

Capital Improvements Committee Meeting Minutes

Meeting held via Zoom

November 3, 2021

Meeting called to order at 3:00pm.

Attendees: CIC members: Greg Garrison, Steve Ellis, Fred Bowman. John Martineau, (member awaiting official swearing in).

Roll Call used for all votes taken due to remote meeting format.

1. Approval of Meeting Minutes

Approved the minutes of September 29, 2021. Moved by Mr. Bowman, seconded by Mr. Garrison. Motion passes 3-0.

2. New Member Appointment

John Martineau is the new member of the CIC by appointment of Town Moderator Chris Collins, but has not yet been sworn in to the role and therefore cannot vote this meeting. Committee roster is now complete.

3. Review Submitted Capital Requests

The CIC reviewed special article requests as summarized in the table below. Not all articles were fully specified in requests as of meeting date, but paperwork to accompany the requests is forthcoming.

Submitted by...	Project Description	Dept Rank	Winter STM	Annual ATM
Capital				
Selectboard	5th Street Bridge Contingency Funds	1	\$ 250,000	
Cemetery Commission (DPW)	Repair of Burnham St. Cemetery Retaining Wall	1	\$ 43,000	
WPCF	WPCF Facility Screw Pumps	1		\$ 690,000
WPCF	WPCF Back-Up Generator (450kW)	2		\$ 130,000
WPCF	RTV with plow and salt spreader	3		\$ 24,000
Selectboard	Town Hall Main Roof	1		\$ 140,000
Selectboard	Shea Theater Front Roof	2		\$ 60,000
Library	Carnegie Library Moisture/Flooding Remediation	1		\$ 60,000
Library	Montague Center Library Truss Repair	2		\$ 20,000
Library	Montague Center Library Masonry Repair	3		\$ 100,000
DPW	Replacement of Sewer/Storm Drain Vector Truck			\$ 480,000
DPW	DPW Discretionary			\$ 100,000
DPW	Sidewalk and Street Repair Funding			
Board of Assessors	Upgrade Assessing Software and Servers	1		\$ 45,000
GMRSD	Hillcrest Floor Covering Repair/Replacement	1	TBD	

The CIC discussed the need to prioritize discussion of requests for the special town meeting, particularly with respect to the Cemetery Commissions request for repair of a retaining wall at the Burnham Cemetery. Mr. Bergeron of the DPW is assisting the commission and working to identify ways in which the project cost might be reduced.

There is a shared sense among the members that the WPCF requests are more technical in nature and we should devote a full meeting to their discussion with Superintendent Chelsey Little. Mr. Garrison would like a larger understanding of the capital plan for the plant and a longer term view of its needs.

Discussion of the need to replace Town Hall roof before it becomes a problem and to address the Shea Theater roof, which is already a going concern. Though the remaining portion of that roof that requires repair is small, we should assume the deck and insulation will need to be replaced/upgrade, and that a crane will be required to move the HVAC unit.

The Library Trustees requests were discussed and Mr. Garrison noted the need to speak with the Trustees to better understand their long term plans for each building as projects are considered. It is requested that Mr. Ellis ask the new Library Director, Caitlin Kelley to come and discuss the Trustees' proposals on November 17.

With regard to the request for assessing software and related hardware needs, Mr. Garrison offered to speak with Director of Assessing Karen Tonelli, believing it may not be necessary to hear a formal proposal before the committee. There was also discussion of the DPW request for a Vactor truck and whether it can be leased-to-own rather than purchased outright. Requested this information be provided by Mr. Bergeron.

4. Grant Submittal for Professional Roof Assessments

Given that we know the Town Building Assessments tend to be better at identifying and prioritizing necessary repairs than costing them out or prescribing needed maintenance and replacement details, Mr. Ellis is seizing the opportunity to get grant funding from our insurer to secure the services of a professional roof consultant to develop detailed assessments and cost estimates for needed repair to the roofs of nine town buildings.

5. Confirm Schedule for Meeting with Finance Committee

Mr. Garrison and Mr. Ellis are scheduled to meet on November 10th to develop a presentation to the Finance Committee on November 17th.

6. Topics Not Anticipated

It was noted that Lively Builders provided an estimate for replacement of the siding on the rear of the Council on Aging that would accomplish the most time-sensitive aspect of that proposed project. In light of this, Mr. Ellis would like to try to bid that element of the work alone next spring with the existing appropriation, rather than requesting a supplemental budget.

Mr. Garrison concurs with this strategy and moves to recommend that the Town Administrator move ahead with the bidding for that project late next winter, limiting the scope to the rear wall of the building. Mr. Bowman seconds and the motion passes 3-0.

Adjournment.

Mr. Ellis moves to adjourn. Mr. Bowman seconds. Motion passes 3-0.