

Agenda & Notes
Project Kickoff Meeting – Town of Montague
Hill Neighborhood Green Infrastructure Master Planning FY26—MVP Action Grant
Project Number 20241314.A10
October 7, 2025

1. Attendees

- **Montague: Chris Nolan – Zeller – Assistant Town Administrator**
- **Montague: Sam Urkiel – DPW Superintendent**
- **F&O Julie Busa, Andrew Bohne**
- **EEA – Andrew Smith**

2. Andrew Smith reviewed:

- Project Scope and Tasks
- Meeting with F&O, Town of Montague, and EEA will be held once a month virtually on the first Tuesday at 9am.
- Task Budgets – All tasks to be completed by June 30, 2026 – If it appears that any task will not be completed and needs an extension, that request will need to be formally requested prior to May 1st, 2026.
- Reviewed invoicing procedures and forms to be completed for each invoice, Andrew highlighted that a task cannot be billed until the task is complete and deliverables have been uploaded.
- Andrew Smith would like to be invited to all public events and engagement activities.
- Andrew Smith will confirm that Hydrologic Modeling does not need to be in a specific format, because this project is not modeling any open channels, and is looking at subsurface infrastructure.

3. Project Overview/Goals

- \$458,750 Grant Funds
- Hill Neighborhood Green Infrastructure Master Plan, Geotechnical boring, utility infrastructure mapping, assessment and concept design of slope failure/erosion issues
- Demonstration rain garden - design and installation with the schools
- Increase opportunities to promote infiltration and reduce runoff from the Hill Neighborhood contributing to the eroding slopes at the edges of the neighborhood.

4. Project Scope and Timeline

- Hard completion deadline June 30, 2026

Task	Target Completion Date
Task 1 Project Kickoff, Management, and Reporting	
Sub-Task 1.1 Project Kickoff	October 7, 2025
Sub-Task 1.2 Monthly Progress Reports FY26	June 30, 2026
Sub-Task 1.3 Project Case Study	June 30, 2026
Sub-Task 1.4 Project Management	June 30, 2026
Task 2: Community Engagement in FY26	
Sub-Task 2.1 Demonstration Rain Garden - Sheffield Elementary	June 15, 2026

Task	Target Completion Date
Task 1 Project Kickoff, Management, and Reporting	
Sub-Task 2.2 Mailed Invitations to Neighborhood Residents	March 1, 2026
Sub-Task 2.3 Targeted Community Focus Groups	March 15, 2026
Sub-Task 2.4 Community Design Workshop	April 30, 2026
Sub-Task 2.5 DPW Field Trip to Cherry Street Project, Easthampton	June 30, 2026
Task 3: Drainage System Mapping	December 31, 2025
Task 4: Hydrologic Modeling	February 28, 2026
Task 5: Neighborhood Green Infrastructure Assessment	December 31, 2025
Task 6: Geotechnical Borings	February 15, 2026
Task 7: Green Infrastructure Master Plan and Conceptual Design Graphics	June 30, 2026
Task 8: Site Specific Investigations (4 priority slope erosion areas)	May 30, 2026

5. **Discussion Topics and One Month Look Ahead presented by Andrew Bohne**

- Drainage System Mapping (formatting), Existing Conditions Assessment
- Green Infrastructure Assessment – Opportunities
- Hydrologic Modeling
- Geotechnical Borings – Coordination and Layout
- Community Engagement - Focus Groups & Workshop
- GI Master Plan
- Site Specific Investigations

6. **Next meeting will be November 4th at 9am virtually.**