

MONTAGUE CAPITAL IMPROVEMENTS COMMITTEE

MEETING AGENDA

Meeting Accessible via Zoom Only

<https://us02web.zoom.us/j/7415198772> or Phone: (646) 558-8656

Meeting ID: 741 519 8772 PassCode: 1754

Wednesday, December 13, 2023 from 3:15 to 4:30 pm

Votes May Be Taken

1. Call to Order and approve any outstanding meeting minutes
2. Review of Gill Montague Regional School District (GMRSD) Capital Article Requests (Business Manager Joanne Blier and Facilities Director Heath Cummings, invited)
 1. Hillcrest Elementary School Pavement and Sidewalk Rehab (\$100,000)
 2. Sheffield Main Office Reconfiguration (\$20,000)
 3. Hillcrest Cafeteria Reconfiguration (\$40,000)
3. Briefing on MSBA application for new elementary school
4. Status of currently funded capital projects
5. Topics not anticipated in the 48 hour posting requirements
6. Set next meeting date/ venue. Adjournment



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 25

This form is intended for use with capital article submissions \geq \$25,000 with a lifespan of 5+ years. For major building projects, please consult the Town Administrator.

Please complete this form in its entirety! Initial Submission due November 1

☐ Check Here if this an expedited request for Winter 2023 Special Town Meeting

Department: GMRSD Submitted by: Joanne Blier for School Committee

Item/Project Cost: \$100,000 Date Prepared: 11/28/23

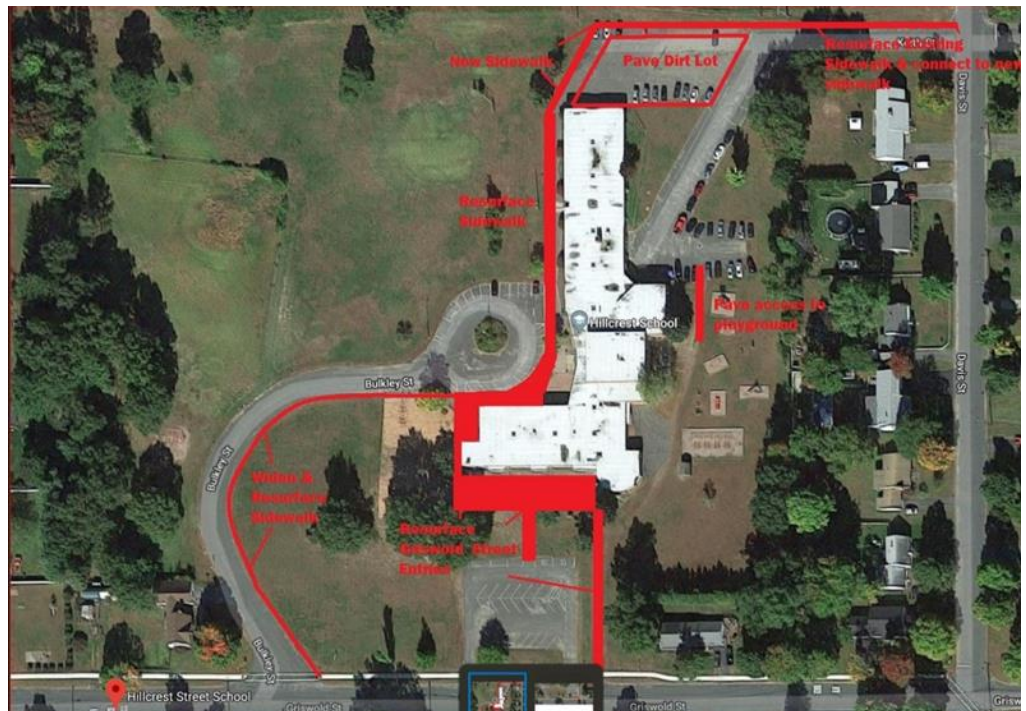
Item/Project Title: Hillcrest Elementary School – Paving / sidewalk upgrades and repairs

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$100,000**, or any other amount, for the purpose of repairing and upgrading the Hillcrest pavement and sidewalks, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

Detailed Description for Background Materials: *(Provide a full description of the item or service. Use attachments as needed.)*

This has been discussed in the past as the pavement is in very bad shape especially along the sidewalks. The parent parking lot is too small, and the school needs a “rolling drop off” area that is separate from the buses. The employee park in a dirt lot and the area is prone to flooding and is an uneven surface that becomes dangerous during winter months. The sidewalks need to be upgraded to meet ADA requirements.





Scoping Questions

Please elaborate in the comments box at bottom of the page

Do you have a written estimate or proposal for the scope of work?

If yes, attach the estimate

Is there a lease option for this expense?

Will this item or project replace a capital asset?

Will this create ongoing costs or savings?

Will this leverage grant or other external funding?

Is this request identified on the Capital Improvement Plan?

Yes

No

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Describe how the project/ purchase will be managed

The Facilities director will work with the Town DPW superintendent and contractors to determine how to meet the need.

Why is it essential that the Town makes this investment now?

The pavement on the roadway and the sidewalks continues to deteriorate at the Hillcrest Elementary School making for hazardous conditions for staff, families and students walking in the area. In addition, the staff park in a partially dirt lot that is prone to flooding and the parent lot is too small for the number of families doing drop offs on a daily basis. It would also be helpful to create a rolling drop off area that is separate from the bus drop off area.

Relative Priority : Your assessment of the how important this is to the Town at the present time.

Critical Importance



Highly Important



Moderately Important



Comments and additional information:



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Department: GMRSD Submitted by: Joanne Blier for School Committee

Item/Project Cost: \$20,000 Date Prepared: 11/28/23

Item/Project Title: Sheffield Elementary School – Main Office Reconfiguration

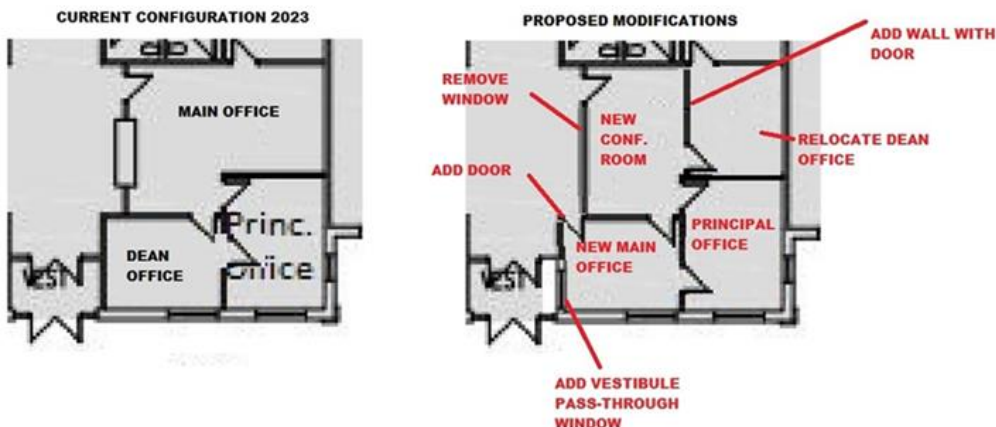
Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$20,000**, or any other amount, for the purpose of reconfiguring the Sheffield main office, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

Detailed Description for Background Materials: (Provide a full description of the item or service. Use attachments as needed.)

While the Sheffield Elementary school main entrance, has the double door entrance, there is no window from the reception area into that entryway. The reconfiguration would make the following changes:

- Convert the current dean's office into the new Main Office/ Administrative Assistant's Office. A pass-through window would be installed to the double door entryway and a door would be installed to the open hallway for staff to enter the main office without going through the conference room
- A wall would be added to the current Main Office and move the Dean's office
- A new conference room would be created when splitting the current Main office with the new all, as Sheffield admin does not have a space for meetings.
- If conference room was in use, Dean would be able to enter their office through copy room, principal could enter their office through the new main office.



Scoping Questions	Yes	No
<i>Please elaborate in the comments box at bottom of the page</i>		
Do you have a written estimate or proposal for the scope of work? <i>If yes, attach the estimate</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a lease option for this expense?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will this item or project replace a capital asset?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will this create ongoing costs or savings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will this leverage grant or other external funding?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is this request identified on the Capital Improvement Plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

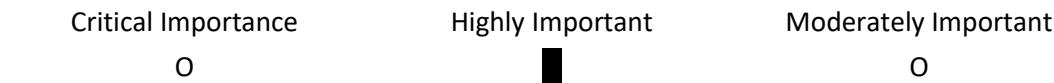
Describe how the project/ purchase will be managed

Who will manage procurement and execution of the project? Will external resources be required for design, engineering, procurement, or construction oversight? The Facilities director will work with contractors to design and build out the rooms over the summer of 2024.

Why is it essential that the Town makes this investment now?

Make your argument for why this project is necessary and timely. Articulate the benefits of the project. If necessary, describe the consequences of inaction. While the Sheffield Elementary School has a double door entryway, there is not a window directly into the main office from that entryway. Visitors must be buzzed through before they are met by the admin assistant. This reconfiguration would move the Admin Assistant’s office and install a window to the double door entryway to prevent the public from having to be admitted into the school to talk with Administrators. The Sheffield elementary school is also in desperate need for conference space for private meetings with parents and teachers.

Relative Priority : Your assessment of the how important this is to the Town at the present time.



Comments and additional information:



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Department:	GMRSD	Submitted by:	Joanne Blier for School Committee
Item/Project Cost:	\$40,000	Date Prepared:	11/28/23
Item/Project Title:	Hillcrest Elementary School – Cafeteria reconfiguration to make breakout space		

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$40,000**, or any other amount, for the purpose of reconfiguring the Hillcrest cafeteria to create breakout space, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

Detailed Description for Background Materials: *(Provide a full description of the item or service. Use attachments as needed.)*

We have some space constraints at all of our elementary schools, but at Hillcrest, we have really been struggling. While we have managed with the space we have, there has been talk of a modular building to expand the classroom and breakout space for related service providers (OT, PT, SLP, ELL) and Art and Music. However, a much lower cost option would be to reconfigure the café stage space to create an additional room. This would require a ramp as the stage is slightly elevated. We will also need electrical, fire and HVAC modifications in the new break out space..

Scoping Questions

Please elaborate in the comments box at bottom of the page

Do you have a written estimate or proposal for the scope of work?

If yes, attach the estimate

Is there a lease option for this expense?

Will this item or project replace a capital asset?

Will this create ongoing costs or savings?

Yes

No

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Will this leverage grant or other external funding?

☐☒

Is this request identified on the Capital Improvement Plan?

☐☒

Describe how the project/ purchase will be managed

The Facilities director will work with contractors to determine how to divide the space to create more breakout space that meets all of the requirements of the building code.

Why is it essential that the Town makes this investment now?

The Hillcrest principal has requested modular buildings for the past several years to provide more breakout space. This is a less expensive option. Many of our related service providers share space.

Relative Priority : Your assessment of the how important this is to the Town at the present time.

Critical Importance

○

Highly Important



Moderately Important

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Comments and additional information: