

**CIAC - Capital Improvement Advisory Committee**  
**Meeting Minutes**  
**November 23, 2020**  
**7:00 PM – 8:32 PM**  
**Via Zoom**

Present: Sue Abrams, Jamie Gossels, Tom Travers, Matt Dallas, Susan Asbedian-Ciaffi, Michael Cooper

Also present: Bill Barletta (Facilities Director), Janie Dretler (Select Board), Mary Hawes Mahoney (Candidate for open CIAC position), William Kunkle (Candidate for open CIAC position)

Chairperson Asbedian-Ciaffi, following acknowledgement of a quorum, called the meeting to order at 7:03PM.

**Item 1. Approval of minutes of September 10 meeting.**

Motion to approve as presented by Tom Travers, seconded by Jamie Gossels

Aye: Matt Dallas, Tom Travers, Jamie Gossels, Sue Abrams, Susan Asbedian-Ciaffi,

Note: Michael Cooper arrived after the vote but was not present at the September 10 meeting to vote to approve the minutes.

**Item 2. Interviews of candidates for the open position on the CIAC**

**William Kunkle**

Mr. Kunkle introduced himself and summarized his experiences pertinent to the responsibilities of the CIAC.

Discussion:

Members of the committee asked additional questions related to both his work experience and his knowledge of the town, particularly since he has lived here for a short time. Mr. Kunkle has significant work experience with capital projects. He noted that, while he has not had direct experience in Sudbury, he has done some research, including reading the minutes of previous meetings to familiarize himself with the committee's work.

**Mary Hawes Mahoney**

Ms. Mahoney introduced herself and told the committee of her work in the community and her 30+ years as a teacher at Curtis Middle School.

Discussion:

Ms. Mahoney stressed her understanding of town government, the issues over the years, and her demonstrated investment in the town. She noted that now that she is retired, she has the time to devote to a town committee.

Discussion:

Members of the committee asked about whether Ms. Mahoney's long tenure in town would have any effect on her perspective on funding projects. She assured the committee that she is open minded and would be able to assess projects without bias.

Discussion of the candidates: The committee agreed that this was a difficult decision as both candidates had specific strengths. Pros and cons were weighed in the discussion.

The motion was made by Tom Travers and seconded by Susan Asbedian-Ciaffi to recommend William Kunkle for the open position on the CIAC.

In addition to the motion, it was agreed that the recommendation should include a statement to the Select Board noting the strengths of both candidates and our recommendation reflects the belief that Mr. Kunkle's project management experience is a better fit for the needs of the committee at this time.

Vote:

Tom Travers: Aye

Sue Abrams: Abstain

Jamie Gossels: Aye

Matt Dallas: Aye

Michael Cooper: Aye

Susan Asbedian-Ciaffi: Aye

Process for appointment: The CIAC recommendation goes to the Select Board, which takes into consideration that recommendation but makes the official appointment. Susan Asbedian-Ciaffi will forward the recommendation to the Select Board so they can put it on the agenda for their December 1 meeting. She will also provide background information for the new member when the Select Board acts on the appointment.

### **Item 3. Potential Purchase of DPW Bunk Trailers**

Bill Barletta presented a potential item for the committee to consider in the future. Dan Nason is investigating the purchase of trailers that would allow for COVID appropriate overnight housing during the winter.

Discussion:

Questions that were asked:

- Has Dan done a housing analysis of the cost of purchase versus hotel rooms as needed?
- How would this be funded before Town meeting?

Dan will present to the committee at a later date when he has more information on the proposal.

### **Item 4. Summary of chairman's conversation with the Lincoln Capital Committee**

Susan reviewed a meeting with the Chair of the Lincoln Capital Committee focused on how to better collaborate on LSRHS requests. Because Lincoln has its Town Meeting in March, the schedule makes this particularly difficult.

Discussion:

- It was suggested (by Susan, after her discussion with her Lincoln counterpart) that we schedule a joint meeting with the Lincoln committee. The committee agreed this is worthwhile, although the schedule issue precludes some mitigation of the problem.
- We don't have information on upcoming items from LS. Bill told the committee that this is all in process and once their requests are settled, we can schedule reviews for those items.

### **Item 4. Dates and Topics for Next Meeting**

There was a brief discussion on the best nights to schedule meetings going forward. Tuesday or Wednesday nights were determined to be the best. No specific dates were scheduled.

### **Other Items**

- Janie Dretler reported on upcoming Select Board discussion items: at the December 8 meeting the agenda includes discussion of financial policies and capital planning. She was unsure of the starting time for the meeting.
- DLS did a review in the spring and has submitted that report. The Select Board has not discussed it yet. Janie noted that they would like to have a joint meeting at some point, including a discussion on the draft financial policies from the fall of 2019.
- The Select Board is reviewing a 15 year capital plan first introduced in March. In response to a question about how useful a 15 year capital plan would be, Bill noted that it provides some help with planning larger projects. It was also noted that a more sustainable funding plan would be helpful.
- Bill and Susan asked that any agenda items be submitted as soon as possible for upcoming meetings to accommodate the scheduling on Zoom.

Motion to adjourn by Tom Travers, seconded by Sue Abrams.

Aye: Matt Dallas	Tom Travers	Michael Cooper
Sue Abrams	Jamie Gossels	Susan Asbedian-Ciaffi

Meeting adjourned at 8:32pm.

Respectfully submitted,

Sue Abrams  
Clerk