

**CIAC - Capital Improvement Advisory Committee**  
**Meeting Minutes DRAFT**  
**November 9, 2016**  
**7:00 PM – 9:18 PM**  
**DPW – 275 Old Lancaster Road**

Present: Susan Asbedian-Ciaffi, Jamie Gossels, Mark Howrey, Tom Travers, Jim Kelly, Susan Abrams, Eric Greece

*Note: Sue Abrams left at 8:40PM following discussion of the van for the SPS electrician. This was prior to discussion of hot water heater, the poured in place surfacing for Haskell playground, contracting money for Community Needs Assessment, Wayside Inn preservation and Melone Redevelopment study.*

Also Present: SPS Business Manager, Susan Rothermich; SPS Facilities Director, Joe Kupczewski

Chairman Mark Howrey, following acknowledgement of a quorum, called the meeting to order at 7:03PM.

Jim introduced the SPS presenters. Mark described the process for them; the goal is to get sufficient information on each project to update the Form A's and ultimately post them on the website. Jim is planning on collaborating on a Green Community Grant that could award \$250,000 to the town. Several of these projects could be included.

**Item 1: Review of requests from Department Heads**

**1. Maintenance work truck for Facilities Department**

**Presenter: Joe Kupczewski**

**Estimated cost: \$50,000**

This request is for a replacement for the current 1999 truck that was handed down from the DPW several years ago. The current truck has 98,000 miles on it and is rusting. It is becoming more expensive to repair; since September of 2014 repair costs have been \$10,342.79 (not including regular maintenance.) The truck will have a lift gate that allows it to be used to transport large, heavy equipment in addition to supplies. It will also be used for plowing. SPS is currently using a 2002 truck to transport equipment. There is a 2001 truck used at Loring and a 2002 truck at Haynes. These trucks are housed at the schools for efficiency as they are at the furthest points in town. The new truck will service Curtis, Noyes and Nixon and will provide one reliable truck for SPS.

Discussion:

- There was some discussion about the priority system and the pros and cons of doing this.
- Joe noted that the truck is used to transport equipment and supplies several times per week.
- Joe has gotten two quotes from dealerships.

**2. Maintenance garage and workshop**

**Presenter: Joe Kupczewski**

**Estimated cost: \$95,000**

This is the same request made at last year's Town Meeting.

The location for the garage will be at Nixon School. This was a question when the article was submitted last year but the location has been confirmed.

Currently Joe is working out of boiler rooms in the 6 schools. Equipment stored there is technically against fire laws but the fire department has been tolerant about it. The equipment and materials are spread around all the schools, which means that finding specific items can be time consuming and inefficient. Flammable materials are stored in sheds at the schools as they can't be stored in the buildings.

Discussion:

- In response to a question from the committee, Joe estimated that he spends 4-5 hours each week traveling from one school to another to collect materials needed for individual projects.
- While the maintenance garage would save this kind of time, storing the materials in the boiler rooms is also a safety issue as nothing is supposed to be stored there.
- Joe explained the maintenance of equipment in response to questions about that. The garage will allow SPS to store off season equipment under cover, something they can't do now, thereby prolonging the equipment's useful life. It would allow them to work on the equipment under cover and have a better preventative maintenance program, also prolonging the life of the equipment.
- The committee requested that the Form A be modified to include the safety concerns.

### **3. Curtis School AHU-2 or HRU-2AC Condensing rooftop unit replacement**

**Presenter: Joe Kupczewski**

**Estimated cost: \$75,000 ( This may be funded by a Green Community Grant)**

This project is one that may fit into the Green Community grant to be funded through those moneys. There are two units that are under consideration for replacement. The HRU-2 unit is 17 years old and the A/C coils were retro-fitted in 2002 and are now failing. Joe reviewed the units that have previously been funded for replacement: Noyes (\$80,000) and Loring (\$75,000) A major problem is the refrigerant in the old units, which is outdated and very expensive to deal with. The last time this occurred the refrigerant was \$54/pound to purchase or discard and the cost was \$12,000. It is estimated to have increased to \$60/pound now. Refrigerant for the newer models is only \$25/pound. This means that replacing the units will also result in potentially lower operating costs.

Discussion:

- Jim explained more details about the Green Community Grant. It is being facilitated by the Sudbury Energy Committee.

### **4. Cafeteria Equipment**

**Presenter: Joe Kupczewski**

**Estimated cost: \$47,000**

This item will be included in the Town Manager's capital operating budget. The money will replace a steamer at Noyes, (\$16,000), an oven at Noyes, (\$11,000) and a booster heater for the dishwasher at Haynes (\$4,000).

Discussion:

Because this item is included in the operating budget this is for information only for the committee as it is below the \$50,000 threshold for the CIAC to review.

## **5. School flooring replacement**

**Presenter: Jim Kelly**

**Estimated cost: \$50,000**

This request is part of an ongoing project that replaces carpeting with tiles and area rugs. The VCT flooring is a more durable floor covering and much more attractive. The hope is that this will allow 4-5 classrooms to have new tile.

Discussion:

- This request has been included in the capital plan for several years in an effort to replace carpeting in all the schools.

## **6. Curtis School heating pumps and motors**

**Presenter: Jim Kelly**

**Estimated cost: \$25,000**

The motors and pumps are 17 years old and at the end of their useful life. This funding for this project could come from the solar revolving account or could possibly be included in the Green Community Grant.

Discussion:

- It is difficult to anticipate the cost of not replacing these pumps and motors and dealing with an emergency situation.
- It was suggested that the Form A reflect one return on investment...if the pumps go school will have to be cancelled.

## **7. Van for town Electrician**

**Presenter: Jim Kelly**

**Estimated cost: \$25,000**

The town electrician is a new position, created about a year ago. Currently he is using an old Ford Explorer that is not big enough for his supplies and equipment. His responsibility covers all the schools and all town buildings. This is also included in the Town Manager's capital operating budget item that is presented to CIAC for information.

Discussion:

- Jim was asked to estimate the amount of time wasted each week because all the materials and supplies can't be carried in the one vehicle. He estimated about 5 hours.
- Jim also noted that they might be able to buy a used van, which would cost less.
- Hourly rates for electricians were requested and Jim explained that hiring a private contractor could be as much as \$60-\$100 a day just for the truck charge. This is in addition to the hourly rate charged.

## **8. LS Water Heater**

**Presenter: Jim Kelly**

**Estimated cost: \$55,000 (total cost; Sudbury share would be 85% of that-\$46,750)**

This project is not in Town Manager's capital operating budget. Similar to other equipment replacement, this unit is at the end of its expected life (12 years). LS had two units. The first was

replaced last year. The second was inspected and it was determined that it will need to be replaced soon.

#### Discussion

- How did LS pay for replacement of the first unit? Assumption that it was from operating budget? Should we be asking about funding sources?  
Consensus that it's reasonable for us to ask. Possibly the project could be moved to Fall Town Meeting if no funds become available through the LSRHS operating budget this fiscal year.
- What happens if the unit fails? It's possible that LS could get by with just one, but not sure for how long? If not approved, it wouldn't be possible to replace quickly in an emergency. Anticipating replacement in advance of failure is always a good strategy and insurance. We should find out if the building can be operated with just one heater.
- Could the unit be replaced with a tankless unit? Information in the Form A suggests that this was investigated (higher efficiency unit referenced) but that engineering and installation would be too expensive

#### General strategy

- Various committees still trying to figure out timing of capital articles (spring or fall TM)  
It's hard to approve fall capital projects without knowing the operating budget needs.  
It will likely take a year or more to work this out
- There are many ongoing building and equipment replacement needs and demands. It's hard to go to the town with multiple capital exclusion requests for ongoing projects.

#### Approval of Minutes

- Motion to approve minutes of November 1, 2016.  
Motion passed

#### Meeting Schedule

- Jim can't meet on Dec. 6. Meeting rescheduled to December 5
- Next meeting Nov. 21 at Flynn Building. Park and Rec on the agenda

#### Tennis Courts

- Susan reported that Park and Rec has decided to submit the tennis court project to the CPC for funding

#### New Projects

- Jim reported that two new projects have been added to the 5/15 year capital plan:
  1. For FY18, Town Hall design plans-\$600,000 placeholder to CPC
  2. For FY18, library wants to create/renovate/update teen room  
Will be privately funded, ~\$200,000.

**Meeting Adjourned:** 9:18 p.m.

Respectfully submitted,

Sue Abrams

Clerk