



**SUDBURY SELECT BOARD**  
**MONDAY FEBRUARY 12, 2024**  
**7:00 PM, ZOOM**  
**JOINT MEETING WITH FINANCE COMMITTEE AND**  
**CAPITAL IMPROVEMENT ADVISORY COMMITTEE**

Click the link below to join the joint meeting via Zoom:  
<https://us02web.zoom.us/j/360217080>  
 For audio only, call the number below and enter the meeting ID on your telephone keypad.  
 Dial-in number: 978-639-3366 or 470-250-9358

Item #	Time	Action	Item
	7:00 PM		CALL TO ORDER
			Opening remarks by Chair
			Reports from Town Manager
			Reports from Select Board
			Public comments
<b>MISCELLANEOUS</b>			
1.		<i>VOTE</i>	Vote to open a joint meeting with the Finance Committee and Capital Improvement Advisory Committee to review Town Meeting capital articles.
2.		<i>VOTE</i>	Vote to close joint meeting and resume Select Board 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. Some items may be taken out of order or not be taken up at all. The Chair will strive to honor timed items as best as possible. The Chair reserves the right to accept public comment on any item and may establish time limits.*



# FY25 TOWN MANAGER'S CAPITAL OPERATING BUDGET

## ARTICLE 4

# Agenda

## Town Manager's Capital Operating Budget

### Review of Capital Warrant Articles

- Sudbury Public Schools
- Lincoln-Sudbury Regional High School
- Planning & Community Development
- Department of Public Works
- Combined Facilities Department

# Home Rule Charter

**Section 10. Financial Management Responsibilities:**  
The Town Manager, with the assistance of the Finance Director and the Treasurer-Collector, shall be responsible for all the financial management functions of the Town, unless otherwise provided by this Act. Such functions shall include, but are not intended to be limited to, the following:

- a) To prepare and submit, after consultation with all Town departments, an annual operating budget and capital improvement program for all Town departments.

# Capital Planning Bylaw, Article XXV

Section 2: The CIAC shall study capital proposals which involve major tangible items with a total project cost of more than \$100,000 in a single year or over \$200,000 in multiple years and which would likely require an article at Town Meeting for the project's authorization. The CIAC shall make a report with recommendations to the Finance Committee and the Select Board on these proposals.

# FY25 Town Manager's Capital Operating Budget

- All three cost centers: Town, SPS, LSRHS
- Includes requests that are:
  - Not more than \$100,000 in one year,  
or
  - Not more than \$200,000 over multiple  
years
- Items above those thresholds are  
submitted to Town Meeting

# Capital Funding Sources

Funding sources can include:

- Tax Levy
- Free Cash
- Overlay Surplus
- Stabilization Funds
- Capital Exclusions
- Debt – in levy or excluded

# Town Wide Walkways Design/ Construction

DPW:           \$50,000

## Annual Request

New, extended or rehabilitated walkways and ADA ramps at various locations throughout Town:

- Planning and Design
- Engineering and Permitting
- Construction: In-house or contracted



# DPW Four-Post Heavy Duty Lift

DPW:           \$65,000

Fleet Maintenance Garage

Replaces existing two-post hydraulic lift

Accommodates larger vehicles

Greater stability = reduced risk of injury

# DPW Four-Post Heavy Duty Lift

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# DPW Four-Post Heavy Duty Lift

10



# DPW Truck Bay Floor Replacement – Design

Facilities: \$98,000

Deteriorated concrete floor: corrosive effect of salt

Spalling, flaking, exposed re-bar

Trip & fall hazard to employees

Damage to vehicles

Design funds: determine scope & cost of replacement

# DPW Truck Bay Floor Replacement – Design

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# DPW Truck Bay Floor Replacement – Design

13



# Fire Station #3 Roof Replacement

Facilities: \$85,000

Roof is severely failing & beyond useful life expectancy

\$80,000 appropriation in FY24 TM's Capital Budget

FY25: Requesting Supplemental Funds

New EPDM (synthetic rubber) roof to meet current energy code

Solar ready

# Fire Station #3 Roof Replacement

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# Firearms Simulator

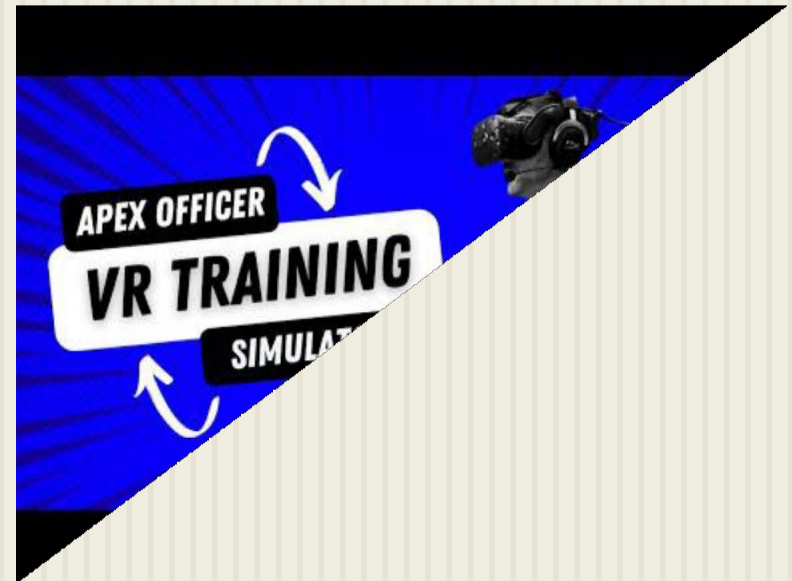
Police Department: \$69,500

Virtual reality training system

Training scenarios prepare  
officers for real life situations

Training on-site at Station

Software can be updated



# Replace WiFi Network

LSRHS:           \$71,197

Sudbury's share of \$81,545 (87.31%)

5-year replacement schedule – installed 2019

Maintain stability of network signals

Continued growth of mobile devices = increased reliance on wireless technology for teaching, support, and administration

# Carpet Replacement



Sudbury Public Schools: \$75,000

Ongoing project to replace deteriorated carpeting

Work to occur when schools unoccupied

# VCT Flooring Replacement



Sudbury Public Schools: \$75,000

Ongoing project to replace VCT flooring

VCT: Vinyl Composite Tile

Work to occur when schools unoccupied

# Painting

Sudbury Public Schools: \$50,000

Ongoing project

Keep up with maintenance needs

Work to occur when schools unoccupied

# Paging, Clocks, & Bell Systems

Sudbury Public Schools: \$25,000

Continuation of project funded in FY22

Replacement of >20 year old systems

Replacement parts no longer available

Essential for communication

# Door Repairs & Replacements



Sudbury Public Schools: \$50,000

Planned replacement of worn and unreliable doors

Significant wear and tear on doors

Maintain safety & security

# FY25 TM Operating Capital Budget

Project	Department	Cost
Town Wide Walkway Design & Construction	DPW	\$ 50,000
Four-Post Heavy Duty Lift – DPW Fleet Maint. Garage	DPW	\$ 65,000
DPW Truck Bay Concrete Floor Replacement – Design	Facilities	\$ 98,000
Fire Station #3 Roof Replacement – Supplemental Funds	Facilities	\$ 85,000
Firearms Simulator	Police	\$ 69,500
Replace WiFi Network	LSRHS	\$ 71,197
Carpet Replacement	SPS	\$ 75,000
VCT Flooring Replacement	SPS	\$ 75,000
Painting	SPS	\$ 50,000
Paging, Clocks, Bells Systems	SPS	\$ 25,000
Door Repairs & Replacements	SPS	\$ 50,000
<b>Town Manager's Capital Operating Budget</b>	<b>Total:</b>	<b>\$ 713,697</b>



# Summary

Total Town Manager's Capital: \$713,697

Funding: Tax Levy

Town Meeting Warrant Articles: >\$100,000

Total: \$4,410,550

- Free Cash: \$1,110,550
- Tax Levy: \$1,663,697
- Debt: \$2,350,000

# Capital Items Not Funded

## Town Manager's Capital Operating Budget:

- Town-wide Person Lift: \$75,000
- Fairbank CC Scissor Lift: \$36,500
- EV Chargers @ Goodnow Library: \$80,000

## Capital Requests Over \$100,000:

- DPW Roadway Improvements: \$750,000
- Goodnow Library Bookmobile: \$200,000
- Wayside Inn Road Bridge Replacement: \$500,000

# Additional Comments

Impact of inflation: Number of projects under \$100,000 continues to decline as costs escalate

Recurring projects are more appropriately funded as maintenance items in the operating budget:

- DPW walkway design and construction
- SPS maintenance: painting, carpets, flooring, doors

Over time, concerted effort will be made to incorporate those recurring maintenance items into operating budget

# Review of Capital Budget Warrant Articles



- Sudbury Public Schools
- Lincoln-Sudbury Regional High School
- Planning & Community Development
- Department of Public Works
- Combined Facilities Department