

CIAC - Capital Improvement Advisory Committee
Meeting Minutes
February 3, 2022
7:03 PM – 9:35PM
VIA Zoom

Present: Jamie Gossels, Susan Asbedian-Ciaffi, Matt Dallas, Will Kunkle, Sue Abrams, Tom Travers

Note: Michael Cooper arrived 7:10

Also Present: William Barletta (Director of Facilities), Jennifer Roberts and Janie Dretler (Select Board members), Lynn Puoro (Sudbury TV)

Chairman Asbedian-Ciaffi, following acknowledgement of a quorum, called the meeting to order at 7:03PM.

Vote taken to call the meeting to order:

Dallas: Aye Kunkle: Aye Asbedian-Ciaffi: Aye Gossels: Aye

Abrams: Aye Travers: Aye

Item 1: Approval of Minutes of August 30, 2021 and September 21, 2021.

Tom Travers moved, and Jamie Gossels seconded the motion to approve the minutes of August 30, 2021 and September 21, 2021 as presented.

Dallas: Aye Kunkle: Aye Asbedian-Ciaffi: Aye Gossels: Aye

Abrams: Aye Travers: Aye

Item 2: Revisit Committee meeting recordings and recording availability

- A brief review of previous discussions regarding recording the CIAC meetings noted that pre-pandemic the committee had opted not to be recorded, however, since the pandemic, all meetings have been on zoom and have been thought to be recorded.

The Select Board and FinCom have requested that all CIAC meetings be recorded. It was not clear whether the request was for those meetings held via zoom or all meetings going forward. The discussion at the CIAC meetings provide valuable information to the FinCom and Select Board as they make budget decisions on capital items.

- The question of how the committee would, if necessary, go into executive session. Bill Barletta will distribute the parameters for this to the committee.

- Tom Travers moved, and Jamie Gossels seconded the motion to have all meetings recorded and posted.

Lynn Pouro explained how Sudbury TV records and posts video on demand on Sudbury TV. Although the police station meeting room and the meeting room at the Flynn building are already wired for recording, she assured the committee that they could record meetings at the DPW building, so the committee would not have to meet elsewhere.

Dallas: Aye Kunkle: Aye Asbedian-Ciaffi: Aye Gossels: Aye

Abrams: Aye Travers: Aye Cooper: Aye

Item 3: Update from Chair on 2/2/22 meeting with Select Board and Finance Committee Chairs regarding Financial Policy timetable and Committee roles

Tom Travers and Susan Asbedian-Ciaffi met with the Select Board and the FinCom to discuss restructuring how the three committees share information about capital budget items. Some of the points from that meeting include:

- The intent of the new process is to limit the number of committees the department heads must attend to present their budget. This process is a work in progress and the changes will continue through FY 24 before the actual process is determined.
- It will be difficult to have a report from the CIAC for the February joint meeting, given that this committee will not have had enough time to review all capital items. Our review will need to start significantly earlier (which means information must be available earlier) in order for us to be able to make our recommendations.
- For the February 15 meeting it was decided that:
 1. We will look at items that we believe can be part of a “consent calendar” and we don’t feel need further discussion.

2. Items that generate questions will be held, pending the answers to the questions from the department heads and then we will decide if we recommend further discussion at the joint meeting.
3. Request additional information on other items for which we don't have forthcoming answers, such as ARPA funds.

Item 4: Review the FY23 Capital Improvement Request Forms and assign members for further research

The committee reviewed the following items. Chairman Ciaffi took notes on the questions generated and will communicate them to the proper department heads for further information. Department heads will have the option of answering the questions via email or presenting at the February 9 CIAC meeting. Those items are marked with an asterisk below.

1. Noyes classroom sinks Cost: \$130,000
Bill Barletta provided answers to all questions so it was determined that CIAC does not need further discussion on this item for the February 15 meeting.
2. *Atkinson Pool filtration system Cost: \$160,000k
There were several questions around this item, given that there will be a new building (noted that the pool will not be replaced.)
3. *Walkway Improvements, Old Framingham Rd. Cost: \$500,000
This includes some redirection of the roadway. There were questions about the overall walkway construction planning as well as this specific project.
4. * There are 4 pieces of rolling stock requested by DPW
These requests always generate questions, including length of service and repair histories.
 - a. John Deere Backhoe/Loader Cost: \$150,000
 - b. 6 Wheel Combo Body Dump Truck w/plow & Spreader Cost: \$275,000
 - c. Skid Steer Cost: \$130,000
 - d. Roadside Mower attachment Cost: \$100,000
5. *SPS HVAC replacement Cost: \$455,000
Questions centered around the need for individual room air conditioners at Noyes.
6. • LS Chain Link Fencing Replacement Cost: \$159,200
There were questions regarding how the funding is divided.
7. Drainage and Roadway Construction Cost: \$3,500,000
Can this cost come out of ARPA funds?

See below for the questions.

Item 5: ARPA and Community Preservation Committee Capital Projects

The discussion regarding projects that could fall under either of those funding sources was tabled until the next meeting.

Other

There was a brief discussion about the progress of the Fire station design. Costs have increased so the design has been scaled down, although it is still over budget. The committee noted that our perspective on the last design and costs was that it was far too expensive then. Bill Barletta will give the committee an update at the next meeting.

Tom Travers made a motion, seconded by Will Kunkle, to adjourn the meeting at 9:35.

Dallas: Aye Kunkle: Aye Asbedian-Ciaffi: Aye Gossels: Aye
Abrams: Aye Travers: Aye

Next Meeting: Tuesday, February 9 at 7PM via Zoom.

Respectfully submitted,
Sue Abrams
Clerk

CIAC questions regarding CIP forms for FY 2022

Trucks

- What truck replacement requests, if any, that were slated for this year were omitted from the Warrant? How do the trucks that are on the Warrant fit into the truck replacement plan?
- How many mowers do we have? How many are needed?
- Could we please have an updated version of last year's spreadsheet that lists the inventory, age of truck, when slated for replacement, etc. (an updated list from last year)? What is our overall truck count?

HVAC SPS

- Why is this project occurring at Noyes and not the other schools?
- Is a need for a similar project anticipated at the other schools?

Chain Link Fence

- Why is the cost not split between LS and the Town?
- Which fields are having the fence replaced? The soccer/lacrosse turf field, the stadium, or both?
- How does the turf field agreement fit into this request?

Pool Filtration

- Why isn't the filtration system replacement part of the \$28M Fairbanks Community Center construction project?
- Could this project be funded by CPC? If so, what would the delay mean?

Town Drainage

- Why aren't we using ARPA funds for this project?
- Could we wait until we receive funds from the State next year?
- Is the need to address these drainage issues imminent?

Walkways (The compliance section of the CIP form is incomplete)

- With all the walkway needs in Town, why is only this section on Old Framingham Road approved for construction?
 - Is the bigger roadway reconstruction project happening because of the walkway? Is the road repositioning due to the walkway construction?
 - This whole project can be done for \$700K?