

MONTAGUE CAPITAL IMPROVEMENTS COMMITTEE

MEETING AGENDA

Meeting Accessible Via Zoom Only

[https://us02web.zoom.us/j/82139538190?pwd=jscrkx3TWIO](https://us02web.zoom.us/j/82139538190?pwd=jscrkx3TWIOxKPaiyiw0MaAxZB8dhc.1)

[xKPaiyiw0MaAxZB8dhc.1](https://us02web.zoom.us/j/82139538190?pwd=jscrkx3TWIOxKPaiyiw0MaAxZB8dhc.1) or Phone: (646) 931-3860

Meeting ID: 821 3953 8190 Passcode: 025405

Wednesday, January 22, 2025 from 3:30 to 5:00 pm

Votes May Be Taken

1. Call to Order and Approve any outstanding meeting minutes: 1/15/25
2. **3:30 PM:** Review of Parks & Recreation Capital Article Requests for Annual Town Meeting (Director of Parks & Recreation Jon Dobosz, invited)
 - a. Unity Park playground improvements (\$125,000)
3. **4:00 PM:** Review of Public Libraries Capital Article Requests for Annual Town Meeting (Library Director Caitlin Kelley, invited)
 - a. Millers Falls Library storefront renovation (\$39,000)
4. Review of Committee report to February 12, 2025 Special Town Meeting
5. Status review of ongoing major capital projects
 - a. Avenue A Streetscape improvements
 - b. Turners Falls Manhole Rehabilitation
 - c. Strathmore Mill Demolition design
 - d. CWF fine bubble aerators/diffusers
6. Topics not anticipated in the 48 hour posting requirements
7. Adjournment

MONTAGUE CAPITAL IMPROVEMENTS COMMITTEE

Meeting Minutes

Meeting Accessible Via Zoom Only

<https://us02web.zoom.us/j/87625766041?pwd=vZP4gMftmrlHFg11j6kuFULFDVL3cW.1>
or Phone: (646) 931-3860 Meeting ID: 876 2576 6041 Passcode: 915540

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

Meeting called to order 3:31PM, GG Presiding

1. Call to Order and Approve any outstanding meeting minutes: 1/8/25

AE suggested adding additional language to the description of the Public Works facility.

MOTION to approve the minutes of 11/13/24, with AE's amended language by LR, CM Seconded. CM-AYE, GG- AYE, LR- AYE, AE-AYE, JB-AYE. MOTION PASSED

2. Review of Clean Water Facility (CWF) Capital Article Requests for Annual Town Meeting (CWF Superintendent Chelsey Little, invited)
 - a. Purchase used mini-excavator (\$60,000)

CL explained that her department currently rented or borrowed an excavator for in-house construction projects, as well as groundskeeping at the CWF and 8 pump stations. Purchasing a brand new excavator would cost upwards of \$100,000, and a low-mileage used one would serve its purpose fine.

GG noted that both DPW and CWF have been borrowing the Airport's excavator. CL added that this was a much larger machine than her department needs, and is sometimes too large to fit into tight spaces when necessary. Sharing this piece of machinery between three departments during busy Summer construction season is also challenging from a timing perspective.

GG asked if there was sufficient storage on-site for a mini-excavator. CL responded that there was, as old materials were being cleared out behind the building.

GG asked if maintenance on the machinery could be done in-house. CL responded that when possible, the in-house mechanic would do maintenance, but major repairs would need to be contracted out.

GG asked what buckets would be purchased for the excavator. CL responded that she expected only a 24" bucket to be needed for small use.

- b. Portable emergency generator (\$30,000)
- c. Lake Pleasant station generator (\$37,800)

CL noted that her department was strategically replacing two pump station generators per year, and the ones at G Street and J Street station generators were recently done. All the old generators are from 1980, with Lake Pleasant currently running on the former portable generator.

GG asked if there was any resale or tradable value to the old generators. CL responded that these would have scrap value only, as serviceable parts for them are no longer made.

AE commended CL for her thorough documentation.

GG clarified whether the role of the generators was to keep the stations operational in case of a power interruption. CL responded that it was, and this is required by law, also noting that a maintenance technician services each one twice yearly, and the Town has used the same technician for 20 years.

GG asked who would be doing the installation work. CL responded that the Town would contract with an electrician, just as it did for the G and J Street stations, and the old generators would be scrapped.

- d. Thickened sludge pump replacement (x2) (\$104,000)

CL explained the function of the thickened sludge pumps. The current equipment is from 1981, with the drives updated in 2010. The current setup is very dangerous, and resulted in a note from the Department of Labor Standards during an inspection due to the exposed piston pump. New pumps would be enclosed, much safer, and require less maintenance.

AE noted that the current system had a nice appearance despite its old age, and asked whether the safety issues were known in 2010. CL responded that only the drives were replaced in 2010, while the pistons themselves were over 40 years old.

CL noted that this was a planned and normally-scheduled improvement.

GG asked whether the new pumps were designed for a different sludge composition than what the facility processed 40 years ago, when paper mills still operated in the Town. CL responded that the pumps should work for any type of thick fluid or sludge.

GG asked if labor would be performed in-house. CL responded that it would. GG added that a mini-excavator would likely be helpful for this project.

JB asked whether there were currently two or three thickened sludge pumps. CL responded that there were currently three, and this was being reduced to two with the replacement. The third could be discontinued and removed while still maintaining 100% redundancy with two. Typically, only one will be used at a time, swapped on timers to create equal wear and tear.

GG recommended that CL consider requesting funding for this project from CWF Capital Stabilization instead of Retained Earnings. CL noted that CWF Capital Stabilization had a current balance of about \$260,000, which has been built up well in recent years.

AE asked how CWF Capital Stabilization was replenished. CL responded that old Retained Earnings and unspent project allocations were transferred over to this fund, also noting that Retained Earnings only needed a simple-majority vote to allocate at Town Meeting, while spending from CWF Capital Stabilization needed a two-thirds majority.

GG suggested that CIC draft a letter to be distributed at Town Meeting praising the CWF and DPW's willingness to take on in-house construction projects, which have led to significant savings for the Town in recent years.

MOTION to draft a letter endorsing the CWF and DPW's in-house project management strategy, and for CNZ to draft the CIC's report to the February 12 Special Town Meeting by GG, LR Seconded. CM-AYE, GG- AYE, LR- AYE, AE- AYE, JB-AYE. MOTION PASSED

3. Next steps in FY26 capital planning cycle

CNZ shared the up-to-date list of capital requests, and explained recent updates, including the combining of two Parks & Recreation projects (playground resurfacing, tube slide), into one (Unity Park playground improvements), also adding tentative funding sources for several items. He informed the committee that Special Town Meeting was officially scheduled for February 12 at 6:30 PM at Turners Falls High School.

4. Status review of ongoing major capital projects

CNZ updated the Committee on the successful grant application to the MA Board of Library Commissioners, with the Town receiving \$100,000 to undertake the process this year of schematic design work for a new or renovated Carnegie Library.

5. Topics not anticipated in the 48 hour posting requirements

None.

6. Establish next meeting date(s)

The next meeting would be virtual at 3:30PM on 1/22.

7. Adjournment

MOTION to close the meeting at 4:17PM by JB, CM Seconded. CM-AYE, GG-AYE, LR-AYE, AE-AYE, JB-AYE. MOTION PASSED

Respectfully Submitted,

Christopher Nolan-Zeller

| Montague FY26 Capital Cycle Requests As of January 14, 2025 | | | | | | | | | |
|---|---|-----------------------------|---------------------|----------------|----------|------------|------------|--|---|
| Submitted by | Project Description | On Cap Plan | Amount Requested | Quote Received | CIC Vote | Winter STM | Annual ATM | Funding Source | Notes/Comments |
| CWF | Admin building break room/meeting room rehab | YES (from original project) | \$48,500 | NO | 5 Y | X | | \$21,218.40 from unexpended past articles; \$27,281.60 from CWF Retained Earnings | |
| CWF | Purchase used mini-excavator | NO | \$60,000 | YES | | | | CWF Retained Earnings | |
| CWF | Portable emergency generator | YES | \$30,000 | YES | | | | CWF Retained Earnings | |
| CWF | Lake Pleasant station generator | YES | \$37,800 | YES | | | | CWF Retained Earnings | |
| CWF | Thickened sludge pump replacement (x2) | YES | \$104,000 | YES | | | | CWF Capital Stabilization | |
| DPW/Selectboard | Phase 2 - Sewer Collection System Rehabilitation | YES | \$3,000,000 | YES | | | | Debt - split between Town and CWF | |
| DPW | Replace 2003 International 7400 10 wheel dump truck | YES | \$365,000 | NO | | | | | |
| DPW | Replace 2002 International 4900 dump truck | YES | \$325,000 | NO | | | | | |
| DPW | Replace 2001 Ford E450 camera van | YES | \$70,000 | NO | | | | | |
| DPW | Replace 2007 Ford F-150 pickup | YES | \$65,000 | NO | | | | | |
| DPW | Oakman St slope stabilization | NO | \$60,000 | YES | | | | | |
| DPW | Meadow Rd guardrail/culvert work | NO | \$200,000 | NO | | | | Possible DER Culvert Grant | |
| DPW | Equipment and major repairs (Discretionary) | YES | \$100,000 | n/a | | | | | Amount will be decreased based on fund balance as of 3/1/25 |
| DPW | Alley and non-Ch90 road paving | YES | \$30,000 | n/a | | | | | |
| Library | Millers Falls Library storefront renovation | YES | \$39,000 | YES | | | | | |
| Parks & Recreation | Unity Park playground improvements | YES | \$125,000 | YES | | | | | |
| Selectboard/Planning | FRTA bus stop improvements (Industrial Blvd/Millers Falls Rd) | NO | \$60,000 | YES | | | | Cannabis Impact Fees | |
| Total | | | \$4,719,300 | | | | | | |
| Capital Projects in development (not ready for FY26 ATM) | | | On CIP | | | | | | |
| Selectboard | Town Hall Annex buildout | | YES | | | | | | |
| GMRSD | Sheffield Admin repointing/exterior work | | YES | | | | | | |
| GMRSD | Sheffield Admin window replacements | | YES | | | | | | |
| GMRSD | Sheffield Admin ADA restrooms | | YES | | | | | | |
| GMRSD | MSBA New Elem School Feasibility Study | | YES | | | | | | |
| CWF | Secondary and primary clarifiers upgrade | | YES | | | | | | |
| DPW/Selectboard | Off-road sewer lines relining | | YES | | | | | | |
| DPW/Selectboard | Swamp Road bridge rehab match | | YES | | | | | | |
| DPW | Avenue A traffic signal replacements (2) | | YES | | | | | | |
| FY26 Grant funded capital projects | | | grant value | On CIP | | | | | |
| Congressional Earmark | Avenue A streetscape improvements | | \$960,000 | YES | | | | | |
| Rural/Small Town Development | Phase 1 - sewer collection system rehab | | \$500,000 | YES | | | | | |
| Site Readiness | Strathmore Demo Design | | \$132,700 | YES | | | | | |
| EPA Brownfields & DCR earmark | Strathmore Mill demolition | | \$9,920,000 | YES | | | | | |
| Comm Dev Block Grant | Downtown parking lots (3rd and 4th St) | | \$125,953 | YES | | | | | |
| DEP GAP II | CWF fine bubble aerators/diffusers | | \$150,000 | YES | | | | | |
| USDA Rural Dev. | Screw Pump Replacement | | \$860,000 | YES | | | | | |
| State Earmark | COA infrastructure improvements | | \$50,000 | YES | | | | | |
| Complete Streets | Montague Center traffic safety improvements | | \$499,682 | | | | | | |
| | | | \$13,198,335 | | | | | | |



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 26

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 10/31/2024.

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

Department: Parks & Recreation Submitted by: Jon Dobosz, Director

Item/Project Cost: \$125,000 Date Prepared: 10/20/24 (revised 01/09/25)

Item/Project Title: Unity Park Playground 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 \$125,000* or any other amount, for the purpose of << >>, 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 project will include the replacement of the rubber, pour-in-place (PIP) surfacing as well as the tube slide in the Unity Park playground. The current PIP surface is beyond its useful life and has been cracking and pulling up in numerous areas due to high traffic. There is approximately 2,500 sq. feet of PIP surfacing that must be replaced. A new tube slide will replace the current one that was purchased and installed in 2000 and is also beyond its useful life.

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? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will this item or project replace a capital asset? | <input checked="" type="checkbox"/> | <input 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 Parks & Recreation Department will manage procurement and execute the project. The playground equipment vendor will be responsible for design, engineering and installation of both items.

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.

Unity Park is not only the most popular public park in Montague, but it is also one of the most popular play areas in Franklin County. The playground receives constant patronage, which speaks to the importance of committing to routine maintenance. The life of rubber pour-in-place surfacing is approximately ten years, and the current PIP surface is original to Phase 1 of the Unity Park Improvement Project from 2012, so it is slightly beyond its useful life. The replacement of this surface is not only critical to the safety of our patrons but also maintains ADA regulations relative to public play spaces. Attempts have been made in the last couple of years to patch torn areas, but these efforts have resulted in less than acceptable results.

The current blue tube slide is one of, if not THE, most popular items in the playground area. Unfortunately, it is also quite old, and even pre-dates the tenure of the Parks & Recreation Director as it was installed in the year 2000. The accepted “life” of playground equipment is approximately fifteen years. The Parks & Recreation Department has started to invest more time, energy and resources into maintaining the slide over the last couple of years, and for the sake of safety this item should be replaced.

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

Critical Importance
X

Highly Important
O

Moderately Important
O

Comments and additional information:



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 26

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 10/31/2024.

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

Department: Libraries Submitted by: Caitlin Kelley

Item/Project Cost: \$74,000 Date Prepared: 10/29/2024

Item/Project Title: Millers Falls Branch Library Storefront Replacement

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 **\$74,000**, or any other amount, for the purpose of replacing the Millers Falls Branch Library’s storefront and ceiling tiles, 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.)*

Though new HVAC was installed and both the windows and back door of the Millers Falls Branch Library were replaced, one thing preventing the building from being energy efficient is the glass storefront on the front of the building. The storefront leaks cold air in the summer and hot air in the winter. The glass makes the immediate area around it quite hot from the spring through early fall and creates an uncomfortable “fishbowl” effect for library staff and patrons. Additionally, the front door regularly lets in water during heavy rains, which has led to interior floor damage. The current door is not accessible. Additionally, the current ceiling tiles are very old, and the ceiling lights are inefficient.

It is the intention of this project to replace the storefront with a regular building façade, incorporating large, but standard-sized windows in keeping with the aesthetic of the neighborhood and an ADA compliant automatic front door. This portion of the project is estimated to cost \$39,000.

Additionally, the ceiling tiles will be upgraded, and the current lighting will be swapped for LED’s. The existing ceiling grid will be kept. This portion of the project is estimated to cost \$34,000.

Please note that the Libraries’ Building Committee and I are very open to solely funding the storefront portion of this project. While replacing the ceiling tiles and the existing insulation will likely make the building more energy efficient, the storefront is our priority.

Scoping Questions

Yes No

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?

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 library director will manage this project with procurement assistance from town administration . Contractors will gain entry to the building with assistance from the DPW.

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.

This project was first explored several years ago. Though it was at first designated an FY27 project, town admin agreed to swap this project with the Carnegie roof project, given the likelihood of a major construction project involving that building. Additionally, new flooring was recently installed---it would be prudent to prevent further rain seepage from entering the building and damaging this new flooring.

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:

The quoted numbers were provided by Renaissance Builders, though I have not yet received a full, written estimate.



Montague Capital Improvements Committee

STM 2.12.25 Town Meeting Report

Approved by the CIC _____

I. Background

The Capital Improvements Committee (CIC) received requests and began meeting with Montague department heads in December 2024 to evaluate capital needs as outlined in their Special Article Requests. The Special Article Request forms that were adopted and implemented in 2017 continue to serve as the framework for outlining and presenting the capital needs of each department.

This year's report of recommendations summarizes the committee's findings following several months of meetings, research, and deliberation and relies upon the same approach to evaluation developed last year. The grading system, explained below, is consistent with that used in past years.

For the February 12 Special Town Meeting, the CIC recommends the timely advancement of 1 capital article.

II. Approach to Evaluation of Requested Articles

Defined Criteria/Rationale Used in Assessing Special Article Requests

Public Safety: Does the capital improvement rectify a safety concern or otherwise prevent a potential public safety issue?

Cost Avoidance: Will the capital improvement save the town financially?

Service Interruption: Does the capital improvement prevent an interruption in services?

Other- Any other reason identified and relevant by the CIC.

Grading System

Recommend: Given appropriate budget space, the committee believes that the capital improvement should be funded. The CIC evaluation does not formally consider the question of financial capacity, which is left to the Finance Committee and Selectboard.

Recommend with Reservations: The committee would generally recommend the capital improvement but may find that elements of the project scope are unclear or incomplete, that it lacks a convincing professional cost estimate, or doesn't address or account for some long-term needs and concerns of the town.

Does not Recommend: The committee does not recommend moving forward with the capital improvement as presented. This may be due to the nature or timing of the project, the apparent need for the project, the availability of scope or cost information, or other reasons.

III. Recommendations on Requested Articles

1. Summary Table of Fiscal Year 25 Submissions and Recommendations

The table below offers a summary view of special article requests and CIC recommendations for capital project spending. Overall, spending associated with recommended articles equals \$48,500. These recommendations are further explained in section II.

Summary of Final Motions/Recommendations

| Request | Amount | Approved | Vote |
|--|-----------|----------|------|
| CWF – Conference Room/Break Room Renovation (Main Generator Project Phase 2) | \$ 48,500 | X | 5-0 |

2. Capital Requests Recommended for Consideration at February 12, 2025 Special Town Meeting

Clean Water Facility – Conference Room/Break Room Renovation (Main Generator Project Phase 2) (\$48,500): The CWF is requesting to complete the second phase of its main generator relocation project by refinishing the current generator room to create a new conference space, while converting the current kitchen into an employee break room.

The CWF is currently undergoing Phase 1 of a previously-approved project to remove its generator from the interior of the Administration building, and replace it with one on the outside. The practice of locating generators inside this type of building, while accepted at the time of the facility’s construction, is no longer viewed as safe. Phase 1 of this project includes installation of the new generator with accessory electrical equipment and infrastructure, disconnection of the old generator system, excavation and installation of underground duct bank concrete, and various other sitework including the placement or demolition of pads, bollards, pavement drive, and piping.

This request would fund Phase 2 of the project, which includes the costs to refinish the current generator room with a mini-split, dropped ceiling, exterior wall repairs, an insulated exterior door, a new kitchen suite, tile floors, and asbestos removal, while work in the updated breakroom includes furnishing with a table, chairs, and file cabinets.

Service Interruption, staff safety and productivity: This second phase will allow the CWF to meet its current department needs, with the timing to begin this phase lining up well with removal of the old generator, scheduled to take place in February 2025.

Capital Improvements Committee grade. Recommend

Respectfully,

Gregory Garrison, Chair

Jason Burbank

Ariel Elan

Chris Menegoni

Lynn Reynolds