

MONTAGUE SELECTBOARD MEETING

VIA ZOOM

Monday, December 12, 2022

AGENDA

Join Zoom Meeting <https://us02web.zoom.us/j/87035915034>

Meeting ID: 870 3591 5034 Dial into meeting: +1 646 558 8656

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

Meeting Being Taped

Votes May Be Taken

- 1. 6:00 PM** Selectboard Chair opens the meeting, including announcing that the meeting is being recorded and roll call taken
- 2. 6:00** Approve Selectboard Minutes from November 21, 28 and December 5, 2022 if available
- 3. 6:01** Chelsey Little, Clean Water Superintendent
 - Discharge Permit monthly results
 - Discuss EPA's New England Regional Industrial Pretreatment Conference held on October 26
 - Update on Sludge Cake Hauling Contract IFB
 - Authorize and approve additional task order with Wright-Pierce for Industrial Blvd Pump Station upgrade project \$20,000
 - Chelsey Little selected as recipient of the 2022 WEF: William D. Hatfield Award through New England Water Environment Association
- 4. 6:30** Suzanne LoManto, Assistant Planner
 - Use of Montague Center Town common, annual May Day event, May 7, 2023 9am-1pm
- 5. 6:32** Ann Fisk
 - Use of Public Property (proposed route of travel on permit) Santa Parade 12/17/22 2pm-3:30pm
- 6. 6:35** Pole Location Hearing
 - Request to add on full owned Eversource pole on Fosters Rd. in Montague to provide 32B Fosters Rd. with Power
- 7. 6:40** Personnel Board
 - Cellphone Stipend for Christopher Smerz, \$5.77 per week effective 12/5/22
 - Update on Health Director Hiring
 - Update on applications for IT Coordinator Position
- 8. 6:50** Wendy Bogusz, Executive Assistant
 - Establish 2023 License Fees
 - Update on Sealer Fees Schedule
- 9. 7:00** Budget Request for Farmers Market Coordinator Stipend
- 10. 7:10** Walter Ramsey, Assistant Town Administrator
 - Town Hall Annex Feasibility Study-Architect's Report
 - Award Town Hall Boiler Replacement Project to Jamrog HVAC Inc. for a lump sum fee of \$34,850
 - Topics not anticipated within the 48hr posting

Montague Selectboard Meeting

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11. 7:35 Town Administrator Report
- Contract for Colle/Shea Roof Design Services
 - Authorization to submit grant proposal to Mass Broadband Institute (MBI) for digital equity planning project
 - Update on adoption of Docu-Sign E-Signature Program
 - Topics not anticipated within the 48hr posting
12. 7:45 Executive session in accordance with G.L. c.30A, §21(a)(6) to consider the possible purchase, exchange, taking, lease or value of real property-First Light Power, votes may be taken
13. 8:00 Executive session to discuss with respect to potential litigation where an open meeting may have detrimental effect on the bargaining or litigating position of the Town, pursuant to G.L. c.30A, §21(a)(3)

OTHER:

Next Meeting: Selectboard, Monday, December 19, 2022 at 6:30 PM via ZOOM

Montague Discharge Permit Results November 2022

Parameter	Permit Required Limitation	Result
Flow	1.83 MGD (Average Monthly)	0.616 MGD
BOD mg/L	30 mg/L (Average Monthly)	21.1 mg/L
BOD % Removal	>= 85.0% (Average Monthly)	93.6%
TSS mg/L	30 mg/L (Average Monthly)	13.2 mg/L
TSS % Removal	>= 85.0% (Average Monthly)	95.7%
pH Low	6.0 SU (Daily)	6.71 SU
pH High	8.3 SU (Daily)	8.1 SU

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

BOD=Biochemical Oxygen Demand

TSS= Total Suspended Solids

pH= potential hydrogen (acid/base scale)

SU= Standard Units

mg/L= milligram per liter



Wednesday October 26, 2022

- 7:30 – 8:30 am Registration and Check in (Full Breakfast provided)
- 8:30 – 8:35 Opening Remarks
- 8:35 – 8:45 NERPCA Update
- 8:45 – 9:15 EPA Update
Jay Pimpare (EPA)
- 9:15 – 9:35 What Do I Really Need to Know About PFAS?
Jay Pimpare (EPA)
- 9:35 – 10:45 How to Collect a PFAS Sample (Wastewater and Sludge)
Anthony Drouin (NH DES)
- 10:45 – 11:00 Vendor Break
- 11:00 – 11:30 VT PFAS Case Study
Nick Giannetti (VT DEC)
- 11:30 – 12:00 pm How Pretreatment Changes Impact Process Control
Chelsey Little (Montague)
- 12:00 – 1:00 Lunch (Provided on site)
- 1:00 - 1:20 EPA Criminal Investigation Case Study
Diane Chabot and Anne Sangiovanni (EPA)
- 1:20 – 1:50 Celebrating 50 years of the CWA and IPP's Critical Contributions
Fred McNeill (City of Manchester, NH)
- 1:50 – 2:20 How to Identify a Significant/Categorical User and Zero Dischargers
Kerry Britt (NBC) & Stephanie Rochefort (Somersworth, NH)
- 2:20 – 2:40 Vendor Break
- 2:40 – 3:00 Incorporating BMPs into Industrial User Permits
Theresa Tucker (York Sewer District)
- 3:00 -3:15 Pretreatment Jeopardy
- 3:15 Adjourn
- 4:00 – 6:00 Networking Reception – Hotel Lobby



700 Middlesex Plaza 169 Main Street Middletown, CT 06457
860.343.8297

**EXHIBIT A
ON-CALL ENGINEERING SERVICES AGREEMENT
ENGINEERING SERVICES REQUEST FORM**

Project Name: <u>Tech School Sewer Pump Station Upgrade</u>		Project No. <u>21095 / T16252</u>	
Client: <u>Town of Montague</u>		Prepared By: <u>Lisa M. Muscanell-DePaola, PE</u>	
		Date: <u>11/30/2022</u>	

Description of Assignment: Town of Montague Tech School Sewer Pump Station Upgrade - ADDITIONAL SERVICES		Est. Hours	Estimated Fee
Refer to proposal letter attached, dated 11/30/2022.			
Itemization of Tasks			
Refer to proposal letter attached, dated 11/30/2022			\$20,000
TOTAL			
TOTAL ESTIMATED FEE:			\$20,000

I agree that the services described above shall be paid for at the actual invoiced amount in accordance with the payment provisions of the On-Call Engineering Services Agreement between Town of Montague (CLIENT) and WRIGHT-PIERCE dated August 2022. Such payment may be different than the "Estimated Fee" indicated.

SEEN AND AGREED TO BY:

(CLIENT)		DATE:	
(ENGINEER)		DATE:	11/30/2022

November 30, 2022
WP Project No. 21095/T16252

Ms. Chelsey Little, Superintendent
Clean Water Facility
34 Greenfield Road
Montague, MA 01351-9522

**SUBJECT: Town of Montague - Tech School Sewer Pump Station Upgrade
Proposal for Additional Engineering Services**

Dear Chelsey,

The Town of Montague desires to upgrade the Tech School Sewer Pump Station in the Montague Airport Industrial Park (the "project"). The Town of Montague plans to convert the Tech School Pump Station from a dry-pit station to a suction lift station utilizing their in-house Clean Water Facility and Department of Public Works staff. The Town of Montague plans to reuse the existing wet well for the new suction lift pump station. To assist in upgrading the pump station, the Town of Montague has requested that Wright-Pierce provide the following:

- Development of drawings and specifications for the rehabilitation of the existing concrete wet well and installation of a new concrete pad at grade to support the packaged suction lift pump station.
- Development of a technical specification defining the design criteria and materials of construction for a manufacturer's packaged suction lift pump station.
- Assist the Town of Montague during the procurement phase by responding to bidders' questions.
- Assist the Town of Montague during the construction phase including shop drawing reviews related to the pump station package or concrete rehabilitation work. Periodic site visits by Wright-Pierce during construction will also be conducted.

Wright-Pierce is not being requested to prepare construction drawings or a comprehensive specifications package. Select technical specifications will be provided as described in this proposal letter. All work associated with civil / site, architectural, process piping, mechanical, instrumentation, and electrical will be by others.

Wright-Pierce has developed this proposal to provide engineering services to the Town of Montague.

Proposed Scope of Work

Our proposed scope of work includes the following:

Task 1 – Final Design of Existing Wet Well Structural Slab on Grade

Wright-Pierce will design a structural slab on grade that will be constructed by the Town of Montague CWF staff after the wet well has been rehabilitated. The slab on grade was determined to be required by Wright-Pierce and by the basis of design pump manufacturer, Smith & Loveless, during the evaluation of converting the existing sewer pump station to a suction lift style station. A stamped drawing and stamped technical specifications will be provided to the Town for their use. The structural engineer of record and project manager will also attend one workshop with CWF staff if requested.

Task 2 – Development of Suction Lift Pump Station Procurement Specification

Wright-Pierce will develop a technical specification for the procurement of a packaged suction lift pump station by the Town of Montague. The technical specification will include the design criteria for the pump station as well as requirements for the housing, instrumentation and electrical equipment, and other ancillary equipment to be provided by the manufacturer. It will include a description of how the pump station will be controlled. An 11x17 figure showing the existing pump station wet well and the proposed new slab will also be included. The pump station design criteria will be based on the *Tech School Pump Station Upgrade Basis of Design Memorandum*, accepted by the Town of Montague, that will be submitted to the Town in December 2022.

Task 3 – Wet Well Rehabilitation Bid Package

For the wet well rehabilitation package, Wright-Pierce will prepare technical specifications for rehabilitation of the existing concrete wet well including crack injection, cementitious overlay, and application of a hydrogen sulfide protective coating. We will also provide a draft bid form and recommended measurement and payment descriptions that the Town of Montague may use in the overall procurement package. The specifications will state that following repair of spalling concrete and cracks, the entire wet well interior will be coated with a cementitious overlay followed by a hydrogen sulfide resistant coating.

The Town of Montague will provide all “front end” bidding documents such as the bid form, advertisement to bid, agreement, measurement and payment descriptions, etc. for the procurement of the packaged pump station equipment and to hire a contractor to do the concrete rehabilitation work. It is our understanding as well that the Town of Montague will conduct the bidding process including advertisement for bid, bid evaluation, bid opening, etc. Four hours have been budgeted to assist the Town with any RFIs and answering any questions posed by potential bidders.

Task 4 – Construction Administration and Commissioning Assistance

During the Construction Administration phase of the project, Wright-Pierce will:

1. Perform a confined space entry of the existing wet well (up to a 3-hour site visit) when the pump station is under bypass pumping and after the Town of Montague has washed down the concrete walls for inspection. (Town of Montague CWF qualified staff will perform attendant duties during the confined space entry. Wright-Pierce will provide all confined space entry equipment).

11/30/2022

Ms. Chelsey Little, Superintendent

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2. Determine, in coordination with the Town's concrete rehabilitation contractor, quantity and type of rehabilitation required to be performed.
3. Complete shop drawing reviews of any submittals from the concrete coatings and rehabilitation contractor and from the pump equipment package manufacturer.
4. Conduct up to five, four-hour site visits during the project duration. One of the site visits will be for commissioning of the suction lift pump station. Following each site visit, a field report with photos will be prepared for the project file and provided to the Town of Montague.
5. Wright-Pierce will **not** provide a third-party concrete coatings inspector. We recommend that the Town of Montague separately contract with a qualified company such as Corrosion Probe or KTA-TATOR, Inc. to perform these services.

Wright-Pierce will submit a draft technical specification for the suction lift pump station equipment package and a draft technical specification, with recommended bid form and measurement and payment descriptions, for the concrete contractor procurement for review by the Town of Montague within 60 days of receiving written authorization. The draft deliverables will be finalized within 10 days of receiving written comments from the Town of Montague.

Wright-Pierce will submit a stamped drawing and associated technical specifications for the installation of a concrete slab on grade to be placed on top of the existing wet well within 60 days of receiving written authorization.

Proposed Fee

Our proposed lump sum fee for performing these services, including all labor and expenses, is **\$20,000**. If this proposal is acceptable to the Town, please have the authorized Town staff sign the attached task order for work to be completed under the On-Call Agreement executed in August 2022. We appreciate the opportunity to work with the Town again.

Sincerely,

WRIGHT-PIERCE



Christopher N. Pierce, PE

Vice President

chris.pierce@wright-pierce.com



Lisa M. Muscanell-DePaola, PE

Lead Project Engineer/Project Manager

lisa.muscanell@wright-pierce.com



New England Water Environment Association, Inc.
10 Tower Office Park, Suite 601, Woburn, MA 01801-2155
Tel 781-939-0908 | Fax 781-939-0907 | www.newea.org | mail@newea.org

December 1, 2022

Chelsey Little
Town of Montague, MA

Dear Chelsey:

It is my privilege to notify you that you have been selected as recipient of the 2022 WEF:

William D. Hatfield Award

This award is given to operators of wastewater treatment plants who through their outstanding performance and professionalism deserve commendation. The award was established in honor of Dr. William D. Hatfield's years of service as a treatment plant operator.

You are cordially invited to the annual Awards Luncheon ceremony to accept your award. This ceremony will be held during the 2023 NEWEA Annual Conference at the Boston Marriott Copley Place Hotel, January 22-25, 2023. Your attendance affords you the public and professional recognition you deserve for outstanding achievement. The award will be presented to you at the Awards Luncheon Ceremony, which will be held on Wednesday, January 25 at 11:00 AM-1:00 PM. As our guest, you may pick up your complimentary luncheon ticket at the conference registration desk on the fourth floor. We ask that you arrive at 9:30 AM, at which time we will stage a mock ceremony for the purpose of taking official and personal photos.

In order to appropriately celebrate this important achievement, we need a photo for the official Awards Brochure (as seen here: <http://www.newea.org/wp-content/uploads/2020/06/2020-Awards-Brochure.pdf> and our online recognition campaign. The photo needs to be a high-resolution, color digital photo. This can be a "formal" portrait close-up or a work-related setting that relates to the reason for the Award. Casual, distant, or group setting photos **should not** be submitted. Please e-mail an electronic copy to Heather Howard at hhoward@newea.org, marked clearly for Awards Brochure as soon as possible, but no later than **December 7, 2022**. When sending your photo, please also **include a mobile number** for us to have on hand for the Annual Conference. (If you will not be attending, you do not need to send a number.)

Also, please note that we will be using the name listed at the top of this letter for engraving on any NEWEA-issued awards (not WEF issued) and for the Awards Brochure. So that there are no errors, please confirm that the spelling of your name is correct. If you

2022 Executive Committee

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Manchester, NH

President Elect

Robert K. Fischer
South Burlington, VT

Vice President

Scott C. Goodinson
Narragansett, RI

Treasurer

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Deputy Treasurer

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Boston, MA

Past President

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Wilmington, MA

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Andover, MA

Colin P. O'Brien
Andover, MA

Vonnie M. Reis
Melrose, MA



have any changes to the spelling of your name, as it will appear on the award, please let us know immediately.

To assist us in setting guarantees, you must complete the online registration form: <https://pheedloop.com/EVETRCCNVVKTX/site/register/> and use code **AWARDCOMP23 for the Awards Luncheon by Friday, January 6, 2023.**

Congratulations on being selected for this significant honor.

Sincerely,

Mary Barry
Executive Director

cc: Frederick McNeill, President
Marylee Santoro, Chair, Awards Committee



**Board of Selectmen
Town of Montague**

1 Avenue A (413) 863-3200 xt. 108
Turners Falls, MA 01376 FAX: (413) 863-3231

**Event Application for use of
PESKEOMPSKUT PARK and MONTAGUE CENTER TOWN COMMON**

Name of applicant Suzanne LoManto, on behalf of Montague residents (including event committee members Will Quale & Rebecca Weiss)

Name of business/group sponsoring proposed event if applicable: RiverCulture

If applicable, number of years your organization has been running this event in Montague? ~35 yrs

RiverCulture became an event sponsor in 2021

Address Will: 28 Center St / Rebecca: 38 Main St

Contact phone Will: 413-362-9264 / Rebecca: 301-728-1978

Contact email will.quale@gmail.com / rebeccaroseweiss@gmail.com

FID _____

Dates of proposed event Sunday 7 May 2023

Location: Town Common

Hours 9am to 1pm

Set Up: that morning

Clean Up: that afternoon

Approximate number of people expected to attend ~150

What provisions will be made regarding clean up of site? _____

trash and recycling barrels brought to site; Montague Common Hall is open for bathroom use

Will the proposed event be:

- ☒ Musical
- ☒ Theatrical
- ☐ Exhibitions
- ☐ Amusements
- ☐ Wedding
- ☐ Other _____

Fully & specifically describe content of the proposed exhibition, show and/or amusements:

short parade from Post Office to Town Common, followed by about two hours on the Town Common

of maypole dancing, morris dancing, traditional fiddle tunes, and traditional songs to celebrate the May

Fully & specifically describe the premises upon which the proposed event is to take place.

parade route: from Post Office parking lot up shoulder of Main St to North St to Town Common

event takes place on Town Common

Use back of form or attach a map of the premises indicating parking area(s), entertainment area(s), vendor area(s), location & number of toilets, location & number of garbage receptacles, garbage storage area, camping area(s), and location of first aid/medical stations.

Will vendors be selling:

- ☐ merchandise
- ☐ food/beverage
- ☐ alcohol
- ☐ other services n/a unless enterprising children decide to sell cookies or baked goods

Fully & specifically describe the extent to which the event and/or premises would affect public safety, health, or order. If serving alcohol, indicate separate serving area, approved server i.e. TIPS trained. (separate license required to serve alcohol)

this event affects public health by spreading joy

Describe the appropriate level and nature of security and/or traffic control that would be needed and what provisions have been made.

volunteers watch and caution Main St traffic for the few minutes we are alongside Main St;

we use cones to block off a short stretch of North St adjacent to Common;

we position additional temporary No Parking signs along the Main St side of the Common, augmenting permanent signs already there

What provisions will be made regarding first aid and emergency medical care?

participants include nurses and EMTs

Are you also applying to place signs within Montague to advertise or give directions to your event? (See the Montague Building Inspector)

If so, at which locations?

no

Attach a copy of your insurance policy or liability binder indicating a minimum policy of \$1Million Individual/\$3Million Group.

I attest that to my knowledge the information provided in this application is accurate and not misleading.

Signature of applicant _____



Suzanne
LoManto

Date _____

12/5/22

License fees:

Monday – Saturday = \$25.00 per day

Sunday = \$50.00

BOARD OF SELECTMEN – Approval

Date: _____

POLICE CHIEF - Approval / Comments

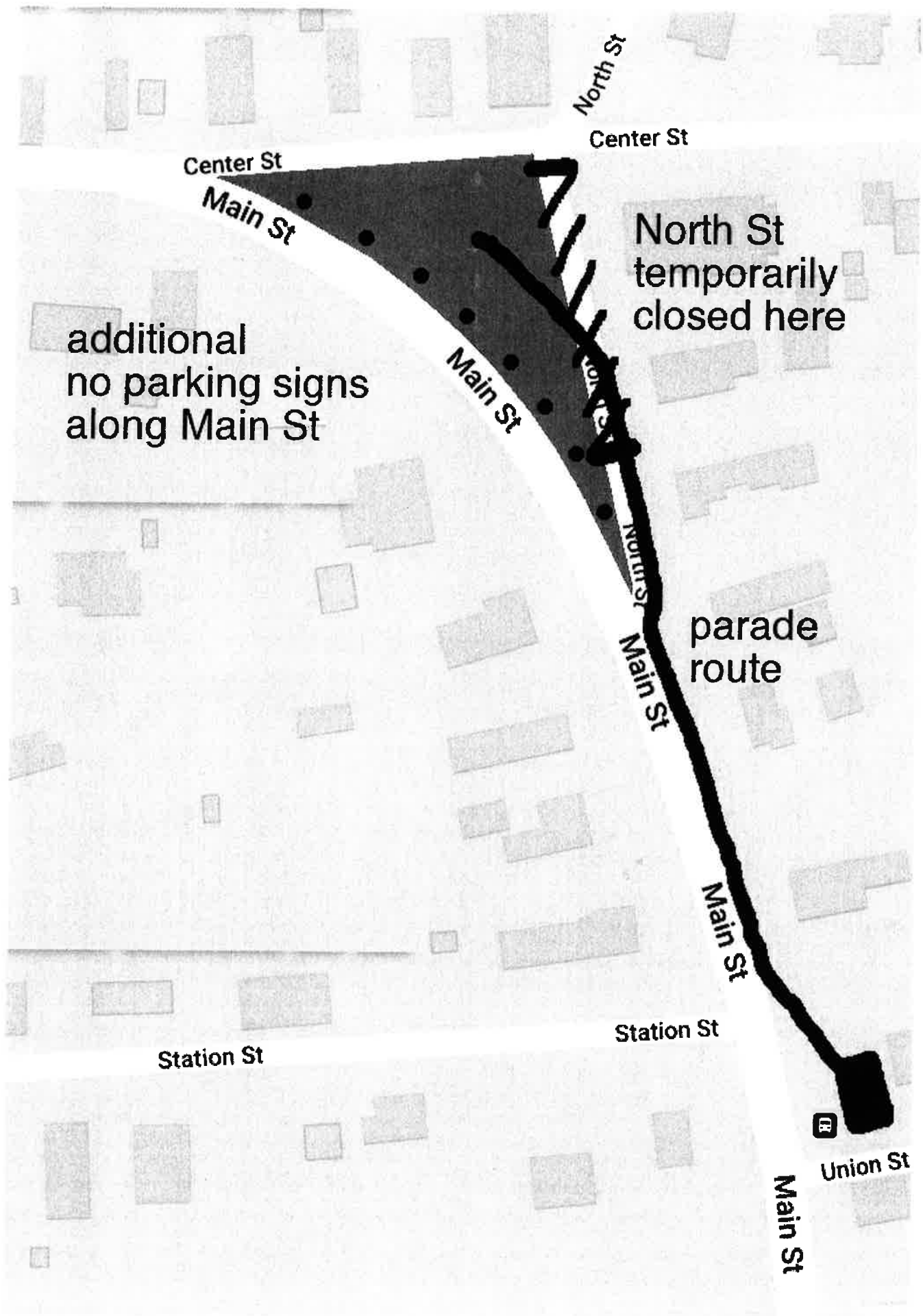
Notify morning of Dispatch



Date: 12-6-22

BOARD OF HEALTH – Approval / Comments

Date: _____



additional
no parking signs
along Main St

North St
temporarily
closed here

parade
route



Board of Selectmen Town of Montague

1 Avenue A (413) 863-3200 xt. 108
Turners Falls, MA 01376 FAX: (413) 863-3231

REGISTRATION FOR ASSEMBLY, PUBLIC DEMONSTRATION, OR USE OF PUBLIC PROPERTY (Not for Peskeompskut Park or Montague Center Common)

All information must be complete. This form must be returned to the Board of Selectmen within a minimum of 10 days prior to the assembly.

Name of applicant: Ann Fisk

Address of applicant: 15 Meadow Rd

Phone # of applicant: 413-367-2812

Name of organization: Montague Center Firefighters Association

Name of legally responsible person: _____

Location of assembly: Town of Montague

Date of assembly: Dec 17 2022

Time of assembly: Begin: 2 pm End: 3:30 pm

Number of expected participants: unknown

If a procession/parade:

Route: See attached

Number of people expected to participate: 6-10

Number of vehicles expected to participate: 2-3

Subject of demonstration: Santa Parade

Attach a copy of your insurance policy or liability binder indicating a minimum policy of \$1 Million Individual/\$3 Million Group.

Signatures:

Police Chief: _____ Date: _____

Comments/Conditions: _____

Board of Selectmen, Chairman: _____ Date: _____

Comments/Conditions: _____

SANTA PARADE
SATURDAY, DECEMBER 17, 2022
HOSTED BY MONTAGUE CENTER FIRE ASSOCIATION

2:00 PM

PROPOSED ROUTE OF TRAVEL

2:00 Leave Montague Center Fire Station
 School Street to Main Street, brief stop at Common on North Street
 Main Street to South Street turn left
 Federal Street North to Lake Pleasant

2:15 Lake Pleasant Road to Broadway, brief stop at Park
 Green River Road to Federal St

2:30 Millers Falls Circle around Franklin, Newton and Bridge St
 Millers Falls Road to Turnpike Rd
 Turnpike Rd to Montague City take a right to Turners

2:45 Montague City Road to Turners Falls

2:55 Avenue A to First Street, Stopping at Unity Park
 Unity Street to Turners Falls Rd back to MCFD

ORDER FOR POLE LOCATIONS

By the Board of Selectmen of the Town of **Montague**, Massachusetts.

Notice having been given and a public hearing held, as provided by law,
IT IS HEREBY ORDERED:

that EVERSOURCE be and it is hereby granted a location for and permission to construct and maintain a line of poles wires and cables together with such sustaining and protecting fixtures as said EVERSOOURCE may deem necessary, in the public way hereinafter referred to as requested in petition of said EVERSOURCE dated the 23rd day of November, 2022.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonably straight, and shall be set substantially at the points indicated upon the plan marked- **9401305** filed with and made a part of said petition. There may be attached to said poles not to exceed 18 wires and 2 cables and all of said wires and cables shall be placed at a height of not less than 18 feet from the ground.

The following is the public way along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

PURPOSE AND DESCRIPTION

REQUESTING TO ADD ONE FULL OWNED EVERSOURCE POLE ON FOSTERS RD IN MONTAGUE TO PROVIDE 32B FOSTERS RD WITH POWER.

Also that permission be and thereby is granted said EVERSOURCE to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectmen of the Town of Montague, Massachusetts held on the 12 th day of December 2022.

Clerk of Selectmen

We hereby certify that on December 12, 2022, at 6:35 pm o'clock, at via zoom a public hearing was held on the petition of EVERSOURCE for permission to construct the line of poles, wires, cables, fixtures and connections described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the way upon which the Companies are permitted to construct the line of poles, wires, cables, fixtures and connections under said order. And that thereupon said order was duly adopted.

Selectmen of the Town of

Montague

Massachusetts.

CERTIFICATE

I hereby certify that the foregoing is a true copy of a joint location order and certificate of hearing with notice adopted by the Board of Selectmen of the Town of Montague, Massachusetts, on the _____ day of _____ 2022, and recorded with the records of location orders of said town, Book _____, Page _____. This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

Town Clerk

EVERSOURCE
Copy

EVERSOURCE	TOWN MONTAGUE
NEW SERVICE	STREET 32B FOSTERS RD

PURPOSE AND DESCRIPTION

REQUESTING TO ADD ONE FULL OWNED EVERSOURCE POLE ON FOSTERS RD IN MONTAGUE TO PROVIDE 32B FOSTERS RD WITH POWER.

LEGEND	
⊗ PROPOSED JOINT POLE	● HEXHOLE
● PROPOSED W.M.E.CO POLE	Ⓜ HANDHOLE
⊗ EXISTING JOINT POLE	□ MANHOLE
○ EXISTING W.M.E.CO POLE	■ PAD MONT TRANSFORMER
⊗ EXISTING FOREIGN POLE TO BE MADE JOINT U.G. CONDUIT
⊗ EXISTING W.M.E.CO POLE TO BE MADE JOINT	—P— U.G. PRIMARY CABLE
	—S— U.G. SECONDARY CABLE

DRAWN BY: AUSTIN HARPIN	W.O.#: 9401305 W.R.#:	PETITION #: N/A	DISTANCES ARE APPROXIMATE NOT TO SCALE
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Montague Police Department

180 Turnpike Road
Turners Falls, MA 01376

(413) 863-8911
(413) 863-3210 (fax)



CELL PHONE STIPEND AUTHORIZATION REQUEST

Application Date: 12-5-22

Employee Name:
Christopher Smerz

Department:
Montague Police

Please estimate work time percentage spent "out of office" weekly/monthly.

30 % (weekly)

30 % (monthly)

Prioritize those situations which are critical to your being reached while out of the office. It will be expected that cell phones are on while away from your office.

A lot of Sensitive information that can't be shared by radio is communicated by cell phone. Cell phones are also necessary so the officer can be reached when there is an emergency taking place or vacant shifts that need to be filled.

Supervisors need to be able to make contact with the officers at all times to discuss cases, investigations and share pertinent information so cell phones are a very important piece of electronic communication equipment for our agency.

Chief of Police [Signature]

Do you currently use a cell phone for work purposes? YES ☒ NO ☐

If yes, estimate how many minutes per month?

Reserved for use by Board of Selectmen:

Approved by Selectmen: ☐

Effective Date:

Disapproved by Selectmen: ☐

Voted:

Current Rate: \$5.77 a week

December 12, 2022

Feasibility Study for Renovations & Re-use of the Annex of the Montague Town Hall:

#1 Avenue A, Montague Ma. Zoned Central Business

Client: Town of Montague, Walter Ramsey, Assistant Town Administrator - Representative

Architect: Daniel Bonham, Thomas Douglas Architects

Mechanic, Electrical, Plumbing, Fire Protection Engineer: Jason Curtis, Tighe & Bond

Structural Engineer: Jacob Smith, Jacob Smith Engineering

Background

Beginning in the summer of 2022, Thomas Douglas Architects (TDA) has been engaged as the design lead for a feasibility study for the redevelopment of the single story brick annex behind the town hall. Architectural, Mechanical, Electrical, Plumbing, Fire Protection and Structural Assessments were made of the existing single story masonry building.

- Several building priorities/scenarios were identified by town officials
 - Increased storage for town functions
 - New Community Room for events up to 80 people
 - Expanded Multi-Purpose room
 - Improved access to the street
 - Accessible Restrooms
 - Updated Mechanical & Electrical
 - Concept for future expansion into garage spaces for a variety of community based uses
 - Demolishing the existing ~2,400 sf metal building at eastern corner of site

Phasing of work :

Phase 1

Demo existing non accessible restrooms
 Demo existing electrical room
 Demo brick infill of arch at entry/circulation
 New flooring, lighting and paint throughout
 No changes to hvac

Phase 2

Demo & replace existing restroom
 New restroom
 Build out Community Room and access from first street
 New hvac as required
 Expand multi purpose room
 New storage for town clerk, select board, treasurer and accountant

Change of use:

Per Massachusetts Amendments to the 2018 International Building Code Phase one would be considered a level 2 alteration with no change of use. Phase 2 would be considered a level 3 or major alteration and would result in a change of use from storage to Assembly. Storage use group has the lowest hazard index and Assembly use group is the highest.

Preliminary Cost Opinion: With construction costs up ~40% in the past 2 years I have limited faith in the numbers below at this time. In light of this, it is important to note that I think these numbers would be for a "bare bones" renovation.

\$25,000 - DEMOLISH EXISTING ~24,000sf METAL BUILDING ON SITE

\$75,000 - PHASE ONE

\$840,000 - PHASE TWO

Request was made to find a portion of this project that could be done under \$500,000 in order to make full use of funding resources at hand. I believe that some version of Phase One plus improvements to the restrooms and MEP upgrades

Sprinklers: In regards to the question of whether or not sprinklers would be required as part of Phase 2

If we are able to keep the cost below 33% of the assessed value of the building and limit the work to non structural. Assessed value of the building is \$2,542,800 — 33%= \$839,124

There is an expectation that if the work is part of a "long range plan" that would include major work and that work's cost would be greater than 33%, the building would be required to be fully sprinklered.

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Next Steps:

- Engage an Owner's Project manager to facilitate cost estimates and fine tune the scope of work
- Before commencing with the renovations The Town should conduct a hazardous materials survey if none has been completed already. None was made available to the design team at the time of writing this study report.



Proposed Community Room Looking Toward Avenue A



Proposed Community Room Looking Toward First Street Entrance

Attachments:

- Floor plan showing phasing and proposed space allocation
- MEP Feasibility Study
- Structural Feasibility Study

Working Group Members

- Walter Ramsey, Town of Montague
- Susanne LoManto, Town of Montague
- Steven Ellis, Town of Montague
- Daniel Bonham, TDA
- Samantha Bakker-Norton, TDA
- Madison Pixley, Tighe & Bond
- Jason Curtis, Tighe & Bond
- Jacob Smith, Jacob Smith Engineering

SPACE PLANNING - CONCEPT TWO

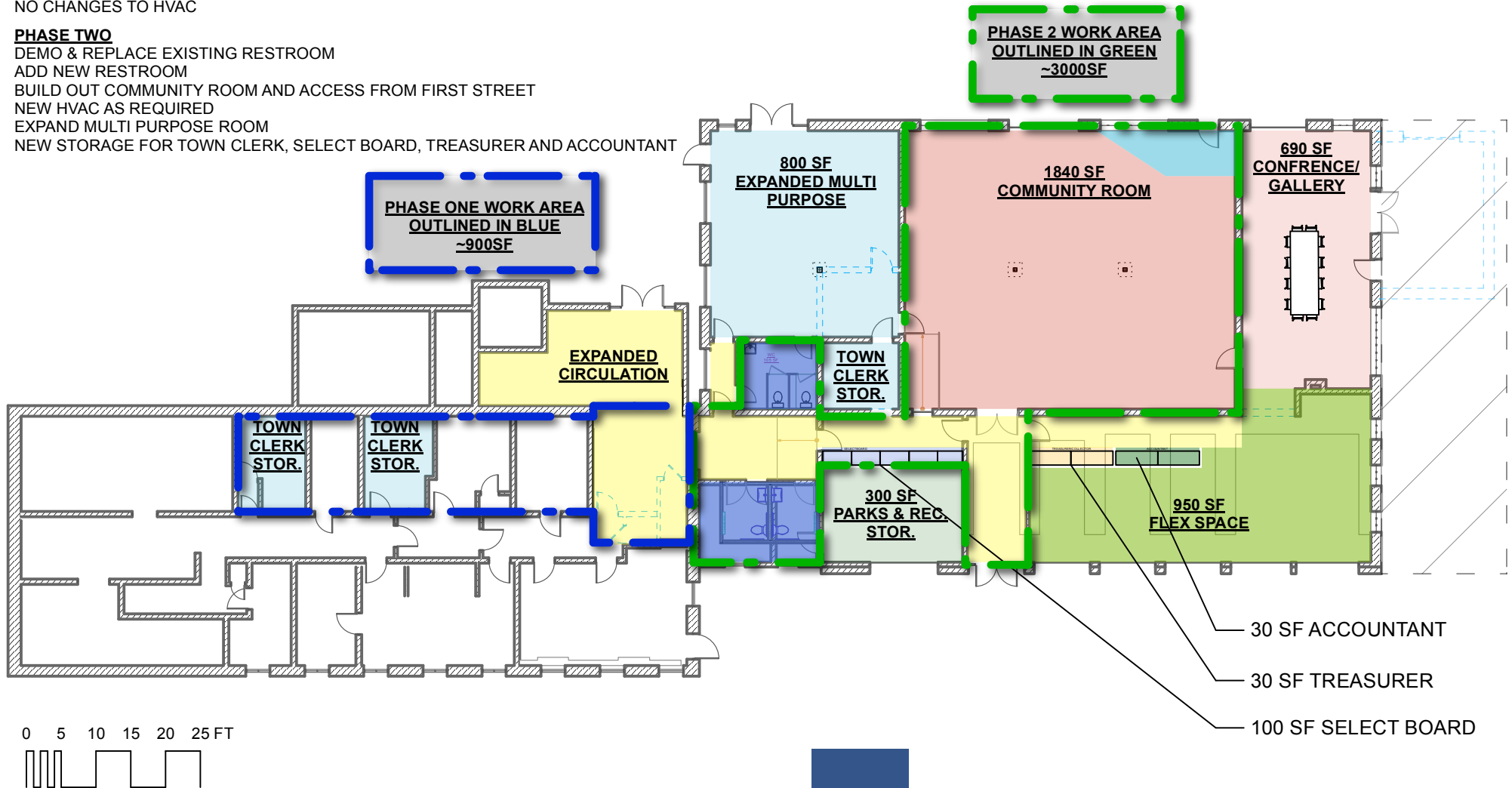
REVISED 11/15/2022

PHASE ONE

DEMO EXISTING NON ACCESSIBLE RESTROOMS
DEMO EXISTING ELECTRICAL ROOM
DEMO BRICK INFILL OF ARCH AT ENTRY/CIRCULATION
NEW FLOORING, LIGHTING AND PAINT THROUGHOUT
NO CHANGES TO HVAC

PHASE TWO

DEMO & REPLACE EXISTING RESTROOM
ADD NEW RESTROOM
BUILD OUT COMMUNITY ROOM AND ACCESS FROM FIRST STREET
NEW HVAC AS REQUIRED
EXPAND MULTI PURPOSE ROOM
NEW STORAGE FOR TOWN CLERK, SELECT BOARD, TREASURER AND ACCOUNTANT



Summary of Written Quotes Recieved 12/7/2022 5:30 PM

Jamrog HVA Inc.	Sandri Energy	B-G Mechanical, Inc.
\$34,850	\$43,370	\$51,214

Jamvog HVAC, Inc
Bidder's Company Name

Quote Form

Montague Town Hall Boiler Replacement

To the Town of Montague, Massachusetts, (hereinafter called the "Owner") acting through its Selectboard, duly authorized therefore, who act solely for said Town and without personal liability to themselves.

The undersigned Nicole Zabko, as bidder, declares that the only persons or parties interested in this bid as principals are those named herein; that the bidder has carefully examined the Request for Quotes and the Specifications (and amendments thereto); and s/he bids and agrees, if this bid is accepted, that the bidder will furnish all materials and labor necessary for the completion of the Work as specified in the Proposal, in the manner and time therein prescribed and according to the requirements of Owner as herein set forth.

The Bidder agrees that the Owner will have ten (10) consecutive days from date of opening to accept the bid, except as described in the specifications, the unit(s) at the price, therein. The Bidder also understands that the Owner reserves the right to accept or reject any or all bids and to waive any informalities in the Bids if it is in the Owner's interest to do so. The Advertisement for Bidders, Information for Bidders, Specifications and Bid Form attached thereto, shall become a contract upon the receipt by the Bidder of written acceptance of this bid by the Owner.

The Bidder agrees that activities not expressly mentioned in these specifications for Lump Sum Work, but involved in carrying out their intent will be performed the same as though they were specifically mentioned, described, and delineated – including the provision of incidental equipment and supplies.

The Bidder certifies that all materials meet or exceed the requirements of the bid specifications and that they are licensed to perform the services in the Commonwealth of Massachusetts and that workmanship is warranted for at least one year.

The Bidder will take in full payment, therefore, the following price, to wit:

Total Lump Sum Bid Amount \$ 34,850.00
Total anticipated Rebate: \$1,200/unit X 2 units = \$2,400.-

Authorized Signature: Nicole Zabko

Printed name and Title: Nicole Zabko, President

Company name and Address: Jamvog HVAC Inc 194 Millers Falls Rd Ste 2

Phone and email: 413-518-9024 Turners Falls, MA 01376

nicole@jamvoghvac.com

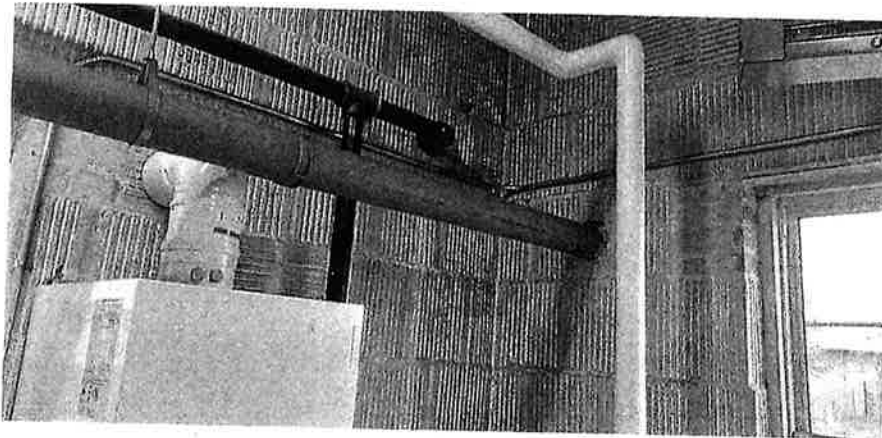
Request for Quotes
Town Hall Boiler Replacement
Montague Town Hall One Avenue A

ADDENDUM 1 issued 12/5/2022 4:00 PM

Receipt Acknowledged: _____

Ch. Zubin

- 1) The two new boiler units should vent out the wall facing the parking lot, instead of the wall facing Avenue A where they currently vent to (right side of wall hung boilers). The town will be responsible for filling the old holes left by the existing vents.



- 2) Installation of the new boiler units should include new Condensate neutralization kits for each of the boilers
- 3) The scope of work will involve re-connecting the red emergency light outside the entrance to the boiler room. (Currently not hooked up). Electrician required for this task.



- 4) Prevailing wage rates attached in separate document for your reference.

December 12, 2022

Feasibility Study for Renovations & Re-use of the Annex of the Montague Town Hall:

#1 Avenue A, Montague Ma. Zoned Central Business

Client: Town of Montague, Walter Ramsey, Assistant Town Administrator - Representative

Architect: Daniel Bonham, Thomas Douglas Architects

Mechanic, Electrical, Plumbing, Fire Protection Engineer: Jason Curtis, Tighe & Bond

Structural Engineer: Jacob Smith, Jacob Smith Engineering

Background

Beginning in the summer of 2022, Thomas Douglas Architects (TDA) has been engaged as the design lead for a feasibility study for the redevelopment of the single story brick annex behind the town hall.

Architectural, Mechanical, Electrical, Plumbing, Fire Protection and Structural Assessments were made of the existing single story masonry building.

- Several building priorities/scenarios were identified by town officials
 - Increased storage for town functions
 - New Community Room for events up to 80 people
 - Expanded Multi-Purpose room
 - Improved access to the street
 - Accessible Restrooms
 - Updated Mechanical & Electrical
 - Concept for future expansion into garage spaces for a variety of community based uses
 - Demolishing the existing ~2,400 sf metal building at eastern corner of site

Phasing of work :

Phase 1

Demo existing non accessible restrooms
Demo existing electrical room
Demo brick infill of arch at entry/circulation
New flooring, lighting and paint throughout
No changes to hvac

Phase 2

Demo & replace existing restroom
New restroom
Build out Community Room and access from first street
New hvac as required
Expand multi purpose room
New storage for town clerk, select board, treasurer and accountant

Change of use:

Per Massachusetts Amendments to the 2018 International Building Code Phase one would be considered a level 2 alteration with no change of use. Phase 2 would be considered a level 3 or major alteration and would result in a change of use from storage to Assembly. Storage use group has the lowest hazard index and Assembly use group is the highest.

Preliminary Cost Opinion: With construction costs up ~40% in the past 2 years I have limited faith in the numbers below at this time. In light of this, it is important to note that I think these numbers would be for a "bare bones" renovation.

\$25,000 - DEMOLISH EXISTING ~24,000sf METAL BUILDING ON SITE

\$75,000 - PHASE ONE

\$840,000 - PHASE TWO

Request was made to find a portion of this project that could be done under \$500,000 in order to make full use of funding resources at hand. I believe that some version of Phase One plus improvements to the restrooms and MEP upgrades

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