN and any work performed without the prior written agreement of the TOWN, shall not be considered as work under this Agreement and payment for such work will not be allowed.

The MONTAGUE CWF shall complete all work as specified in this Article.

ARTICLE 3 – TIME OF PERFORMANCE

The time period covered under this agreement is from Agreement signing through December 31, 2026. This Agreement may not be extended by mutual written consent of the parties due to American Rescue Plan Act (ARPA) requirements that all funding be spent by December 31, 2026.

ARTICLE 4 RESPONSIBILITIES OF THE TOWN

TOWN shall make available to the MONTAGUE CWF copies of all available information pertinent to the project.

ARTICLE 5 PAYMENTS

The MONTAGUE CWF shall compensate vendors providing supplies or services necessary for this work through the TOWN's warrant process. All invoices are subject to confirmation by the Town's agents that work is being performed consistent with the contract agreement.

The total amount to be paid by the MONTAGUE CWF in this Agreement shall in no event exceed **\$88,923.00**.

ARTICLE 6 OWNERSHIP OF WORK PRODUCT

All "Work Product" is public information. "Work Product" consists of all reports, notes, plans, creative materials and other information prepared by the MONTAGUE CWF under this Agreement. No material prepared in whole or in part under this Agreement shall be subject to copyright in the United States of America or in any other country. All material produced under the terms of this Agreement is public property and cannot be copyrighted.

ARTICLE 7 SEVERABILITY & APPLICABLE LAW

In the event that any provision of this Agreement shall be deemed invalid, unreasonable, or unenforceable by any court of competent jurisdiction, such provision shall be stricken from the Agreement or modified so as to render it reasonable, and the remaining provisions of this Agreement or the modified provision as provided above, shall continue in full force and effect and be binding upon the parties so long as such remaining or modified provisions reflect the intent of the parties as of the date of this Agreement. Further, should this Agreement omit any statutory or regulatory requirements which would otherwise render this Agreement illegal, then this Agreement shall be deemed amended to the minimum extent necessary to comply with said statutes or regulations.

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The MONTAGUE CWF shall not assign any interest in this Agreement, and shall not transfer any interest in the same, without prior written consent of the TOWN. No subcontract may be awarded by the MONTAGUE CWF, the purpose of which is to fulfill in whole or in part the services required herein, without said written consent of the TOWN.

ARTICLE 10 - CONFLICT OF INTEREST

No officer, employee, agent, or member of MONTAGUE CWF or the TOWN shall participate in any decision or service relating to this Agreement, which affects the personal interest of such officer, employee, agent, or member of MONTAGUE CWF or the TOWN, whether such interest is direct or indirect. MONTAGUE CWF and the TOWN shall take all reasonable actions necessary to ensure that their officers, employees, agents, and members of their governing bodies are aware of the requirements, and comply with the provisions of Massachusetts General Laws, Chapter 268A, the so-called Conflict of Interest Law.

ARTICLE 11 NON DISCRIMINATION

The MONTAGUE CWF shall not discriminate against any person because of race, gender, age, color, religion, ancestry, handicap, sexual orientation, sexual identity, gender identity, veteran status, national origin or any other protected class under the law.

ARTICLE 12 INDEMNITY and INSURANCE

The TOWN shall indemnify the MONTAGUE CWF from any and all debts, demands, actions, causes of action, suits, accounts, covenants, contracts agreements, damages and any and all claims, demands and liabilities whatsoever of every name and nature both in law and in equity on account of injury to person or property or loss of life resulting from the MONTAGUE CWF's performance under this agreement but only to the extent and in an amount the MONTAGUE CWF would otherwise be liable pursuant to the Massachusetts Tort Claims Act, M.G.L. c. 258.

MONTAGUE CWF shall indemnify the TOWN from any and all debts, demands, actions, causes of action, suits, accounts, covenants, contracts, agreements, damages and any and all claims, demands and liabilities whatsoever of every name and nature both in law and in equity on account of injury to person or property or loss of life resulting from the MONTAGUE CWF's performance under this agreement but only to the extent and in an amount the MONTAGUE CWF would otherwise be liable pursuant to the Massachusetts Tort Claims Act, M.G.L.c. 258.

By entering into this Agreement the parties have not waived any governmental immunity or limitation of damages which may be extended to them by operation of law.

ARTICLE 13 FORCE MAJEURE

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ARTICLE 14 GOVERNING LAW

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.

ARTICLE 15 – VIOLATION OF LAW

The MONTAGUE CWF shall strictly observe and comply with all federal, state and local laws and regulations which may govern the work to be performed as herein specified.

ARTICLE 16 – AVAILABILITY OF FUNDS

The compensation provided by this Agreement is subject to the continued availability of *ARPA funding* and appropriations and the continued availability of any other funds anticipated or earmarked for the work hereunder.

ARTICLE 17 - - ENTIRE UNDERSTANDING

This Agreement, together with all documents included by reference herein, represents the entire understanding of the parties, and neither party is relying upon any representation not contained herein.

IN WITNESS THEREOF, the parties hereby execute this Agreement as of the dates written below:

For the TOWN OF MONTAGUE:

NAME:
TITLE :

Signature Date

For the MONTAGUE CWF:



NAME: Chelsey Little
TITLE: Superintendent

11/27/2024

Signature Date

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

General Category : General Government

TOWN MEETING

Dept # 113

EXPENDITURES	Budget FY24	Actual FY24	Budget FY25	Expended thru 12/31/2024	FY26 Level Services Request	FY26 BOS Recommend	FY26 BOS & Fin Comm Recommend
5115 Moderator	500	500	500		500		
TOTAL PERSONAL SERVICES	500	500	500	-	500		
5279 Custodial Services							
5314 Moderator Seminars	150		150		150		
5315 Constable/Other ProfTech	200	60	300		300		
5344 Postage	1,000	803	1,000		1,000		
5420 Office Supplies/Envelopes	200	-	200		200		
5490 Food & Drinks	750	744	850		850		
5586 Miscellaneous Supply		-					
5710 In-State Travel	150	-	150		150		
5730 Dues and Memberships	30	-	30		30		
TOTAL EXPENSES	2,480	1,607	2,680	-	2,680		-
TOTAL TOWN MEETING	2,980	2,107	3,180	-	3,180	3,180	3,180

Change - 0.00%

EXPENDITURES	Budget FY25	Request FY26	\$ Change	% Change	Explanation
5115 Moderator	500	500	-		
5279 Custodial Services	-	-	-		
5314 Moderator Seminars	150	150	-		
5315 Constable/Other ProfTech	300	300	-		
5344 Postage	1,000	1,000	-		
5420 Office Supplies/envelopes	200	200	-		
5586 Miscellaneous Supply	850	850	-		
5490 Food & Drinks	-	-	-		
5710 In-State Travel	150	150	-		
5730 Dues and Memberships	30	30	-		

EXPENDITURES		Budget FY24	Actual FY24	Budget FY25	Expended thru 12/31/2024	FY26 Level Services Request	FY26 BOS Recommend	FY26 BOS & Fin Comm Recommend
5111	Wages Full Time	272,934	278,830	268,801		264,107		
5113	Wages Part Time	25,774	19,860	21,151		23,377		
5115	Chair, Selectmen	2,355	2,355	2,640		2,640		
5115	2nd Member	2,140	2,140	2,400		2,400		
5115	3rd Member	2,140	2,140	2,400		2,400		
5124	P/T Temp Wages							
5144	Longevity	1,900	1,900	2,000		2,000		
5145	Cell Phone Stipend	938	900	938		938		
5194	Vacation Leave Buy-Back (@7 weeks)		22,051					
	TOTAL PERSONAL SERVICES	308,181	330,176	300,330	-	297,862	-	-
5314	Seminars	2,000	330	2,500		2,500		
5315	Other Prof/Tech/Minutes	8,000	6,028	8,000		8,000		
5344	Postage	300	282	300		300		
5345	Advertising	1,200	2,043	1,300		1,000		
5420	Office Supplies	4,500	2,733	5,500		5,500		
5450	Streetscape Maintenance	500	329	500		-		
5581	Subscriptions/Books	600	450	1,000		1,000		
5582	Food	300	355	300		1,250		
5590	Equipment < \$5K	500	6,140	500		500		
5710	Travel	2,000	1,588	3,000		3,000		
5730	Dues & Memberships	2,500	3,038	3,000		3,500		
	TOTAL EXPENSES	22,400	23,316	25,900	-	26,550	24,050	-
	TOTAL SELECTBOARD	330,581	353,492	326,230	-	324,412	324,412	324,412

Change (1,818) -0.55%

Date of Hire	Title	Grade/Step 7/1/2025	Hourly Rate	Hrs	Total Annual
6/14/2010	Town Administrator	J4			111,427.00
6/26/2024	Asst Town Administrator	I2			96,417.00
10/14/1997	Executive Assistant FT	E10	30.77	1,828.50	56,262.95
9/20/2023	Selectboard AA 20 hrs	B6	22.37	1,045.00	23,376.65

DOH	Svc FY26
6/10/2010	16
6/26/2024	2
10/14/1997	28
9/20/2023	2.00

EXPENDITURES	Budget FY25	Request FY26	\$ Change	% Change	Explanation
5111 Wages Full Time	268,801	264,107	(4,694)	-1.75%	
5113 Wages Part Time	21,151	23,377	2,226	10.52%	
5115 Chair, Selectmen	2,640	2,640	-		
5115 2nd Member	2,400	2,400	-		
5115 3rd Member	2,400	2,400	-		
5124 Part Time Temp Wages	-	-	-		
5144 Longevity	2,000	2,000	-		
5145 Cell Phone Stipend	938	938	-		
5314 Seminars	2,500	2,500	-		
5315 Other Prof/Tech (mtg Minutes for FY18)	8,000	8,000	-		
5344 Postage	300	300	-		
5345 Advertising	1,300	1,000	(300)	-23.08%	
5420 Office Supplies	5,500	5,500	-		
5450 Streetscape Maintenance	500	-	(500)	-100.00%	
5581 Subscriptions/Books	1,000	1,000	-		
5582 Food	300	1,250	950	316.00%	Staff meetings
5590 Equipment < \$5K	500	500	-		
5710 Travel	3,000	3,000	-		
5730 Dues & Memberships	3,000	3,500	500	16.67%	MMA, MMHR, STAM, AICP

EXPENDITURES		Budget FY24	Actual FY24	Budget FY25	Expended thru 12/31/2024	FY26 Level Services Request	FY26 BOS Recommend	FY26 BOS & Fin Comm Recommend
5301	Labor Negotiations	20,000	11,273	25,000		20,000		
5302	Legal	55,000	64,563	57,475		57,475		
5304	FERC Relicensing	5,000		5,000		5,000		
5303	Counsel - Pipeline Legal Exp							
	TOTAL EXPENSES	80,000	75,836	87,475	-	82,475		
	TOTAL TOWN COUNSEL	80,000	75,836	87,475	-	82,475	82,475	82,475

Change (5,000) -6.25%

EXPENDITURES		Budget FY25	Request FY26	\$ Change	% Change	Explanation
5301	Labor Negotiations	25,000	20,000	(5,000)	-20.00%	bulk of FY26-28 contract negotiations in FY25
5302	Legal	57,475	57,475	-		
5304	FERC Relicensing	5,000	5,000	-		Ongoing process

EXPENDITURES		Budget FY24	Actual FY24	Budget FY25	Expended thru 12/31/2024	FY26 Level Services Request	FY26 BOS Recommend	FY26 BOS & Fin Comm Recommend
5249	Copier/Duplicator Lease	4,400	4,200	5,000		5,000		
5304	Annual Audit	40,000	35,000	44,000		44,000		
5305	Printing Annual Report							
5306	GASB 45	3,800	3,870	3,800		3,800		
5307	Continuing Disclosure Fee (Debt)	2,250	2,250	2,250		2,250		
5310	Citizen Serve Annual Fees FY20-Dept	6,000	7,200	6,000		6,000		
5340	Shared Telephone Exp	15,000	13,259	15,000		15,000		
5344	Postage Meter Rental	4,578	5,353	7,500		7,500		
5350	Code Red - Price Locked to 2026	6,559	6,609	6,609		7,000		
5355	Common Monthly Shredding Service		448	720		760		
5420	Shared Paper	3,200	566	2,500		2,500		
5580	Copier/Duplicator Supplies	120	-	120		120		
NEW	Break Room/ Meeting Room Supplies					500		
NEW	Payroll Services Software					12,802		
	TOTAL EXPENSES	85,907	78,755	93,499	-	107,232		107,232
	TOTAL	85,907	78,755	93,499	-	107,232	107,232	107,232
Change						13,733	15.99%	

EXPENDITURES		Budget FY25	Request FY26	\$ Change	% Change	Explanation
5249	Copier/Duplicator Lease	5,000	5,000	-		Lease is up 2025
5304	Annual Audit	44,000	44,000	-		
5305	Printing Annual Report	-	-	-		
5306	GASB 45	3,800	3,800	-		
5307	Continuing Disclosure Fee (Debt)	2,250	2,250	-		
5310	Citizen Serve Annual Fees (Permits)	6,000	6,000	-		
5340	Shared Telephone Exp	15,000	15,000	-		
5344	Postage Meter Rental	7,500	7,500	-		
5350	Code Red - Price Locked Forever	6,609	7,000	391	5.92%	Reflects actual costs. Wendy investigating
5355	Common Monthly Shredding Service	720	760	40	5.56%	Relects actual costs
5420	Shared Paper	2,500	2,500	-		
5580	Copier/Duplicator Supplies	120	120	-		

EXPENDITURES		Budget FY24	Actual FY24	Budget FY25	Expended thru 12/31/2024	FY26 Level Services Request	FY26 BOS Recommend	FY26 BOS & Fin Comm Recommend
5100	Coordinator Stipend	4,000	4,000	4,000		3,750		
New	Assistant Coordinator Stipend					750		
	TOTAL WAGES	4,000	4,000	4,000	-	4,500		
5700	Misc Expenses	1,000	606	1,200		1,200		
	TOTAL EXPENSES	1,000	606	1,200	-	1,200		-
	TOTAL FARMERS MARKET	5,000	4,606	5,200	-	5,700	5,700	5,700
						Change	500	10.00%

EXPENDITURES		Budget FY25	Request FY26	\$ Change	% Change	Explanation
5100	Coordinator Stipend	4,000	3,750.00	(250)	-6.25%	
NEW	Assistant Coordinator Stipend		750.00	750	100.00%	New position to fill in for Coordinantor onc
5700	Misc Exp	1,200	1,200	-		

EXPENDITURES		Budget FY24	Actual FY24	Budget FY25	Expended thru 12/31/2024	FY26 Level Services Request	FY26 BOS Recommend	FY26 BOS & Fin Comm Recommend
5771	Ordinary Assistance	70,000	70,145	71,397		73,539		
5774	Care & Registration of Graves	2,500	3,234	2,500		2,500		
5776	Burials	4,000		4,000		4,000		
TOTAL EXPENSES		76,500	73,380	77,897	-	80,039		-
TOTAL VETERANS		76,500	73,380	77,897	-	80,039	80,039	80,039

Change 2,142 2.80%

EXPENDITURES	Budget FY25	Request FY26	\$ Change	% Change	Explanation
5771 Ordinary Assistance	71,397	73,539	2,142	3.00%	Preliminary 3% cushion
5774 Care & Registration of Graves	2,500	2,500	-		
5776 Burials	4,000	4,000	-		

EXPENDITURES		Budget FY24	Actual FY24	Budget FY25	Expended thru 12/31/2024	FY26 Level Services Request	FY26 BOS Recommend	FY26 BOS & Fin Comm Recommend
5664	Franklin Regional Council Govts (FRCOG)	52,000	51,689	51,418		52,446		
5665	FRCOG Emerg Communications	7,519	7,206	7,206		7,350		
5666	FCSWMD	33,810	33,809	35,600		37,413		
5667	FRCOG REPC	150	150	150		150		
5668	Pioneer Valley Mosquito Control District			-		-		
5670	Veterans' District	20,445	20,459	22,500		22,950		
	TOTAL INTERGOVERNMENTAL	113,924	113,312	116,874	-	120,309	120,309	120,309
					Change	3,435	3.02%	

	Budget FY25	Request FY26	\$ Change	% Change	Explanation
5664	51,418	52,446	1,028	2.00%	Placeholder FY25 plus 2%
5665	7,206	7,350	144	2.00%	Placeholder FY25 plus 2%
5666	35,600	37,413	1,813	5.09%	Based on voted prelim FCSWMD Budget
5667	150	150	-		
5668	-	-	-		Pay through Special Article (5k)
5670	22,500	22,950	450	2.00%	Placeholder FY25 plus 2%

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

General Category: Miscellaneous

INSURANCE

Dept # 946

EXPENDITURES		Budget FY24	Actual FY24	Budget FY25	Expended thru 12/31/2024	FY26 Level Services Request	FY26 BOS Recommend	FY26 BOS & Fin Comm Recommend
5740	General Insurance	119,600	107,187	119,600		125,500		
TOTAL EXPENSES		119,600	107,187	119,600	-	125,500	125,500	125,500
TOTAL GENERAL INSURANCE		119,600	107,187	119,600	-	125,500	125,500	125,500
Change						5,900	4.93%	

3/4/2021

EXPENDITURES		Request FY25	Request FY26	\$ Change	% Change	Explanation
5740	General Insurance	119,600	125,500	5,900	4.93%	Holding a 5% increase. Wont get numbers until J

EXPENDITURES		Budget FY24	Actual FY24	Budget FY25	Expended thru 12/31/2024	FY26 Level Services Request	FY26 BOS Recommend	FY26 BOS & Fin Comm Recommend
5231	Water	1,000	274	500		500		
5232	Sewer	1,000	552	750		750		
5242	Building R & M	40,000	19,413	40,000		40,000		
5315	Other Professional/Technical	10,000		10,000		10,000		
5341	Telephone	750	737	1,000		1,000		
5451	Cleaning Supplies	500						
	TOTAL EXPENSES	53,250	20,975	52,250	-	52,250		-
5710	Long Term Principal					-		
5711	2006 Bond Prinicipal							
5751	Long Term Interest							
5752	2006 Bond Interest							
	TOTAL DEBT	-		-	-	-		-
5991	Trans to General Fund (PY Res Fd Trans)							
	TOTAL COLLE	53,250		52,250	-	52,250	52,250	52,250

Change

-

0.00%

EXPENDITURES	Budget FY25	Request FY26	\$ Change	% Change	
5211 Electricity	-	-	-		
5214 Natural Gas	-	-	-		
5231 Water	500	500	-		
5232 Sewer	750	750	-		
5242 Building R & M	40,000	40,000	-		
5279 Custodial Services	-	-	-		
5315 Other Professional/Technical	10,000	10,000	-		
5341 Telephone	1,000	1,000	-		for alarm system
5420 Office Supplies	-	-	-		
5451 Cleaning Supplies	-	-	-		