



## Annual Town Meeting

### SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year  
**FY 24**

Form for use with capital article submissions > \$25,000 or with a lifespan of > 5 years.  
**Please complete this form in its entirety! Initial Submission due November 1**

Department: Selectboard Submitted by: Steven Ellis

Item/Project Cost: \$25,000 Date Prepared: November 1, 2022

Item/Project Title: Town Hall Carpet and Flooring 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 **\$25,000**, or any other amount, for the purpose of replacing or repairing carpet and other flooring in Montague Town Hall, 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 article would fund replacement and repair of flooring in Montague Town Hall. The primary focus will be on replacement of the carpet throughout the first floor, which is worn and badly stained, despite many attempts to clean it. The cost presented in this article reflects a plan to continue to encapsulate the asbestos containing tiles that lie below the existing carpet and underlayment.

Any funds remaining after the carpet work is performed will be dedicated to replacement of previously abated tile floor areas in the first floor basement and stairwells, as well as treatment of any painted or unpainted concrete floor surfaces in the basement level building areas.

*Enter response*

**Have you received an estimate as a basis for cost? (yes/no)**

Yes

- *If yes, please attach estimate*

**Are grant or other funds available to offset cost? (yes/no)**

No

Is there a lease option for this expense? (yes/no)

No

Will this item or project replace old equipment? (yes/no)

No

If replacement, estimate surplus value:

Will it create other ongoing costs or savings? (yes/no)

No

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

The carpeting primarily presents an aesthetic concern in the Town's administrative offices and does not reflect a professional environment to visitors or staff. In limited locations it may present a trip hazard, as may loose tiles in the third floor stairwell and in other locations.

Relative Priority

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

Critical Importance

O

Highly Important

X

Moderately Important

O

If submitting more than one request, where does this stand as a priority relative to the others you are submitting?

First

X

Second

O

Third

O

Fourth or Lower

O

Comments:

This is the only capital request being presented by the Selectboard Office for consideration at the May 2022 ATM.

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Final recommendation of Capital Improvements Committee:

O Support

O Not Support

Comments on Recommendation: