

CIAC - Capital Improvement Advisory Committee
Meeting Minutes DRAFT
December 18, 2017
7:00 PM – 9:15 PM
Police Station Meeting Room

Present: Jim Kelly, Susan Abrams, Tom Travers, Joe Scanga, Michael Cooper
Susan Asbedian-Ciaffi, Jamie Gossels

Absent: Mark Howrey

Also Present: Dan Nason (Director of Public Works), Maryanne Bilodeau (ATM/HR Director), Janie Dretler (Interested Citizen)

In the absence of Chairman Howrey, following acknowledgement of a quorum, Tom Travers called the meeting to order at 7:05PM.

Item 1.

Mark has drafted a memo to the Strategic Financial Planning Committee for Capital Funding with a request to provide the CIAC with a list of capital projects that come closer to the available capital funding of \$1,875,000. Current requests equal \$17,000,000. In an effort to avoid unnecessary time spent by the CIAC we are asking for guidance on how to assign all these requests to budget categories so it is clear which requests fall under the capital funding and which fall under other categories such as debt exclusions, capital exclusions etc.

Motion: The CIAC endorses the memo to be sent to the SFPCCF.

Aye: Susan Abrams, Tom Travers, Joe Scanga, Michael Cooper
Susan Asbedian-Ciaffi, Jamie Gossels

Motion passes unanimously.

Item 2.

Funding Capital Projects

Tom reviewed a proposal to amend the \$423,000 working budget to \$2,000,000. This would provide \$1,500,000 for a capital fund that would be added to each year and would provide funding for the ongoing needs of the town such as rolling stock. This would not include funding for large, one time projects, such as the fire station. This was a recommendation from the CIAC to the SFPCCF to include this in the working budget for a one time override. The fund could be increased by 2 ½% each year, consistent with the limits on the working budget.

It is unclear whether the town would support this as an override but it would begin the discussion about how to fund these capital items each year.

The question of how to decide funding items for Fall Town Meeting still is under discussion.

Motion: The CIAC recommends that the Strategic Financial Planning Committee for Capital Funding amend the working budget to include \$1,500,000.

Aye: Susan Abrams, Tom Travers, Joe Scanga, Michael Cooper
Susan Asbedian-Ciaffi, Jamie Gossels

Motion passes unanimously.

Item 3.

Potential Warrant Articles from Department of Public Works

Items were presented in prioritized order from highest need.

1. Stearns Millpond Dam

Presenter: Dan Nason, Director of Public Works

Estimated Cost: \$750,000

The dam has been inspected by the Massachusetts Department of Conservation and Recreation Office of Dam Safety, which rated it as a significant hazard dam and issued a Notice of Noncompliance. . The town has until June, 2019 to make the necessary repairs.

Discussion:

- The original request was for \$50,000 for design costs. The DPW hired a consultant to do additional inspections and was able to get a cost on the design and permitting portion of the project. Phase 2 would be the physical construction.
- Penalty for non-compliance is \$5,000/day for each violation.

The CIAC did not take any position on this project at this time.

2. Underground Fuel Storage and Management System Replacement

Presenter: Dan Nason, Director of Public Works

Estimated Cost: \$1,500,000

This project was deferred last year to enable Dan to develop a master plan and identify the best location for the system.

Discussion:

The underground tanks are reaching the end of their useful life, having been in service for about 24 years. There is no immediate environmental concern around the failure of the tanks but there is no way to know when a problem will arise. The original proposal of \$250,000 for the project was determined to be significantly under the actual cost. Dan's research showed that the tanks alone will cost about \$240,000

The CIAC did not take any position on this project at this time.

3. Roadway Improvement and Maintenance

Presenter: Dan Nason, Director of Public Works

Estimated Cost: \$500,000

Dan acknowledged that this item would be an annually recurring cost to maintain the roads at the current level of maintenance and preservation.

Discussion:

Dan estimated that between 10 and 20% of the roads are addressed each year. This includes a variety of approaches depending on the specific road and the maintenance needs. He stressed the importance of maintaining roads to avoid having to replace them. Collaboration with other town departments and providers (water, Eversource, Verizon etc.) would allow roads to be addressed in conjunction with projects from those providers and departments.

In response to a question about state funding Dan noted that state money (currently \$750,000) has been the primary funding source for roads in town but this is insufficient for the work that actually needs to be done. Our roads are currently rated at 81, a good score. However, historically a lot of

roads have been paved over instead of being repaved and this affects drainage, among other things, and makes reclamation of the road more difficult, including the high cost of disposal of the materials.

The CIAC did not take any position on this project at this time.

4. F350 Pickup Truck Unit 14

Presenter: Dan Nason, Director of Public Works

Estimated Cost: \$60,000

The current truck is 10 years old and has 95,000 miles on it. Repairs have become expensive. The replacement will be a new F350 with a plow and can be paired with other equipment to help with snow removal.

Discussion:

Trade in on the current truck is low because of the condition.

The CIAC did not take any position on this project at this time.

5. One-Ton Dump Truck Unit 36

Presenter: Dan Nason, Director of Public Works

Estimated Cost: \$60,000

This vehicle would replace the 2000 GMC vehicle. The DPW is making an effort to switch to larger GVW Ford dump trucks to allow for the installation of a wing plow. Discussion:

The old model has no spreader for salt, which the new vehicle would have. The new vehicle will also have a front mounted 9' plow and be able to accommodate an additional 9' wing mounted to the side of the truck, which will increase the town's ability to clear snow. The new model is also more fuel efficient.

The CIAC did not take any position on this project at this time.

6. Bucket Truck

Presenter: Dan Nason, Director of Public Works

Estimated Cost: \$220,000

This truck, with a 75 foot bucket, would be a new addition to the DPW fleet.

Discussion:

Currently the DPW spends about \$80-85,000 a year for private contracts to take care of tree work in the town. This bucket truck is anticipated to save the town about 75-80% of that cost, funds that could be used to pay off the cost of the new truck. There is still work that would need to be contracted out but at a significantly lower percentage and cost.

The CIAC did not take any position on this project at this time.

7. Street Sweepers

Presenter: Dan Nason, Director of Public Works

Estimated Cost: \$440,000

The department currently owns one sweeper but it is insufficient for the amount of work in town. Currently the DPW contracts out about \$60,000 in work.

Discussion:

The town has been sweeping the roads once a year but new regulations require it be done twice a year. This new requirement would double the cost of contracting out the work. The equipment could be leased with a lease-to-buy agreement. A suggestion was to purchase one sweeper, track the savings, and then purchase the second vehicle. This would also help with replacement cycles too, as the town would only have to replace one at a time.

The CIAC did not take any position on this project at this time.

8. Dutton Road Bridge

Presenter: Dan Nason, Director of Public Works

Estimated Cost: \$1,100,000

Culvert and bridge inspections identified several needed repairs.

Discussion:

There are \$500,000 state grants that could help with this project. However, the town would have to approve and spend the money first as the grants are reimbursement grants. Application has to be made before the project is proposed but we may not know by May Town Meeting if it is approved. We could apply, then go to the town for approval, contingent on receiving the grant. If Town Meeting doesn't approve the funding we could reapply for the grant next year and try again at Town Meeting in either the fall of 2019.

The CIAC did not take any position on this project at this time.

9. Town/School Parking Lots

Presenter: Dan Nason, Director of Public Works

Estimated Cost: \$600,000

This request is for funding of the project. Design fees were approved last year.

Discussion: Dan will return to the CIAC with hard numbers for the cost.

The CIAC did not take any position on this project at this time.

10. Mini Excavator Unit 25

Presenter: Dan Nason, Director of Public Works

Estimated Cost: \$80,000

The DPW currently rents this equipment when there is a project that requires one.

Discussion: This year the DPW rented a large excavator once and a mini twice. The rental fee is about \$2,000/month but could be higher for larger pieces of equipment. This excavator could also be used for drainage work as it is more efficient than a backhoe, which is currently being used. The mini excavator would eliminate some of the traffic problems caused by the need for the backhoe to take up the entire road while it is working.

The CIAC did not take any position on this project at this time.

Item 4. SMILE Playground

Dan gave a brief update to the committee. The disposal of the poured-in-place materials at the playground will be about \$21,000. Many of the costs (prevailing wages, tree removal, disposal of the existing poured-in-place surface, etc.) for this project are not fully identified or accounted for in the

one proposal received to date. Additional issues such as the tree that is in the middle of the playground needs to be addressed.

It was noted that this playground is ADA accessible, unlike some of the school playgrounds.

The CIAC requested that Park and Rec present this request with all the necessary details. The DPW is a partner in the project but it is the responsibility of the Park and Rec make the presentation and the request.

Item 5. Minutes

The committee was unable to approve the minutes of the meetings on October 5, 2017 and November 20, 2017 because there were not enough members who were at those meetings and were present to vote. The minutes will be presented for approval at the next CIAC meeting.

Item 6. Other Items

The committee thanked Jim Kelly for all his work over the years and wished him good luck in his new position in Lexington.

Meeting adjourned at 9:15pm

Respectfully submitted,
Sue Abrams
Clerk