

MONTAGUE CAPITAL IMPROVEMENTS COMMITTEE

Meeting Minutes

Wednesday, December 13, 2023 3:15 PM

Meeting Held Remotely

In Attendance:

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

Town Staff: Water Ramsey (WR)- Assistant Town Admin, Heath Cummings (HC)- School Facilities Manager, Joanne Blier (JB)- School Business Manager

Meeting called to order 3:15PM, GG Presiding

1. Approve any outstanding meeting minutes

MOTION to approve minutes of 11/29/23 by CM. Seconded by JB. CM-AYE, JB- AYE, GG- AYE, AE- Abstaining. MOTION PASSED

2. Review of Gill Montague Regional School District (GMRSD) Capital Article Requests

Hillcrest Elementary School Pavement and Sidewalk Rehab (\$100,000)- A safety and ADA issue. HC to connect with DPW to confirm what, if any, element of the project can be done in-house. HC to provide updated budget at earliest convenience. There was concern that the budget seemed low based on recent quotes the town has seen. WR advised to plan for site plan review with Planning Board for the Griswold parking lot expansion element.

Sheffield Main Office Reconfiguration (\$20,000)- Project would support building security and make better use of the space. A contractor would be hired to execute the work. Does not meet the definition of “capital project” because it is less than \$25,000.

Hillcrest Cafeteria Reconfiguration (\$40,000)- Project would allow for a meeting/conference room by using underutilized space in the cafeteria. Substantial elements of the cost comes from the need to modify HVAC and electrical work to build-out the space.

3. Briefing on MSBA application for new elementary school-

JB shared the news that the project was NOT accepted into MSBA. The school plans to apply again next year. JB reports that it is not uncommon to have to reapply multiple times.

It is known that the roof and boiler at Hillcrest will need to be replaced over a 5 year horizon. JB cautioned that MSBA funds can not be used if it is the school’s intention to close the school. This is a matter that warrants close consideration by the Town and CIC.

4. Status of currently funded capital projects

Sheffield Admin doorway project is underway. Currently with 3rd vendor. Hillcrest façade work is under contract. Work to resume in Spring. GMRSD got a grant to install a new Building Management System at Sheffield. The Fire Alarm project at Sheffield is completed. The Sheffield and Hillcrest intercom project is completed as well.

5. Topics not anticipated in the 48 hour posting requirements – none

6. Set next meeting date/ venue. – Wed Jan 3, 2024 3:15PM IN PERSON at Town Hall

***MOTION** to close the meeting at 4:25PM by CM, LR Seconded.. CM-AYE, JB- AYE, GG- AYE, AE- Abstaining. MOTION PASSED*

Respectfully Submitted,

Walter Ramsey