

Capital Improvements Committee Meeting Minutes

Meeting held via Zoom

August 24, 2022

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

Attendees: CIC members: Greg Garrison(GG), Ariel Elan (AE), Jason Burbank (JB), Chris Menegoni(CM)

Tom Bergeron, DPW Superintendent

Steve Ellis, Town Administrator

The meeting was called to order at 3:02 pm. All votes were taken by roll call due to the remote meeting format.

1. Approval of Meeting Minutes

The July 13th meeting minutes were approved unanimously.

GG-Aye, AE Aye, JB Aye, CG Aye

2. Establish Meeting Minutes Rotation

Discussion for meeting minutes was had. AE to take the September 13th meeting minutes

3. DPW Discretionary Account

Tom Bergeron requested that the Dept. of Public Works (DPW) discretionary account be continually funded at \$100,000 a year, with any remaining balance to be rolled over into the next fiscal year. Tom's request was based upon:

- Increased small fleet vehicle purchase prices. Generally over \$60,000.
- The larger discretionary account would allow for the continued flexibility to purchase vehicles when he could get the best price. Moving the smaller fleet purchases to town meetings would remove that flexibility.
- There are price savings on vehicles to be gained with purchasing flexibility.
- General emergency repair costs are higher priced.

A discussion was had on capping the amount of the fund. Tom said he was agreeable to that. No specific amount was agreed to.

GG to bring Tom's request before the Finance Committee.

4. DPW Report on Roads, Bridges, Library, and Cemetery project updates

Tom provided an update on the current bridge construction, road repaving, and ongoing cemetery project.

5. Fall Special Town Meeting Requests

Steve Ellis provided an update on the expected capital-spending requests that will come before the upcoming Oct. 13 Special Town Meeting (STM):

- Colle roof repair. The architecture firm, Helene Karl Associates (HKA) is reviewing the project and will have an updated proposal. Colle fund will pay for any roof repair.
- The Gill-Montague Regional School District (GMRSD) will likely request funding to complete floor repairs at Hillcrest elementary school.
- The GMRSD may also request funding for paving of access roads at GMRSD schools.

6. Report from planning board - CIC appointment

A discussion was had on the appointment of the fifth CIC member position. AE suggested that the CIC appointment by-law be amended to allow the Town Moderator to appoint the fifth member if the planning board does not appoint the fifth member.

CIC will continue discussion so an STM article can be prepared.

7. ATA Hiring update

GG updated the CIC on the Assistant Town Administrator (ATA) position. Walter Ramsey is the hiring committee's recommendation. Selectboard is reviewing the hiring committee's recommendation. If Walter is ultimately selected, early October would be the expected start date.

Other Topics

AE discussed the UMass Clean Energy Corps providing interns for towns to explore solar opportunities. Energy Committee to bring the request to the Selectboard for approval.

Adjournment:

Meeting adjourned at 4:30 PM

AE-aye, JB-aye, CM-aye GG-aye

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1. Approval of Meeting Minutes

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GG-Aye, AR Aye, JB Aye, CG Aye

Commented [1]: AE

2. Establish Meeting Minutes Rotation

Discussion for meeting minutes was had. AR to take the September 13th meeting minutes

Commented [2]: AE

3. DPW Discretionary Account:

Tom Bergeron requested that the Dept. of Public Works (DPW) discretionary account be continually funded at \$100,000 a year, with any remaining balance to be rolled over into the next fiscal year. Tom's request was based upon:

Commented [3]: delete colon

- Increased small fleet vehicle purchase prices. Generally over \$60,000.
- The larger discretionary account would allow for the continued flexibility to purchase vehicles when he could get the best price. Moving the smaller fleet purchases to town meetings would remove that flexibility.
- There are price savings on vehicles to be gained with purchasing flexibility.
- General emergency repair costs are higher priced.

Commented [4]: Use the old-fashioned journalism practice of spelling out any title, institution, or position the first time in a document, with the acronym following in parentheses. For the benefit of members of the public who don't automatically know what the initials mean.

Commented [5]: Needs colon here, not a period.

A discussion was had on capping the amount of the fund. Tom said he was agreeable to that. No specific amount was agreed to.

GG to bring Tom's request before the finance committee.

Commented [6]: Finance

4. DPW Report on Roads, Bridges, Library, and Cemetery project updates

Commented [7]: Committee

Tom provided an update on the current bridge construction, road repaving, and ongoing cemetery project.

Commented [8]: Spell: Cemetery

5. Fall Special Town Meeting request

Steve Ellis provided an update on the expected capital-spending requests that will come before the upcoming Oct. 13 Special Town Meeting (STM): town meeting request. The expected requests are:

- Colle roof repair. The architecture firm, Helene Karl Associates (HKA) is associates are reviewing the project and will have an updated proposal. Colle fund will pay for any roof repair.
- The Gill-Montague regional school district (GMRSD) will likely request funding to complete floor repairs at Hillcrest elementary school
- The GMRSD may also request funding for paving of access roads at GMRSD schools

6. Report from planning board - CIC appointment

A discussion was had on the appointment of the fifth CIC member position. AR suggested that the CIC appointment by-law be amended to allow the Town Moderator to appoint the fifth member if the planning board does not appoint the fifth member.

The continued discussion will be had CIC will continue discussion so an STM article can be prepared.

7. ATA Hiring update

GG update the CIC on the Assitant Town Administrator (ATA) position. Walter Ramsey was the hiring committee's recommendation. Selectboard was still is reviewing the hiring committee's recommendation. If Walter is ultimately selected, early October would be the expected start date.

Other Topics

AR discussed the Massachusetts Clean Energy Core providing interns for towns to explore solar opportunities. Energy Committee to bring the request before the select board. to the Selectboard for approval.

Adjournment:

Meeting adjourned at 4:30 PM

Ar-aye, JB-aye, CM-aye GG-aye

Commented [9]: Requests (plural)

Commented [10]: Regional School District

Commented [11]: add period

Commented [12]: add period

Commented [13]: AE

Commented [14]: updated

Commented [15]: Assistant

Commented [16]: is

Commented [17]: AE

Commented [18]: UMass*AE checked online; this is how they spell their name.

Commented [19]: Corps

Commented [20]: AE