

MONTAGUE CAPITAL IMPROVEMENTS COMMITTEE

MEETING AGENDA

Town Hall Annex Meeting Room One Avenue A, Turners Falls, MA IN PERSON MEETING

Wednesday, December 11, 2024 from 3:30 to 5:00 pm

Votes May Be Taken

1. Call to Order and Approve any outstanding meeting minutes: 11/13/24
2. Review of Clean Water Facility (CWF) Capital Article Requests for Special Town Meeting (CWF Superintendent Chelsey Little, invited)
 - a. Conference Room/Break Room Renovation (Main Generator Project Phase 2) (\$48,500)
3. Status of currently funded capital projects
4. Tentative schedule for meeting with Department Heads for review of Annual Town Meeting requests
5. Topics not anticipated in the 48 hour posting requirements
6. Adjournment

MONTAGUE CAPITAL IMPROVEMENTS COMMITTEE

Meeting Minutes

Wednesday, November 13, 3:30 PM

Montague Town Hall Annex One Avenue A Turners Falls, MA

In Attendance:

CIC Members: Gregory Garrison (GG), Chris Menegoni (CM), Ariel Elan (AE), Lynn Reynolds (LR)

Town Staff: Christopher Nolan-Zeller (CNZ)- Assistant Town Administrator

Also in Attendance: Matthew Lord (ML)- Selectboard Member

Absent:

CIC Member: Jason Burbank (JB)

Meeting called to order 3:31PM, GG Presiding

1. Call to Order and Approve any outstanding meeting minutes: 10/30/24

MOTION to approve the minutes of 10/30/24 by CM, LR Seconded. CM-AYE, GG- AYE, LR- AYE, AE-ABSTAIN, JB-ABSENT. MOTION PASSED

2. Discussion with Selectboard Member Matthew Lord – Long-term financing strategy for capital projects

ML noted an ongoing discussion regarding the benefits and disadvantages of funding capital projects on a pay-as-you-go basis, versus utilizing short-term borrowing. While he has previously spoken in support of the former, he noted that this year's high volume of projects would make some debt financing necessary. He expressed confidence in CIC to advise the Selectboard and Town Meeting well and in accordance with the Town's financial policies.

GG noted that of the FY26 capital requests received, about \$3.6 million could be feasibly funded with borrowing, including the sewer re-lining and two large DPW trucks. However, the Finance Committee would have more of a say than CIC on funding sources for projects.

AE asked if the Town's accounts were interest-bearing. CNZ responded that funds sitting in Town accounts could be expected to accumulate interest, but the Town Accountant would be more familiar with the specifics.

CM noted his preference for not borrowing to purchase vehicles, but acknowledged this may make practical sense, especially with uneven year-to-year revenue due to factors such as litigation and disputed utility assessments.

3. Discuss anticipated FY26 capital project budget

According to a list of current balances of Free Cash and Reserves provided by the Town Accountant, the Town currently had about \$1.38 million in Free Cash, \$337k in Clean Water Facility (CWF) Retained Earnings, \$2.5 million in Capital Stabilization, and \$269k in CWF Capital Stabilization, all of which would be important for consideration during capital planning.

GG noted that it would be preferable to have closer to \$500k in CWF Capital Stabilization. CM stated that it would not make sense to have excess funds sitting in this account.

GG noted that ARPA has helped the Town avoid utilizing Stabilization funds, and without it, the \$2.5 million runs the risk of being drawn down quickly.

4. Review and approve FY26 capital planning cycle timeline

CNZ explained that a tentative schedule had been developed based on the Town Accountant's overall budget calendar. The committee requested removing the note that the slate of capital requests would be finalized by CIC on 1/15/25, and instead that the full month of January be utilized for this purpose.

5. Initial review and discussion of FY26 non-school capital article requests and Winter Special Town Meeting requests

GG summarized the capital requests received. Two departments (Airport and CWF) had projects being requested for consideration at Winter STM.

AE noted that the Airport should consider leveraging Green Communities grant funding for its HVAC replacement project. CM added that the Airport was in a challenging position in the court of public opinion after transfers were needed at a recent Town Meeting, but that he would be happy to recommend the Town fund up to 40% of the cost of mini-split installation. GG suggested asking the Airport Manager to check with the vendors who provided the quotes about the prospect of them taking assignment of rebates, which could help the Town avoid upfront costs.

AE left the meeting at 4:01 PM.

6. Status review of ongoing major capital projects

CNZ noted that the Selectboard had decided not to move forward with requesting capital funds for the Town Hall Annex buildout, and instead had directed CNZ and the Town Administrator to seek grant funding for a building needs assessment.

CNZ was working toward developing a scope for the re-paving of the rear parking area at Town Hall.

Solar installation on the roof of the Town Hall Annex was expected to begin in December.

The window and door replacement at the Millers Falls Library had recently concluded.

The Carnegie Library basement renovation was ongoing, and making rapid progress.

7. Topics not anticipated in the 48 hour posting requirements

None.

8. Establish next meeting date(s)

The next meeting would be in the Town Hall Annex on Wednesday, 12/11 at 3:30 PM. Airport Manager Bryan Camden would be invited to meet with the committee at 3:30, and CWF Superintendent Chelsey Little would be scheduled for 4PM, in order to discuss each department's requests being made for Winter STM.

GG expressed interest in having an on-site meeting with the DPW Superintendent at his department's facility in January to discuss the DPW's capital requests.

CM requested more transparency by Town departments when disposing of surplus property.

9. Adjournment

MOTION to close the meeting at 4:32PM by CM, LR Seconded. CM-AYE, GG-AYE, LR-AYE, AE-ABSENT, JB-ABSENT. MOTION PASSED

Respectfully Submitted,

Christopher Nolan-Zeller



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 26

This form is intended for use with capital article submissions ≥ \$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 10/31/2024.

Check Here if this an expedited request for Winter 2024 Special Town Meeting

Department: CWF Submitted by: Chelsey Little

Item/Project Cost: \$48,500 Date Prepared: 10/28/2024

Item/Project Title: Conference Room/Break Room Renovation (Main Generator Project Phase-Two)

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 **\$48,500**, or any other amount, for the purpose of **conducting a conference room and breakroom renovation**, 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.)*

Breakroom

Mini-Split:.....	\$5,000
Drop Ceiling:.....	\$3,000
Exterior Wall Repairs (from old louver and double door):.....	\$5,000
New Exterior Insulated Door:.....	\$2,500
Breakroom Kitchen:.....	\$11,500
Tile Floors:.....	\$2,500
Asbestos Removal:.....	\$10,000
Total:.....	\$39,500

Conference Room

Conference Table ~120"x48":.....	\$3,000
Chairs x10:.....	\$1,500
File Cabinets x5:.....	\$1800
Paper Plans/Maps Cabinet:.....	\$300
Total:.....	\$6,600

Contingency 5%:.....\$2,305

Grand Total:.....\$48,405 → Rounded to **\$48,500**

Scoping Questions

Please elaborate in the comments box at bottom of the page

Yes

No

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?

(From Original Project)

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 CWF will oversee procurement and execution of the project.

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

This project is considered phase two of the Main Generator replacement project, where after the main generator has been removed from the room in the Administration Building, the room will be converted into a useable space for staff.

Converting the old generator room would alleviate two issues by:

- creating a larger updated staff breakroom space
- provide a much-needed conference/meeting room for the facility (Staff currently shares the breakroom as an impromptu meeting room space)

As the old generator room has a larger footprint than the current break room, it will be turned into the new staff breakroom. The old staff breakroom will be converted into a conference/meeting room space with additional file storage.

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

Critical Importance

0

Highly Important



Moderately Important

0

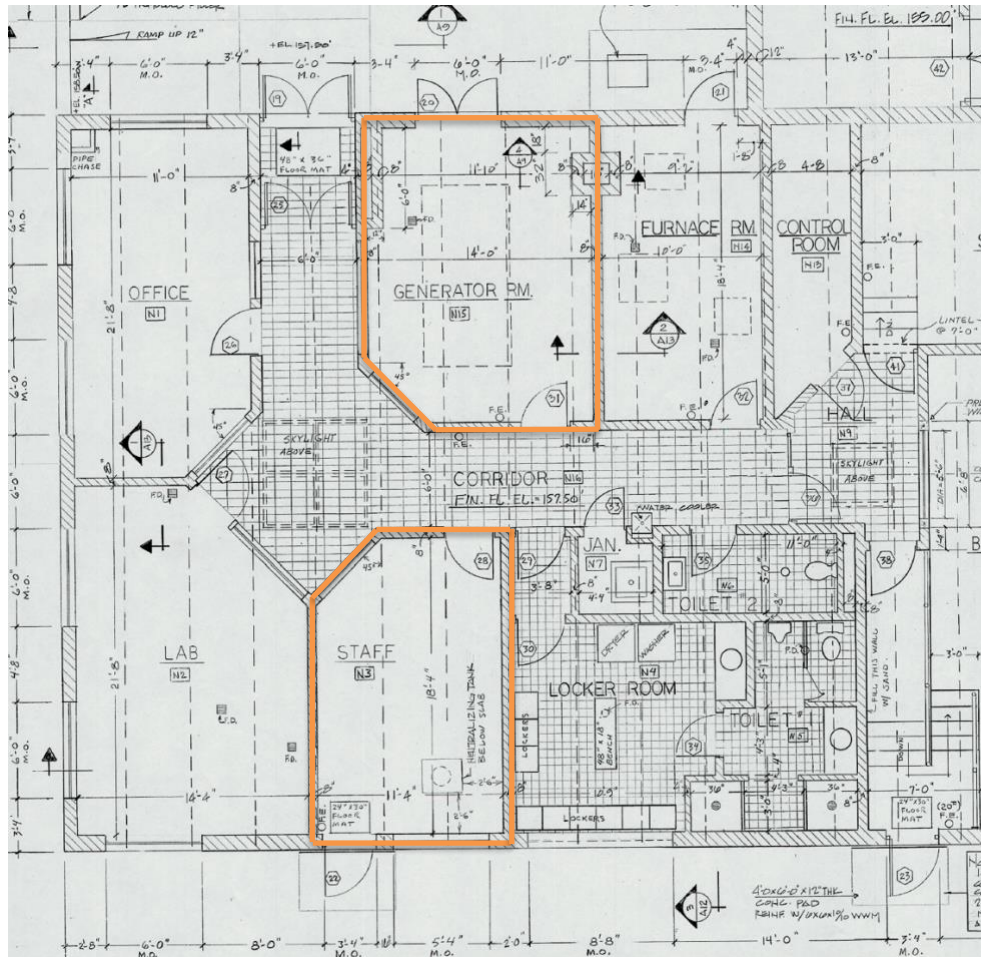
Comments and additional information:

Request to fund through retained earnings.

Supporting Photos/Diagrams/Documents

Generator Room → New Break Room





Staff Breakroom → Conference Room



Special Article Request: Capital Expense (rev 9.26.24)

Tentative FY26 CIC Meeting Schedule (as of 12.4.24)

- 11/13/24 – begin review of non-school requests
- 12/11/24 – STM requests - CWF
- 12/18/24 – meeting, solidify STM capital articles
- 1/8/25 – meeting @ DPW
- 1/15/25 – meeting w/ CWF
- 1/22/25 – meeting w/ Parks & Rec, Libraries, deadline to change STM capital articles before SB, FC review
- 1/29/25 – meeting, SB capital request, solidify ATM articles
- 2/12/25 – joint meeting with FinComm
- 2/26/25 – Special Town Meeting
- 3/12/25 – CIC, FC, SB joint meeting
- Additional meetings as needed
- 3/25/24 – absolute final date for articles
- 4/9/25 – CIC report finalized
- 4/7/25 – final warrant executed by SB
- 5/7 – 5/14/25 – Annual Town Meeting