

CIAC - Capital Improvement Advisory Committee
Meeting Minutes
February 2, 2021
7:04 PM – 9:15 PM

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

Note Michael Cooper and Will Kunkle arrived 7:38

Also Present: Dan Nason (Public Works Director), Janie Dretler (SelectBoard Chair), Henry Hayes (Town Manager)

Chairman Asbedian-Ciaffi, following acknowledgement of a quorum, called the meeting to order at 7:07PM and welcomed new member, Will Kunkle.

Vote taken regarding a quorum:

Asbedian-Ciaffi: Aye Dallas: Aye Gossels: Aye Travers: Aye

Item 1: Approval of Minutes of January 27, 2021 minutes.

Minutes of the January 27, 2021 meeting were approved as presented.

Abrams: Aye Asbedian-Ciaffi: Aye Dallas: Aye Gossels: Aye Travers: Aye Note: Michael Cooper and Will Kunkle arrived after the minutes were approved.

Item 2: DPW Requests for Annual Town Meeting

Dan provided an update on last year's proposals and projects. The memorandum is attached. Dan is trying to make this an annual update going forward. He also went through an overview of the department, including an organizational chart, data on what the department manages and maintains, and capital equipment replacement planning.

Requests for 2021:

6-Wheel Combo-Body with Plow and Wing Unit 6

Estimated Total Project Cost: \$285,000

The DPW purchased a similar piece of equipment last year. This request will replace a 2006 Mack 10-wheel truck which has a fixed-mount dedicated spreader, plow and wing with a new truck up-fitted with a combination body, plow and wing. This truck is at its useful life-expectancy of about 15 years. Due to the caustic nature of the salt used in snow removal operations, the chassis and bodies of these vehicles disintegrate much sooner than the total number of hours or miles would typically indicate, in spite of being washed after every treatment event. Being a dedicated spreader, this vehicle is only used during winter months. It is a goal of the Public Works to focus on standardizing vehicles and specifying vehicles to better suit our multi-disciplinary needs. This proposal is to replace the existing dedicated spreader with a combination body (dump truck and spreader) to be used throughout all seasons. The Public Works employees use these vehicles to move materials and equipment while performing construction activities as well as plow snow and treat the roadways during winter operations.

Discussion:

In response to a question about whether there is trade in value in the old equipment Dan explained that in the past the old equipment was sent to a national auction. This is not an available resource any longer. Dan was planning to create a DPW revolving fund to use to offset the cost of new equipment. The department of revenue ruled that those funds had to be returned to the town's general fund rather than being used for the specific purpose of funding new equipment purchases.

The DPW and the Police Department are at the early stages of investigating the value of working with a fleet management company to determine if that would be more cost effective.

Because the purchase from last year is so new there is no reliable data on maintenance costs for this piece of equipment.

Multi-Purpose (Sidewalk) Tractor - Unit 53

Estimated Total Project Cost: \$205,000

This request is to replace an existing 2009 multi-purpose tractor and associated attachments with a new similar model with similar attachments. This equipment, with its various attachments, clears walkways during snow removal operations using its plow or snow blower attachments, sweeps debris from walkways and roadway construction sites, and supplements the roadside mowing with its boom flail mower attachment. The existing unit has experienced increased down time due to breakdowns. The multi-purpose tractor is exposed to many different environments including damaging branches, stone walls, hidden castings and corrosive materials (salt) which cause disintegration of the Public Works equipment. As the equipment ages, it requires additional mechanical and body work to keep it operational. These multi-purpose machines are expected to last approximately 7-10 years.

Discussion:

Dan noted that, because of the wear and tear on these plows, 2-3 of them can be out of service at a time. Parts for this model are difficult to find because of the age. A new, multi-purpose tractor will be able to be used twelve months a year instead of sitting idle for non-winter months.

Front End Loader with Snowplow Unit 48
Estimated Total Project Cost: \$230,000

This request is to replace an existing 2004 Front-End Loader with a new similar model with plow. The Department currently uses four (4) Front End Loaders, however the oldest one is over 16 years old and is unreliable as a front-line machine. This article requests funds to purchase a new loader, which will be safe, reliable, efficient, and capable of meeting the needs of the department. This equipment ensures the plowing operations remain efficient, and ultimately provide the staff with the proper equipment to clear the roads and parking lots during the snow and ice season.

Discussion:

This tractor is used at the transfer station. Because there is no covered storage it deteriorates faster than if it was under cover. It will be either a John Deere or a Volvo vehicle. Dan is also looking to purchase it at auction if possible. The committee would like to see some kind of covered storage unit built to protect it and extend its useable life.

Culvert Replacement Construction, Marlboro Rd. (Crossing #6)
Estimated Total Project Cost: \$400,000

Recent heavy rainfall events in the spring of 2019 caused portions of the shoulder along Marlboro Road to erode (see pictures below). The shoulder was temporarily stabilized by the DPW with the installation of gabions. Survey, design and permitting is being completed for the replacement of this culvert. The

Culverts are an integral part of the drain network in Sudbury. They provide the conveyance mechanism for stormwater to pass under the roadway so that it does not flood or wash away the roadway above it. Properly sized culverts mitigate upstream impoundment, minimize the potential for erosion, provide the proper discharge location for stormwater and should allow stream inhabitants (all species including invertebrates, fish, amphibians, reptiles, and mammals) safe passage.

Discussion:

The design and permits were funded in the DPW operating budget for 2020. The committee expressed concern that the project cost seemed low. Dan assured the committee that he was confident the project could be completed for the requested amount.

The 75% grant mentioned in the initial Form A will not be available because Dan has been told that the project doesn't meet the need criteria. The grant is usually for design costs, not structural costs.

The design is somewhat unusual and Dan explained the geography of the site that dictated the design.

Other discussion:

- Dan will get back to the committee with the cost of the Dutton Rd. Culvert project. This project did receive the grant applied for.

- Dan reviewed the requests for this year that were eliminated from the warrant, including an infield machine, drainage reconstruction on Goodman’s Hill Rd, culvert replacement construction on Old Sudbury Rd., town wide walkway design/construction improvement, roadway improvement and maintenance, and walkway construction improvement on Old Framingham Rd.

The committee voted on each of the DPW requests as well as the SPS fire alarm replacement:

1. Move to recommend approval of the purchase of Multi-Purpose (Sidewalk) Tractor - Unit 53

Estimated Total Project Cost: \$205,000

Moved by Jamie Gossels, seconded by Matt Dallas

Abrams: Aye Asbedian-Ciaffi: Aye Dallas: Aye Gossels: Aye Travers: Aye
Cooper: Aye Kunkle: Aye

2. Move to recommend approval of the purchase of 6-Wheel Combo-Body with Plow and Wing Unit 6

Estimated Total Project Cost: \$285,000

Moved by Jamie Gossels, seconded by Tom Travers

Abrams: Aye Asbedian-Ciaffi: Aye Dallas: Aye Gossels: Aye Travers: Aye
Cooper: Aye Kunkle: Aye

3. Move to recommend approval of the purchase of Front End Loader with Snowplow Unit 48

Estimated Total Project Cost: \$230,000

Moved by Jamie Gossels, seconded by Sue Abrams

Note: The committee strongly recommends that this purchase be accompanied by construction or purchase of some kind of shelter for the tractor so it is protected from the elements.

Abrams: Aye Asbedian-Ciaffi: Aye Dallas: Aye Gossels: Aye Travers: Aye
Cooper: Aye Kunkle: Aye

4. Move to recommend approval of the Culvert Replacement Construction, Marlboro Rd. (Crossing #6)

Estimated Total Project Cost: \$400,000

Moved by Tom Travers, seconded by Sue Abrams

Abrams: Aye Asbedian-Ciaffi: Aye Dallas: Aye Gossels: Aye Travers: Aye
Cooper: Aye Kunkle: Aye

5. Move to recommend approval of Noyes School Fire Alarm System Replacement:

Estimated Total Project Cost: \$220,000

Moved by Will Kunkle, seconded by Jamie Gossels

Note: the committee expressed concern that proposing replacement of life safety equipment at the end of life of the equipment (25) years is concerning and encouraged SPS to be more proactive in addressing safety equipment replacement before it becomes critical.

Abrams: Aye Asbedian-Ciaffi: Aye Dallas: Aye Gossels: Aye Travers: Aye
Cooper: Aye Kunkle: Aye

Item 3: Other discussion

Janie Dretler gave a brief update on a few items:

- At their January 26 meeting, the SelectBoard had a discussion with Chief Whelan regarding a new fire station on route 20. The SelectBoard is in favor of the phased approach that was included in the previous year’s project proposal. The new proposal is the same plan. It was unclear at the time of this meeting whether the fire station would be included in the warrant this year.
- LSRHS has half the funds set aside for the turf replacement but the other half of the cost would come from town funds. The committee questioned if the town of Lincoln was going to pay their share of the remaining half. Selectperson Dretler Janie mentioned the Community Field Agreement should be reviewed as a resource for information about sharing of costs.

Next meeting is February 9. The agenda includes presentations on request from LS and Park and Rec.

Motion to adjourn at 9:15

Moved by Tom Travers, seconded by Sue Abrams

Abrams: Aye

Asbedian-Ciaffi: Aye

Dallas: Aye

Gossels: Aye

Travers: Aye

Cooper: Aye

Kunkle: Aye

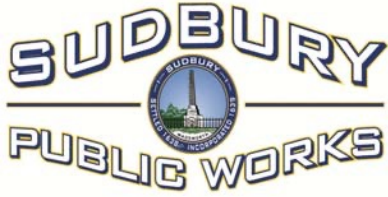
Respectfully submitted,

Sue Abrams

Clerk

Handouts:

DPW memorandum



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• TREES & CEMETERY

275 Old Lancaster Road, Sudbury, MA 01776 T: (978) 440-5421 F: (978) 440-5404

Daniel F. Nason, Director

MEMORANDUM

Date: February 2, 2021

To: Capital Improvement Advisory Committee (CIAC)
Finance Committee
William Barletta, Facilities Director

Cc: Henry L. Hayes, Jr., Town Manager
Maryanne Bilodeau, Assistant Town Manager
Dennis Keohane, Finance Director

From: Daniel Nason, Public Works Director

Subject: **Public Works CIP Updates**

In addition to daily tasks and special projects the Public Works Department routinely undertakes we have several substantial projects and activities throughout Town that are in various stages of procurement, planning, design and construction. I would like to take the opportunity to update you on some of these Capital Improvement Projects funded at Town Meeting.

• **Underground Fuel Storage and Management System Replacement** (ATM2018:23) The current fuel dispensing system is over 24 years old and at the end of its useful life. The fuel system at the Public Works Department provides gas and diesel to the entire DPW fleet, Police, Fire, Building, Facilities, BOH, Council on Aging, School Department (SPS and LS), Housing and the Water District. The existing aged fuel management systems has been experiencing failures causing the need to seek alternate fuel sources to include having to patronize privately-owned fuel stations (at a substantial increase in costs per gallon). The current fuel tracking system is original to the installation and is considered very old in terms of technology. It will not interface with the current, more robust and user-friendly systems. Replacement parts and service companies have been scarce and it is difficult to find repair services that work on this system. This project is to remove the current fuel island, canopy, fuel management system and underground unleaded and diesel storage tanks and replace it with a new fuel island, canopy, above ground gas and diesel storage tanks and fuel management system.

○ *Status: New fuel island is fully operational pending punch-list items and final delivery of owner's documents. The old fuel island was decommissioned and properly removed/demolished with no reportable environmental issues.*

- **Dutton Road Bridge** (ATM2018:24)

This request is to fund the replacement of the Dutton Road Bridge (downstream of the Stearns Millpond Dam) over Hop Brook. This structure provides a critical link for motorists traveling between Hudson Road to the north and Route 20 to the south.

The Dutton Road Bridge is in disrepair as identified during recent culvert and bridge inspections. This bridge has qualified and approved for State (small bridge) grant funds. The grant provides up to \$500,000 in funding toward this project - substantially reducing the burden on the Town.

- *Status: Project bid opening (electronic) is February 3, 2021. The easements were not secured in time to bid prior (FY2020) due to a delayed ATM 2020 (delayed from May to September) caused by COVID-19. This delay jeopardized the \$500,000 small bridge grant received from MassDOT so the Town applied for and subsequently received an extension to said grant.*

- **Dump Truck with plow – Unit 36** (ATM2019:19)

The DPW will be employing the use of larger GVW one-ton dump trucks that can be used for the smaller construction projects around town and burials at the cemetery. The plan is to outfit at least one of the trucks per division. This size vehicle will enable the installation of a municipal-grade plow, a side-mounted wing and a small spreader for winter operations. A new dump truck of this size will provide multiple uses throughout all the divisions within the DPW as well as improve efficiencies in snow removal operations. It is the goal of the Public Works to focus on standardizing vehicles and specifying vehicles to better suit our multi-disciplinary needs. The old Unit 36 (2000 GMC) has been up-fitted with a salt-brine application system to improve winter operations so it will no longer be traded since it will continue to be utilized as a winter pretreatment vehicle.

- *Status: Vehicle was ordered, delivered and is in service.*

- **Concord Road Culvert Design** (ATM2019:20)

During calendar year 2018 the Town completed a comprehensive inventory and assessment of nearly 170 culverts throughout Town. This assessment included locating the culverts using GPS, assigning ID numbers, and a visual condition inspection with pictures. Once inspected and categorized, the culverts were prioritized to identify culverts needing to be replaced. This project is to fund the replacement (design, engineering and permitting) of the culvert on Concord Road (near #1030) in FY20.

- *Status: Project completed on-schedule and within budget.*

- **Comprehensive Wastewater Management Plan** (ATM2019:23)

Investigate and comprehensively study Town-wide wastewater options including the potential to build a Wastewater Treatment Facility and provide groundwater discharge of treated effluent for protection of the Town's municipal water supply (Raymond Road wellfield). The Select Board have identified Sewer as one of their goals for FY2020. The Town has been looking at wastewater options for the Route 20 Business District for decades. Septic systems have been and continue to be a limiting factor to business expansion and or actual relocation, as well as an environmental concern due to the proximity of these septic systems to the Town's municipal water supply on Raymond Road. Additionally, identified high groundwater conditions pose a constraint for locating on-site systems in the geographic area.

Wastewater planning studies have previously been

performed in 1995, 2001, 2010 and 2013, however these studies have not included adoption or "buy-in" buy regulatory agencies such as MassDEP. A full Comprehensive Wastewater Management Plan (CWMP),

accepted by MassDEP, allows the Town to take advantage of low-interest construction loans (State Revolving Fund).

○ *Status:*

- ♣ *·Project kickoff meeting March 11, 2020*
- ♣ *·Determine projected WW flows*
- ♣ *·Delineated study areas (resource areas, regulatory boundaries, soils*

information, geology, etc.

- ♣ *·Review potential preliminary WW treatment and disposal sites*
- ♣ *·Reviewed BoH files and collected information on septic systems for the*

priority study areas, November 12, 2020

- ♣ *·Continue to draft and review public outreach plan*
- ♣ *·Webpage created on DPW website for background, information, updates,*

etc.

- ♣ *·Prepared MassDEP SRF application for submission*

- • **Featherland Park Multisport Court Reconstruction (CPA)** (ATM2019:30)

This article requested funds to rehabilitate the last two multi-sport courts at Featherland Park. Last year two of the four courts were reconstructed. This project will complete the project. These last two courts will provide four half-court basketball hoops on the tennis courts. Wheel-chair access will be provided with wide gate opening and ramp to the paved parking lot.

○ *Status: Project is complete, on-schedule and on-budget.*

- • **Dutton Road Bridge Project** (ATM2020:22)

Permanent and temporary easements on parcels of land adjacent and/or contiguous to 530 Dutton Road were required to enable the Town to undertake the Dutton Road Bridge replacement project.

○ *Status: Easements have been recorded at the registry of deeds.*

- • **Roadway Drainage Improvements** (ATM2020:25)

This project includes design and engineering documents and relative permitting for the rehabilitation and reconstruction of the deteriorated drain system within the town. Over time old corrugated metal drainage pipe deteriorates underground and loses its structural integrity. Corrosion occurs specifically because it is in contact with salt (in the runoff water) which is applied during winter treatment operations. Funds for the construction phase of this project and subsequent resurfacing of the roadway will be requested at a future Town Meeting, presumably FY2022.

○ *Status: Engineering documents are being prepared for permitting and public bidding.*

- • **Old Sudbury Road Culvert Design** (ATM2020:26)

This project includes design and engineering documents and relative permitting of two (2) culverts on

Old Sudbury Road. These structures are located along a critical roadway for motorists traveling through Sudbury. These two (2) culverts need to be replaced to ensure the safe passage of motor vehicles.

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Funds for the construction phase of this project and subsequent resurfacing of the roadway will be requested at a future Town Meeting, presumably FY2022.

○ *Status: Engineering documents are being prepared for permitting and public bidding.*

- **Dump Truck with plow – Unit PR2 (ATM2020:28)**

This Article provides funds to purchase a new dump truck with plow. A new dump truck will provide multiple uses throughout all the divisions within the DPW as well as improve efficiencies. It is the goal of the Public Works to focus on standardizing vehicles and specifying vehicles to better suit our multi-disciplinary needs.

○ *Status: Vehicle was ordered October 8, 2020 awaiting delivery date.*

- **Dump Truck with plow – Unit 37 (ATM2020:29)**

This Article provides funds to purchase a new Dump Truck with spreader, plow and wing. This new dump truck will provide multiple uses throughout all the divisions within the DPW as well as improve efficiencies in snow removal operations.

○ *Status: Vehicle was ordered October 8, 2020 awaiting delivery date.*

- **6-Wheel Combo Body Dump Truck w/plow & spreader – Unit 44 (ATM2020:30)** This Article provides funds to purchase a new 6-Wheel Combo Body Dump Truck with spreader and plow. This proposal is to replace the existing dedicated spreader with a combination body (dump truck and spreader) to be used throughout all seasons.

○ *Status: Vehicle was ordered September 22, 2020. Cab and chassis are expected to be delivered on or about February 2, 2021 then delivery to vendor up-fitting with combo body, plow, lights, etc.*

- **Wayside Inn Road Bridge Reconstruction (CPA) (ATM2020:44)**

This project includes design and engineering services for the replacement of the Wayside Inn Road Bridge and associated appurtenances that provides the requisite structural needs and crash rating as well as satisfying the Historic District Commission (HDC) aesthetic criteria.

○ *Status: Filing of a Certificate of Appropriateness with the HDC is pending.*

Additionally, through a self-assessment and after-action meetings, the Public Works Department identified areas where we can improve our operations and overall response. This internal analysis resulted in new initiatives for the department. These include, but are not limited to:

- Procured a new FCC license and installed a new 2-way radio repeater for the DPW communications system (2019/2020 winter season)

- Seeking department accreditation through the American Public Works Association (APWA). Benefits of this voluntary accreditation include:

- Established agency-wide culture of continuous improvement
- Improved operational performance
- Team building and staff development
- Succession planning/institutional knowledge retention

- Central location for documentation and SOP's
- Increased efficiencies/reduced duplication and wasted resources
- Improved communication

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- Justification for budget requests

- Reduced liability
- Improving snow plowing operations by utilizing newest technology in the industry:

- In-house manufacturing and application of salt brine for pretreatment
- GPS and proximity sensors on all equipment/vehicles
- Ground Speed Controllers installed on all spreader equipment
- Route optimization software/hardware package with turn-by-turn directions

(2020/2021 season deployment)

- ● Town-wide sign asset inventory and assessment
- ● Applied for planning grant to perform a Town-wide self-evaluation public Right-of-Way

(ROW) assets to include curb ramps for ADA compliance

- ● Town-wide evaluation of 200 ped-crossings (as roadways are being resurfaced)
- ● MS4 compliance including CB inventory and assessment, IDDE inspection and evaluation

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