

Town of Sudbury, Massachusetts
Minutes of the CIAC Meeting October 1, 2014

Present: Susan Abrams, Susan Asbedia-Ciaffi, Jamie Gossels, Michael Lane, Eric Greece, Tom Travers, Jim Kelly. Jose Garcia-Meitin (FinCom), Len Simon (Board of Selectmen), Andrew Sullivan (for presentation)

Not Present: Bob Desaulniers

Location of Meeting: Conference Room, DPW Building
Meeting Called to order at 7:00 PM by Chairman Greece

1. Acceptance of minutes:

Minutes of the September 3, 2014 meeting were approved.

2. Explanation of new Capital Improvement process and committee's responsibilities under the bylaw

Eric reviewed the bylaw which describes the CIAC's responsibilities:

The committee will study proposals from the Town Manager, other Town departments, Sudbury Public Schools and Lincoln-Sudbury which involve a capital expenditure of more than \$50,000 in one year or more than \$100,000 over multiple years, and likely would require a separate article at Town Meeting. Based on its studies, the CIAC will make recommendations to the Finance Committee and Board of Selectmen.

The CIAC is also involved in long term planning over two, five and ten years. There is not yet a specific budget for capital expenditures for this year. The Strategic Financial Planning Committee, which includes two representatives from the CIAC, has established a goal of maintaining an approximately steady state of debt service over the next several years which will not exceed the maximum debt service that was paid over the past several years, mainly for the construction of LS. The Strategic Financial Planning Committee proposes the funding mechanisms for capital projects approved by CIAC.

3. Sudbury Greenways Presentation of east west trail

Andrew Sullivan, founder of Sudbury Greenways, presented information to the CIAC about a proposed recreation (as opposed to transportation) trail along the Mass Central Rail (MCRT), running 4.8 miles east-west through Sudbury. The recreation trail would be a ten foot wide path of rolled stone dust with shoulders and would comply with DCR (Department of Conservation and Recreation) requirements.

Sudbury Greenways proposes a phased approach to building the trail. Phase 1 would be 1.8 miles between Union Ave. and Dutton Rd. This would be the lowest cost section of the trail with no bridges or high volume road crossings and less wetlands abutment. The goal is for construction of Phase 1 to begin in the summer of 2015. The estimated cost for Phase 1 is \$160,000. Sources of funding have not yet been determined. The estimated cost of the total 4.8 miles of trail is \$450,000.

There was discussion about the differences between a transportation and recreation trail. There were also questions about how this project relates to the Bruce Freeman Rail Trail (unrelated project-transportation trail running north south) and how the construction of a recreation trail would impact future possibility of a transportation trail along the same route. Andrew opined that the recreation trail could certainly be paved later, and also that construction of a transportation trail would take much longer (several years). He thought that about 60% of the engineering work needed for MassDOT (transportation) standards will have been completed for the recreation trail and that it should cost less to upgrade to a transportation trail than to build the transportation trail from scratch.

4. Introduction of New Members

Each member introduced him or herself. New members include Sue Abrams, Susan Asbedian-Ciaffi and Michael Lane. Eric Greece, Tom Travers and Jamie Gossels (and Bob Desaulniers, not present) served on the committee last year (and longer for Eric and Tom). Len Simon is the liaison to the CIAC from the Board of Selectmen. Jose Garcia-Meitin is the liaison from the FinCom.

5. Liaison Assignments

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

Facilities (Town, SPS, LS): Tom, Sue Abrams, Jamie

DPW, Fire: Susan Asbedian-Ciaffi, Bob

Recreation, Planning: Eric, Michael

Liaisons should meet with departments by our next meeting. First step should be to read request forms. Jim will send them to the committee within the next ten days. Talk through projects with department heads. Ask: What is it? Why do we need it? How many are affected? What happens if it can't be funded?

We can look at operating budget items, and items in all categories, but be sure to focus on top priority items that aren't in the operating budget.

6. Election of officials

The following were nominated and elected by a unanimous vote of the committee

Chair: Tom Travers

Vice Chair: Eric Greece

Clerk: Jamie Gossels (It was agreed that the duty of taking minutes would rotate among committee member. Jamie will post and provide any other support as needed.)

Liaisons to Strategic Financial Planning Committee: Tom and Michael

7. Priorities

There was discussion of how to prioritize approved capital projects. Tom and Eric proposed seven categories of priorities:

- Life/Safety Projects
- Program Enhancement Projects
- Operating efficiency, expense reduction/cost savings projects
- Future cost avoidance projects
- Required maintenance/replacement projects
- Amenity of the town projects
- Other projects

There was discussion of whether or not these categories would best reflect the priorities for specific projects. Eric proposed grouping and ranking the categories as follows:

1. Life Safety
2. Strategic Finance: Operating efficient, expense reduction, cost savings, future cost avoidance
3. Program enhancements and amenities

There seemed to be a consensus to accept this concept. Jim indicated that the Town and school departments use similar criteria in evaluating projects. He will send these guidelines to the committee.

The CIAC should receive an estimated budget from the Strategic Financial Planning Committee to provide guidance on the total dollar value of projects which could potentially be funded in FY16.

8. FY 2014 Project Completion Forms

These forms are being submitted now. We received a few so far and will see the rest as soon as they are available.

9. Next meeting:

Wednesday, November 12 at 7:00 p.m. at DPW Building

10. Meeting Adjournment

Unanimous approval to adjourn the meeting at 9:23 PM.

Respectfully submitted,
Jamie Gossels
Clerk