

**Capital Improvements Committee Meeting Minutes
Montague Town Hall, Conference Room
One Avenue A, Turners Falls
November 28, 2018**

Attendees: Capital Improvements Committee members Fred Bowman, Josh Lively, Bob Obear (3:15), Steve Ellis. Energy Committee member Ariel Elan. Chris Sawyer Laucanno.

Meeting called to order by chair at 3:00

I. Review and Approve minutes

Mr. Ellis moves to approve minutes of 11-28-2018, Mr. Lively seconds. Motion passes 3-0.

II. Shea Theater Roof and Town Hall Annex roof discussion.

Further discussion surrounding the evaluation of and recommendations for the Shea Theater and Town Hall Annex roof developed by Northeast Roof Consultants, LLC commenced with focus on the extent of oversight needed for each roof system as well as technical detail analysis and review.

Mr. Sawyer-Laucanno asked how extensive the specs for each of the roofs need to be.

Mr. Lively would like to see EPDM membrane thickness specs as well as Insulation specs for each of the aforementioned roofs. He believes that .060 would be the minimum thickness adequate

Mr. Ellis reports that he has spoken with Building Commissioner Chris Rice and as of now it is perfectly within the code to use R-30 insulation for each of the two roofs. States that by Jan 1 2020 the new code may increase this minimum requirement to R-38.

MR. Sawyer-Laucanno advises that the Shea theater roof should be overseen by an architect in light of the complex technical and mechanical challenges that are likely to occur. States Tris Metcalf may be available to continue to spec out the project.

Mr. Ellis state that it may be possible to use existing appropriation to fund the cost of architect.

Mr. Sawyer-Laucanno states the specs from Northeast Roofing Consultants is near complete.

Mr. Ellis is confident a spec can be developed before a Special Town Meeting. Tris Metcalf can hopefully pick up where the roofing consultant left off.

Mr. Sawyer Laucanno states that he believe that The Town may only get a ten year warranty out of a contractor because of the commercial application,

Mr. Lively states he will look into obtaining comparable warranty info for commercial rubber roofs.

Mr. Obear asks if the manufacturer could possibly stamp the plans. Mr. Sawyer-Laucanno says probably not because of procurement procedure but possibly worth a try. Mr. Ellis asks Mr. Sawyer-Laucanno if he would call roofing manufacturer and ask if the will complete and stamp the specs.

Multiple members of the Committee are concerned about the mechanical equipment on the roof of the Shea. Worried that working around the ducting may not be included in scope of recommendations provided by Northeast roofing consultants. Mr. Sawyer-Laucanno believes that this is included based on previous conversations with the representative from said consultant.

Mr. Ellis asks MEC member Ariel Elan if R-30 was an appropriate level of insulation for both buildings. Ms. Elan will bring the question before the MEC on Dec 4th and report back.

Discussion regarding the future use of the Town Hall Annex building was had.

Mr. Obear inquires as to how serious MCTV is in their interest in the space. Mr. Ellis believes that they at least want a portion of the space. Unsure right now what that size may be.

Mr. Sawyer-Laucanno asks if The Town can stipulate that bids be required for both roofs.

Mr. Ellis would like to see Architectural specs by Jan 1,2019. Mr. Obear thinks that inspections should be a part of the specs created. All agree.

Mr. Ellis and Mr. Sawyer-Laucanno will try to connect with someone who can spec the Shea roof.

MR. Ellis motions that the CIC recommend \$235,000 for the replacement of the Shea Theater roof, Town Hall Annex roof, Mechanical equipment roof, and Back Entry to Town Hall roof to the Finance Committee and the Select board for approval to be on winter Special Town Meeting warrant. Mr. Lively seconds. Passes 4-0.

III. Discussion of how to facilitate Capital Improvements.

A brief discussion of how to facilitate and expedite the completion of capital improvement projects was had along with a few off topic, yet important, side conversations.

Mr. Ellis states that the CIC can expect about \$300,000 to be approved by the Finance Committee for the purposes of Capital Improvements next year. Wants to figure out best way to continue to fund projects. Do we use Free Cash? Mr. Ellis states that there will be about \$155,000 per year as a result of the Kerseage agreement coming into play as of March next year as the project enters phase 2, capping the burn dump.

Mr. Obear asks how the dispensary surcharge will come into play. Mr. Ellis states that we won't see anything from that until about 2021 or so.

Mr. Bowman brings up WPCF and states that it is in the works within the next five years. States that the anaerobic digester is still in the discussion phase in Greenfield and to not hold our breath of Town Council moving on it in the near future. Thinks FinCom should ask Bob McDonald for a plan B.

Mr. Ellis believes that other local towns may also have interest in a shared waste system of some type. Bob MCDonald is looking into large scale composting.....when he has available time. It is understood that Bob is indeed extremely busy managing operations at the WPCF.

Mr. Bowman would like to meet with officials from Greenfield to try and find out where the digester falls on their priority list.

Ms. Elan tells the Committee that a Clean Energy Study from UMass sent an email and that asks if we have any buildings that would be candidates for deep retro fit energy study. Mr. Ellis asks if they provide cost estimates. Unknown.

Mr. Ellis thinks we should involve Walter Ramsey to see if Green Community Grant money would be available to develop specs for the Carnegie Library.

Mr. Ellis wants to make capital projects happen, thinks Town Admin may need funding to pay for specs and estimates. Mr. Ellis thinks that \$5000 should be an appropriate amount to facilitate this. Mr. Ellis asks the Committee to consider that \$5000 be added to the Selectboard budget.

IV. Ongoing Capital Project Updates

Ms. Elan wants experts to recommend measures for Meta Grants for new DPW building. Seems to be lots of ideas on how to save energy in new garage. Study to focus on HVAC mechanical. \$12,500 grant.

V. Adjournment.

Next meeting of the CIC is will be January 9th from 2-4:30 pm. Longer meeting will allow for scrutiny of Capital Article Requests.

Mr. Bowman motions to adjourn, Mr. Obear seconds. Passes 4-0