

Town of Sudbury ~ Capital Improvement Planning Committee
Minutes of Meeting
Wednesday – November 29, 2006
Flynn Building (Silva Room) – 7:00 pm

Present: Pascal Cleve, Dan Messina, Derek Oram, Pat Kinney, Tracy Billig, Maureen Valente and Andrea Terkelsen. Also in attendance as presenters: Jim Kelly, Ken Maclean and Bill Place.

Opening Remarks:

The meeting was opened at 7:15pm. Purpose of the meeting is to hear from 3 various departments/divisions that have capital projects up for consideration for the FY08 budget cycle. While the presentations are regarding specific high-priority items, the committee has been given information regarding all submissions made by staff this year.

Item 1: Town Buildings projects:

Jim Kelly, the Town's Building Inspector also manages and prioritizes all Town building maintenance, repairs & improvements. This year, the CIP staff committee is requesting a total of \$70,000 for Town buildings repairs & maintenance. While this total includes a list of items for which the Town needs such repairs and updates, the decision of what gets fixed and when, is left to Jim Kelly and the Town Manager. Often monies from this budget line item must be used for lower priority items simply because things break/fail unexpectedly. One example, as mentioned by Jim Kelly, was the failure of the Flynn Building boiler last May. While this was not at the top of the list for replacement the Town needed to address the issue immediately.

This year's list of priorities is broken down into 5 areas/items. 1. Is a catchall grouping of building repairs totaling \$30,000. Like last year, these funds will be used on a priority basis, big & small; focusing on urgency for the project and cost savings/avoidance. Often repairs take on an as needed-basis. The Town's buildings are very old (many components historical in nature) and require constant care and upgrades. Often less urgent repairs are deferred until they become absolutely necessary. 2. Flynn Building painting. According to Mr. Kelly the Flynn building was last painted 6 years ago. Based on Jim's survey of the building's exterior the painting should be one of the priorities for FY08; the cost of which is estimated at \$30,000 to include all preparations and painting. While exterior painting is not vital for building operation, the continued deterioration could lead to structural deterioration and additional costs for preparation later on. 3. Fairbank Roof Replacement. Jim mentioned that the Fairbank Building includes several separate roofing areas. This year's request is to replace one section of the building's flat roof. The estimated cost of \$10,000 includes all preparation, materials and labor to completely replace one particular area which has been leaking and causing damage to the interior of the building. This type of leaking is not only damaging to the interior but the sign of major roof failure. Delaying this project will likely cause the Town to spend even more money on repairs later on. The life expectancy of this type of flat roof is typically less than one that is pitched; the Town will obtain limited warranty coverage as part of the bidding process. 4. Town Hall Parking Lot Lighting. Each year the Town Clerk's office must rent large, portable lighting to adequately illuminate the parking lot area during voting events. Installation of a permanent lighting configuration is estimated to cost \$10,000 and would eliminate rental costs for years to come. In addition to voting, the parking lot is frequently used for other Town and School-related events. Lot users of all kinds would benefit from new lighting year-round with respect to safety. Because the Town Hall is a historic building, the Town will confer with the appropriate

committees to pick lighting apparatus that enhances/maintains the “look” of existing buildings, landscape, etc. Derek Oram and other committee members asked about lighting strength. Jim Kelly agreed that the lights chosen should look nice but also illuminate the area sufficiently. Various quotes will be obtained by vendors/suppliers for best pricing and best features. 5. Town Clerk’s Roof. Jim mentioned that this project is to replace only part of the existing roof located above the Town Clerk’s office area. Pictures distributed to the group show decay and heavy moss growth on that area of the building’s roof. Another flat roof structure that has outlived typical lifespan, this area has led to interior damage which if left unattended will continue to increase over time.

The committee recognizes that there continues to be a long list of items needing repair at all Town locations. Town Manager Valente echoed these sentiments and mentioned that up to a few years ago, especially during the late 1990’s when the Town’s State revenues had sharply declined, the Town was forced to defer many repairs and replacement of aging equipment. She also mentioned that this type of group building capital request while perhaps not as high as it should be given our inventory of buildings, is the best way to manage urgent needs for repairs, as they crop up during the year.

Item 2: Fire Department Requests:

Fire Chief, Ken Maclean presented on 2 priority items for the Fire Department for FY08. While the Chief’s list of replacements & maintenance is rather extensive and covers a 5-year horizon, he was asked to speak on 2 items that the Capital Staff Committee felt most urgent for this budget cycle. 1. New Fire Truck to replace Engine 1-87. Engine 1 has been in service for decades and has reached the point where repairs are too costly and difficult; almost structurally unsound for use. While the Town purchased a similar truck 2 years ago for approximately \$360,000 the Chief has obtained estimates (for an in-service date of Spring 08) closer to \$405,000. Escalating steel prices, more stringent diesel fuel emissions requirements and safety features are the cause of this rather large price increase. Unfortunately the existing fire truck is not suitable for trade-in and will likely only fetch a few hundred dollars if sold.

This new truck would be used as a primary response engine and allow the department’s oldest item to rotate to “reserve”. The cost of the new truck includes all major components and required equipment/safety features. Additionally, things like new hoses are preferred to “recycling” from other apparatus to ensure equipment integrity. There are only a couple of fire truck manufacturers/dealers in the area. It takes several months to obtain delivery of such equipment. Local vendors are used to ensure adequate maintenance and obtained the best warranty options available.

Item 2. Small truck to replace Engine 7/M1. This request for \$45,000 is for the purchase of a specially fitted Pick-up Truck used for hose and equipment hauling particularly after a fire/emergency event. The truck is capable of hauling required equipment while at the same time small enough to be used later in its useful life as a “brush” truck. The department’s existing brush truck (equipped with water tank) has recently been declared unrepairable. This purchase would better meet the current needs of the department for equipment hauling and allow an older vehicle to rotate down to “brush” status.

Members Derek Oram and Dan Silva both wondered why the Town isn’t spacing such large purchases further apart. Both Chief Maclean and Town Manager Valente both indicated that like building repairs, the Town has opted to defer vehicle replacements in prior years. At present, spacing Fire truck replacements approximately 2 years apart is likely to continue for the

foreseeable future unless Sudbury would be willing to take a large bite out of the backlog of capital requests.

The committee and its guests segued into a discussion about Town Fleet Vehicle management. Public Works Director Bill Place along with other senior management meet on a regular basis to discuss the replacement and rotation of Town vehicles. All new vehicles start in Fire & Police since their use is high and typically requires special features. From there, the needs of other departments are identified and older/used vehicles rotated (often to one or more other areas) until vehicles are no longer road-worthy. At times, some vehicles can be used as trade-in's, however the Town usually maximizes total value by rotating useful items throughout the organization.

Item 3: Department of Public Works Requests:

Bill Place, Director of Public Works, was asked to present on all truck/equipment requests being recommended for the FY08 budget cycle. This year, the staff committee recommended 5 out of 7 of Bill's highest priority items. The 5 items discussed included 2 large dump trucks, 1 large capacity truck, 1 pick-up truck and Hustler Mower (to be used by Parks & Grounds). All items with the exception of the mower have significant cost and therefore, Bill is requesting the CIPC recommend purchase via 5-year leasing options. Town Manager Valente explained that subsequent lease payments for the DPW equipment are paid for out of that Division's operating budget. The CIPC's recommendation for these new leases would follow suit. Although, it should be recognized that the DPW already has in upwards of \$100K in existing leases to covers so at some point in the near future the Town may have to reconsider how well lease purchases fit into the overall structure of the budget.

Mr. Place was appreciative of the additional monies recommended by the CIPC and FinCom for FY07 which allowed him to lease replacements that otherwise would've been put off for the foreseeable future. Town Manager Valente mentioned that Public Works like our Public Safety Divisions, tracks all equipment closely; ideally submitting requests for replacement on a rotating basis in order to spread replacement costs for the Town over a 5-year window or greater.

Committee member Derek Oram asked if the Town employs full-time mechanics within the DPW. Mr. Place responded affirmatively and discussed the highlights of the DPW's maintenance & repair program. He also discussed in brief the new emissions requirements for diesel alluded to earlier and stated that retro-fitting some of the Town's older equipment will likely cost \$10-\$15,000 each. To help defray some of these costs the DPW is considering purchasing standard transmission verses automatic for some of its new vehicles. Also, the Town's aggressive wash-down program of all vehicles is expected to increase useful life/reduce salt damage to components.

Item 4: Revisions to By-laws:

Pat Kinney asked for suggestions for revising the CIP By-laws this year. Town Manager Valente gave a brief history of the Town's CIP policies and suggested increasing the limit/threshold from \$10,000 to perhaps \$25,000. Also, designating classes for replacement would allow the DPW to replace its aging equipment annually within the regular operating budget instead of through the CIP process. Like police cruisers, DPW equipment requires replacement annually. While not as quickly depreciating as police cruisers, one can argue that maintaining an adequate DPW fleet requires the same type of annual rotation. Besides, the DPW must take on subsequent leases payments. The DPW should be allowed to replace certain equipment without special consideration or deliberation at Town Meeting. Pat Kinney asked if someone could provide examples of similar policies for other Towns for comparison. Andrea Terkelsen will conduct a search and report back to the committee at a later date.

Item 5: Adjourned

There being no further business, the committee adjourned at 9:10 pm.

Next meeting will be held on November 30, 2006 in the Flynn Building Silva Conference Room at 7:00 pm.