

Town Of Longmeadow, MA  
Capital Planning Committee  
Meeting Minutes  
November 17, 2021

Members Present: Stephen Metz, chairman, Dan Healy, John Skypeck, Ira Smolowitz.  
Members Excused: Adam Metsch

Guests Marybeth Bergeron (chairperson Building Committee), Tom Ewing (VP Building Committee)

The meeting was called to order at 7:05 PM by Stephen Metz. The meeting was held virtually via zoom.

The meeting was devoted to discussion of the preliminary capital budget proposed by Town Manager Lyn Simmons.

DPW submitted a request for Birnie Rd landfill and solid waste monitoring. Lyn Simmons (Town Manager) informed CPC that associated funds will come from her operating budget. This is not from general funds and is not a capital expenditure. Therefore, it will not appear on the town manager plan recommendation.

Marybeth Bergeron identified pertinent concerns with Center School windows and balustrades. The windows are heavy and difficult for faculty to open. As a consequence, fresh air cannot enter the classroom. In addition, sashes have come out of existing windows and the current windows are not energy efficient. 1.2 million dollars is needed for Center School window replacement. Two replacement windows have already been ordered. Ms. Bergeron asked about the process of CPC review of project requests and associated funding. Dan Healy responded, "The worksheets for individual projects come to CPC." Stephen Metz added, "We look at requests and supporting documentation. If this is not clear, additional information is requested from the associated department. At the conclusion of these reviews, the committee ranks its recommendations according to four criteria previously described" and the final list is submitted to the Select Board for their review. Ms. Bergeron indicated that more research may be needed on replacement windows. CPC is still asked to approve \$100,000 expenditure from the General Fund. John Skypeck asked, "Will a window replacement cost estimate be provided by a window company?" Ms. Bergeron replied, "Not now." Tom Ewing indicated that it made sense to categorize the replacement windows. Mr. Healy asked if there is a sense of urgency associated with the window replacement. Ms. Bergeron indicated that an order for windows is ok by summer, 2022. A professional is needed to determine the dimensions of the current windows. Some funding is available from the DPW. Also, the balustrades will have to be replaced. Dr. Metz reminded the group that no funds can be funded until approved at Town Meeting.

Mr. Ewing spoke about the condition of the roof on Center School. The associated roof slates were installed in 1921. Given their age, the slates must be tested according to specific criteria. The laboratory tests are approximately \$5000. Roof slate replacement is \$100 per square foot. Therefore, replacement will be only for cracked, broken slates unless testing indicates otherwise.

Over the next 5 years, a plan is in place to allow 1-2 million dollars at Glenbrook Middle School. Currently, other than mold on the roof, which is washable, the roof is ok.

Dr. Metz asked Mr. Smolowitz to act as liaison between CPC and the Building Committee concerning the status of window replacement. Mr. Skypeck was asked to be a similar liaison with Building Committee concerning estimates of roof repair. Dr. Metz is of the opinion that these liaison assignments are a prudent thing to do.

Mr. Healy was asked to review the documentation of DPW motor pool requests. Dr. Metz is assigned communication with DPW regarding the sidewalk/paving plans, as well as Fire Department requests, and the request of the Police Department for refurbishing of the kitchen in the Police Headquarters

The meeting was adjourned at 8:25PM.

The next CPC meeting will be held remotely 7:00pm, Wednesday, 12/8/21

Respectfully,

Ira Smolowitz