

SUDBURY BOARD OF SELECTMEN  
JOINT MEETING WITH FINANCE COMMITTEE  
MONDAY, MARCH 7, 2016  
7:30 PM, GOODNOW LIBRARY COMMUNITY ROOM  
21 CONCORD RD, SUDBURY

Item #	Time	Action	Item
	7:30 PM		CALL TO ORDER JOINT MEETING OF THE BOARD OF SELECTMEN WITH THE FINANCE COMMITTEE
<b>MISCELLANEOUS</b>			
1.			Consider 2016 Town Meeting Articles and Recommendations (includes Article #15, DPW Rolling Stock; #20 LSRHS Security Improvements; CIAC recommendations; #24 Walkways; #34 Fairbank Community Center Design; #38-43 CPC articles and budget
2.		<i>VOTE</i>	Adjourn Joint Meeting

*These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

FINAL

ART. DPW ROLLING STOCK REPLACEMENT

To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$492,500 or any other sum, for the purchase or acquisition of rolling stock/vehicles/equipment for the Department of Public Works and determine whether such funding will be subject to a Proposition 2 ½ capital exclusion; or act on anything relative thereto.

Submitted by the Director of Public Works.

This article is requesting \$492,500 for the replacement of (1) 6 Wheel dump Truck, (1) Front End Loader, (1) Multipurpose Tractor. These vehicles and equipment will be 11-16 years old at the time of replacement.

The replacement cycle of these vehicles and equipment is 7 to 10 years. The Department of Public works depends on the yearly replacement of vehicles and equipment. Without these vehicles and equipment, employees will not be able to do their jobs effectively, causing delays in snow removal operations and construction projects

*J. William Chase*

*1/26/16*

ARTICLE    Security System Upgrade (CCTV System) - Lincoln-Sudbury Regional High School

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$122,320 or any other sum, to be expended under the direction of the Lincoln-Sudbury School Committee for the purpose of constructing, reconstructing, or making extraordinary repairs to the Lincoln-Sudbury Regional School District for the purpose of Building and Personal Safety and Security; and to determine whether said sum shall be raised by borrowing or otherwise; and to determine whether such funding will be subject to a Proposition 2 ½ exclusion; or act on anything relative thereto. Submitted by the Lincoln-Sudbury School Committee.

Upgrade and expansion of the existing Video Camera Security System for Lincoln-Sudbury Regional High School. This plan would replace the head end, storage and switching components which control the existing 26 cameras with high resolution (720p) wide dynamic range IP cameras and head end equipment and install new exterior cameras to allow viewing of critical infrastructure not currently available at: 1) Loading dock, 2) Tech Labs, 3) Auditorium backstage, 4) Emergency exit Gym and 5) Emergency Exit Fitness Center. Additional interior locations will include two (2) interior stairwells not currently visible from existing system and relocation of existing cameras to allow full view of Auditorium entrance and Instrument Room.

Existing system does not provide full security view due to limited capability of existing infrastructure both from the field of view of the existing camera and the placement of certain units. The existing head end control components are not capable of supporting new high resolution cameras.

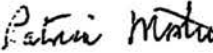
  
Elena Kleifges, Chair

  
Nancy Marshall

  
Kevin Matthews, Vice Chair

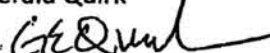
Patricia Mostue

  
Rahda Gargeya



RADHA

Gerald Quirk



**WALKWAY ENGINEERING, DESIGN AND CONSTRUCTION**

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$100,000 or any other sum, to be expended under the direction of the Director of Public Works for the purpose of engineering, design and construction of new walkways within the Town; and to determine whether said sum shall be raised by borrowing or otherwise; and to determine whether such funding will be subject to a Proposition 2 ½ exclusion; or act on anything relative thereto.

Submitted by the DPW Director

**DPW Director Report:** Funds approved under this article will allow the Town to continue the popular program of new walkway construction in various neighborhoods in Sudbury. For the last 12 years this program has been funded using Community Preservation Act funds totaling over \$1,000,000. A recent law suit decided by the MA Superior Court in the Town of Norwell, MA has identified a legal argument against the use of CPA funds for this purpose. In order to continue the program and avoid any potential legal challenges, capital funds are requested.

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA  
2016 JAN 28 P 4: 30

**COMMUNITY PRESERVATION FUND – SUDBURY HOUSING TRUST ALLOCATION**

To see if the Town will vote to appropriate an amount not to exceed \$202,600 of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of providing funds to the Sudbury Housing Trust in support of its efforts to provide for the preservation and creation of affordable housing, or act on anything relative thereto. All appropriations will be allocated to the Community Housing category and funded from FY17 Revenue.

**COMMUNITY PRESERVATION COMMITTEE REPORT:** This article requests an appropriation to fund the Sudbury Housing Trust using ten percent (10%) of anticipated FY17 CPA revenue that the Act requires be set aside for affordable housing. The Trust was created at the 2006 Annual Town Meeting, provided with start-up funding at the 2007 Annual Town Meeting, and has been funded with no less than the ten percent CPA allocation each year since 2008. These appropriations will go toward implementing the Housing Trust's multi-pronged housing strategy. The goal of all these community housing efforts is to create and retain affordable housing options for Sudbury residents, make progress toward the state-mandated number of affordable housing units in town, and to provide an increased diversity among Sudbury's housing options. The CPC understands that as long as progress is not made toward that goal, the Town suffers a lack of control over not only the location, but also the construction parameters of multi-unit housing (40B developments) anywhere in town.

RECEIVED  
CLERK OF SELECTMEN  
SUDBURY, MA  
2016 JAN 22 A 11:53

**COMMUNITY PRESERVATION FUND – GOODNOW LIBRARY ARCHIVES**

To see if the Town will vote to appropriate an amount not to exceed \$40,000 of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of funding a new electronic platform for the Goodnow Library Historic Archives, or act on anything relative thereto. All appropriations will be allocated to the Historic category and funded from FY17 Revenue.

**COMMUNITY PRESERVATION COMMITTEE REPORT:** This article requests funding to update the existing Goodnow Library Historic Archives digital platform, consisting of over 15,000 documents of historic importance to the Town's history. The documents in the Goodnow Library Archives consist of content from the Library, the Sudbury Town Clerk's office, the Sudbury and Wayland Historical Societies, First Parish of Sudbury, the Sudbury Historical Commission, the Wayside Inn and the Sudbury Grange. Town Meeting records from 1639-1850 are included in the Archives. The new platform will enable more residents to access valuable historic documents, and will better preserve the records from tactile use.

RECEIVED  
SUDBURY TOWN  
2016 JAN 22 A 11: 53

**COMMUNITY PRESERVATION FUND – TOWN CENTER LANDSCAPING**

To see if the Town will vote to appropriate an amount not to exceed \$100,000 of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of funding landscaping and historic restoration components of the Town Center Improvement project, or act on anything relative thereto. All appropriations will be allocated equally to the Open Space and Historic categories and funded from FY17 Revenue.

**COMMUNITY PRESERVATION COMMITTEE REPORT:** This article request funding for the third and final stage of the Town Center Improvement project. Significant progress has been made with the initial \$200,000 of CPA funds previously appropriated to this project in 2013 and 2015 – a landscape design plan has been prepared, publicly reviewed and approved by the Historic Districts Commission; screening vegetation has been planted in Grinnell Park; stone walls have been relocated; new, historically appropriate street lighting has been purchased (to be installed in the spring); major landscape changes have been implemented on the Town Common; and additional, internal walkways have been constructed in Grinnell Park. More improvements are planned and needed, including brick work at the Town Common, Town Hall and Grinnell Park, additional stone wall installation, additional landscaping and construction of an amphitheater in the expanded Grinnell Park. The landscaping and historic restoration work enhances the historic nature and open space qualities of the area, and adds a finishing touch to the intersection. For almost a decade, the Town has been engaged in the process of concept design, engineering and construction of the intersection. The final piece of this project is the historic restoration and landscaping of the Town Center to make it inviting and accessible by residents and visitors.

RECEIVED  
TOWN OF SOUTHAMPTON  
2016 JAN 22 A 11:53

**COMMUNITY PRESERVATION FUND – SUDBURY HISTORY CENTER AND MUSUEM AT THE LORING PARSONAGE**

To see if the Town will vote to appropriate an amount not to exceed \$400,000 of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of funding the construction phase of the repurposing of the Loring Parsonage into a History Center and Museum, or act on anything relative thereto. All appropriations will be allocated to the Historic category and funded from Historic Reserves and FY17 Revenue.

**COMMUNITY PRESERVATION COMMITTEE REPORT:** This article requests funding to repurpose the town-owned Loring Parsonage into a History Center and Museum by the Sudbury Historical Society (SHS). The design phase of this project is currently underway with funds provided by the state. That design process will produce an estimated cost of construction, which is currently estimated at approximately \$1 million. The funds requested under this article will kickstart a private capital fundraising campaign by the Historical Society to raise additional funds for this project, which will also include funds held in Trust by the Town for the construction of a Town Museum. No CPC funds will be expended until the balance of the construction funding has been raised. Restoration of the Parsonage will protect a town asset, constructed in 1730, from further deterioration, and preserve its architectural integrity, creating an active, vibrant community amenity in the Town Center. The SHS is working to obtain a long term lease of the building from the Town, and will be responsible for its upkeep and operation should the project proceed. Uses envisioned in the History Center and Museum include display of the SHS collection of historic documents and artifacts, educational resources for Sudbury schools, archival areas, opportunities for research and study of historic objects and documents, and a welcome center for tourists.

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SUDBURY HISTORICAL SOCIETY  
2016 JAN 22 A 11:53



**COMMUNITY PRESERVATION FUND – BRUCE FREEMAN RAIL TRAIL PARTIAL 75% DESIGN**

To see if the Town will vote to appropriate an amount not to exceed \$150,000 of Community Preservation Act funds, as recommended by the Community Preservation Committee, for the purpose of beginning the 75% design plan for the Bruce Freeman Rail Trail in Sudbury to MassDOT standards, or act on anything relative thereto. All appropriations will be allocated to the Recreation category and funded from FY17 Revenue.

**COMMUNITY PRESERVATION COMMITTEE REPORT:** This Article will fund an initial portion of the MassDOT 75% design process of the Bruce Freeman Rail Trail. The 25% design plan is anticipated to be completed in spring of 2017 (with funds approved in 2014). This article contemplates the several months of time between the completion of the 25% design plan, and the July 1, 2017 availability of FY18 funds. The funds will create an interim phase that allows the project to progress without interruption. The Town has been supportive of creating a rail trail within this corridor. Over \$320,000 has been appropriated since 2005 for this project, including surveying the right of way, title examination, wetland mapping, wildlife survey, and preliminary engineering. It is anticipated that these funds, coupled with one additional expenditure at the 2017 Annual Town Meeting, will fulfill the Town's financial obligation for the project, and make it eligible for state construction funding.

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2016 JAN 22 A 11:53

COMMUNITY PRESERVATION FUND GENERAL BUDGET AND APPROPRIATIONS

To see what sum the Town will vote to appropriate from Community Preservation Act funds, as recommended by the Community Preservation Committee, for the FY17 Community Preservation Act budget; or act on anything relative thereto.

COMMUNITY PRESERVATION COMMITTEE REPORT: This article sets forth the entire FY17 CPA budget, including appropriations and reservations as required in connection with the administration of the CPA funds. The article appropriates funds for FY17 debt service obligations totaling \$1,266,198. These obligations arise from prior town meeting approval for the bonding of four projects: 1) purchase of the Dickson property utilizing the Open Space (\$\_\_\_\_\_) and Historic Preservation (\$\_\_\_\_\_) categories; 2) purchase of land and development rights as well as construction of a sports field on the Cutting property utilizing the Open Space (\$\_\_\_\_\_) and Recreation (\$\_\_\_\_\_) categories; 3) purchase of the Libby property utilizing the Open Space category (\$166,763); 4) purchase of development rights on the Nobscot Boy Scout Reservation phases I and II utilizing the Open Space category (\$507,463); 6) purchase of development rights on Pantry Brook Farm utilizing the Open Space category (\$210,148), and 7) purchase of the Johnson Farm property utilizing the Open Space category (\$86,125).

The article also appropriates funds for administrative and operational expenses of the CPC in the amount of \$90,000. The administrative fund are used by the CPC to pay for technical staffing and expertise, including the Town of Sudbury allocation of the Regional Housing Services Office fee (\$30,000), consulting services (e.g. land surveys and engineering), property appraisals, legal advertisements, publication fees and other administrative expenses. By statute the CPC can budget up to five percent (5%) of its annual budget for administrative expenses, or \$101,300 based upon the revenue projection of \$2,026,000 in FY17. Any funds remaining in the administrative account at fiscal yearend revert back to the CPA Fund Balance, as they have in past years, and need to be re-appropriated for administrative use in subsequent years. The CPC believes that having access to administrative funds is critically important, in that it allows it to conduct business on a time-sensitive basis - a vital component of the CPA.

The article may also reserve the requisite statutory minimum of ten percent (10%) of the CPA budget in each of the core CPA categories of Open Space, Community Housing and Historic Preservation. This minimum is mandated by the state CPA statute, and funds not spent in each of these three core categories must be reserved for future expenditure in those same categories. The actual amount reserved each year depends upon whether or not that Town Meeting has appropriated money totaling less than 10%, or not appropriated any money at all, in any of these three core categories. If there is a balance of unspent CPA funds from that fiscal year after such reservations and after Town Meeting has voted the CPA articles, it is budgeted in the unrestricted reserve account for future CPC projects in all three categories.

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2016 JAN 22 A 11:53

**FY17 CAPITAL PLAN -Final SUMMARY**

Area	Project	FY17 Dept Request	Operating Capital	Capital Exclusion	Debt Exclusion	CPA/Other	Adjustments	Balance	Town Taxes	CPA	DEBT
<b>Facilities/All Buildings</b>											
Facilities/SPS/BOS	Nixon School Addition	5,500,000			5,500,000		5,500,000		-		
Facilities/Town/SPS	Town & School Parking Lot Improvements & Repair	200,000		200,000			50,000		150,000		
Facilities/Town/SPS	Various Building Improvements	50,000	50,000						50,000		
Facilities/SPS	Maintenance Garage	95,000		95,000					95,000		
Facilities/SPS	School Rooftop HVAC - Loring	75,000		75,000					75,000		
Facilities/SPS	Nixon Crosswalk	85,000		85,000			60,000		25,000		
Facilities/Town	Fairbank Partial Roof Replacement	1,000,000			1,000,000		1,000,000				-
Facilities/SPS	School Floor Replacement	50,000	50,000						50,000		
Facilities/SPS	School Security System & Access Controls	195,000		195,000					195,000		
Facilities/SPS	Haynes Phone System	27,000	27,000						27,000		
Facilities/Town	Carpet Replacement	50,000	50,000						50,000		
Facilities/Town	DPW Cold Storage	225,000		225,000					225,000		
Facilities/Town	Fire Station Tight Tank	50,000	50,000						50,000		
Facilities/Town	Fairbank Center Design Fund (\$55,000 to \$2M)	2,000,000			2,000,000		2,000,000		-		
Facilities/Town	Demo Police Station	65,000		65,000			65,000		-		
Facilities/Town	Underground Fuel Storage Replacement	250,000		250,000					250,000		
LSRHS	Security Improvement	130,000		130,000					130,000		
		<b>10,047,000</b>	<b>227,000</b>	<b>1,320,000</b>	<b>8,500,000</b>	<b>-</b>	<b>8,675,000</b>	<b>-</b>	<b>1,372,000</b>	<b>-</b>	<b>-</b>
<b>Rolling Stock</b>											
DPW	Bobcat Loader	50,000	50,000						50,000		
DPW	6-Wheel Dump Truck	134,000		134,000					134,000		
DPW	Loader	203,000		203,000					203,000		
DPW	"Holder"-Multi-purpose Plow and Mower	155,500		155,500					155,500		
DPW	Roller for Sidewalk Paving	31,000	31,000						31,000		
Fire	Car 3 Replacement	46,000	46,000						46,000		
Fire	Ladder Truck Replacement	875,000		875,000							875,000
Fire	Ambulance Replacement	265,000		265,000					265,000		
		<b>1,759,500</b>	<b>127,000</b>	<b>1,632,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>884,500</b>	<b>-</b>	<b>875,000</b>
<b>Technology/Equipment</b>											
Fire	Radio Box Upgrades	50,000	50,000						50,000		
		<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>-</b>
<b>Other Municipal</b>											
Facilities/Town	Loring Parsonage Restoration	400,000				400,000	300,000			100,000	
Planning	Town Wide Walkways	100,000		100,000					100,000		
Planning	Town Center Landscape	100,000				100,000				100,000	
Library	Archive Software ungrade	40,000				40,000	-			40,000	
		<b>640,000</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>540,000</b>	<b>300,000</b>	<b>-</b>	<b>100,000</b>	<b>240,000</b>	<b>-</b>
<b>Recreation &amp; Open Space</b>											
Planning	Bruce Freeman Rail Trail 50% Design	150,000				150,000				150,000	
Park & Recreation	Davis Field Improvements	148,400				148,400				148,400	
Park & Recreation	Poured in Place Surfacing	55,805		55,805			55,805				
Park & Recreation	Featherland Tennis Courts	175,000		175,000			175,000				
		<b>529,205</b>	<b>-</b>	<b>230,805</b>	<b>-</b>	<b>298,400</b>	<b>230,805</b>	<b>-</b>	<b>-</b>	<b>298,400</b>	<b>-</b>
<b>Total</b>		<b>13,025,705</b>	<b>404,000</b>	<b>3,283,305</b>	<b>8,500,000</b>	<b>838,400</b>	<b>9,205,805</b>	<b>3,819,900</b>	<b>2,406,500</b>	<b>538,400</b>	<b>875,000</b>
							<b>\$ 13,025,705</b>	Gross proposed			
							<b>(8,500,000)</b>	Debt reduction			

TO: The Finance Committee and the Sudbury Board of Selectman

FROM: Capital Improvement Advisory Committee ("CIAC")

RE: FY17 Capital Plan

DATE: March 7, 2016

The CIAC mission is to review all capital project requests **over** \$50,000 in one year or **over** \$100,000 in multiple years for the Town Departments, Sudbury Public Schools and Lincoln Sudbury Regional High School. This memo is to provide the Finance Committee and the Board of Selectmen the CIAC's recommendation on the proposed projects for FY17.

The CIAC received detailed reports from the town departments detailing the projects in August of 2015. Individual CIAC liaison team meetings with department heads and their staff members were completed in October and November. During the late fall and early winter, the CIAC held public meetings with the project proponents in order to hear the particular details of the projects and to deliberate.

The following projects are summarized on the attached FY17 Capital Plan Summary analysis.

**I. CIAC recommends that the following projects be approved for the FY17 Capital Plan.**

**These projects would have to be funded as capital exclusions.**

School Rooftop HVAC Unit \$75,000

The school's rooftop heating and air-conditioning (HVAC) units are aging and the proposed project is to replace one rooftop unit at Loring School. This project addresses aging infrastructure that could have an effect on school programs if an HVAC unit fails. The CIAC supports and recommends this project.

School and Town Security and Access Controls \$195,000

This project is the second phase of a multi-phase project to increase and enhance security in the Sudbury K-8 public schools and Town facilities by installing new surveillance cameras at the exterior perimeter of the buildings and replacing keyed entry doors with card access. With the enhancement and implementation of this project the town can be better prepared to deal with and prevent violence and vandalism to school and town buildings and grounds. The CIAC recommends approval of this project.

### Town and School Parking Lots \$150,000

Many town parking lots and associated sidewalks and curbs are deteriorated and need significant investment to maintain. Last year \$200,000 was approved to finish Curtis School and to do major replacement of the Goodnow Library parking lot. This project will do repairs or replacements at the Fire Department and Loring School. The CIAC recommends approval of this project.

### Security Improvement Upgrade at LSRHS \$130,000

This project is to upgrade the existing security system at LSHS. The new cameras will provide better resolution and detail than the current system. This new system will hold a month's activity in memory. There are other common areas where police and LSHS administrators are concerned about which will be monitored. Adding new cameras to the old system was not practical or cost effective since the technology was old and out of date. This is a security issue and should be funded. The CIAC recommends approval of this project.

### Nixon Crosswalk Safety Crossing Light \$25,000

The Nixon crosswalk is an extremely busy areas during school drop off and pick-up. This project was originally proposed at \$85,000, but after discussion between Jim Kelly, Chief Nix, and DPW's Bill Place it has been determined that a smaller version was appropriate. Protecting our students on their way to and from school is an important priority. This system with the school crossing guard will increase the safety of the students. The CIAC supports approval of this project.

### DPW Truck Replacements \$492,000

The CIAC supports the approval of this equipment. After many years of deferring the replacement of the DPW department's fleet of trucks and equipment we are catching up with the backlog of replacements. The three pieces of equipment and trucks are between 12 and 16 years old and are in need of replacement. Repair cost for these pieces of equipment have been increasing each year. These replacements are important to continue to provide a high level of road and property maintenance and plowing for Sudbury. The CIAC supports approval of these replacements.

The CIAC would support the further study of the funding of a Stabilization Fund for these rolling stock replacements and agrees that this issue should be studied in detail in FY18 for further action in the future.

### SPS Maintenance Garage \$95,000

The SPS Maintenance Department is in the need of a location where they can do minor repair work and store equipment that is used to maintain the public schools. This item has been deferred for many years, but now the maintenance department's needs have increased. The department is now doing snow plowing of sidewalks and maintenance of grounds and need a place to store their equipment and supplies. The CIAC supports approval of this project.

### Fuel Storage Replacement \$250,000

The project is to replace the current 22 year old underground fuel storage tanks at the DPW facility. Although there are small concerns over potential fuel leaks that could lead to an underground hazmat issue, the committee feels that after deferring this project for three years it is time to replace the underground tanks with above ground tanks. The increased need to replace these tanks stems from the fact that the present technology is old and it is getting harder and harder to get replacement parts for the operating and monitoring systems. These tanks provide fuel for the entire fleet of town's rolling stock and it is paramount that the fuel availability and accessibility is reliable. The CIAC supports approval of this project.

### Town Walkways \$100,000

Each year the CPC has been funding town walkway construction by approving \$100,000 of walkway construction dollars under the recreational mandate of the CPC. Due to a recent court case, which is under appeal, the CPC has determined that they will not fund walkway construction until the appeal process determines if CPC's can fund walkway construction. Walkways keeps our residents safe and are needed by our citizens. The CIAC recommend support for funding walkways under a capital exclusion.

### Ambulance Replacement \$265,000

The replacement was accelerated one year due to the increased use of ambulance services in town. An ambulance approved in May, 2016 will not be delivered until February, 2017. This replaces a 2008 back-up ambulance. This ambulance is used when our newer ambulance is being maintained or repaired, and when there are multiple calls for ambulances in town. Last year's repair cost for the old ambulance were approximately \$20,000. If there are multiple call and Sudbury has no back-up available Wayland or Maynard support is provided under mutual aid. Usage has increased and our annual mileage for this equipment has increased from 15,000 miles per year to close to 20,000 miles per year. This is a life safety issue as well as a cost reduction issue for

the town. The CIAC recommends support for funding for this replacement under a capital exclusion.

#### DPW Cold Storage \$ 225,000

The original 2002 design for the DPW building contained 10,000 more square feet than was actually built. This reduction of space was done as a value engineering cost saving budget measure. The 10,000 square feet is needed to adequately protect the DPW's equipment in the winter. DPW stores or parks some of this equipment in the existing building in winter to protect these items from the weather. This action blocks access in the building to other equipment such as sanders during snow storms. This request is made to increase efficiency at critical times (during snow storms) and help expand the life expectancy for equipment that cannot fit in the present facility. The CIAC supports approval of this project.

- II. CIAC recommends that the following project be approved.  
This project should be funded using a debt exclusion.**

#### Ladder Truck replacement \$875,000

The original request for a new ladder truck was withdrawn from the FY16 plan. The current ladder truck is a 1999 model and is not considered a multi-purpose ladder truck. The ladder only extends to 75 feet which is insufficient for some calls. The replacement truck would be a multi-purpose truck with a 103 foot ladder. Maintenance costs are approximately \$16,000 per year now which could be reduced by purchasing a new truck and the new truck will contain a large water tank to augment fire hydrant accessibility. By the time this truck is delivered the old truck will be 20 years old and the requested cost reflects a trade in value. The debt payments will be for five years for this purchase.

#### Fairbank Roof Replacement \$1,000,000 or Administrative Building for SPS \$5,500,000

It is critical that a solution is found to for the facility problems facing the Sudbury Public Schools administrative offices. The offices should be moved to a new location or the leaking roof should be repaired and other facility issues should be addressed. The CIAC has a problem with the Town investing \$1,000,000 on a roof replacement on a building that will be torn down in the next two to five years. Even though this project would be financed by a ten year bond it appears imprudent to replace the roof unless **no other** solution can be found. We implore the Selectman, Finance Committee and the Permanent Building committee to seriously explore options to lease space (possibly with an option to purchase) for the SPS administrative offices until a permanent solution for these offices is found.

### **III. Other Projects:**

**The following projects were reviewed by the CIAC this year and are under consideration for funding from sources outside the tax levy rate for the town, but meet the criteria for CIAC to review and opine.**

#### Loring Parsonage Restoration \$100,000

The Sudbury Historical Society wants to convert the Loring Parsonage into a Town Historical museum. They received \$290,000 state grant to do the architectural and engineering and possible renovation work. The CIAC expects that they will need \$1,000,000 for the entire project. They have asked for \$400,000 from the CPA and plan to raise the remaining sums by private fundraising. CIAC would recommend that in FY17 the CPA fund \$100,000 to the Historical Society and defer \$300,000 until more fundraising is done and plans are finalized for the renovation. The CIAC recommends support for this project to be funded by the CPA.

#### Town Center Landscape \$100,000

This project is to finalize the landscape work in the new town center. The Planning Department is looking for \$100,000 to finalize the landscape work that was started two years ago. Most of the work will be for lighting and general landscaping for the town center. The CIAC recommends support for this project to be funded by the CPA.

#### Library Archive Software \$40,000

This project is lower than the CIAC's review threshold but was discussed at our meeting with the CPC. This is to upgrade the software for archiving the historic records and documents at the library. The software upgrade is needed to replace the old software so that the records can be put on a new platform. The CIAC takes no position on this project because the cost is lower than our threshold.

#### Bruce Freeman Rail Trail Design Fees for 50% approval

As part of the final approval process to receive state and federal funds for the Bruce Freeman Rail Trail the town must provide engineering drawings and services for the rail trail. The town funded the first 25% engineering cost in FY14 and must proceed to the 50% level as part of the process. It is not known how much the final engineering cost will be to get to the 50%, but this \$150,000 will be used against the ultimate engineering costs. The Board of Selectman supported this amount earlier this fiscal year and town meeting must approve the expenditure. The CIAC recommends approval of this expenditure to be funded by the CPA.



#### Davis Field renovations \$148,500

Park and Recreation would like to improve parts of David Field by bringing in fill and leveling the areas where there is a two foot differential in the topography. The quote for \$148,500 was received from an outside contractor but does not meet prevailing wage requirements. The CIAC would like the Park & Recreation Commission to work with the DPW department to get the work done at a more cost effective price by using DPW's work force. In addition, the CIAC advised Park & Recreation to do a third party engineered traffic study so that they can answer any traffic questions at town meeting even though this project will not increase parking lot expansion. The CIAC recommends this project if the above requirements are met and we get an updated quote. This project should be funded by the CPA. It is our understanding that the CPC did not approve funding of this project.

#### **IV. Recommended Reductions**

**The CIAC would like to offer its opinion on other projects that should be deferred or reduced in order to meet the Capital Funding Committee's January 6, 2016 recommended guideline. Some of the projects have been discussed above.**

#### Town & School Parking Lots Reduction of \$50,000

After review of the parking lot resurfacing projects needed to be done in FY 2017 it was agreed that a \$50,000 reduction in the funding request will enable the DPW department and facilities department to address the most critical areas where resurfacing is needed.

#### Nixon School Crosswalk Reduction \$60,000

As noted above Town staff agreed to a smaller crosswalk light for this intersection with a change in the crossing pattern done by the DPW department. This will produce a \$60,000 saving.

#### Demo Police Station Reduction \$65,000

At the Special Town meeting on February 9, 2016 the town approved the sale of the old police headquarters on Boston Post Road. Any purchaser of the land will either demolish or renovate the building. This produces a \$65,000 reduction in the capital plan request for FY17.

Poured in place playground resurfacing \$55,805

This project was not well supported or documented by the Park & Recreation commission and was not a critical component to their FY17 plan. They decided to defer this project and apply for funds to resurface this playground area in FY18 from the CPA as part of the CPA recreational project mandate.

Featherland Tennis Court replacements \$175,000

In FY 14 the fencing was removed around the four tennis courts at Featherland Park and the courts were demolished. These courts were a neighborhood amenity that a group of residents feel need replacement. Many of these residents sent e-mails to the CIAC expounding support for replacement. The Park & Recreation commission does not monitor the use of the public tennis courts and could not clearly say there is a need for the replacement because of a supply and demand shortage of available courts. It appears that during the spring tennis season the LSRHS JV team has historically used these courts for practice and for games. LSRHS did not introduced this need in the review process. In discussions with neighbor representative other options could be considered such as two tennis courts, a "pickle ball court" and even basketball hoops. Park & Recreation withdrew their request for CPA funding for this project because they felt their higher priority was the Davis Field leveling.

The CIAC recommends that this neighborhood group of residents work with Park & Recreation and determine the highest and best use for this recreational area. Then Park & Recreation with the neighborhood resident's support should apply to the CPA for funding of that proposal as part of the CPA recreation project mandate.

This will delay the funding for this replacement until FY18, but will avoid a two thirds vote at the FY17 town meeting to approve a capital exclusion and then a majority vote at the town polls. This plan will reduce the capital request for FY17 by \$175,000.

The Capital Funding Committee in its January 6, 2016 report outlined a plan for the funding of Capital Projects for FY17.

This plan included funding for

Existing Debt Service for FY 16	\$ 2,618,860
FY 17 DPW Rolling Stock Capital Exclusion	492,500
FY 17 Small Projects Capital Exclusion	1,631,305
FY 17 Public Safety Debt Exclusion	265,000
Proposed Capital items within the Levy	404,000
DPW Operating Leases	177,040
Debt Service for Fairbank Roof and Ladder Truck	<u>312,500</u>
Sub-Total	5,901,205
Less reductions in Capital projects	<u>(201,205)</u>
Capital Impact on Tax Levy	\$5,700,000

The CIAC's recommended project list above is for \$ **5,394,900**. Please see the attached exhibit.

Finally, the CIAC has been provided with nine proposed projects with a cost of \$50,000 or less. Although these projects do not fall under the review and recommendation policy of the CIAC, the committee feels obligated to consider the impact of these operating capital requests. This year's operating capital request is \$404,000 is an increase of \$11,250 over FY 2016 budget (a 2.8% increase). In FY16, the Town funded as part of the DPW operating budget lease obligations for capital purchases of \$224,040. In FY 17, that amount is \$177,040, a reduction of \$47,000, (a 21% reduction). The combined impact on the Capital Budget included in the levy is a 5.7% reduction from FY 16. Historically, the operating capital has been insufficient to provide funding for the annual projects submitted; this decrease adequately funds and support the capital requests between \$10,000 and \$50,000. The committee believes that the town operating capital projects requested for FY17 are reasonable and recommends that the Finance Committee and the Board of Selectmen support this plan.

The CIAC would like to thank all the Sudbury's employees and department managers who participated in the FY 17 capital process for their time and support. We also want to thank the Capital Funding Committee for helping provide cost guidance which helped the committee to produce recommendations which were consistent with their targets.

Special thank you goes to Jim Kelly for all his support during this process.

Respectfully submitted by:

Capital Improvement Advisory Committee

Thomas S. Travers - Chairperson  
Jamie Gossels - Vice Chairperson  
Susan Abrams – Clerk  
Susan Ciaffi  
Mark Howrey  
Michael J. Lane  
Eric Greece

# CIAC Committee

Fiscal Year 2017

Capital Projects

Report to The Board of Selectman and Finance Committee

March 7, 2016

# CIAC Committee

- Tom Travers – Chairman \*
- Jamie Gossels – Vice Chairman
- Susan Abrams – Clerk
- Susan Ciaffi
- Eric Greece
- Mark Howrey
- Michael J. Lane \*
- Jim Kelly - Staff Advisor
- Jose Meitin – Finance Committee Liaison

\* CIAC representative on FY17 Capital Funding Committee

## CIAC FY 17 Summary of Recommended Projects

Projects funded in Tax Levy	\$ 404,000
Projects needing CPC funding	538,400
Projects needing Debt Exclusions	875,000
Projects needing Capital Exclusions	<u>2,002,500</u>
Total projects recommended for approval	\$ 3,819,900

## CIAC FY 17 Funding Recommendation

	Capital Funding	CIAC Funding
	Proposal	Proposal
Existing Debt Service	\$ 2,618,860	\$ 2,618,860
Capital Budget within Operating Budget	404,000	404,000
Operating Leases for Capital	177,040	177,040
Rolling Stock Capital Exclusion	492,500	492,500
Small Projects Capital Exclusion	1,475,805	1,245,000
Small Projects Debt Exclusion Fairbank Roof	120,000	
Public Safety Capital Exclusion	265,000	265,000
Public Safety Debt Exclusion Ladder Truck	192,500	192,500
Requested reduction	(205,705)	
Total	\$ 5,700,000	\$ 5,394,900

## CIAC FY17 Recommended Projects Requiring funding by Capital Exclusions

• School Rooftop HVAC Unit	\$ 75,000
• School Security and Access Controls	\$ 195,000
• Town and School Parking Lots	\$150,000
• LSHS Security Upgrades	\$ 130,000
• Nixon Crosswalk light	\$ 25,000
• DPW Truck & Equipment Replacements	\$ 492,500
• SPS Maintenance Garage	\$ 95,000
• Fuel Storage tank replacements	\$ 250,000
• Town Walkways	\$ 100,000
• New Ambulance	\$ 265,000
• DPW Cold Storage expansion	<u>\$ 225,000</u>
• Total	\$2,202,500

## FY 17 CIAC Recommended Projects Requiring funding by Debt Exclusions

• New Ladder Fire Truck	<u>875,000</u>
Total	\$ 875,000

## FY17 CIAC Recommended Projects Requiring Funding by the CPC

• Loring Parsonage restoration	\$ 100,000
• Town Center landscaping	\$ 100,000
• Library Archive Software	\$ 40,000
• Bruce Freeman 50% engineering	\$ 150,000
• Davis Field Leveling	\$ 148,500

## CIAC FY17 Projects Recommended to Defer to FY18

• Poured in place playground resurfacing	\$ 55,805
• Featherland tennis court replacements	\$175,000

## CIAC FY 17 Recommended Projects to be determined

- Fairbank Community Center Architecture Fees -\$2,000,000.

The CIAC does not have enough information about this project to make a recommendation at this time. When the Fairbank Community Task force completes their analysis and comes before the CIAC the committee will then opine and will give their recommendation.

## CIAC FY 17 Capital Recommendations

- Thank you to:

Members of the CIAC.

Town department managers and other town employees.

Capital Funding Committee.

- Special Thank you to:

Jim Kelly



Reconciliation of CIAC to Capital Funding Recommendation  
FY 2017

	<b>Capital Finance Guideline</b>	<b>CIAC Recommended</b>	<b>* Adjustments</b>
<b><u>Capital Components of Taxes</u></b>			
Existing Debt Service	\$ 2,618,860	\$ 2,618,860	
Capital Budget within Operating Budget	404,000	404,000	
Operating Leases for Capital	177,040	177,040	
Rolling Stock Capital Exclusion	492,500	492,500	
Small Projects Capital Exclusion	1,475,805	1,245,000	230,805
Small Projects Debt Exclusion Fairbank Roof	120,000		120,000
Public Safety Capital Exclusion	265,000	265,000	
Public Safety Debt Exclusion Exclusion Ladder Truck	192,500	192,500	
Fairbank Tennis Courts	175,000		175,000
<b>Total</b>			
	<b>\$ 5,920,705</b>	<b>\$ 5,394,900</b>	<b>\$ 525,805</b>

**\* Net Reductions Adjustments**

Fairbank Tennis Courts	\$ (175,000)	CPA should fund in FY18
Reduced Nixon Light	(60,000)	Reduction per Chief Nix
Reduced Police Station Demolition	(65,000)	Buyer should do demo
Reduced Poured in Place	(55,805)	CPA should fund in FY18
Parking lot work reduction	(50,000)	Can we do less work or can DPW do cheaper?
Fairbank roof debt reduction	(120,000)	Find other solution.

**Total Adjustments**

**\$ (525,805)**

**FY 2017 Capital Project Summary**

Tax Levy & Capital exclusions	\$ 2,406,500
Debt	875,000
CPA Capital Projects	538,400
	<b>\$ 3,819,900</b>

Updated 2/27/2016

# POOL ENTERPRISE FUND

<b>POOL ENTERPRISE</b>		
	<b>FY16 Appropriated</b>	<b>FY17 FinCom 2.6%</b>
<b>POOL ENTERPRISE FUND</b>		
Director's Salary		20,371
Pool Staff Salaries	204,701	165,217
Overtime		
Clerical	26,144	27,271
Part-Time Supervisors	8,120	19,440
Receptionists	28,948	28,948
Sick Leave Buy Back	3,500	3,725
WSI Lifeguards	74,459	74,459
Head Lifeguard	40,945	42,573
Pool Instructors	13,726	13,775
<b>Sub Total: Personal Services</b>	<b>400,543</b>	<b>395,779</b>
General Expense	45,000	40,000
Equipment Maintenance	30,000	30,000
Utilities	97,000	97,000
Programs	3,000	9,000
Equipment Maintenance	2,500	2,500
<b>Sub Total: Expenses</b>	<b>177,500</b>	<b>178,500</b>
Capital Expense		0
<b>Sub Total: Capital Expenses</b>	<b>0</b>	<b>0</b>
<b>Direct Costs</b>	<b>578,043</b>	<b>574,279</b>
<b>Total Costs</b>	<b>578,043</b>	<b>574,279</b>
Enterprise Receipts	496,000	574,434
Retained Earnings Used	82,043	0
<b>Total Revenues</b>	<b>578,043</b>	<b>574,434</b>
<b>Surplus/Deficit</b>	<b>0</b>	<b>155</b>

## NOTES ABOUT POOL BUDGET

- Contains no indirect costs (like health insurance, HR, Town Manager, accountant, payroll)
- Retained earnings were used last year, but are not projected to be used this year

Total Indirect Costs	Pool Ent Ben
\$6,245.03	\$1,561.26
\$6,271.24	\$6,271.24
\$6,642.60	\$6,642.60
\$16,003.07	\$16,003.07
\$14,934.31	\$7,467.15
\$6,203.20	\$0.00
\$696.90	\$348.45
\$5,371.46	\$0.00
<b>\$62,367.81</b>	<b>\$38,293.77</b>

## HISTORY OF POOL ENTERPRISE

		<i>Pool Enterprise</i>				
ORG	OBJ	ACCOUNT DESCRIPTION	FY13	FY14	FY15	FY16
600243	430000	MEMBERSHIP/SWIM PASSES	260,848	240,033	249,191	149,765
600243	430001	PROGRAM REVENUE	160,264	169,809.50	124,947.50	59,188.50
600243	430002	POOL RENTALS	44,890.25	37,021	110,113	80,317.50
600243	430008	SWIM TEAM RENTALS	46,845.75	35,735.75	10,271	13,808
600243	430009	MISC REVENUES	12,060.08	9,766.91	10,963.44	4,955
600248	482000	INTEREST EARNINGS	214.23			
600248	481000	MISC REV AND DEBITS		166.93	(291.53)	
600249	497000	POOL TRANSFERS FR OTHER SOURCE	10,253.49		23,950.16	82,043
			<u>535,375.80</u>	<u>492,533.09</u>	<u>529,144.57</u>	<u>390,077</u>
		Total Expenditures	512,766.38	500,829.15	540,867.97	320,395.93
		Surplus/Deficit	22,609.42	(8,296.06)	(11,723.40)	69,681.07
		Fund Balance	88,824.95	82,445.89	3,098.06	(5,374.37)

**Note FY16  
is through  
January**

## NOTES ON REVENUE

- We have been collecting approximately \$45,000 per month
- We have been spending \$48,200 per month
- Projected deficit for Fiscal year 2017: \$40,000
- This means rates need to increase by approximately 10 percent OR revenue needs to increase by 10 percent
- We don't have capacity to rely on the tax levy in 17 and we have negative projected retained earnings.
- If we do not do a rate increase then we will need to cut spending mid year once we see the damage

## WHY THE RATE INCREASE

- There should be a rate study performed every year, which examines both the revenues and expenditures.
- New rates should be passed with a July 1 effective date in order to avoid deficits
- Note- once P and R brings its rates in line with the budget, it is very easy to accomplish this yearly.
  - Increase rates by the amount that Town Meeting vote to increase the budget.
    - So, if Town Meeting increases the budget by 2.5% rates increase by 2.5%.