

**CIAC - Capital Improvement Advisory Committee**  
**Meeting Minutes**  
**March 23, 2021**  
**7:36 PM – 9:14 PM**  
**VIA Zoom**

Present: Jamie Gossels, Tom Travers, Susan Asbedian-Ciaffi, Sue Abrams, Matt Dallas, Note: Will Kunkle arrived 8:02

Absent: Michael Cooper

Also Present: William Barletta (Director of Facilities) Mark Thompson (IT Director)

Chairman Asbedian-Ciaffi, following acknowledgement of a quorum, called the meeting to order at 7:36PM.

Vote taken to call the meeting to order:

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

**Item 1:** Approval of Minutes of February 9, 2021 minutes.

Minutes of the February 2, 2021 meeting were approved as amended: Add the sentence “Tom Travers noted that, because the IT project is a multi-year project, it should come before the CIAC. “

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

**Item 2 Scan/Archive Paper Documents**

**Presenter: Mark Thompson, IT Director**

**Cost: \$50,000**

**Description:**

Director Thompson explained that they would like to scan paper documents and add the digitized document files to our archiving software database (Application Xtender).

This is the second year of this project, continuing with the first phase to digitize any document that is larger than 11” x 17”. It is anticipated that the project will take 5 years to complete. The majority of these documents will be plans that have been submitted to various departments. The average size of these plans is 36” x 48” which are stored in boxes and file cabinets. The scanning vendor will index the plans by Address, Year/Month of Plan, Permit Number, and Plan Type. The documents will be scanned in a 300-dpi resolution and added to the department’s archiving database. The electronic documents will be stored according to the methods recommended by the Commonwealth of Massachusetts Archives Division. This will allow the paper documents to be destroyed after the scanning is completed.

**Discussion:**

- The benefits of this project include: the ease of locating the information, better use of staff time increased space in the offices, and accessibility to residents.
- In response to a question of the funding for the first year: the project is included in the Town Manager’s budget, but, because it exceeds the \$200,000 threshold for multi-year projects for CIAC review, it should come before the committee.
- The scanning is addressing departments based on amount of paper they generate for permits etc. They have begun with documents in the building department and will go next to the health department, conservation commission, planning and community development and then DPW.
- After the documents larger than 11x17 are scanned, they will move to documents that can’t be fed through an office scanner. They are not scanning historical archives. Department staff will continue to scan documents that they can scan within the offices.
- Large screen monitors could be installed so the scanned documents can be seen easily. Departments can still print out documents if they choose to do that.
- Documents should be compatible from one department to another Director Barletta reported.
- It is likely that the scanned documents will go back to about 1970, but will reflect whatever the inventory is.
- There is concern that these projects don’t circle back and update the CIAC and other committees on progress after being approved. Director Barletta is meeting with Town Manager Hayes to discuss this. The DPW update given to the

CIAC was very helpful and it was recommended that this practice become standard going forward. It was suggested that a future meeting leave time for suggestions on how to create a template for long term capital projects that will assure updates during the process and at the completion of the process. This would create consistency across departments.

**Vote**

Motion by Sue Abrams, seconded by Tom Travers: Move to recommend that this project continues. We also recommend that all documents submitted to the Town of Sudbury be submitted electronically and, if so, requested by the individual departments, in paper form also.

The CIAC recommends that a standard for electronic submissions be developed and instituted by all departments

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

**Item 3: Fire Station**

This was a second discussion about the request from Chief Whelan for construction of Phase 1 of replacement of the route 20 fire station.

More information was shared at the joint meeting with the Select Board and Finance Committee. Town Manager Hayes also recently sent a document from a discussion on March 23, 2021.

Motion by Jamie Gossels, seconded by Matt Dallas, to amend the CIAC recommendation in the report to the Finance Committee and Select Board to say: The CIAC supports the intent of phase 1 of the project but believe that, based upon other comparable town's fire stations project's actual costs of construction, the proposed budget cost is too high.

Motion to adjourn at 9:14 by Tom Travers, seconded by Will Kunkle.

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

Respectfully submitted,  
Sue Abrams  
Clerk