

CIAC - Capital Improvement Advisory Committee
Meeting Minutes
February 11, 2019
7:05 PM – 9:37 PM
DPW Director's Conference Room

Present: CIAC: Susan Abrams, Tom Travers, Michael Cooper, Matt Dallas, Jamie Gossels, Joe Scanga, William Barletta
Absent: Susan Asbedian-Ciaffi
Others attending: John Whalen (Sudbury Fire Chief), Dan Nason (DPW Director), Kevin McCabe (DPW Head of Operations)

Chairman Gossels, following acknowledgement of a quorum, called the meeting to order at 7:05PM.

Item 1.

Minutes of the November 26 meeting will be approved at the next CIAC meeting.

Item 2. Fire Department Engine 4 Replacement

Presenter: Chief John Whalen

Estimated cost: \$570,000 (note: this is being requested from free cash)

This would replace Engine 4, a 1997 Emergency One GPM Pumper, purchased in 1997, and allow the department to assign Engine 3 as the reserve engine. Engine 3 has had significant maintenance expenses (\$17,000 over the past six months) so the department wants to take it out of regular service.

Discussion:

The committee recommended approval when this was on the warrant in 2018.

Currently the Fire Department has one pumper at each station. The new pumper would have greater water capacity, which would be helpful in areas of town without a nearby water source.

By purchasing through the MRPC there would be a much better warranty on the new pumper.

Engine 4 would be traded in, although the value would not be determined in advance. Chief Whalen did not think it would be a significant amount but whatever it was it would be used to offset the \$570,000.

Chief Whalen did not anticipate any need to further expand the number of fire trucks in the future.

Item 3. DPW One-Ton Dump Truck- Unit 36

Presenter: Dan Nason, DPW Director

Estimated cost: \$130,000

Dan presented an organizational chart to help the committee understand the department and its work more completely. This included the number of light equipment operators and heavy equipment operators on staff. He also laid out some of his long term goals

Dan's long term plan is to replace single purpose vehicles with trucks that can be outfitted with multiple types of equipment, providing a wider range of uses and, at some later date, may allow the department to eliminate a few trucks, saving money. He is also working towards standardizing the vehicles so parts replacement and maintenance can be more efficient, and reviewing ways to deploy staff more efficiently.

This truck request was approved at the 2018 Town Meeting but failed at the ballot.

This new dump truck would replace a 2000 vehicle and would have a spreader, plow and wing. Having multiple uses is efficient because it allows trucks to be used year round, rather than, for example, as just a plow in the winter.

Discussion:

The committee toured the DPW facility to see the rolling stock and better understand the needs of the department.

Item 4. DPW Culvert Replacement (Design)

Presenter: Dan Nason, DPW Director

Estimated Cost: \$125,000

Following a comprehensive inventory and assessment of about 170 culverts in town the DPW is going to implement a systematic removal and replacement of drainage conduits. Some of this work can be done “in house” and some will have to be contracted out. Some of the work involves extensive permitting and multiple agencies. This project, on Concord Rd. was designated as high priority. Dan’s plan is to do these repairs in a 2 phase process: he will request design funds and then return to the town for the construction when he has a cost that is not an estimate.

Discussion:

Dan explained the various kinds of culverts and some of the challenges the town has, given the unusually high number of culverts.

In response to a question about funding, Dan has sought grants but has not been able to find any that would apply to this need. When asked if CPC money might be an option he was doubtful that the request would qualify for CPC money.

He anticipates that this will be an ongoing budget request, the goal being to be “pro-active and pre-emptive.”

Item 5. Update on Strategic Financial Planning Committee for Capital Funding

Presenter: Tom Travers

Tom gave the committee a short history of the group, whose objective was to develop a funding method for capital projects that would improve on the current way these requests are handled. The group has been working for 2 ½ years and recently met with and The Board of Selectmen and made a recommendation. The recommendation identified two ways to create a capital fund:

- A \$2,000,000 override to provide the foundational funds
- A combination of free cash and a percentage of each town budget to establish the fund

Oversight recommendations included:

- All requests over \$100,000 be reviewed by the CIAC
- Construction projects require engineering reports as part of the planning
- Status reports for all capital projects....at the completion if a one year project or annually for multi-year projects.

There will be two minor by-law changes on the warrant.

The BOS has not offered any decision or feedback on the recommendation, other than dissolving the committee since its work is done. It was noted that the warrant deadline for this kind of article has passed so it appears that nothing will happen at spring Town Meeting.

Item 6. Looking Ahead

Anticipated projects to be reviewed by the CIAC:

- Playgrounds
- Featherland Tennis Courts
- Fairbanks Community Center-TBD
- Sewataro purchase - TBD

Any budget questions on the town Manager’s budget should be directed to Bill.

Next meeting: Monday, March 4, 7pm at the DPW building

Joint meeting with the FinCom and BOS is Tuesday, March 5 at 7pm in the town Hall

Meeting adjourned at 9:37pm.

Respectfully submitted, Sue Abrams, Clerk

Handouts:

Form A for each of projects discussed, along with additional information and photos

Town Manager's Budget