

Capital Improvements Committee Meeting Minutes

Meeting held via Zoom

February 16, 2022

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

Attendees: CIC members: Fred Bowman, Jason Burbank, Steve Ellis, Greg Garrison, John Martineau. Ariel Elan, MEC liaison; Chelsey Little, WPCF Superintendent; Tricia Perham, Library Trustee

Meeting called to order at 3:00pm. All votes taken by roll call due to remote meeting format.

1. Approval of Meeting Minutes

No minutes available for review.

2. Discussion and Votes on Annual Town Meeting Requests

As a precursor to consideration of the WPCF articles, the committee briefly referenced the site visit that allowed members to visually inspect and learn more about the proposed screw pump and generator purchase.

WPCF Facility Screw Pump Request (\$730,000): One continuing question was whether carbon steel or stainless steel represented a better option for the screw pumps, given understanding that stainless would offer substantially better life expectancy 30-35 years vs. 20 years, with the understanding that the pumps other components can be replaced independently of the screw pumps themselves.

Mrs. Little sent an inquiry to Clinton MA, which recently opted to replace its screw pumps and chose stainless on the advice of their engineer. A response is pending. The additional cost of stainless is estimated at \$150,000. Discussion of competitive market and bidding for these products reveals that Evoqua holds an active patent on these screw pumps and therefore has pricing advantage; but it would still be competitively bid. There is no long term warranty on these parts. 18 months only.

Mr. Martineau suggests he would be satisfied with carbon steel and is prepared to vote to recommend, even amid uncertainty regarding stainless steel option. Mr. Ellis notes a diverse array of capital needs in town and with a twenty year lifespan would be comfortable with carbon steel to leave funds for other commitments. Mrs. Little is open to whatever option the Town decides, just as long as these are able to be replaced promptly.

Mr. Garrison moves to recommend an appropriation of \$730,000 for the purchase of carbon steel screw pumps, with the provision that if stainless steel is confirmed as a better long term choice, this recommendation may be increased to reflect that purchase cost, in the range of \$880,000. Mr. Bowman seconds. Motion passes by roll call vote 5-0.

WPCF Generator Request (\$130,000): Mr. Garrison noted that the committee viewed this in its in-building location and while it appears to have been well maintained, it is no longer viable and its indoor location is not ideal. Mrs. Little notes that of the proposed cost, approximately \$20,000 is for the cost of having the vendor remove the old generator and site the new one outside. The base generator cost is \$110,000. Mr. Garrison felt that this project is relatively predictable from an implementation standpoint and does not see need to add contingency.

Mr. Garrison moves to recommend an appropriation of \$130,000 for replacement of the WPCF facility back-up generator, including removal of the old generator and installation of any utilities required to site the new generator at a suitable outdoor location, with allowance for battery storage if feasible. Mr. Burbank seconds. Roll call vote. Motion passes 5-0.

Carnegie Library Basement Renovation (\$130,000): The committee previously entertained discussion of the rationale and approach to improving the Carnegie Library basement to allow for location of staff offices and additional useable space in an area that has a long history of moisture related issues that are expected to be mitigated by the Carnegie Library driveway project and other recent measures.

As presented by Ms. Perham, the present request includes approximately \$30,000 in additional costs. Of this, \$20,000 would support installation of two 2-ton HVAC units (mini-splits) with outdoor compressors. The system plan was considered and discussed on site with Mr. Burbank, who estimated cost. Formal quotes for this element of the project are pending, but the allowance is considered sufficient based on recent similar quotations. The remaining \$10,000 reflects construction contingency, which the CIC had suggested the Trustees consider.

Mr. Ellis asked about the plan for developing bid-ready specs to support procurement and it is Ms. Perham's intention to prepare the basic construction specs and to work with Mr. Burbank on the HVAC side.

Mr. Ellis moves to recommend \$130,000 for the purpose of the Carnegie Library Basement Renovation project, and any and all incidental costs related thereto. Mr. Garrison seconds. Roll call vote. Motion passes 5-0.

Montague Center Library Masonry Improvements (\$100,000): Ms. Perham noted that although the original building assessment report identified \$500,000 in necessary masonry work, former Library Director Linda Hickman employed a structural engineer and local masonry company to review the building and make further recommendation. That mason provided a quote of \$105,376, but the DPW has already addressed an important element of that intended scope (focused on the drainage and pointing of the accessible ramp, leading to the request of \$100,000.

Mr. Garrison moves to recommend an appropriation of \$100,000 for the purpose of masonry restoration and any related repairs to the Montague Center Library. Mr. Bowman seconds. Role call vote. Motion passes 5-0.

Town Hall Main Roof Replacement (\$125,000): Mr. Garrison reviewed the expected cost data provided by Mr. Ellis relative to the option of a metal roof, which is estimated to increase cost by 2 to 2.5x. This quote was provided by a commercial/steel roofing company in the western MA that was recommended by our roof assessment consultant, Jack Skypeck of Northeast Roof Consultants. Mr. Burbank suggests that the general understanding of cost makes it difficult to be certain of the expected longevity benefit and that he is not opposed to an asphalt shingled roof. Mr. Martineau signaled his agreement, as did Mr. Garrison, who cited the need to consider other pending projects as we make this choice. Mr. Ellis continues to work with a structural engineer to review this project as proposed, though we are not expecting an issue.

Mr. Garrison moves to recommend an appropriation of \$125,000 for the replacement of the Town Hall Main Roof and removal of any unnecessary antennae and related apparatus. Mr. Martineau seconds. Roll Call vote. Motion passes 5-0.

Shea Theater Lower Roof Replacement (\$60,000): This project has previously been well-discussed. We have a solid quote for the roof work and have an ample set aside for temporary removal and re-installation of the HVAC duct work during the project.

Mr. Garrison moves to recommend an appropriation of \$60,000 for the replacement of the Shea Theater lower roof and any other roof maintenance or incidental repairs. Mr. Martineau seconds. Roll call vote. Motion passes 5-0.

DPW Discretionary Fund (\$100,000): Mr. Garrison explained that the DPW discretionary fund is intended to allow the superintendent to make necessary vehicle and equipment repairs over the course of the year, and to purchase equipment. He went on to say that he reviewed spending to-date and sees a balance of \$70,000, which he believes should allow flexibility to provide a reduced appropriation to this account, which we like to make sure is “topped up” to \$100,000 each year.

Mr. Garrison explained that he’d sent an inquiry about planned spending to Mr. Bergeron but received no response, but believes the account is in good shape and we’ve invested heavily in DPW equipment this fiscal year. Mr. Burbank thinks it is important to consider the trade-offs that full funding of this account carries and supports a smaller appropriation. Mr. Ellis is unaware of any major equipment failures this winter, but knows that DPW usually waits until after the plowing year to make purchases to protect the ability to use this for an emergency repair or purchase. Understands the rationale for reduction, but will abstain.

Mr. Garrison moves to recommend an appropriation of \$50,000 for the DPW discretionary account. Mr. Burbank seconds. Roll call vote. Mr. Bowman - Aye; Mr. Burbank – Aye; Mr. Ellis – Abstain; Mr. Martineau – Aye; Mr. Garrison – Aye. Motion passes 4-0-1.

Board of Health Inspectional Vehicle (\$30,000): Mr. Garrison summarized previous conversations about this request, which presents a conceptual ask – provision of a town vehicle(s) for use by employees on Town business – that appears to have merit, but he believes should not be put forward in isolation of a broader review of this need and development of appropriate strategy and policies related to it. Some discussion of the option to purchase EVs

and install a charger port on Town Hall, if that is where they'll be located when not in use. No member speaks in favor of moving the present request forward at present.

Mr. Garrison moves NOT to recommend an appropriation of \$30,000 for the purchase of a vehicle for the Board of Health, but instead to recommend to the Selectboard that they consider further study of the purchase of a vehicle for Town employee use and any related policies. Mr. Bowman seconds. Roll call vote. Motion passes 5-0.

Summary of Final Motions/Recommendations

Request	Amount	Approved	Vote
WPCF Facility Screw Pumps	\$ 730,000	Yes	5-0
WPCF Back-Up Generator (450kW)	\$ 130,000	Yes	5-0
Carnegie Library Basement Renovation	\$ 130,000	Yes	5-0
Montague Center Library Masonry Repair	\$ 100,000	Yes	5-0
Town Hall Main Roof Replacement	\$ 125,000	Yes	5-0
Shea Theater Lower Roof Replacement	\$ 60,000	Yes	5-0
DPW Discretionary	\$ 50,000	Yes, Amended	5-0
Health Department Vehicle	\$ 30,000	No	5-0

3. Building Assessment Procurement

The committee re-visited its previous discussion of the question whether to recommend a sole source procurement for the Town's building assessments through PCA 360 in order to maintain a consistent methodology for facilities review, estimating and prioritization of repairs, and reporting of data that can reasonably be integrated for analysis, presentation and the development of strategy.

Mr. Martineau had previously expressed reservations about not holding a competitive procurement, but indicated that if the CIC is satisfied with the quality of work he would not be opposed to it. Mr. Garrison noted that he sees the consistency of method and data reporting to be essential and referenced his past summary of multiple Excel data files (three library building reports) provided by PCA 360 as indicative of the benefit of consistent formats.

Mr. Burbank noted that we are somewhat in the middle of data collection now with a vendor that was originally procured by the GMRSD for its four school buildings and was then hired by the Trustees for assessment of three library branches that came in under the procurement bidding threshold. He thinks it is okay to move forward, but next time we do this, we should plan it all as one big project.

Mr. Garrison moves to recommend to the Town's Chief Procurement Officer (Mr. Ellis) that the Town conduct a sole source procurement of building assessments in order to maintain consistency of the data for the purposes of capital plan development. Mr. Burbank seconds. Roll call vote. Mr. Bowman - Aye; Mr. Burbank – Aye; Mr. Ellis – Abstain; Mr. Martineau – Aye; Mr. Garrison – Aye. Motion passes 4-0-1.

4. One- and Six-Year Capital Plan Development Process

Mr. Garrison explains that we are now charged with development of a one and six-year capital plan. The approach to the one-year plan for FY23 is pretty straightforward and consistent with what we've done in past years. He intends to draft a plan that will be presented to the Finance Committee on March 16th, which we can review and discuss on March 9th. The six-year plan will require a great deal more thought as we seek to conceptualize and implement it based on available data. We'd like to get it together prior to the May 7 Annual Town Meeting, but will see how that schedule goes.

4. Review and Set Upcoming Meeting Schedule

Discussion of tentative schedule:

- Match 9: Review the draft report to FinCom, consider any recommendations to the SB relative to the Town's use of ARPA funds for capital projects
- March 16: Finalize/present CIC Recommendations to joint meeting with FinCom and SB

5. Adjournment

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