

**Capital Improvements Committee Meeting Minutes
Montague Town Hall, Downstairs Conference Room
One Avenue A, Turners Falls MA
October 23rd, 2019**

Attendees: Capital Improvements Committee members Josh Lively, Greg Garrison, Steve Ellis, Fred Bowman, and Bob Obear. Finance Committee Chair Jen Audley. Energy Committee member Ariel Elan.

Meeting called to order at 3pm

I. Approve minutes of October 2nd meeting.

Minutes not ready to be voted on.

II. Review of Capital Needs Prioritization System.

- Mr. Lively explained the rationale behind development of the analysis tool he developed. Mr. Bowman suggested adding plumbing and electrical to the list of system components.
- The Committee discussed how to reference and refer energy efficiency measures.
- Mr. Obear suggested adding ADA notes to each buildings summary page.
- The committee discussed how to format the summary page to incorporate important information regarding building use, commitment time frame and valuation.
- Mr. Lively states that trying to apportion an overall grade to each building seems subjective and urges against it. The committee agrees that grading the individual system components is a good practice. Including warrants information and last replacement dates are discussed.
- Committee members volunteered to perform the building assessments, coordinating with the DPW for entry and orientation.
- Mr. Garrison commends the effort and urges group to keep it simple.

III. Discuss Capital Plan.

The Committee will attempt to assess a few buildings this fall after analysis tool is finalized. These building assessments will be added to the Capital Plan and are planned to be updatable.

III. Review and discuss updates regarding ongoing capital projects.

Discussed capital projects and grant funded capital initiatives. The Colle Opera House and Millers Falls Library projects are complete. The Town Hall annex roof is near completion as is the Shea Theater Roof. The DPW facility is on schedule. The Committee discussed the proposal to have an onsite fueling station located at the new DPW facility.

Mr. Garrison moves that the CIC recommends the construction of a new gas and diesel fuel station located at the new DPW facility, as well as decommissioning and removal of the old station. Mr. Obear seconds. Motion passes 4-0 with Mr. Ellis abstaining.

V. Set next meeting date.

Next CIC meeting will be November 6th at 3 pm

The Committee is also holding November 13th at 3 pm as well

Mr. Ellis motions to adjourn at 4:25pm. Mr. Lively seconds. Passes 5-0