

CIAC - Capital Improvement Advisory Committee
Meeting Minutes
January 30, 2018
7:00 PM – 9:12 PM
Silva Meeting Room, Flynn Building

Present: Susan Abrams, Tom Travers, , Michael Cooper, Mark Howrey, Jamie Gossels
Susan Asbedian-Ciaffi,

Absent: Joe Scanga

Also Present: Maryanne Bilodeau (ATM/HR Director), Michael Ensley (Park and Rec), Jean Nam, (SPS Playground projects), Lucie St. George (SPS School Committee), Bella Wong (LSRHS Superintendent), Pat Brown (Sudbury BoS), Don Sawyer (SPS Director of Business and Finance), Stephanie Juriansz (SPS Early Childhood Administrator), Nancy Marshall (LSRHS School Committee), Kevin Matthews (LSRHS School Committee)

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

Item 1.

DPW

Any further discussion and votes on DPW items will take place after the warrant is finalized as there have been changes in the capital items being included. Hopefully there will be a vote at the next CIAC meeting.

Item 2.

Sudbury Public School Playground Improvements

Presenters: Stephanie Juriansz and Don Sawyer

Estimated cost: \$415,000

The October Town Meeting approved \$275,000 for the Haynes playground. That project is currently in the design phase and is scheduled to be built in the summer of 2019. The next playground improvement project is for Noyes. The CPC will provide \$250,000 towards the project so SPS is requesting \$165,000 from free cash.

There will be focus groups and surveys, as there were in the Haynes project, to determine what equipment best meets the need of the school community.

Discussion:

- There is a possibility of grants to help underwrite the cost, although because of timing any grant money received will not be applied to this project. There is also some fundraising being pursued. There will be a presentation to Sudbury Foundation in an effort to acquire funding from them.
- The amount requested was determined through a few means:
 - Vendor estimates
 - Per square foot estimates as outlined in construction project cost index-this was adjusted to take into account past costs for this kind of project
 - It is anticipated that several existing elements will be kept so that will help with costs
- Our playgrounds are out of compliance according to ADA. The state is aware of the intent to address the issues. We have not been cited for being out of compliance but we do have some legal exposure and we are on the states “radar” to make sure we are moving forward toward compliance.

Motion: The CIAC recommends approval of \$165,000 for this project, to be funded from free cash.

Aye: Susan Abrams, Tom Travers, Michael Cooper, Mark Howrey, Susan Asbedian-Ciaffi, Jamie Gossels

Motion passes unanimously.

Item 2.

Lincoln Sudbury Regional High School Phone System

Presenter: Bella Wong

Estimated Cost: \$80,000

Sudbury portion: \$69,560

Lincoln portion: \$10,440

The current phone system was installed when the building was built in 2004. It is part of the LS 5 year capital plan as it is reaching the end of its useful life. The system is an analog system and the manufacturer is no longer supporting the server equipment. Once the inventory of spare parts is exhausted there will be no way to repair the system. The current system also has some limitations, such as tracing calls and calling 911 directly. The request is to replace the system, including the current 320 phones.

Discussion:

- The current system has had preventative maintenance on a regular annual schedule and has had infrequent problems during the school year.
- The new system will allow for 911 calls from each phone, eliminating the time it takes to call the office and have someone call 911.
- Cell phones are not a good replacement as there are dead spots in the building.
- The \$80,000 is figured from a 2015 bid and has an additional 10% built in.
- The committee requested that the Form A be updated to represent the current bid estimate.
- Once the updated Form A is submitted it is probably not necessary for an LS representative to come before the CIAC again.
- There was a question regarding the need to fund this project this year. If it isn't funded this year it will just come back next year so it wasn't clear what would be gained in postponing it.

The CIAC did not take a position on this item in anticipation of the updated Form A.

Item 3.

Cutting Field Repairs

Presenter: Michael Ensley, Park and Rec

Estimated Cost: \$425,000-\$500,000

The estimate is a "rough order" estimate to reskin Cutting Field. Park and Rec has \$250,000 from the National Development mitigation money that is to be used on fields. They are requesting \$250,000 from free cash. The need \$10,000 to get an accurate bid, which they are hoping to take from the National Development money. There is a second \$250,000 in mitigation money that Park and rec will get at the conclusion of the Meadow Walk project.

Discussion:

- The field has the tire composition pellets and there was a question of the safety of that material. Michael told the committee that the science on that was unclear so replacing the pellets with similar materials was not a safety concern.
- Rental receipts on Cutting Field is minimal. Maintenance is paid for from the user fees of all the fields in town.

- There was a lengthy discussion about funding for maintenance. This has been an ongoing point of concern for the CIAC as we have not seen any data on user fees or specific plans on how the Park and Rec and LS anticipate addressing the cost of maintaining all the fields in town. The CIAC has asked for this information for several years. It has encouraged Park and Rec to renegotiate revenue contracts and create a plan to provide funding for maintenance.
- An additional concern from the committee is the fact that past requests for information has been incomplete and/or last minute. The committee has not received a Form A for this project.

The CIAC did not take any position on this project at this time. The committee believes that if Park and Rec values the opinion of the CIAC and respects the request for data, they need to provide information on user fees before the committee can take a vote. The lack of this information sends that message that these things are not that critical.

Item 4. Televising Meetings

Discussion:

There was a suggestion from a citizen to the Board of Selectmen that all town committee meetings be televised. There were pros and cons discussed but there was consensus that if the room with the television equipment is available for the committee's meeting schedule the meetings would be televised. If there is a conflict then CIAC meetings would not be rescheduled and those meetings would not be televised.

Item 5. Projects under \$50,000

Discussion:

It was noted that in the past the CIAC had reviewed the Town Manager's budget as a way of understanding how the capital budget fit with the general town budget. This hasn't happened this year and some committee members feel that an important perspective has been lost.

There is a proposed warrant article that would raise the threshold of items coming to the CIAC from \$50,000 to \$100,000. Most members thought it should remain at \$50,000 and would like more information on the rationale for making the change.

There is a current effort to redesign the oversight plan. Tom and Mark met with the SCFC to discuss the creation of a funding mechanism for capital items that will avoid the frequent capital overrides. The SCFC recognizes the problem.

Item 5. Minutes

- The minutes of the October 5 meeting were approved by Jamie Gossels, Tom Travers, Susan Asbedian-Ciaffi, Mark Howrey. Sue Abrams and Michael Cooper were absent for that meeting and did not vote.
- The minutes of the November 20 meeting were approved by Mark Howrey, Jamie Gossels, Tom Travers, Susan Asbedian-Ciaffi. Michael Cooper and Sue Abrams were not at that meeting and did not vote.
- The minutes of the December 18, 2017 meeting were unanimously approved by Mark Howrey, Jamie Gossels, Tom Travers, Susan Asbedian-Ciaffi, Michael Cooper and Sue Abrams.

Meeting adjourned at 9:12pm

The next meeting will be February 12 at 7PM in the Thompson Room at the Flynn Building.

Respectfully submitted, Sue Abrams, Clerk