

**Capital Improvements Committee Meeting Minutes
Montague Town Hall, Conference Room
One Avenue A, Turners Falls
February 14th, 2019**

Attendees: Capital Improvements members Steve Ellis, Josh Lively, Greg Garrison, Fred Bowman. Library Director Linda Hickman. Library Trustees Vicki Valley, Karen Latka, Nancy Crowell, Tricia Perham. Town Clerk Deb Bourbeau.

I. Approve Minutes of February 6th CIC meeting

Mr. Ellis motions to approve minutes of February 6th Capital Improvements Committee minutes. Mr. Bowman seconds, motion passes 4-0.

II. Discussion of Public Article Requests submitted by Montague Public Library

a. Carnegie Library door renovations:

Library director Linda Hickman explains the need to renovate the main entry doors at Carnegie Public Library. The doors are dangerous, many library patrons have been injured by the saloon style swing the interior doors, including children. The weight of the oak and glass doors, coupled with the aged and worn out dampers that no longer serve to slow the momentum that is created when opening, creates a public safety hazard. The plan isn't to replace the aforementioned interior doors but to have them completely renovated in order to retain the historic nature of the doors. Said renovation would include retrofitting new hardware onto the doors including hinges and pull handles and weatherstripping. Also included is new door closers that will reduce the swing velocity as well as preventing the doors from swinging both in and out. After renovation the doors will only swing out into the foyer.

Mrs. Hickman Explains that the exterior doors need to be removed and taken offsite where they can be properly renovated. These doors will be stripped and re sealed. Currently the doors swell and stick seasonally resulting in multiple calls locksmiths as well as overtime repairs performed by the Town DPW. While the new doors are being worked on a temporary door will be installed to maintain access to the public.

b. Millers Falls Library moisture remediation and structural repair:

Library Director discussed the need to fill in basement window well which currently fill with water and drain into library basement as well as install proper support beams, columns. Renovation to also include masonry repointing on exterior of building. The need to reduce moisture was explained by Mrs. Hickman and library trustees alike. Yearly they find themselves throwing away many books that have been blighted by mold. Last year they estimate about 150 books were tossed as a result of the moisture issues. A new sump pump is also included in the estimate received.

Library Trustees Tricia Perham elaborated that at least 4 lolly columns need to be reinstalled in the basement to replace the temporary telescopic support posts that are currently holding the structure up. These temp posts are rusting into the concrete beneath them and it is stressed that they could fail if left unattended. The replacement lolly columns are currently lying on the floor of the basement in the library. Some work to replace and repair failing beams and joists near entry way are also needed.

c. Montague Center Library moisture remediation and duct sealing.

The Montague Center Library has thrown out an estimated 1000 books last year due to mold. The exposed dirt floor crawl space appears to be the major factor in the ongoing moisture problems. Moisture barrier is required to cover all exposed earth. To be held in place by pea stone in places. Enhancing the spread of moisture into the conditioned space is the fact that the warm air duct work has two improperly designed duct runs on the east and west sides of the building that are rotting. As a result any moisture that is present in the basement airspace can easily enter the ducting and travel freely into the library above.

Library trustee Tricia Perham states that the libraries are making progress on smaller projects concerning the libraries while preparing to engage the larger projects. Library Trustee Vicki Valley noted that the trustees are realistic about when the next large scale building project will be possible and the trustees will propose a series of strategic smaller projects to ensure the integrity of the buildings. Moisture is the common issue between all 3 libraries and the last few years have been devoted to roofs and basements.

Mr. Garrison noted that we will want to update the Library Capital Improvement plan. Discussed the present Capital Improvement plan and the need to upgrade it. Ms. Crowell noted that they will engage the DPW to see what they can do to help in this regard.

Mr. Ellis noted the challenge of balancing three buildings needs. Asked the director and trustees to please consider what they can or cannot do in terms of maintaining the buildings. and what this means for long term planning.

III. Discuss Special Article Request Submitted by Town Clerk

Town Clerk Deb Bourbeau described the need for new ballot boxes as our old wooden ones are failing frequently. They jam, the counters don't work, difficulty with locks. No longer up to the standards of modern elections.

Two quotes have been received, one for each type of voting machine certified by the state. We only have two options. A sample ballot was shared with the committee and some of the takeaways are:

- the ballots would still be paper
- OCR scan forms, identify errors if incomplete or unclear
- Registrar Barabra Kuklewicz reviewed one of the systems and was impressed.

Mr. Garrison asked about warranty, licensing and maintenance of about \$1400 per year with a life expectancy of about 20 years.

The plan is to purchase 6 voting bundles which include ballot boxes, tabulators, and all accessories with one extra tabulator as a spare, in case of malfunction.

When asked by committee about possible savings it was explained that it depends on the election. Right now it takes between 6-9 counters to tabulate votes at the end of an election night. If upgraded to modern equipment we could expect 1-2 people to do the job. Savings calculated as approximately \$1440 per election.

We are among few remaining towns in Franklin County that do not use modern equipment to tabulate votes. It is time we upgrade to ensure the integrity of our elections.

IV. Meeting adjournment

Next meeting will be February 20th at 3 pm.

Adjourn at 4:25, Mr. Garrison motions to adjourn, Mr. Bowman seconds. Passes 4-0