

CIAC - Capital Improvement Advisory Committee
Meeting Minutes DRAFT
November 1, 2016
7:00 PM – 9:55 PM
DPW – 275 Old Lancaster Road

Present: Susan Asbedian-Ciaffi, Jamie Gossels, Mark Howrey, Tom Travers, Jim Kelly, Susan Abrams, Michael Lane

Note: Michael Lane left at 8PM following discussion of the Fired department car, the ladder truck and during the station replacement equipment discussion. This was prior to discussion of the GPS surveying equipment, facilities building improvements and carpet requests.

Also Present: Fire Chief Miles, DPW Director Dan Nason

Chairman Mark Howrey, following acknowledgement of a quorum, called the meeting to order at 7:00PM.

Dan Nason, the new DPW Director was introduced.

Item 1: Review of requests from Department Heads

1. Fire Department request for replacement of Car 2

Presenter: Fire Chief Bill Miles

Estimated cost: \$40,000

This request is for a replacement for the Assistant Chief's vehicle, currently a 2013 Ford Explorer. This vehicle currently has 44,800 miles on it. It is used for emergency response, inspections, travel and other Fire Department purposes. Normal replacement cycle for car 2 is 5 years. When FY18 funds become available this vehicle will be 5 years old. Once this vehicle is replaced, as has been the practice, it will be turned over to another town department for further use, eliminating the need for that department to purchase a vehicle. Not replacing the vehicle will result in escalating repair costs and deprive another department of a needed vehicle.

Discussion:

- How will the DPW use this vehicle? Will it replace a DPW vehicle and, if so, which one? It will be used by the engineering staff and building inspector to do inspections and other business. It will replace a vehicle with the least value and/or most repairs according to Jim. That vehicle will go into surplus.
- It was suggested that the Form A include more information such as repair records for the vehicle being replaced and for the DPW vehicle it is replacing.

2. Ladder/Pumper truck replacement

Presenter: Fire Chief Bill Miles

Estimated cost:

The current truck is a 1999 model. By the time a new truck can be delivered the current truck will be 19 years old. Normal length of use for this kind of equipment is 15 years. There is concern for increased maintenance costs and reliability as the truck gets even older. Parts become harder to find

and more expensive. Also, this truck has a 75 foot ladder and with current and anticipated development a 103 foot ladder will be much safer. The newer model is also more agile to navigate narrow roads and long, narrow driveways.

Discussion:

- This estimated cost is higher than last year's request. This is because of price increases. Breakdown of the costs are: \$968,000 - \$50,000 (trade in of old truck) + \$22,000 for radios, lettering and associated equipment for a final cost of \$940,000.
- This new truck will hold significantly more water and the ladder will make buildings more accessible from further away from the building itself (for example, in the case of places where the truck cannot get close such as homes, so the truck has to work from the driveway.)
- How is the truck maintained? Testing of the equipment occurs annually. Maintenance costs for the past 3 years:
2014 \$16,449 2015 \$7,314 2016 \$8,166
- Chief Miles stressed that this new vehicle has necessary equipment but no "bells and whistles." He has done extensive research on resources and believes that the quoted price for a new vehicle is the best price available.
- The committee requested price comparisons for replacing this truck with another with a 75 foot ladder. It was noted that if we did not have a ladder truck the firefighters responding to a call would have to manually set up the ladders against the house, which takes 4 firefighters and significant time.

3. Fire Station 2 Replacement

Presenter: Chief Bill Miles

Estimated cost: \$6,000,000

The current station is too small to hold sufficient equipment. Currently the space can only hold 2 pieces of apparatus and one small brush pickup truck. There is only 1 bunk room and no facilities for female firefighters. Without staffing for a second ambulance the department has become reliant on mutual aide calls to surrounding towns. Although fees for responses covered by adjoining towns go directly to that town, the fees do not cover the expenses so these towns are paying for a service for Sudbury. In addition, sometimes it is necessary to call several towns before one has the ability to respond, which increases response time and puts residents' safety at risk.

The chief shared data for response calls (2,265) and noted that the increase is directly linked to some of the senior resident facilities in town (Orchard Hill, The Coolidge.) He is concerned that, with the National Development project, those numbers will escalate, given the number of units in that project. He estimates that the number will increase by up to 350 calls annually.

National Development provided a site plan for a new station, and architectural plans have been completed for a new station to include 3 bays, extra bunk rooms and bathrooms. The National Development contribution totals about \$930,000, including a contribution for services.

Discussion:

- Adding a new ambulance requires staffing. How much is this? In order to have 4 new hires to fully staff the ambulance at all times, it will be about \$85,000
- Given the size of this project the committee recommended a very detailed cost estimate to bring to the town.

4. GPS surveying equipment

Presenter: Dan Nason, DPW Director

Estimated cost: \$37,032.35

Current equipment, purchased in 2008, is not supported or compatible with the Massachusetts Continuously Operated Reference Station Network (MaCORS) and requires 2 employees to run. New equipment would be compatible with MaCORS and only needs one employee. This new system would be applicable to a variety of uses in multiple departments, including GPS mapping of the town infrastructure required by the 2016 Massachusetts MS4 general Permit. Uses include mapping storm water run off, catch basins, outfall retention and other EPA tests done several times a year, as well as mapping town boundaries and property lines. This new technology would also be integrated into the GIS system, which currently requires significant manipulation to interface..

Discussion:

- If this equipment eliminates a position there should be a explanation of cost benefits. Does the purchase offset the cost of an employee? Dan explained that, because we would still be using some of the old equipment for things like property line surveys, we would still need 2 people. With this funding he
- The new equipment would take less time and be more accurate than our present equipment.
- Is outsourcing an option? This would cost about \$60,000 and be an ongoing annual expense. Although some work might be able to be done by college students from schools like WPI, there is a 2 year window to complete certain tasks and they might not be able to get it done in time
- The committee requested more detailed cost comparisons.
- Dan also warned that if we are out of compliance with state requirements we would be subject to fines.

5. Various Building Improvements

Presenter: Jim Kelly

Estimated cost: \$50,000

This request is part of an ongoing (11 year) plan to include funding in the capital budget for building improvements. The intent is not to specify projects but to insure that there is flexibility to address unanticipated capital expenses or funding for other unanticipated expenses through the year. This money will also help to fund a professional building conditions assessment. Jim intends to apply for a \$10,000 grant towards the \$24,000 cost of that assessment but can't apply for the grant without having some foundational funding from the town. The assessment will provide a data base of information about the conditions of town buildings and projected future needs.

Discussion:

- The committee suggested that Jim include examples of unanticipated needs that were covered by this funding in the past.

6. Carpet Replacement

Presenter: Jim Kelly

Estimated cost: \$50,000

This funding will replace existing carpeting in several buildings in town, including Goodnow Library, Loring School, Nixon School and other areas as needed.

Discussion:

This is an ongoing project and has been approved for several years running.

Item 2: Approval of minutes from meeting of 10/5/16

Minutes were unanimously approved as presented.

Item 3: Meeting schedule

Mark reported on his communications with the Strategic Financial Planning Committee for Capital Funding and the Finance Committee. The Board of Selectmen and the Finance Committee have requested our recommendations by the end of January. They will give us a dollar figure to meet for that date.

It was decided that we need to schedule 2 meetings with each department head and leave time for this committee to deliberate following those meetings.

It was also decided that CIAC attendance at a joint meeting with FinCom and BoS is crucial so we can provide information and respond to questions from those boards. In preparation for their deliberation our goal is that the Form A information for each department request be as complete as possible.

Meeting dates were discussed and Mark will send an email with the dates and details of which departments will present on which dates.

Meeting adjourned at 9:55pm.

Respectfully submitted,

Sue Abrams

Clerk