

## Capital Improvements Committee Meeting Minutes

Meeting held via Zoom

November 17, 2021

Meeting called to order at 3:00pm.

Attendees: CIC members: Greg Garrison, Steve Ellis, Fred Bowman, Jason Burbank, John Martineau. Ariel Elan, Energy Committee Liaison. Caitlin Kelly, Library Director, and Tricia Perham, Library Trustee Chair.

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

### 1. Approval of Meeting Minutes

No minutes ready for approval.

### 2. Welcome New Library Director, Caitlin Kelley

The board welcomed Caitlin to her new role and shared a quick summary of the role that the CIC plays in the budget and capital improvement process.

### 3. Review Montague Public Library Capital Requests

Top Priority Project: Carnegie Library Moisture and Flooding Remediation, \$60,000. Ms. Kelley shares that the Trustees commissioned a new structural engineering study regarding this issues affecting moisture and flooding in the Carnegie basement, which is an active office and program space that has long presented concerns due to mildew caused by excessive moisture and flooding on a recent occasion.

Study recommended that the driveway be re-graded and a deep drainage structure/tank be installed to moderate stormwater flow. It was further recommended that the existing accessibility ramp be drilled through to establish a channel for water drainage to relieve accumulation adjacent to it. In addition all of the interior walls in the basement should be removed, as they have absorbed moisture and cannot be remediated.

Ms. Perham noted ongoing air quality issues in the basement and that air quality issues have improved since the flood a year ago, after which basement carpeting was removed and the floors painted. Uncertainty regarding roof drains and other structures that may contribute to the problem. Emphasized that the drainage issues along the rear parking lot are a major part of the problem. Past DPW solutions have not had the intended result.

Some disagreement on the part of the trustees whether a suggested plan from the DPW to pave up to the building is the right solution, particularly before other drainage issues are sorted out.

CIC Members offered that the scope at present reflects preliminary engineering and it is unclear that these are or are not the right solutions. Discussion that includes the DPW seems advisable. Need for clearer scope and cost estimates because not enough is clear and known.

Priority #2: Montague Center Library Roof and Truss Repair, \$20,000. Ms. Kelley reviewed the submission which included some repair to the Montague Center Library Roof and a truss that had deteriorated and needs replacement, which is a structural threat to the building. This project also included the proposed removal of a heavy heating unit in the upstairs section of the building that may be contributing to stress on the truss and roof structure. Some discussion of costs and each element of the project. Quotes continue to come in and this article may change over the coming weeks in response to what is learned.

#### **4. Updates regarding Other Capital Requests**

The DPW has reviewed the proposed improvements/repair to a retaining wall at the Burnham Cemetery that is collapsing into an abutter's yard, and the related tree work that is required to prevent reoccurrence of the problem. Mr. Bergeron believes the DPW can perform this work for the cost of materials - about \$10,000 – if the abutter consents to his plan.

Mr. Bergeron is also continuing to speak with the Vactor truck supplier in an effort to get a firm quote and a lease price option. He has submitted a non-capital project article for \$15,000 for materials to support sidewalk replacement and pavement maintenance needs, as requests for small projects of this nature have increased markedly.

#### **5. Discuss Presentation to Finance Committee**

Mr. Garrison and Mr. Ellis shared materials they've provided to the Finance Committee, including the CIC's intention to provide a revised Capital Improvement Plan on May 4<sup>th</sup>. Other possible points of discussion were shared.

#### **6. Next Meeting Dates**

Plan is to meet with the WPCF and DPW superintendents, Chelsey Little and Tom Bergeron, on December 8, as the Vactor Truck request is relevant to both of their operations. Review their other individual department requests at that time. Steve will not be in attendance that week.

Possible meeting with GMRSD on December 15.

#### **Adjournment.**

Mr. Bowman moves to adjourn. Mr. Burbank seconds. Motion passes 5-0.