

CIAC - Capital Improvement Advisory Committee
Meeting Minutes
October 17, 2022
7:05 PM – 8:42PM
VIA Zoom

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

Absent: Michael Cooper

Also Present: Sandra Duran(Director of Facilities), Janie Dretler (Select Board), Lynn Puoro (Sudbury TV), Kay Bell (Commission on Disability)

Chairman Asbedian-Ciaffi, following confirmation of a quorum, called the meeting to order at 7:05PM.

Vote taken to call the meeting to order:

Dallas: Aye

Asbedian-Ciaffi: Aye

Travers: Aye

Abrams: Aye

Item 1: Introduction of new Combined Facilities Director, Sandra R. Duran

Director Duran gave the committee an overview of her career and experience leading up to her appointment as Combined Facilities Director in Sudbury.

Committee members were introduced.

Item 2: Presentation by Kay Bell for the Commission on Disability

October is Disability Awareness Month. Kay provided the committee with suggestions on disability etiquette.

These included how to respectfully talk with:

- Someone in a wheelchair...don't bend over the person-kneel to be at eye level if possible.
- Someone with hearing loss (don't yell-make sure to be in front of the person and speak clearly)
- Someone with dementia who has a caregiver (speak to the person, not the caregiver and give the person wait time to process what is said.)

The COD website has additional information.

Item 3: Approval of Minutes of March 2, 2022 meeting.

Susan Ciaffi moved to approve the minutes of March 2, 2022 as presented.

Dallas: Aye

Asbedian-Ciaffi: Aye

Travers: Abstain

Abrams: Aye

Item 4: Overview of CIAC Review Procedures

Susan Ciaffi presented a PowerPoint borrowed from a FinCom member that went over the financial review process in preparation for Town Meeting.

Discussion:

- CPC should be added to the Roles of Applicability.
- There is a Town Capital Improvement Project Development Team that will look at initial proposals and rate via criteria that will be established.

Review of the process with suggestions:

- There was agreement among the committee members that last year's timeline didn't work successfully. The process was begun too late and did not give our committee the chance to review proposals and ask questions, as has been the practice in the past.
- The January 31 deadline is very late-it would be helpful if some of the projects could be ready for CIAC review prior to that date. October-November should be the beginning of the CIAC review process.
- Additionally, we would like to see the status reports of previous projects approved over the past 2 years, which we did not see last year.
- We also need the 5-year Capital Plan update and the SIP form for this year as soon as they are available.
- Department heads have a meeting on November 8 to prioritize the projects for this year. It would be helpful if the committee could get a report from that meeting to review at our next meeting.
- It would also help to have presentations from department heads, if possible, for major projects so that the committee as the opportunity to ask questions and add value to the department heads presentation before the joint meeting.

Item 5: Review of CIAC applicant Peter Iovanela

- It was agreed that Mr. Iovanela would bring a lot of applicable experience to the committee. Susan Ciaffi will invite him to the November 16 meeting to speak with the committee.
- Susan Ciaffi will encourage the town to advertise for the additional seat, for which there have been no candidates. Suggestions for more aggressive advertising included Twitter, the town Facebook page, and perhaps other social media such as Sudbury Bulletin Board.

Item 6: Calendar planning

- Meetings will be generally scheduled for Wednesday evenings at 7pm.

Meeting dates for the next 2 months:

November 16, December 7

Tentative dates for January and February:

January 4, 11, 18, 25, February 1, 8, 15, 22

- November 16 meeting agenda will include a status update on the department meetings, reports on previously approved projects, and a plan for possible presentations at the December 7 meeting.

- Remote vs In-person: The November 16 meeting will be in person at the DPW conference room.

We will make decisions about meeting venues going forward.

Item 7: Committee Reorganization

Motion by Matt Dallas seconded by Tom Travers to table this until we have more members present.

Dallas: Aye

Asbedian-Ciaffi: Aye

Travers: Aye

Abrams: Aye

Item 8: Adjournment

Motion by Tom Travers and seconded by Matt Dallas to adjourn the meeting at 8:42.

Dallas: Aye

Asbedian-Ciaffi: Aye

Travers: Aye

Abrams: Aye

Next meeting: November 16 at 7pm at the DPW building.

Respectfully submitted,

Sue Abrams

Clerk