



Montague Fall or Winter Special Town Meeting SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

This form is intended for use with capital article submissions $\geq \$25,000$ with a lifespan of 5+ years. For major building projects, please consult the Town Administrator.

Please complete this form in its entirety! Initial Submission due November 1

Budget Year
FY 23

Mark "X" as applicable: ____ Fall STM or ☒ Winter STM

Department:	CWF	Submitted by:	Chelsey Little
Item/Project Cost:	\$2,500,000	Date Prepared:	11/04/2022
Item/Project Title:	Screw Pump Replacement		

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$2,500,000**, or any other amount, for the purpose of **replacing the facility screw pumps**, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

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

Internalift Screw Pump Replacement
Wet Well Rehab
HVAC Replacement/Install
Controls Replacement
Bypass Pumping
Contingency

Enter response

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

yes

- If yes, please attach estimate

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

yes

Is there a lease option for this expense? (yes/no)

no

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

yes

If replacement, estimate surplus value:

Potential scrap value of metal

Will it create other ongoing costs or savings? (yes/no)

no

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

The facility's current Internallift Screw Pumps were placed into service around 2002. The life expectancy for these units are 20+/- years. Last year, the facility had to patch two holes in the pumps and is concerned about their remaining effective operation. Delaying the replacement of these pumps could lead to a catastrophic failure, requiring emergency response action and costly extended bypass pumping. (These pumps pump approximately 1 million gallons per day-during dry weather- from the lower end of the facility to the upper end, which is located above grade and cannot be gravity fed.)

The facility plans on staying with the Archimedes style pumps, as they are more efficient, cost relative to, and require less overall maintenance than other types of pumps.

Update 12/1/2021: Pumps are experiencing mechanical and control failure, currently running in a bypass of the bypass mode to continue operations and cannot be operated as such for extended periods of time. Recent soft starter parts required are in minimal supply, recently having to order from Europe and ship with excessive shipping delays and costs.

Update: 3/14/2022: After discussions with Wright-Pierce Engineering firm, it is recommended to use carbon steel, as the wastewater seen at the facility tends to be grittier, and more prone to abrasion, where carbon steel can handle better than stainless.

Update 11/01/2022: After reviewing the complexity of the project needs, and speaking with engineering, it is in the best interest of the project to use a general contractor to complete the full scope of the work. Although the cost of the project has changed, the facility hopes to utilize the USDA RD grant/loan program to make best use of the \$800,000 already appropriated by the Selectboard for the project. (See comments below.)

Relative Priority

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

Critical Importance



Highly Important

O

Moderately Important

O

If submitting more than one request, where does this stand as a priority relative to the others you are submitting?

First



Second

O

Third

O

Fourth or Lower

O

Comments:

The goal is to apply for USDA RD Grant/Loan program, where depending on the percentage of grant awarded for the project (35-70%), already allocated ARPA funds of \$800,000 would be used to help offset the loan portion. The program requires the full funding of the project be approved by Town Meeting before proceeding, and the percentage will not be known until further into the process.

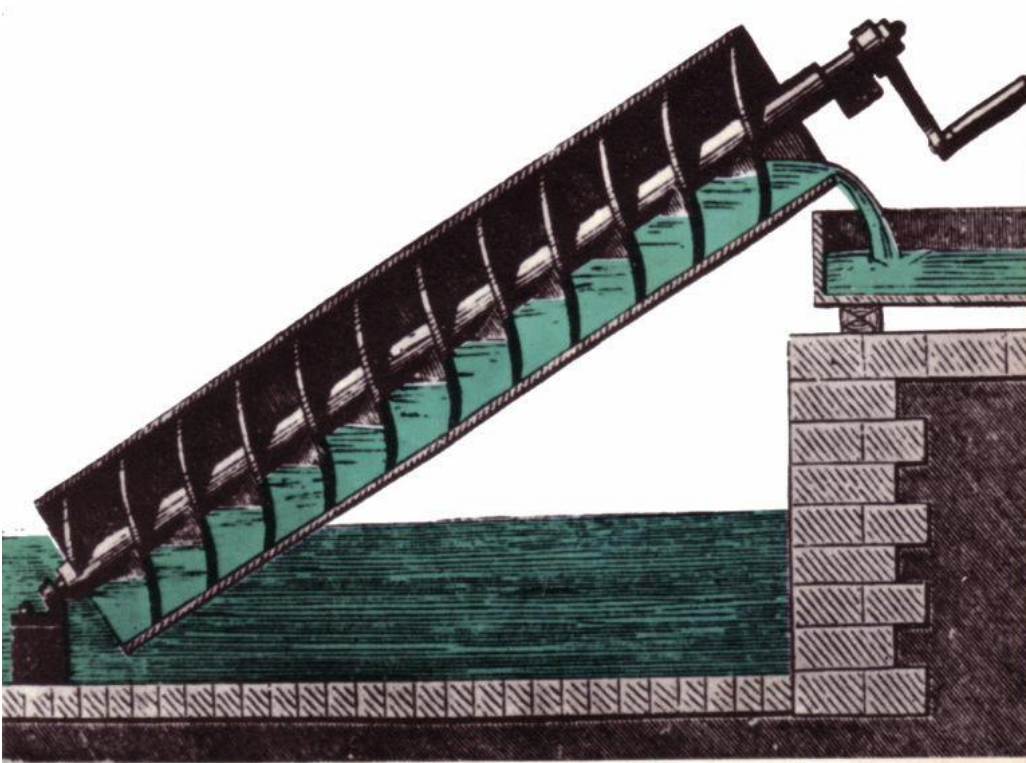
Final recommendation of Capital Improvements Committee:

☐ Support

☐ Not Support

Comments on Recommendation:

Photos/Diagrams



Date: **12/22/2022**

Project No.: **21231/A/WWCT**

To: **Chelsey Little, Town of Montague CWF Superintendent**
Steve Ellis, Montague Town Administrator

Subject: **30% Preliminary Design, Scope of Project, and Opinion of Probable Construction Cost**

Introduction

This memorandum documents the proposed scope of work and presents a 30% preliminary design Opinion of Probable Construction Cost (OPCC) for the Town of Montague Clean Water Facility (CWF) Screw Pump Station Upgrade Project. The OPCC was requested by the Town by the end of 2022 to prepare for the scheduled Special Town Meeting (STM) to be held in early March 2023. At the STM, the CWF will be asking for authorization to appropriate funding for the Project (assuming a full loan allocation) which is a requirement before submitting a USDA Rural Development Water and Environmental Grant and Loan application to the Water and Waste Disposal Program. The application with the required Preliminary Engineering Report (PER) to USDA RD will be submitted after the March 2023 STM allowing the USDA RD to review and award a grant / loan if selected for funding. The USDA RD is not able to provide a proposed grant percentage for the Project if it was selected for funding until after an application is reviewed.

Project Scope

The CWF Screw Pump Station Upgrade Project scope was developed based on several site visits and follow up discussions in October and November 2022 with CWF staff and was used to develop the 30% preliminary design OPCC.

General

- Demolish two existing screw pumps including associated motors, lubrication systems, instrumentation (floats), electrical enclosures (control panels with motor starters), and any remaining HVAC equipment installed in the Pump Building.

Process / Mechanical

- Installation of two new enclosed, carbon steel screw pumps. Each new pump will be constant speed and equipped with 40 HP motors. Each new pump will have a capacity of approximately 3,500 gpm to match the existing pump capacity.
- Each screw pump will be equipped with a non-automated and powered lubrication system using a gravity fed drip lubrication system similar to the existing pumps.
- During the Contractor's bypassing of the pump station, the Town of Montague CWF staff will separately schedule a CCTV Inspection of the 24" pipe downstream of the pump station to the Aeration Tanks to assess the condition of the pipe. CWF staff expect heavy grit present in the 24" pipe. The CCTV will not be part of the Contractor's scope. If it was determined that the 24" pipe needed immediate rehabilitation, the Town could separately perform an emergency project under the bypass set-up.

HVAC

- Provide one new intake louver in the Pump Building Motor Room wall (where there is already an opening) ducted to a centrifugal inline supply fan sized for 3 air changes per hour.
- Provide one new relief louver with gravity backdraft damper.
- Replace existing electric unit heater with new corrosion resistant, NEMA 4X rated, electric unit heater with associated wall mounted thermostat.

Structural

- Epoxy coat the existing concrete in the pump discharge area beneath the floor of the Pump Building Motor Room.
- The existing hooks and swinging beam to aide in motor removal for O&M will be left in place. No rehabilitation and no demolition.
- The existing 48" x 48" hatch will be removed and replaced with a gasketed, bolted stainless steel plating.
- New screw pumps' shaft and wall seals and drive and bearing bases will be properly enclosed and sealed, using appropriate methods and materials, considering manufacturers recommendations and the rating of the pump station building. (The OPCC includes costs based on an unclassified Pump Building.)
- Existing Wet Well at bottom of the screw pump station is shallow and may have grit settled. The Town of Montague CWF staff will be responsible for the cleaning, removal, and disposal of grit at the bottom of the lower wet well.
- Repair all cracks in the masonry veneer with mortar of a flexible urethane sealant to prevent moisture penetrating the wall cavity. Remove and replace all loose and bulging masonry veneer below the window on the south side of the building.
- Remove each aluminum hood above each screw pump and inspect the anchors for corrosion. Replace all deteriorated anchors in kind or with post installed anchors and epoxy adhesive. Remove all loose and deteriorated concrete. Power wash all concrete to remove the visible rust stains. Repair concrete.
- Repair all cracks in the exterior concrete walls with a urethane crack sealant to prevent moisture penetrating the wall.
- Repair the crack in the exterior slab below the screw pumps with mortar or a flexible urethane sealant to prevent moisture penetrating the slab and deteriorating the subbase.
- Remove and replace the section of sidewalk at the top of the stair so that there is no tripping hazard (Town of Montague CWF staff).
- 100 LF Concrete Crack Repair, 450 SF H₂S Resistant Concrete Coating, and 450 SF Concrete Cementitious Overlay has been included in the OPCC.
- \$11,000 has also been carried in the OPCC for Unit Price Items (Additional Concrete Crack Repair and Additional Concrete Cementitious Overlay).

Electrical

- The Town of Montague CWF staff will demolish exterior electrical equipment open air canopy and exterior electrical enclosures including the existing "Lift Pump Bypass Starter". The Contractor's scope will be to disconnect the exterior electrical equipment. CWF staff will also demolish electrical enclosures inside the Pump Building Motor Room.
- Remove and replace all interior and exterior (one flood light near the door) lighting with energy efficient fixtures. A new power distribution panel will be installed to accommodate the lighting upgrade.
- The existing, single Control Panel for the screw pumps has both motor starters included. If one pump is inoperable both screw pumps, are not able to be used. This Control Panel will be demolished, and two new

NEMA 3 electrical enclosures, one per screw pump, with motor starters will be provided. Each motor starter will have a Hand-Off-Auto selector switch. All new electrical enclosures will be installed inside the existing pump station building on the walls and will be properly rated for the existing pump station building “motor room”.

- No local control stations with E-Stops are required for the screw pumps. An E-Stop will be provided on each electrical enclosure. New local disconnects will be provided adjacent to the screw pumps mounted on the walls and will be properly rated for the existing pump station building “motor room”.
- **Assumptions:**
 - Existing wiring is available from the existing SCADA panel in the Administration Building for alarms.
 - MCC-A Feeder wiring for screw pumps is adequate for re-use and reconnection to the new motor starters.

Instrumentation and Controls

- CWF Staff currently have floats in the wet well and no other level sensors. Float switches will be replaced. One float switch is used for a high-level alarm, and another float switch is used when a high-high level is reached that requires the 2nd (lag) screw pump to be turned on. CWF staff indicated that when the 2nd pump (Lag) is turned on, there needs to be better automatic control to turn off the second pump. This may be justification to install a level element and will be further discussed during future design phases.
- Five level floats have been carried for the 30% design (Low Level, Off, Lead On, Lag On, High Level)
- A NEMA 4X 304 SS Screw Pump Control Panel (Division 13 supplied) will be installed in the Motor Room of the Screw Pump Station. It will provide status to SCADA and include a Lead/Lag/Auto Alternate Selector Switch with alternator relay. A new alarm beacon is included. The new Division 13 supplied Control Panel will interface with SCADA and will have hardwire ladder logic control (no PLC).

Architectural

- The need for a hazardous materials survey would be determined during final design phase. An abatement allowance could be included in the project if a survey was required and if hazardous materials were found.
- Replace existing pump station building windows (multiple) either in-kind or infill (W-P will determine what is more cost effective). The existing door will be left as-is.
- Rehabilitate small area of the existing building brick exterior (approximately 20 SF) underneath one of the windows.
- No roof repairs will be made to the existing pump station building.
- Remove the existing windows, prep the openings as required and replace with aluminum storefront framed window assemblies with insulated glazing and insulated infill panels. Approximately 190 square feet total.
- Directly below the window on the south wall, remove approximately 10 square feet of brick veneer and replace.
- Clean / Power wash and repaint all interior walls (Town of Montague CWF Staff).

Opinions of Probable Cost

The 30% design opinion of probable construction cost for the proposed pump station is \$2M, with a potential range between approximately of \$1.6M to \$2.6M. The total project cost, with key items noted below is approximately \$2.5M with a potential range between \$2.0M and \$3.2M.

The 30% final design opinion of probable construction cost (OPCC) is based upon 2022 construction costs. Actual project costs may vary. The OPCC is based only on the work items listed in the tables attached to this

memorandum. Where appropriate, information derived from recent construction cost data was incorporated. Allowances were made for general contractor overhead and profit and contingency.

Two revised budgetary proposals from Lakeside and Evoqua for two screw pumps were requested in December 2022 by Wright-Pierce and are attached to this memorandum. Wright-Pierce carried Evoqua's budgetary cost for the two new screw pumps in the OPCC because they have supplied the original screw pumps (late 1970s) and the replacement screw pumps (early 2000s).

These estimates have been developed for planning purposes and are Association for the Advancement of Cost Engineering (AACE) Class 3 estimates, reflecting a maturity level of the project definition of deliverables in the range of 10% to 40%.

The OPCC was developed using the following criteria:

- The construction subtotal is based on December 2022 construction costs (ENR Construction Cost Index 13175).
- General contractor overhead and profit and General conditions are calculated as 10% and 8% of the raw construction costs respectively.
- 2% for legal and administrative costs
- 1% allowance for materials testing
- A design contingency multiplier of 1.17 is used to account for the 30% final design level of the cost estimate.
- A construction contingency multiplier of 1.05 is used to account for potential change orders during construction
- Construction administration services are estimated at \$162,000 (8% of the Construction Cost)
- Technical design and bidding services are estimated at \$81,000 (4% of the Construction Cost)
- 9.6% inflation contingency to the anticipated mid-point of construction (based on the mid-point of construction occurring in June 2024 and based on an annual rate of escalation of 6%)
- 1% Financing
- Given the current market fluctuations due to the ongoing Covid-19 pandemic, supply chain issues and many other unknowns, budgetary proposals received are subject to change. It is recommended to solicit updated pricing as the project advances to final design.

Attachments

**OPCC Project Summary and Construction Summary
Evoqua and Lakeside Screw Pumps Budgetary Proposals**

**THE TOWN OF MONTAGUE CLEAN WATER FACILITY
SCREW PUMP STATION UPGRADE
W-P PROJECT NO. T16333
AACE CLASS 3 ESTIMATE
ENR INDEX 13175, 12/2022
PROJECT COST SUMMARY - PRELIMINARY DESIGN PHASE**

PROJECT COMPONENT		COST	COMMENTS
CONSTRUCTION		\$2,030,000	Refer to Construction Summary
CONSTRUCTION CONTINGENCY	5.0%	\$100,000	Allowance
TECHNICAL SERVICES			\$243,000
Design and Bidding Services	4.0%	\$81,000	
Construction Administration and Inspection Services	8.0%	\$162,000	
MATERIALS TESTING	1.00%	\$20,000	Allowance
HAZARDOUS MATERIALS ABATEMENT ALLOWANCE		\$0	
DIRECT EQUIPMENT PURCHASE		\$0	
LAND ACQUISITION/ EASEMENTS		\$0	
LEGAL/ ADMINISTRATIVE	2.0%	\$41,000	Allowance
	SUBTOTAL	\$2,434,000	
FINANCING	1.0%	\$24,000	Estimated interim interest
ENGINEER'S ESTIMATE OF PROJECT COST		\$2,458,000	

Notes:

1) Cost estimate is based on ENR INDEX .

THE TOWN OF MONTAGUE CLEAN WATER FACILITY
SCREW PUMP STATION UPGRADE
W-P PROJECT NO. T16333
AACE CLASS 3 ESTIMATE
ENR INDEX 13175, 12/2022
CONSTRUCTION COST SUMMARY

DESCRIPTION	ESTIMATED COST
CIVIL	
NONE	\$0
ARCHITECTURAL	
WINDOW REPLACEMENT AND EXTERIOR BRICK REPAIR	\$40,000
STRUCTURAL	
MISCELLANEOUS SCOPE	\$50,000
PROCESS	
DEMOLITION	\$26,000
SCREW PUMPS	\$1,037,000
HVAC/ PLUMBING	
MISCELLANEOUS SCOPE	\$28,000
INSTRUMENTATION	
INSTRUMENTATION, CONTROLS, PROGRAMMING	\$20,000
ELECTRICAL	
POWER & LIGHTING - GENERAL	\$47,000
SPECIALS	
MOBILIZATION / DEMOBILIZATION	\$79,000
PROCESS BY-PASS PUMPING	\$75,000
GENERAL CONTRACTOR, SUBTOTAL	\$1,141,000
GENERAL CONTRACTOR OH&P	10.0% \$114,000
SUBCONTRACTORS, SUBTOTAL	\$182,000
GENERAL CONTRACTOR MARKUP	7.5% \$14,000
UNIT PRICE ITEMS	1.0% \$11,000
GENERAL CONDITIONS	8.0% \$117,000
SUBTOTAL, CONSTRUCTION COSTS	\$1,579,000
PROJECT MULTIPLIER, DESIGN CONTINGENCY	17%
PROJECT MULTIPLIER, INFLATION TO MIDPT CONST.	9.6%
ENGINEERS ESTIMATE OF CONSTRUCTION COST	\$2,025,000



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**Budget Year
FY 23**

Mark "X" as applicable: ____ Fall STM or ☒ Winter STM

Department:	CWF	Submitted by:	Chelsey Little
Item/Project Cost:	\$68,000	Date Prepared:	11/01/2022
Item/Project Title:	Replacement of Utility Truck w/ EV Transit Van		

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$68,000**, or any other amount, for the purpose of **replacing the 2008 facility utility truck with a transit van, favoring EV or hybrid if available**, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

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

EV Transit Van: \$65,000

Charging station: \$3,000

Enter response

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

yes

- If yes, please attach estimate

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

no

Is there a lease option for this expense? (yes/no)

yes

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

yes

If replacement, estimate surplus value:

~\$2000

Will it create other ongoing costs or savings? (yes/no)

savings in fuel consumption

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

This is to replace the 2008 utility truck with a more environmentally friendly option for conducting pump station rounds, where staff can house critical equipment and spare parts to maintain the 8 stations and 4 grinder pumps.

Relative Priority

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

Critical Importance

☐

Highly Important



Moderately Important

☐

If submitting more than one request, where does this stand as a priority relative to the others you are submitting?

First



Second

☐

Third

☐

Fourth or Lower

☐

Comments:

Requesting use of retained earnings

Final recommendation of Capital Improvements Committee:

☐ Support

☐ Not Support

Comments on Recommendation:

Photos/Diagrams

Old 2008 Utility Truck



New EV Transit Van





Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 24

This form is intended for use with capital article submissions \geq \$25,000 with a lifespan of 5+ years. For major building projects, please consult the Town Administrator.

Please complete this form in its entirety! Initial Submission due November 1

Department: MONTAGUE DPW Submitted by: Tom Bergeron

Item/Project Cost: \$100,000 Date Prepared: Oct 13, 2024

Item/Project Title: One Ton Dump Truck w/ plow and sander

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$100,000** or any other amount, for the purpose of <Purchasing a One Ton Dump Truck w/plow and sander, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

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

This purchase will replace a 2008 F350 One Ton with a plow and sander

This article is being submitted due to the high cost of vehicles like this per the suggestion of both Finance and Capital Improvements Committee

Enter response

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

Online and plow and sander from
vender

- If yes, please attach estimate

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

No

Is there a lease option for this expense? (yes/no)

No

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

Yes

If replacement, estimate surplus value:

2008 Ford One Ton w/ plow and sander

Will it create other ongoing costs or savings? (yes/no)

savings

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

Make your argument for why this project is necessary and timely

This has reached its usefulness and needs many repairs.

Relative Priority

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

Critical Importance

XX

Highly Important

O

Moderately Important

O

If submitting more than one request, where does this stand as a priority relative to the others you are submitting?

First

O

Second

O

Third

O

Fourth or Lower

O

Comments:

Final recommendation of Capital Improvements Committee:

O Support

O Not Support

Comments on Recommendation:



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 24

This form is intended for use with capital article submissions \geq \$25,000 with a lifespan of 5+ years. For major building projects, please consult the Town Administrator.

Please complete this form in its entirety! Initial Submission due November 1

Department: MONTAGUE DPW Submitted by: Tom Bergeron

Item/Project Cost: \$80,000 Date Prepared: October 17, 2022

Item/Project Title: New Pick-up w/plow and sander

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$80,000** or any other amount, for the purpose of purchasing a new pick-up w/plow and sander, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

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

This purchase will replace a 2010 Ford F350

This article is being submitted due to high cost of vehicles, also by suggestion of the finance Committee and Capital Improvements Committee

Enter response

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

Truck estimate online plow and sander from vendor

- If yes, please attach estimate

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

No

Is there a lease option for this expense? (yes/no)

No

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

yes

If replacement, estimate surplus value:

\$500-1,000

Will it create other ongoing costs or savings? (yes/no)

savings

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

Make your argument for why this project is necessary and timely

This Truck is in need of repairs and body work.

Relative Priority

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

Critical Importance

XX

Highly Important

O

Moderately Important

O

If submitting more than one request, where does this stand as a priority relative to the others you are submitting?

First

O

Second

O

Third

O

Fourth or Lower

O

Comments:

Final recommendation of Capital Improvements Committee:

O Support

O Not Support

Comments on Recommendation:



Montague Fall or Winter Special Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

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Please complete this form in its entirety! Initial Submission due November 1

**Budget Year
FY 23**

Mark "X" as applicable: ____ Fall STM or X Winter STM

Department:	Selectboard on behalf of Buildings/Assessors/Health	Submitted by:	Steven Ellis
Item/Project Cost:	\$50,000	Date Prepared:	December 7, 2022
Item/Project Title:	Inspectional Services Vehicle		

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$50,000** or any other amount, for the purpose of purchasing, equipping, and operating an inspectional services vehicle, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

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

The Town of Montague's buildings, health, and assessors' office staff make extensive use of their personal vehicles for ongoing on-site inspections. Although they receive mileage-based reimbursement, the Town's insurance does not protect them against accidents or vandalism. Arrival to inspectional sites in a clearly marked town vehicle would better demonstrate Town affiliation. Additionally, the work of these departments is not always popular and this would lessen the chance that a disaffected person might target their vehicle. The vehicle would be devoted to these departments, which would schedule collaboratively and establish an approach to prioritization where schedule conflicts may arise.

This vehicle is intended to be a hybrid or electric AWD/4WD vehicle, as winter inspections in remote locations and visits to in-process construction sites will predictably render a simple economy vehicle less than adequate on some occasions. This vehicle must Green Communities program standards. We cannot, for example, re-purpose an old police cruiser for this purpose. This article would be expected to cover installation cost for a Level 2 charger, if it was necessary for the purchased vehicle. This car would not be taken home by staff.

Enter response

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

Internet Research

- *If yes, please attach estimate*

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

Yes

\$5,000 Green Communities Incentive

Possible Federal Credit

Is there a lease option for this expense? (yes/no)

Yes

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

No

If replacement, estimate surplus value:

Will it create other ongoing costs or savings? (yes/no)

Yes, reduced mileage
reimbursements. \$6,800 in FY22

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

Town staff responsible for inspections have long held concerns regarding the vulnerability and wear & tear to their vehicles when used for daily inspections throughout Town. This was brought forward in FY22 and there were concerns that it would require a clearer understanding of other departments' needs before proceeding with the request. No other department leaders expressed interest/need for this support and the affected offices look forward to working together on implementation.

Relative Priority

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

Critical Importance

O

Highly Important

X

Moderately Important

O

If submitting more than one request, where does this stand as a priority relative to the others you are submitting?

First

X

Second

O

Third

O

Fourth or Lower

O

Comments:

This is the only capital request submitted by these departments. They appreciate your consideration.

Final recommendation of Capital Improvements Committee:

☐ Support

☐ Not Support

Comments on Recommendation:



Montague Fall or Winter Special Town Meeting

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FY 23

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Mark "X" as applicable: ____ Fall STM or __X__ Winter STM

Department:	<u>Selectboard</u>	Submitted by:	<u>Steve Ellis</u>
Item/Project Cost:	<u>225,789</u>	Date Prepared:	<u>October 26, 2022 REV 1/9/23</u>
Item/Project Title:	<u>Colle Building Roof Replacement Project</u>		

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$225,789**, or any other amount, for the purpose of replacing and insulating the Colle Building roof and any related improvements, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

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

The Town commissioned a grant-supported assessment of the Colle Building roof in January 2022. The study observed that the EPDM, installed circa 2002, was near the end of its useful life, but still functioning. It advised replacement of the roof and the addition of code-compliant insulation. This is a Town-owned property that is under lease to the Center for Responsive Schools. Lease revenues exceed expenses and the balance of revenue collected (\$421,600 as of 10/1/22) would be used to fund this project.

The expected cost of the project was previously estimated to be \$22 to \$25 per square foot, \$114,400 - \$130,000, but an Opinion of probable cost by the town's consulting architect in January estimated the project cost at \$225,789.

Note that the Town intends to bid this work alongside replacement of the smaller front roof of the Shea Theater, as it will create cost efficiencies. That project will use a previous appropriation of \$60,000.

Enter response

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

Yes

- If yes, please attach estimate- Opinion of Probable Cost by a registered engineer

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

No

Is there a lease option for this expense? (yes/no)

No

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

No

If replacement, estimate surplus value:

Will it create other ongoing costs or savings? (yes/no)

future maintenance and repair cost
will be avoided

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

The roof is near the end of its useful life and should be replaced now, before it becomes a maintenance issue and presents risk to the building. It has experienced leaks in the past two years and further failures are increasingly likely. The building is a fully finished professional office space that serve 60+ people, making interior and exterior repairs both expensive and disruptive to the tenant.

The Town could opt for a recovering of the roof at lower cost but would not then be able to bring the building into code compliance, as insulation would not be improved. It is believed that full replacement is the better long-term investment for a building of this quality.

Relative Priority

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

Critical Importance

O

Highly Important

X

Moderately Important

O

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

First

X

Second

O

Third

O

Fourth or Lower

O

Comments on relative priority:

Final recommendation of Capital Improvements Committee:

O Support

O Not Support

Comments on Recommendation:



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 24

This form is intended for use with capital article submissions \geq \$25,000 with a lifespan of 5+ years. For major building projects, please consult the Town Administrator.

Please complete this form in its entirety! Initial Submission due November 1

Department:	<u>Libraries</u>	Submitted by:	<u>Caitlin Kelley</u>
Item/Project Cost:	<u>\$35,250</u>	Date Prepared:	<u>10/27/2022 Rev 1/19/23</u>
Item/Project Title:	<u>Feasibility Study for Main Library in Turners Falls</u>		

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$32,500** or any other amount, for the purpose of conducting a feasibility study of the Carnegie Library in Turners Falls, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

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

TO BE UPDATED

The Trustees of the Montague Public Library seek to hire a consultant to perform a feasibility study for Montague's main library. This study would investigate the current and future space needs of Montague's main library branch in downtown Turners Falls. The study would review the existing conditions of the Carnegie Library as well as what options, if any, exist for adding an addition to this building. It would also identify potential sites for a new library building and investigate the costs, pros, and cons associated with each option.

Specifically, the scope of work would include:

- Review existing operations and needs with Library Director, Caitlin Kelley, and Trustee Chair, Tricia Perham
- Review the condition of existing architectural features & finishes
- Review existing masonry and structural systems
- Review existing roof, windows and doors
- Review existing mechanical, electrical & plumbing systems
- Provide updated estimates of cost of repair/renovation needs
- Develop a code analysis of the existing building including current deficits and requirements that may be triggered if the Library were to expand
- Assess existing Library's space use and space needs
- Present site study of expansion option at current site
- Present preliminary conceptual site studies of three different sites
- Develop recommendation for next steps

More on next page:

Thanks to groundwork laid by previous studies, there exists a wealth of information about the current conditions of the Carnegie Library and of the three sites mentioned above. The consultant will review those documents as well as previous plans for expanding the Carnegie Library and conduct new assessments as needed.

Architectural firm, Jones Whitsett, conducted a very similar study for the Emily Williston Memorial Library in Easthampton, MA. They charge \$25,400 for that project two years ago and noted last month that a similar study for Montague would cost about the same.

Enter response

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

Yes

- If yes, please attach estimate

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

Yes

Is there a lease option for this expense? (yes/no)

No

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

No

If replacement, estimate surplus value:

Will it create other ongoing costs or savings? (yes/no)

Yes.

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

As one resident put it in a recent survey, "In the 22 years that I've been in TF, the libraries haven't changed a bit. A new, modernized building accessible to the entire community with actual space for community functions and events...is really needed. Turners has grown immensely, but the library hasn't been allowed to keep up with it."

The Carnegie Library is inaccessible, those who use a wheelchair cannot access the bathroom, the second floor, or the fiction collection. The library is too small to have a teen area. There is no space for quiet study. There is no privacy when using a computer. There is no space for families to connect with one another and play. Although the institution is much beloved, library staff are unable to offer the programming, materials, and services that the community deserves within the confines of our current space.

Relative Priority

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

Critical Importance

X

Highly Important

O

Moderately Important

O

If submitting more than one request, where does this stand as a priority relative to the others you are submitting?

First

O

Second

O

Third

O

Fourth or Lower

O

Comments:

Regarding Article 27, \$35,250.00 allocated for the study of Montague's three library buildings in 2017:

The Library Trustees and Library Director recognize that moves to expand the Carnegie Library or to build a new main library in Turners Falls will quickly prompt questions about the status of the Montague Libraries two branches. As such, we think it prudent to maintain this allocation for a future study of those sites, so that we may do our due diligence when the time comes.

Final recommendation of Capital Improvements Committee:

O Support

O Not Support

Comments on Recommendation:



MONTAGUE PUBLIC LIBRARIES

**201 Avenue A
Turners Falls, MA 01376
413 863-3214**

LETTER OF SUPPORT FOR A BUILDING ASSESSMENT AND FEASIBILITY STUDY FOR MONTAGUE'S MAIN LIBRARY BRANCH

Recognizing the need for an improved facility to meet the needs of a vibrant community, the Trustees of the Montague Public Libraries support a building feasibility study for our main branch in downtown Turners Falls. This study would investigate the programmatic needs of the community and the operational needs of a 21st century library, identify options for renovating the Carnegie Library and potential sites for a new building, and outline the costs associated with each option.

The limitations of the Carnegie Library are well known: the second floor and basement levels are inaccessible, as are the bathroom and the bookshelves that contain the fiction collection. Generally, the building is too small to support the programming, services, and collections that this community deserves. Indeed, library stakeholders first requested an expansion of the current building in 1915.

During our recent strategic planning process, an overwhelming majority of respondents identified "Provide safe, adequate, accessible, inviting library facilities that meet the needs of the community" as the libraries' top priority over the next five years. This building feasibility study is a first step toward realizing that goal. The Trustees support allocating ARPA funds to fund the study.

Approved by the Trustees of the Montague Public Libraries on 10/24/2022

Updated request language for special article

Caitlin Kelley - Montague Library Director <librarydirector@montague-ma.gov>

Thu 1/19/2023 4:08 PM

To: StevenE - Montague Town Administrator <StevenE@montague-ma.gov>; Assistant Town Administrator <Assistant.TownAdmin@montague-ma.gov>; CarolynO-Montague Town Accountant <CarolynO@montague-ma.gov>

Good afternoon Carolyn, Walter, and Steve,

Here is the updated language that the libraries' building committee approved for the libraries' special town meeting request:

The Montague Public Libraries wish to re-allocate \$35,250, previously appropriated for Article 27, for the purposes of supporting consulting and design costs associated with applying for and/or participating in the Massachusetts Board of Library Commissioners' Massachusetts Public Library Construction Program.

Thanks!

Caitlin

Caitlin Kelley
Library Director
Montague Public Libraries
librarydirector@montague-ma.gov
413 863-3214