

MONTAGUE CAPITAL IMPROVEMENTS COMMITTEE

Meeting Minutes

Wednesday, November 16, 2022 3:00 PM

Meeting Held Remotely

In Attendance:

CIC Members: Gregory Garrison (GG), Chris Menegoni (CM), Ariel Elan (AE), Jason Burbank (JB)- 4:00PM,

Town Staff: Water Ramsey (WR)- Assistant Town Admin, Chelsey Little (CL)- Clean Water Facility Superintendent

Approval of Minutes:

MOTION: *To accept the CIC meeting minutes for November 9th.*

JB Moved, CM Second APPROVED by Unanimous Vote

Clean Water Facility (CWF) Current/Ongoing Capital Projects Updates

Chelsey Little reported on the following projects:

- Chlorination project on track and under budget. Estimated 90-95% complete. Unspent funds to be rolled back into capital stabilization fund
- Generator Replacement project. Procurement package being developed. To be bid in January. Lead on generators is about 42 weeks.
- Industrial Park Replacement Project. Preliminary engineering work is done. Work will be done in two phases: wet well and pump replacement. This is to be completed to June 2023. CL expects this to be a model for other pump station upgrades.
- Bio-solids composting feasibility study was funded (\$150K). Weston and Sampson is contracted to conduct the study. Forthcoming PFAS regulations are going to have a big influence on the study recommendations.
- Blower/Diffuser project is on track from June 2023/2024.

GG observed that these project amount to over \$650K in grants and \$350K in saving where the CWF serves as the General Contractor- a total of over \$1M of savings to the Town.

Proposed CWF Capital Projects

Screw Pump Replacement Project (Winter STM FY23)

- Initially intended to be simple screw replacement, but it become evident in early summer that further repairs are necessary to the wet well, HVAC, controls, and tower. Wright-Pierce (engineer) is developing a preliminary engineering review report.
- Due to the expanded scope, the department is looking toward USDA Rural Development loan/grant program. The grant would be expected to cover between 35% to 75% of the total project cost. The town would need to obtain USDA loan for the remaining balance minus the existing ARPA appropriation.
- The working budget figure is \$2.5M not \$2M as depicted in the Capital Request Form.

Septage Receiving Station Upgrades (FY24 ATM)

- Project involves a new enclosed tank and automated software for improved billing and accountability.
- Currently there is no way to measure or track septage received.
- This is primary revenue source. Generates between \$150 to 250K annually.
- This project will bring 1960's technology into the 21st century.

Transit van to replace pickup (Winter STM FY23)

- 1998 Pickup is failing and is at the end of its useful life
- CWF is required to inspect pump stations 3X per week. A van is better for all-weather service and better for storage of parts, materials, and tools.
- CL strongly prefers an Electric Transit van if commercially available, but it was acknowledged that these vehicles are currently difficult to procure.

RTV/Gator to replace golf cart (FY24 ATM)

- Golf cart is at end of useful life
- The nature of the CWF plant requires a small vehicle to move people and things from building to building in all seasons
- CWF does their own maintenance to sidewalks and driveways. This unit would be equipped with plow and sander.
- Was requested in prior year, but the request was postponed

Consider Department of Public Works Discretionary Capital Spending Policy

WR presented draft developed in consultation with Town Admin and Highway Superintendent and based on the previous meeting notes:

The key functions are 1) and annual report of Discretionary Spending 2) Selectboard approval for all expenditures over \$25,000, and 3) Annual funding of the policy up to and not exceeding \$100,000.

The Committee agrees to provide the potential for purchase of new vehicles, but it is subject to Selectboard approval. The Committee agreed to cap the fund at \$100,000 to have it replenished annually. WR suggested March 1 as the milestone date for budgeting purposes, but he wants to confirm that with Town Accountant and DPW Superintendent.

MOTION: *To endorse the Department of Public Works Discretionary Capital Spending Policy as presented with a caveat that Walter and Town Accountant may identify an appropriate annual milestone date that lines up with the budget cycle and to forward the policy to Finance Committee.*

CM Moved, JB Second. APPROVED by Unanimous Vote

MOTION *to close the meeting at 4:25PM*

AE Moved, JB Second. APPROVED by Unanimous Vote.

Respectfully Submitted,

Walter Ramsey