

CIAC - Capital Improvement Advisory Committee
Meeting Minutes DRAFT
September 5, 2017
7:00 PM – 8:55 PM
DPW Building Meeting Room

Present: Mark Howrey, Jim Kelly, Susan Abrams, Tom Travers, Joe Scanga, Michael Cooper
Absent: Susan Asbedian-Ciaffi, Jamie Gossels
Also Present: Jose Garcia Martin (Finance Committee), Sherry Kersie (LS Director of Finance)

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

Item 1. Introduction of new members

New members, Joe Scanga and Michael Cooper introduced themselves, as did the returning committee members.

Item 2. Election of Chair, Vice Chair, Clerk

On unanimous votes the following were elected :

Mark Howrey Chair

Jamie Gossels Vice Chair

Sue Abrams Clerk

Item 3. Meeting Schedule/Planning

- Mark explained the committee planning process for the October Town Meeting. Because fall Town Meeting is relatively new, practices are still being developed. It is hoped that moneyed articles (outside the Operating Budget) can be taken up in the fall instead of waiting for spring.
- CPA funding discussions with the CIAC may be changed as Mark's research seems to indicate that our mandate does not include these funds.
- Mark and Tom provided a broad overview of the charge for the CIAC, financial parameters for what is considered, and how the CIAC reviews capital requests.
- There was a discussion about which capital items should come to fall Town Meeting and how to manage the new schedule, as well as how to set parameters to help make these decisions.

Item 4. Potential Warrant Articles

A. Lincoln Sudbury Cooling Tower Reconstruction

Presenter: Sherry Kersie (LS Director of Finance)

Estimated Cost: \$110,000

This is a repair that will double the life of the whole unit. Sherry explained the purpose of the equipment, which was installed when the building was built in 2004. It is not air conditioning but does provide cooled air for the building.

Discussion:

- This is essentially preventative maintenance, and is being requested now so that the work can be done in December, when the cooling tower is generally not being used. Sherry stressed the importance of doing the preventative maintenance to avoid having to replace the unit or make a more expensive repair once it fails.
- Members asked that she provide the committee with a copy of the quote for the \$110,000 as well as data on the efficiencies of the unit and a rationale for making the repairs now. Sherry will get that information to Jim.

- The funding source for this article is to be determined by the Selectmen.

B. Replacement of Lincoln Sudbury Gym 4 Rubber Floor

Presenter: Sherry Kersie (LS Director of Finance)

Estimated Cost: \$50,000

The floor is currently deteriorating and presents a safety hazard. The surface is very slippery, wavy and uneven. There have been several unsuccessful attempts to fix the cracking and delamination. Some programs have not been able to use the space because of these problems.

Discussion:

- It was noted that the safety issues would make this a higher priority than the cooling tower, which is not deemed a safety hazard.
- The committee requested more data on how the gym is used and why it needs to be a Fall warrant item rather than a spring warrant item. Sherry will provide the information to Jim.

C. SPS Administrative Offices

Presenter: Jim Kelley

Estimated Cost: \$150,000

Jim gave the committee an overview of the history of this request, including the Fairbanks planning and it's impact on the SPS Administrative offices. The \$150,000 requested is for a feasibility study to determine space needs, optimum location for the offices and provide preliminary conceptual designs and cost estimates.

Discussion:

- The committee questioned why leasing was not being explored as part of this request, as it had been discussed at some length in the past. Jim agreed that it remained an option. He will include it in an updated Form A.
- There was a short discussion about a town wide space needs assessment that would provide a global look at all town functions and their space needs. Jim noted that the 2001 space needs study is still relevant and accurate in regards to most of the space needs.
- This request is not coming from the School Committee-there was discussion about whether they should be the source of this request. Jim explained that the Permanent Building Committee would be the driving committee on this project but that all stakeholders would be a part of the process.
- The funding source for this article would be coming from the proceeds of the sale of the police station on route 20.

Item 5. Looking ahead

Meeting Schedule

Mark will work with Jim to put together a schedule for our next meeting (September 12.)

Minutes

June 13 meeting minutes could not be approved because there was not a quorum of members who had been at that meeting. They will be approved at the next meeting.

Meeting adjourned at 8:55pm.

Respectfully submitted,

Sue Abrams

Clerk