

# **MONTAGUE CAPITAL IMPROVEMENTS COMMITTEE**

## **Meeting Minutes**

**Wednesday, December 11, 3:30 PM**

**Montague Town Hall Annex One Avenue A Turners Falls, MA**

**And via Zoom**

### **In Attendance:**

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

Town Staff: Christopher Nolan-Zeller (CNZ)- Assistant Town Administrator, Chelsey Little (CL) – Clean Water Facility Superintendent

Also in Attendance: John Reynolds (JR)

### **Meeting called to order 3:31PM, GG Presiding**

1. Call to Order and Approve any outstanding meeting minutes: 11/13/24

*MOTION to approve the minutes of 11/13/24 by LR, JB Seconded. CM-AYE, GG- AYE, LR- AYE, AE-ABSTAIN, JB-ABSTAIN. MOTION PASSED*

2. Review of Clean Water Facility (CWF) Capital Article Requests for Special Town Meeting (CWF Superintendent Chelsey Little, invited)

CL presented background information on her department's \$48,500 request for its Conference Room / Break Room Renovation, which is also Phase 2 of its Main Generator Replacement project. She discussed the current layout of the administrative building, and explained that this had been spun off into its own project due to the Generator replacement project going over-budget on other items. If approved, the current generator room would become the new kitchen/break room, and the current break room would become a conference room, which is currently lacking.

GG asked if plumbing would be a concern. CL responded that the line to the current break room sink would be capped, while the new kitchen area would connect via extending the plumbing from the adjacent boiler room.

This project is requested for approval by Special Town Meeting, as the old generator will be removed in February, and this would be ideal timing to complete the renovation.

GG asked whether the requested cost included materials only, or if labor was also included. CL responded that it was for materials only, as the work would be done in-house by her staff.

JR asked whether the work was done during regular hours, or if any overtime would be needed. CL responded that it would be done during normal operating hours, which included built-in special projects time for her team.

JB asked whether savings from labor were greater or equal to the cost of materials. CL confirmed that labor to pay an outside contractor would have almost certainly cost more than the materials. GG commended CL and her staff for their willingness to take on projects.

*MOTION to recommend the appropriation of \$48,500 for the CWF Conference Room / Break Room renovation by CM, JB Seconded. CM-AYE, GG- AYE, LR- AYE, AE-AYE JB-AYE. MOTION PASSED UNANIMOUSLY.*

### 3. Status of currently funded capital projects

CL discussed several of CWF's ongoing and recently-completed projects. The Industrial Blvd pump station reconstruction was recently completed in-house at a cost of \$168,000, paid for entirely with a state grant. GG acknowledged that this work was estimated at \$1 million if it had been contracted out, rather than completed by CWF staff, and expressed gratitude that CL prioritized keeping costs down.

CL noted recent and upcoming work involving the facility's screw pumps, aeration blowers and diffusers, new main generator installation, repairs on the boiler in the Operations building, replacement of generators at the G St, and J St pump stations, improvements at the Montague Center pump station, and work on the facility's septage receiving station, which is one of the few in the area that accepts septage from out-of-town haulers, and is a major revenue stream for the department, with an average of about \$300,000 in annual receipts from this.

JB asked what the most prominent challenge was for the department during rainy weather. CL responded that keeping the secondary treatment area from washing out and discharging its microbes was the largest challenge, as it would take 20-40 days to bring their levels back up to the minimum needed for keeping up with treatment.

CNZ updated the committee on other ongoing projects, including the upcoming solar installation on the Town Hall Annex (permits pending), the nearly-finished basement renovation at the Carnegie Library, and a series of capital improvements at the elementary schools planned for Summer 2025, being coordinated between the school district and his office.

### 4. Tentative schedule for meeting with Department Heads for review of Annual Town Meeting requests

The committee agreed that its tentative 12/18 meeting would no longer be necessary. GG explained that the Airport had withdrawn its two capital requests due to having already completed the projects with federal funds, and the Airport Manager would be meeting with the Finance Committee to request Town Meeting funds for local reimbursement.

5. Topics not anticipated in the 48 hour posting requirements

None.

6. Establish next meeting date(s)

The next meeting would be at the DPW Facility on 1/8/25. CNZ would be contacting department heads to schedule appointments with the committee during January meetings to discuss their requests.

7. Adjournment

*MOTION to close the meeting at 4:26PM by CM, LR Seconded. CM-AYE, GG-AYE, LR-AYE, AE-ABSENT, JB-AYE. MOTION PASSED*

Respectfully Submitted,

Christopher Nolan-Zeller