

CIAC - Capital Improvement Advisory Committee
Meeting Minutes
February 12, 2018
7:00 PM – 9:45 PM
Thompson Meeting Room, Flynn Building

Present: Susan Abrams, Tom Travers, Michael Cooper, Mark Howrey, Jamie Gossels
Susan Asbedian-Ciaffi, Joe Scanga

Absent:

Also Present: Maryanne Bilodeau (ATM/HR Director), (SPS Playground projects), Lucie St. George
Bella Wong (LSRHS Superintendent), Kevin Matthews (LSRHS School Committee), San Nason
(Sudbury DPW), Melissa Murphy (Sudbury TM), Sherry Kersey (LSRHS), Jose Garcia-Meitin
(FinCom)

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

Item 1.

Enterprise Fund Discussion

Presenter: Melissa Murphy

Melissa provided the committee with a handout she gave an overview of what an enterprise budget is and then focused on the Field Maintenance Enterprise Fund and how it is handled.

Discussion:

- In regards to the Cutting Field turf project: a design and scope study estimates that it will cost approximately \$46,900. This study was funded from the first \$250,000 of mitigation money from National Development. (See Item 3 in minutes from January 30, 2018 CIAC meeting.)
- There are restrictions on who can be charged for use of the fields. LS can only charge no Sudbury groups that use the field, so there are limited fees that can be collected. Park and Rec can charge on some user groups but these restrictions complicate the process of figuring out and collecting user fees.
- Because some of the information presented to the committee tonight is different from the information presented by Park and Rec, the Committee requested that Melissa coordinate with Park and Rec to get the answers to the financial questions the CIAC has been asking.

Motion presented by Tom Travers, seconded by Jamie Gossels:

“CIAC is not prepared to vote on the request for \$165,000 for Cutting Field until a unified plan for future capital funding is supplied by the town and the Park and Recreation Committee.”

Aye: Susan Abrams, Tom Travers, Michael Cooper, Mark Howrey, Jamie Gossels
Susan Asbedian-Ciaffi, Joe Scanga

Item 2.

Capital By-law change

Presenter: Melissa Murphy

A proposed warrant article for May Town Meeting would amend Article XXV Capital Planning to change the words “\$50,000 in a single year or over \$100,000 in multiple years” to read “\$100,000 in a single year or over \$200,000 in multiple years.” Melissa drafted this as a result of feedback from citizens who object to having to vote on what they see as smaller projects that should be in the regular operating budget.

Discussion:

- There is ongoing discussion with representatives of several committees around the need to address budgeting issues. The goal is to examine various ways to fund projects that will address this problem. A more comprehensive plan is expected to be presented at the October Town meeting.
- Concern was expressed that the CIAC has not been given the town budget so they can see the bigger financial picture and integrate that information into the recommendations made by the committee.
- There is an opinion on the committee that items between \$50,000 and \$100,000 should be reviewed by someone. The goal of the CIAC is to provide help for those presenting their requests so that questions are anticipated and answers can be provided. The concern is that by raising the limit to \$100,000/\$200,000 some of that will be eliminated.
- Although the warrant article is not something that the CIAC would be asked to speak to, the sense of the committee is that this is premature and it would be better to wait a year until planning around a new process for funding review and timing (taking into account the new calendar that provides a fall Town Meeting) can be articulated.
- Melissa will resend a previous email that explained how funding works-this was very useful, particularly for new members of the CIAC.

Item 3.

Lincoln Sudbury Regional High School Phone System

Presenter: Sherry Kersey, Bella Wong

Estimated Cost: \$80,000

Sudbury portion: \$69,560

Lincoln portion: \$10,440

Following the presentation at the January 30 CIAC meeting there were several questions. Sherry provided some clarification of the request. This is not a safety issue, as the current system has essentially the same capabilities as the new one would have. The major issue is that, because the parts for maintenance are no longer going to be available, it is a reliability concern. Repairs over the past several years have ranged from \$3,000-\$10,000.

Discussion:

- The new system will have a five year warranty. The question was asked whether we should be looking at a system that could be upgraded but would not need to be replaced over time. The requested system should have the capacity for upgrades rather than replacement but this does require that someone stay on top of the needs, which did not happen with the current system.
- It was noted that this new system would provide access for staff to return calls and voice mails would be sent to emails so there is more efficient communication.

Motion presented by Tom Travers and seconded by Jamie Gossels:

“Move to recommend approval of \$69,560 for replacement of the phone system at LSRHS”

Aye: Jamie Gossels, Mark Howrey, Tom Travers, Michael Cooper, Susan Abrams

Abstain: Susan Asbedian-Ciaffi, Joe Scanga

Item 4.

Stearns Mill Pond Dam

Presenter: Dan Nason

Estimated Cost: \$750,000

Dan reiterated the information from the December 18, 2017 CIAC presentation. The Dam has been rated as a significant hazard by the Massachusetts Department of Conservation and Recreation Office of Dam Safety. The town has received a Notice of Noncompliance related to several identified

deficiencies, each of which carries a potential \$5,000/day fine. The work, which will take 3-4 months, must be done by June, 2019.

Discussion:

- Given the safety issues and the potential for significant financial penalties, the committee felt that the work had to be done.

Motion presented by Tom Travers and seconded by Susan Asbedian-Ciaffi:

“Move to recommend approval of \$750,000 for design, permitting, construction and engineering fees associated with repairs to the Stearns Millpond Dam.”

Aye: Susan Abrams, Tom Travers, Michael Cooper, Mark Howrey, Jamie Gossels
Susan Asbedian-Ciaffi, Joe Scanga

Item 5. Dutton Road Bridge

Presenter: Dan Nason

Estimated Cost: \$1,100,000

Dan explained that there are structural issues with the bridge. Although it might last a few more years, doing it now avoids potential problems that would make the project more difficult and more costly. There is a potential \$500,000 grant available but the grant would be paid at the conclusion of the project so it would be a reimbursement.

Discussion:

- It will be important to have specific funding questions answered by the time of Town meeting.
- The repairs are estimated to take about 3-4 months.
- The requested funds are a result of a report by the engineering firm so they are credible.

Motion presented by Susan Asbedian-Ciaffi and seconded by Joe Scanga:

“Move to recommend approval of \$1,100,000 for replacement of the Dutton Road Bridge.”

Aye: Susan Abrams, Tom Travers, Michael Cooper, Mark Howrey, Jamie Gossels
Susan Asbedian-Ciaffi, Joe Scanga

Item 6. Underground Fuel Storage and Management Replacement System

Presenter: Dan Nason

Estimated Cost: \$1,500,000

Dan noted that the \$1,500,000 is the estimate from a local engineering firm and he feels confident it is a good estimate. The system has failed twice recently and that forces DPW to purchase gas from a private firm. The last cost per gallon for that was \$3.80. It also means that the vehicles have to go to the resource and are unavailable for use during that time. The mechanics are above ground and are too outdated for there to be replacement parts available.

Discussion:

- The tanks have not failed and are tested every two weeks. It is hard to know whether they will have a problem but if they do it would be an environmental issue.
- Dan noted that the cost for this project has increased from a previous estimate because the original estimate (prior to his arrival) was significantly below the cost of similar projects he has supervised in other towns.
- The project would be done in two phases: the new tanks would be installed before the old ones are removed to assure availability of the gas.
- In response to security concerns since the new tanks will be above ground, Dan assured that there would be security cameras at the site.

Motion presented by Tom Travers and seconded by Jamie Gossels:

“Move to recommend replacement of the underground fuel storage and management replacement system.”

Aye: Susan Abrams, Tom Travers, Michael Cooper, Mark Howrey, Jamie Gossels
Susan Asbedian-Ciaffi, Joe Scanga

Item 7. F350 Pick-up Truck Unit #14

Presenter: Dan Nason

Estimated Cost: \$60,000

Dan is currently switching rolling stock from a variety of manufacturers to Ford. This makes it easier for mechanics to work on the trucks and not have to deal with a variety of different parts. This will also allow more attachments to fit more vehicles and be more efficient.

Discussion:

This presentation was also made at the December 18, 2017 meeting. There was no further discussion about the request.

Motion presented by Tom Travers and seconded by Jamie Gossels:

“Move to recommend replacement of the F350 Pick-up truck, unit #14.

Aye: Susan Abrams, Tom Travers, Michael Cooper, Mark Howrey, Jamie Gossels
Susan Asbedian-Ciaffi, Joe Scanga

Item 8. One Ton Dump Truck Unit #36

Presenter: Dan Nason

Estimated Cost: \$120,000

This truck will make it easier to treat parking lots for ice. Dan presented this request at the January 18, 2017 meeting. There was no further discussion about the request.

Motion presented by Mark Howrey and seconded by Tom Travers:

“Move to recommend replacement of the One Ton Dump Truck, unit #36

Aye: Susan Abrams, Tom Travers, Michael Cooper, Mark Howrey, Jamie Gossels
Susan Asbedian-Ciaffi, Joe Scanga

Item 8. Bucket Truck

Presenter: Dan Nason

Estimated Cost: \$220,000

This truck would be used for cemetery work and town wide tree work. Currently DPW contracts out for about \$85,000 worth of tree work each year. This purchase would eliminate the need for most of that. It was noted that the \$85,000 is in the current budget. This is a new purchase.

Discussion:

- This purchase would allow for better use of staff.
- The suggestion was made to have a pilot and lease a vehicle for a short period to see if we actually really need the truck. Lease fees would be about \$5,000/month.
- Currently the tree department has no vehicle at all.
- There has been no tree plan in the past. Dan will have tree hearings (required by law) before taking down any shade trees on town property.

Motion presented by Jamie Gossels and seconded by Susan Asbedian-Ciaffi:

“Move to recommend purchase Bucket truck “

Aye: Susan Abrams, Tom Travers, Michael Cooper, Mark Howrey, Jamie Gossels, , Joe Scanga

No: Susan Asbedian-Ciaffi

Item 9. 2 Street Sweepers

Presenter: Dan Nason

Estimated Cost: \$440,000

The request is for two new street sweepers so the town will have a total of three. New state regulations require streets be swept twice a year, an increase from previous regs that required streets be swept once a year. This purchase will eliminate the need to rent equipment. Currently the town contracts out sweeping, at a cost of \$60,000. With the new requirements this contract would double to \$120,000.

Discussion:

- A suggestion was made to purchase one sweeper and track the costs before purchasing the second, to make sure we didn't need all three.
- Dan noted that contracting for only one sweeper (we have contracted for two in the past) would be more expensive.
- There is no need for additional personnel to accommodate the additional equipment.

Motion presented by Tom Travers and seconded by Jamie Gossels:

“Move to recommend purchase of 2 Street Sweepers“

Aye: Susan Abrams, Tom Travers, Michael Cooper, Mark Howrey, Jamie Gossels, , Joe Scanga

No: Susan Asbedian-Ciaffi

Item 10. Mini Excavator Unit 525

Presenter: Dan Nason

Estimated Cost: \$80,000

This would replace the backhoe that is currently being used for drainage projects and cemetery work. It is smaller and more agile so it would not require roads to be closed when drainage work is being done. It is also less intrusive for work at gravesites.

Discussion:

Dan presented this request at the January 18, 2017 meeting. There was no further discussion about the request.

Motion presented by Susan Asbedian-Ciaffi and seconded by Tom Travers:

“Move to recommend purchase of Mini-Excavator, unit #25

Aye: Susan Abrams, Tom Travers, Michael Cooper, Mark Howrey, Jamie Gossels

Susan Asbedian-Ciaffi, Joe Scanga

Item 11: Approval of Minutes

Minutes of the January 30, 2018 meeting were ammended: Replace Northern Development with National Development in Item 3.

Motion presented by Tom Travers and seconded by Jamie Gossels:

“Move to approve minutes of January 30, 2018 as amended.

Aye: Susan Abrams, Tom Travers, Michael Cooper, Mark Howrey, Jamie Gossels
Susan Asbedian-Ciaffi, Joe Scanga

Item 12: Update on Funding Committee

- The committee has met three times and progress is being made (see Item 2 regarding town Meeting Warrant Article)
- The plan is to bring a proposal (not yet defined) regarding process to October Town Meeting.

Meeting adjourned at 9:45pm

The next meeting will be February 27 at 7PM in the Thompson Room in the Flynn Building. **This is a joint meeting with the BoS and the FinCom.**

Respectfully submitted, Sue Abrams, Clerk

Handouts:

Packet explaining Enterprise Funds

Explanation of proposed warrant article

Packet of information regarding request for funding for phones at LSRHS