



## TOWN OF MONTEREY

435 Main Rd. P.O. Box 308  
Monterey, MA 01245

February 15, 2023

Malcolm Harper  
Massachusetts Department of Environmental Protection  
Bureau of Water Resources  
8 New Bond Street  
Worcester, MA 01606

RE: Hupi Road Drainage Improvements to Reduce Sediment Inflow to Lake Garfield (#22-07 319)

Dear Mr. Harper,

The Town of Monterey would like to request additional funds for the 22-07 319 Project entitled Hupi Road Drainage Improvements to Reduce Sediment Inflow to Lake Garfield. The Town would like to request \$30,000 funds to add two additional deep-sump catch basins to the design to better capture storm water based on the Highway Director's knowledge of runoff flow in the area. Subsequently, this increases our engineering costs by \$40,000 total. In addition, the Town would like to increase grant request of construction by the match amount \$70,732. Finally, the Town would like to request \$12,000 for Berkshire Regional Planning Commission to complete Reporting and Administration and perform Public Outreach to include private property assessments and installation of vegetative buffers and/or rain gardens on private properties within the Lake Garfield watershed. The additional funds request totals \$104,300.

As match the Town would like to reduce the costs of Engineering, Final Design, Permitting and Procurement covered by 319 to \$9,400. The Town commits \$30,600 toward this cost and an additional \$4,400 to Public Outreach, Education, and Technology Transfer from an awarded Community Compact grant. In addition, the Town has spent \$137,121 of Diver Assisted Suction Harvesting (DASH) since October 2019 to remove invasive aquatic species in Lake Garfield and expects to spend nearly \$20,000 more this year. We would like to put this spending forth as matching funds and calculate phosphorus removal loads based on amount of invasives removed since October 2019. This increases total match by \$76,621 (42% of the total project funds).

Please see the proposed change to the budget on the next page.



## TOWN OF MONTEREY

435 Main Rd. P.O. Box 308  
Monterey, MA 01245

Expense Items	Grant Amount (319)	Match	Total
<b>Salary - by title and salary range</b>			
DPW Director (\$50/hr)			
DPW Maintenance Crew (\$25/hr)			
<b>Subtotal</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$1,500</b>
<b>Sub-contractual Services</b>			
Engineering, Final Design, Permitting, and Procurement	\$9,400	\$28,164	\$37,564
Construction oversight, construction, and technical support	\$222,500	\$0	\$222,500
Operation and Maintenance Plan		\$2,436	\$2,436
<b>Subtotal</b>	<b>\$231,900</b>	<b>\$30,600</b>	<b>\$262,500</b>
<b>Other Services</b>			
Public Outreach, Education Plan and Technology Transfer	\$5,000	\$4,400	\$9,400
Reporting and Project Administration	\$7,000	\$0	\$7,000
Invasive removal (DASH)		\$137,121	\$137,121
<b>Subtotal</b>	<b>\$12,000</b>	<b>\$141,521</b>	<b>\$153,521</b>
<b>Total</b>	<b>\$243,900</b>	<b>\$173,621</b>	<b>\$417,521</b>
<i>Percent</i>	<i>58%</i>	<i>42%</i>	
<i>Difference</i>	<i>\$104,300</i>	<i>\$76,621</i>	<i>\$181,521</i>

Moreover, the Town would like to request a one-year extension in which to complete this project to November 23, 2024. This allows us to more fully consider the engineering, procure necessary permitting and procure a contractor well ahead of the 2024 construction season. Our hope is that this reduces the cost of bids for construction contractors and give us a more realistic timeline for installation.

If you have any questions or would like to discuss the request, please get in touch with Monterey's Town Administrator, Melissa Noe ([admin@montereyma.gov](mailto:admin@montereyma.gov)) and the contractor working with us on this project, Courteny Morehouse at Berkshire Regional Planning Commission ([cmorehouse@berkshireplanning.org](mailto:cmorehouse@berkshireplanning.org)). Thank you for your consideration.

Respectfully,

Justin Makuc, Chair  
Monterey Select Board

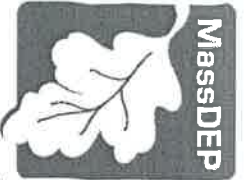
Susan Cooper

Scott Jensen

Phone: 413.528.1443 x114 Fax: 413.528.9452

[admin@montereyma.gov](mailto:admin@montereyma.gov)

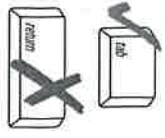
[www.montereyma.gov](http://www.montereyma.gov)



# Massachusetts Department of Environmental Protection P.V. Attachment For Reporting DMBE/DWBE Activity

➤ **Grantee/Contractor Requisition Information**

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



**Town of Monterey** VC6000191894  
 Grantee/Contractor Name Vendor Code

BG99187812

Federal Financial Assistance Agreement I.D. No.

Goals: 4.2%/ \$9,912 4.5%/ \$10,620  
 DMBE DWBE

Project: **Hupi Road Drainage Improvements to Reduce Sediment Inflow to Lake Garfield**

Project Number: **22-07/319**

Contract Number: **CT EQE 5014 TOWN/NOFMONTEREY2207319**

1) Invoice Number: **NA** 2) Invoice Date: **NA**

3) DMBE/DWBE Firm Name, Address, Phone #	DMBE	DWBE	5) Category	6) Sub-Contract Amount	7) Previously Invoiced Amount	8) This Invoice	9) Balance Amount
No contractor hired to date							

Categories:

1 = Construction

2 = Supplies

Services:

3A = Business Services  
3B = Professional Services

3C = Repair Services  
3D = Personal Services

4 = Equipment

*Justin Makuc*  
 10) Name of Grantee/Contractor's Representative

*[Signature]*  
 11) Signature of Grantee/Contractor's Representative/Title

*Select Board Chair*

*2/15/23*  
 12) Date (Month, Day, Year)

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
MATCH CERTIFICATION FORM

PROJECT NUMBER:	<b>22-07/319</b>	PROJECT NAME:	<b>Hupi Road Drainage Improvements to Reduce Sediment Inflow to Lake Garfield</b>
-----------------	------------------	---------------	---

Contractor:	Town of Monterey		
Contact:	Melissa Noe	Telephone #:	413-528-1443 ext 111
Address:	435 Main Road, Monterey, MA 01245		
BUDGET PERIOD:	23-Nov-22	to	30-Dec-22

The following must be completed and attached to your periodic bill in order to certify your organization's required match portion federal funds you receive - the expenses listed below must be in addition to the federal funds received. The minimum non-federal federal funds you receive - the expenses listed below must be in addition to the federal funds received. The minimum non-federal of 40% match must not be used otherwise to match any other federal dollars (i.e. no double matches). Payment may be withheld if 40% match must not be used otherwise to match any other federal dollars (i.e. no double matches). Payment may be withheld if this form is missing or incomplete.

Total Federal Funding:	\$139,000	Agency Match Required:	\$97,000
------------------------	-----------	------------------------	----------

PERSONNEL

Position	Estimated Hours	X Hourly Rate	+ Fringe Benefits	= Contractor Cost
No Match to Report to date				

OTHER EXPENSES (e. g. - equipment, supplies, construction, travel, etc. - attach additional sheets as necessary):


SUBTOTAL: \$ 0.00

TOTAL MATCH TO DATE: \$  

**CERTIFICATION:** I certify the costs detailed above were expended in the course of completing the work described in a Contract with the Department of Environmental Protection, and that detailed documentation of the above is on file and available for review at:

Authorized Signatory for Contractor: Date: 2/15/23

Received Department of Environmental Protection: \_\_\_\_\_ Date: \_\_\_\_\_

Agreement for Emergency Communication Services

WHEREAS the town/city of **Monterey** desires to utilize the services of the Berkshire County Sheriff's Office Emergency Communications Center and

WHEREAS the Berkshire County Sheriff's Office desires to provide emergency communication services to the town/city of **Monterey**.

Now THEREFORE, the parties agree as follows:

The Berkshire County Sheriff's Office (BCSO) Emergency Communications Center also known as Berkshire Sheriff's Control, located at 467 Cheshire Road / Pittsfield, MA 01201, is a regional PSAP (Public Safety Answering Point) for providing Police, Fire and Emergency Medical Services (EMS) emergency and non-emergency communications for participating municipalities throughout and beyond Berkshire County. The Communications Center is operated under the authority of the Berkshire County Sheriff and the State 911 Department. All Communication Center dispatch staff are trained to the standards required by the State 911 Department and are employees of the Berkshire County Sheriff's Office and as such, are subject to the rules and regulations of the Berkshire County Sheriff's Office.

The Berkshire County Sheriff's Office is responsible for the day-to-day operation of the Communications Center and will address any issues related to the Communications Center.

Pursuant to this Agreement, the BCSO agrees to provide Police, Fire and EMS emergency and non-emergency dispatch services for the town/city of **Monterey**.

In exchange for said services, the town/city of **Monterey** will pay the BCSO an annual fee of **\$11,857.78**.

The term of this Agreement shall be from July 1, 2023 through June 30, 2024.

Berkshire County Sheriff's Office

By: \_\_\_\_\_

Title: Sheriff of Berkshire County

Date: \_\_\_\_\_

Town/City of **Monterey**

By: Justin McKee

Title: Select Board Chair

Date: 2/15/23

Approved as to form:

\_\_\_\_\_  
Town Counsel/City Solicitor

Date: \_\_\_\_\_