

TOWN OF LUNENBURG
CAPITAL PLANNING COMMITTEE
October 23, 2024

Main Floor Meeting Room
Ritter Building
960 Massachusetts Ave.
Lunenburg, MA 01462

Present Members: Chair Peter Beardmore, Vice Chair Tom Alonzo, Clerk Matt Brenner, Member-at-large Rob Bowen, Finance Committee Representative Chris Menard

1. Call to Order

The meeting opened at 6:30 PM.

2. Public Comment - committee, public

There were no comments from the Committee or the public.

3. Chair's report

Peter Beardmore received an email from Dr. Kate Burnham with the revised edits to their presentation.

Peter Beardmore received an email from the Administrator for IT, Kara McCarthy, relating to a deck. The deck previously received was not in conformance with the principles previously discussed and hasn't been updated in about a year.

Petere Beardmore requested a date from the IT department for their presentation.

4. Review and approve minutes

There was a motion to approve the minutes from July 10, 2024, July 31, 2024, and October 9, 2024, by Matt Brenner, seconded by Tom Alonzo. All in favor. The vote was unanimous.

5. Capital request presentations

a. Facilities

The Facilities Director, Chris Ruth, provided his presentation.

The facilities department oversees 11 buildings: Town Hall, Ritter Memorial Library, Dept. of Public Works, Public Safety Complex, Adult Activity Center, Library, Boys and Girls Club, Brooks House, TC Passios building, old primary school.

Additionally, they help with Hollis Road Conservation property and the old gas station at 925 Mass Ave.

Facilities also help with the Park Department facilities; Marshall Park and pond, Memorial Park/Veterans Park, McNally Park, Wallace Park, Fitzgerald Field, Town Beach and beach house.

Currently Chris Ruth has over 100 projects on his list.

Chris Menard inquires about the projects for the Brooks House as he was under the impression that no action was going to be taken on that property. Chris Ruth states those projects were carried over from the last list. The APDC has an article at the upcoming town meeting about selling or leasing that location. Chris Menard suggests removing any items that aren't intended to be done.

Chris Ruth does not know what the plans are for the interior of the Ritter Building, Town Hall and TC Passios. This creates difficulty and confusion regarding planning.

Peter Beardmore suggests meeting and having a conversation with the Superintendent specifically about the schools.

FY26 Capital Requests

1. Second floor building design for the Public Safety Building. There are 2 rooms on the second floor above the police department. The rooms are currently empty or being used for storage.

Peter Beardmore suggests touching base with the Interim Police Chief about the storage and open space available. Additionally, he questions what the regulatory obligations are for turning the hard copies into digital records to create better archives and more space.

2. Library HVAC update, design, and construction. There has been issued with the HVAC system in the past few years. Additionally, replacement parts no longer exist. The first step is to upgrade the control and then replace the rooftop units.

Peter Beardmore questions why this project requires engineering and design work costing \$32,000. Chris Ruth states the initial rooftop design estimate was \$13,000 which includes structural evaluations. Peter Beardmore asks if the building gets too cold or too hot. Chris Ruth confirms they haven't been able to keep a consistent temperature in the children's side for the last year and a half. That unit does have radiant heating in the wintertime.

In reference to grants Chris Ruth believes there is 1 more round of up to \$200,000 and then it is capped at \$100,000 a year

3. Parking lot design for the Senior Center. The \$32,000 request includes a survey, conceptual plans, and everything on the civil engineering side. There has been discussion about potentially shifting Kids Kingdom down to gain additional parking. Currently, there are 9 parking spaces between the Senior Center and Boys and Girls Club.

Peter Beardmore questions who control that piece of land and if there is an issue about where TC Passios land ends.

Tom Alonzo asks how many parking spots the Council on Aging is looking to have.

4. HVAC replacement at Town Hall. Town Hall has 4 furnace air handler units. The 2 in the basement serve the first floor and they were replaced 5 to 6 years ago. The 2 in the attic are at the end of their life. Additionally, there needs to be replacement of the 4 air conditioner condensers outside. Those are running R22 refrigerant which has been reclaimed. Chris Ruth believes there may be some Green Communities grants available.

5. Town Hall window replacement. Some of the windows are 8 to 9 feet high. There may be some Green Communities grants available.

Chris Menard questions if the APDC has any input as they are historically aligned with the windows selection. Chris Ruth doesn't anticipate any push back, but he will contact them.

6. Replace the Boys and Girls Club flooring. The carpet will be replaced with vinyl planks on the first and second floor. This is estimated to cost \$25,000.

Matt Brenner inquires if the vinyl planks will last. Chris Ruth completed a test run and installed it at the town beach house and it has been holding up.

7. Replace the flooring at the Senior Center on the first floor.

Peter Beardmore asks if there is a plan to add an elevator. Chris Ruth is not aware of one, but a chair lift may be a possibility.

8. McNally Park survey and design. This will be an expansion of the park to make the space more accessible and adding bathrooms. There is talk of moving the t-ball field to this location. Marshall Park plans to remove the t-ball field completely. There is a question about why t-ball isn't played on the little league fields.

9. Marshall Pond weed treatment. This will start with clearing out the center of the pond to help create waterflow. There will be some limited chemical treatment. This is estimated to cost \$50,000.

10. Exterior repairs at Ritter Memorial Building. This is a backlogged project. Currently there is no estimate but one is expected to be received by mid-November.

Peter Beardmore suggests prioritizing the projects that have already been committed to.

Ongoing capital projects

- DPW garage floor and roof. Bids are currently open, and ARPA funds are anticipated to be used.
- The Senior Center roof contract has been awarded.
- There was a walk through today of the library teen room expansion and the Town Hall roof.

Peter Beardmore suggests having a follow-up meeting to discuss specific numbers or create placeholder numbers for the design projects. Chris Ruth will send a spreadsheet with the updated numbers.

Peter Beardmore wants to know where the funding gaps are. Chris Ruth will put something together.

Chris Menard discussed the vacant location that was previously Main Street Bank. This property will soon be up for lease. Chris Menard suggests moving the studio into that location. Chris Ruth will look further into this.

Peter Beardmore briefly discussed the TC Passios building and it being abated. Chris Ruth says there is an esthetics survey available for TC Passios.

Chris Menard inquires about the plans for the gas station. Chris Ruth is unsure but confirms they were testing and monitoring the wells last week. The town does own the building. Chris Menard questions if the building could be knocked down and if possible, put the food pantry there and see if there are any grants available. Chris Ruth states the issue is that it's part of the village district. If it was knocked down and rebuilt it needs to be two stories and meet the space requirements for parking.

6. Discuss draft town fiscal policy manual

There has been no further discussion related to the fiscal policy manual.

7. Review schedule, topics for future meetings

November 4th - DPW & Fire presentations

Peter Beardmore states the only presentation that is missing is the IT department. All presentations need to take place prior to Christmas.

8. Public Comment - public, committee

There were no comments from the public or the Committee.

9. Adjourn

There was a motion to adjourn by Tom Alonzo, seconded by Matt Brenner.

The meeting closed at 8:07 PM.