

Montague Capital Improvements Committee (CIC)

Meeting Minutes

July 13, 2022

Meeting Location (Mark all that Apply with an "X"):

☐ Montague Town Hall One Avenue A, Turners Falls MA

☒ Zoom Video/Phone

☐ Other (describe) _____

Meeting Called to Order at: 3:00PM

Attendees: CIC members: Jason Burbank, Ariel Elan, Greg Garrison, Chris Menegoni
Invited Guests: Steve Ellis, Town Administrator; John Czarick

☒ Check here if roll call votes made due to one or members attend remotely

1. Approval of Meeting Minutes

Request made by Mr. Garrison for motion to approve the minutes of March 9, April 6, and June 15. Request made by Ms. Elan for time to convey copy edits to those minutes. Agreed to address them at the next meeting.

2. Welcome New Members

Welcomed Ariel Elan and Chris Menegoni as new members. Heard interest of John Czarick in participating on the committee should a seat become available. Discussed need to go to Planning Board regarding their unappointed seat on the committee and how to proceed, including possible change in bylaw.

3. Reorganize CIC

Discussion of candidate interest. Mr. Garrison agrees to serve as chair and Mr. Burbank as Vice Chair. No other interest in serving in either role.

Mr. Menegoni moves to appoint Mr. Garrison as Chair and Mr. Burbank as Vice-Chair of the CIC. Ms. Elan seconds.

4. Meeting Minute Plan for FY23

Noted that it is impractical for the chair or Town Administrator to take notes while managing the meeting and that more shared responsibility is needed.

Meeting minutes template presented as an aid to assist with notetaking. Mr. Ellis demonstrated the tool, which could be used by note takers while a meeting is ongoing. Mr. Ellis agreed to take minutes for the present meeting.

5. Overview of CIC Calendar for FY23

Mr. Garrison described the planning cycle in relation to the One-Year Capital Plan. Discussed the Cycle of developing that plan. Department requests are due November 1st, School District requests December 1st. Allows time for review of initial requests and time for proposers to improve and resubmit in January. Goal is to have decisions made and One-Year report to Selectboard and Finance Committee prepared by mid-March.

6. Six-Year Capital Plan

Mr. Garrison highlighted the need for this longer-range plan but would prefer to have the new Assistant Town Administrator on board to contribute to its conceptualization and support the work required for this project. They should work closely with the CIC in its development to ensure shared ownership.

I missed Ariel's thoughts on this plan, my notes are incomplete

7. Topics Not Anticipated

A quick overview was provided regarding capital projects

- Submission of \$975,000 Avenue A Streetscape has led to an earmark in the federal FY23 Budget. We won't know until winter whether it survives the budget process.
- Inserted language in State FY23 Transportation Bond Bill that may later facilitate design projects for the Paper Mill Road and Center Street bridges.
- Selectboard raised the question of whether they would now prefer to have a metal roof installed on the Town Hall. To be further discussed and brought back to the CIC if changes are formally requested.
- Working to enhance remote meeting capability within Town Hall
- Mr. Czarick shared a bit about himself, including his extensive construction background and passion for contributing to the Town, and its planning for infrastructure. He is particularly concerned about bridges in Montague Center.

Adjournment.

Next meeting is expected to be held on August 10th.

Mr. Menegoni moves to adjourn. Mr. Burbank seconds. Motion passes 4-0.