**Montachusett Regional Vocational Technical School**

**1050 Westminster Street**

**Fitchburg, MA 01420**

**Capital Improvements Subcommittee Meeting**

**Wednesday, October 11, 2023**

**Minutes of Meeting**

**Subcommittee Members:** Diane Swenson (Chair), Ashburnham; Peter Capone, Ashby; Melanie Weeks, Fitchburg; John Mollica, Princeton

In Attendance: Diane Swenson, Chair; Peter Capone; Melanie Weeks; John Mollica**.** From Administration: Tom Browne

Meeting called to order at 6:00 by Diane Swenson.

Chair stated that Jeanne Bartlett had resigned from the School Committee. A request to Eric Commodore to appoint another person has been made.

**Motion:** Approve Minutes of the joint Capital Improvements and Finance Subcommittees of February 13, 2023. Motion by Melanie Weeks, seconded by Peter Capone. Unanimous.

Main purpose of this meeting is to review the current status, next steps, and schedule for the 270 Building. Current expectations is to have two shops (electrical and HAVAC) available for the 2024-2025 school year. Additional shop (Plumbing) expected for 2025-2026 school year. Plans are to also have this building and shops available for the Continuing Education Program.

Tom provided details, including a copy of the approved plans to the members.

* Site plan has been approved by the planning board.
* Permits have been applied for.
* Request has been made to Fitchburg for abatement for the permit cost -- $4050. This cost based on the $660,000 project cost.
* Abutters have been notified by the Conservation Commission for a meeting on 11/1/23.
* Parking lot needs work and will be scheduled during the 5-year lease.
* Demolition permit expected within the near future to begin the project.
* Major concern right now is the easement to the parking lot and the demands from Fitchburg to provide a curb.
	+ Easement was discussed at the Fitchburg Planning meeting with unclear results. The easement was granted one week prior to the final approval of MT leasing the building. This was not known at the signing time.
	+ Apparently, the easement was requested and approved by the same person (grantee and grantor being the same person).
	+ Easement provides for trailer trucks to use the parking lot to make a right-hand turn into the drive area for the building across the street.
	+ MT has asked which department from Fitchburg will inform the owner/grantor of the easement of the concerns.
	+ Portable curbing will be installed to meet the requirements from the Planning Board.
	+ Question of the validity of the easement is under discussion.
	+ Attorneys are currently investigating and working on the issue.
	+ At this time, we are still approved to continue with our demolition, preparation and construction of the site.
* Tom Browne will keep the committee informed of any developments.

Meeting will be scheduled for end of November/beginning of December to review the updated Capital Plan.

No other items were brought before the Subcommittee.

**Motion:** to Adjourn and toby Peter Capone and second by Melanie Weeks to then tour the 270 Building. Unanimous.

Meeting adjourned at 6:35 p.m.

Respectfully submitted,

Diane B. Swenson

Diane Swenson

Chair

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