

Capital Improvements Committee Meeting Minutes
Meeting held at Montague Town Hall, One Avenue A in Turners Falls
and also made available via Zoom
August 4, 2021

Meeting called to order at 3:00pm.

Attendees: CIC members: Greg Garrison, Jason Burbank, Steve Ellis, Fred Bowman.
Ariel Elan, MEC.

1. Approve Meeting Minutes

Approved the minutes of July 14, 2021. Moved by Mr. Bowman, seconded by Mr. Ellis.
Motion passes 4-0.

2. Asbestos Containing Tile Issues at Hillcrest Elementary

- Reviewed previous meeting discussion. Mr. Ellis discussed possible grant opportunity with EPA. While the Town has not enjoyed pass success with this program, it is a possibility. Fall application would potentially lead to mid-winter award, so a full cost appropriation may still be necessary at the outset.
- Total cost of project based on Heath Cummings' available quotes was \$584,900. Discussed need to add 10% contingency to allow for unanticipated issues or bid results.
- Mr. Garrison asked Mr. Ellis to set up a site visit to Hillcrest Elementary to see the ACT and learn more about other capital issues at the elementary schools. The right approach to the ACT problem may be driven by long term plans for these aging buildings. Target date for site visit is August 25.

3. Capital Planning Policy

- Mr. Ellis shared a copy of a proposed new Capital Planning Policy, which proposes a six year forward look at capital planning, but also works to define both the scope of infrastructure to be considered and the funding sources.
- Mr. Garrison noted that present practice of the CIC is to look at all major facility projects, but only to look at roads or bridges in the event that an appropriation is being requested. There may be questions about how this might change under the new policy.
- Interest in receiving an Annual Assessment of Roads and Bridges (DPW) and Facilities (DPW/TA). It was suggested that the committee hear more now about our road and bridge assets and needs. Mr. Ellis will invite the DPW in to discuss this in September.

- Discussion of role of CIC In recommending sources of funding. Presently, CIC does not recommend sources. There is some uncertainty as to whether it is well positioned to do so in the future or not.
- Saw need to add a bullet regarding Annual Capital Plan and Budget, focus on Maintenance Program and Budget. Also interest in seeing a Project Dashboard on an ongoing basis.
- Mr. Ellis noted that the Town lacks administrative capacity to devote to creating some of the deliverables defined in the policy, and to focus on facilities and infrastructure in general. Much work is being accomplished presently, but it is not in all cases as organized and strategic an approach as staff would prefer.
- Mr. Garrison concurred that the Town requires more executive level planning and leadership capacity to accomplish its mission.

4. Preparation for FY23 Capital Planning Season

- The board discussed and agreed that last year's capital request submission schedule was beneficial. Directed the Town Administrator to communicate deadlines for submission of November 1 and December 1 for next budget cycle. Request for Fall STM articles will also be issued.

5. Future Meetings

- Potential site tour of Hillcrest Elementary on August 25.
- Invite Tom Bergeron and Will Stratford in to share road and bridge information on September 15.

Adjournment.

Mr. Bowman moves to adjourn. Mr. Ellis seconds. Roll call vote passes 4-0.