

Meeting Minutes for the Town of Charlemont Capital Improvement Committee

from September 25, 2017 6:00 P.M., Town Hall

In attendance: Committee members Tracy Hall, Jim Sinclair, Ron Smith, Tony Walker, and Town Administrator Peg Dean

1. The Capital Improvement/ Planning Committee called their meeting to order at 6:03pm.
2. It was clarified that all appointments are for 3 years going forward.
3. On a motion from Ron Smith, 2<sup>nd</sup>d by Tony Walker, the Capital Improvement/ Planning Committee made a motion, to vote Tracy Hall as Chair again this year. Tony Walker – yes, Ron Smith – yes, Jim Sinclair – yes; Tracy Hall abstains.
4. The Committee discussed potentially meeting the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of month.
5. Regarding capital requests the Town Administrator will send the requests to all Department heads on October 2, 2017 for them to be returned by November 15, 2017. November 23, 2017 the CIC plan is due to the Committee for the Committee to begin meetings with departments on November 29, 2017 to begin analysis and deliberation.
6. The Committee discussed how to approach Town Hall needs. Peg will provide the municipal space study for the next meeting. The Committee will review emergency needs vs. urgent but can wait.
7. The Committee scheduled their next appointment for October 2, 2017. On the agenda will be “discussing roof needs.”
8. The Committee offered Fire Chief Doug Annear an appointment for tonight, but Doug was unable to attend. They will extend another appointment time, October 2, 2017 at 5:30 to coordinate with another appointment Doug has in Town.
9. The Committee will discuss roof needs.
10. Meeting adjourned at 7pm.

Respectfully submitted by Peg Dean

Draft minutes until approved by the Committee

Documents viewed:

Capital Planning Committee reviews Town Hall needs

Major Events/ Financial Calendar and CIP Budget Calendar

Gutter estimate from Sergey Tokarev dated 4-4-17

Feasibility Study estimate for Town Hall from Jablonski and Devriese dated 8-2-16

Email from Jeff Dougan, Massachusetts Office on Disability re ADA grant funds dated 9-25-17