

Town of Sudbury, Massachusetts

Minutes of the CIAC Meeting December 12, 2013

Present: Eric Greece, Tom Travers, Pascal Cleve, Jeff Barker, Bob Desaulniers, Jamie Gossels, Jim Kelly, and Maureen Valente (until ~8:05)

Not Present: Larry Rowe

Location of Meeting: Conference Room, DPW Building
Meeting Called to order at 7:30 PM by Chairman Greece

1. Acceptance of minutes:

Minutes of the October 2, 2013 meeting were approved.

2. Explanation of new Capital Improvement Program/Format and Strategic Plan

Maureen Valente (Town Manager) provided information about FY15 Capital requests including the Town Manager's Preliminary Capital Outlay Budget and the FY15 Capital Improvement Program Report.

Town staff prioritized all capital requests into four levels. The Preliminary Capital Outlay Budget is the preliminary proposal for capital items to be included in the Capital line item of the operating budget. It includes capital items prioritized as most important (R1) and (in all but one case) less than \$50,000. Maureen also included \$75,000 for SPS facilities maintenance and repair. Even though this project is greater than \$50,000 (and therefore meets criteria to be evaluated by the CIAC), Maureen believes this project is important enough that it should be funded in the operating budget. The bylaw does not preclude the Town Manager from including capital requests larger than \$50,000 in the operating budget.

The FY15 Capital Improvement Program Report includes all capital project requests for FY15.

There was discussion about which projects the CIAC should review. It was decided that the committee should review all projects greater than \$50,000 in R1 and all projects in R2, R3, R4, even if less than \$50,000. The CIAC may have a different recommendation regarding prioritizing these items. Some projects may be funded in alternative ways which could allow for funding of additional projects. When liaisons talk to their departments, they can cover all projects proposed.

For large projects, such as the police station, the goal is to set up one presentation meeting to which all involved committees will be invited. In addition to avoiding

repetition by the presenters, the advantage of this format is that all attendees will have the benefit of others' questions and comments.

The Capital Strategic Planning Committee is concurrently meeting to develop a long term plan for capital spending. Our committee's goal is to identify the important projects, and in turn bring them to the Strategic committee's attention for sequencing and financing guidance.

3. Liaison Assignments

Committee members volunteered for (or were assigned) the following assignments:

DPW: Eric, Bob, Larry

Facilities (including energy): Tom, Pascal

Fire: Tom, Pascal

Police: N/A (all will attend Police Station presentation. No other police requests.)

LS: Jeff, Jamie

SPS: Jamie

IT, Recreation, Library: Eric, Bob, Larry

Liaisons should meet with departments by our next meeting. First step should be to read request forms. Then talk through projects. Ask: What is it? Why do we need it? How many are affected? What happens if it can't be funded?

4. LS Technology Initiative

Jeff summarized the meeting he attended in which LS's technology initiative was described and discussed.

There are two dimensions of the current technology deficiency at LS: bandwidth and connectivity. There hasn't been much (any?) upgrade since the building was constructed. The limitations slow down learning and decrease productivity of the administration. The school is also below the Massachusetts Educational Standards.

Along with funding, timing is a big problem. In order for work to be completed over the summer, funding has to be in place well before May's Town Meeting date (followed by general election). The overall goals of the project are to install, maintain and upgrade.

Jeff mentioned that Radha Gargeya (LS School Committee, spearheading project) is currently working with two vendors. Several at the meeting suggested using an independent consultant, not tied to any vendor, to provide independent oversight of the project. We believe this would add cost but would be well worth the expense.

5. Next meeting and General Discussion

Next meeting will be Thursday, January 16 at DPW beginning at **7:00 p.m.** It could take a long time to cover all projects so we will focus on all R2 requests and all other requests greater than \$100,000. Also to expedite the proceedings, committee members should prepare reports of their liaison meetings in advance of the CIAC meeting and send to Jim by January 13.

Jim Kelly provided a brief explanation of the Energy Committee's work on an ESCO (Energy Service Company) proposal for Sudbury.

The basic idea of the ESCO plan is that energy savings generated from construction upgrades is guaranteed to cover the cost of construction and financing, with no net cost to the Town. The current proposal would be a \$2,000,000 project. Advantages include the fact that the ESCO (Ameresco) takes care of all construction, and isn't required to choose the lowest bidder (as the Town would be). Also the energy upgrades would be accomplished; this could be more difficult to achieve through the operating budget. The Energy Committee obtained a grant to hire a consultant to help with the ESCO process. The Energy Committee does not yet know if it will bring this proposal to Town Meeting in 2014.

In a different ESCO model, the company would provide the initial capital and the town would reimburse through energy savings. This is not the model that is currently being considered with Ameresco, although it would be a preferable model for Sudbury. It's not clear if it might be an option with a different company.

6. Unanimous approval to adjourn the meeting at 9:17 PM.

Respectfully submitted,
Jamie Gossels
Clerk