

CIAC - Capital Improvement Advisory Committee

Meeting Minutes

January 25, 2023

7:02 PM – 8:54 PM

VIA Zoom

Present: Susan Asbedian-Ciaffi, Matt Dallas, Sue Abrams, Tom Travers, Michael Cooper, Peter Iovanella
Also Present: Sandra Duran(Director of Facilities, Lisa Saklad (candidate for open seat on the CIAC), Janie Dretler (Select Board Vice Chair), Lisa Kouchatdjian (Select Board), Sudbury TV, Kevin LaHaise (Sudbury Weekly), Kay Bell (Council on Disabilities)

Chairman Asbedian-Ciaffi, following confirmation of a quorum, called the meeting to order at 7:02PM.

Vote taken to call the meeting to order:

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

Note: Committee member Cooper joined right after the meeting was officially called to order.)

Item 1: Approval of meeting minutes from November 16, 2022

Motion to approve the minutes of the November 16, 2022 CIAC meeting.

Dallas: Aye Asbedian-Ciaffi: Aye Travers: Aye Abrams: Aye Iovanella: Aye Cooper: Aye

Item 2: Interview of CIAC candidate Lisa Saklad (see attached resume)

Lisa Saklad, the candidate for a seat on the CIAC, introduced herself and reviewed her resume (attached).

Questions to the candidate included:

- Her availability during tax season. Her job does not impact tax season.
 - Experience with construction contracts. She has experience dealing with contracts with vendors but not in construction.
 - Chairman Asbedian-Ciaffi noted that she has known the candidate for several years and had encouraged her to apply.
- The committee gave an overview of the work of the CIAC and budget recommendations, and the process for appointment.

Motion by Tom Travers and seconded by Sue Abrams to recommend that the Select Board appoint Lisa Saklad to the CIAC.

Dallas: Aye Asbedian-Ciaffi: Aye Travers: Aye Abrams: Aye Cooper: Aye Iovanella: Aye

Item 3: Review of Capital Procedures Meeting of January 11, 2023

Chairman Asbedian-Ciaffi and Vice Chair Travers met with several town administrators, including Maryanne Bilodeau (acting Town Manager), Eric Poch and Michael Joachim (Finance Committee), Jennifer Roberts (Select Board), and Dennis Keohane (Finance Director/Treasurer) to discuss the time line for the capital plan.

- The meeting discussed past history and practice of review for the capital plan.
- Town Meeting Warrant articles must be submitted by January 31. The CIAC will get the information shortly after that. This will allow the committee to review the information and develop questions for the February 13 joint meeting with the Select Board and Finance Committee. Approvals and questions regarding individual items can be sent to the Select Board on a rolling basis.
- Our recommendations need to be submitted prior to March 31, when the Finance Committee will complete their recommendations.
- Sandra will make information available to the CIAC both digitally and in paper form for those who want it that way. The packets will be available February 2nd or 3rd.
- The review group will reconvene following Town Meeting to review the process.

Item 4: Review of 5-year Capital Plan

The committee reviewed the capital items for FY24:

- **Fire HQ New Storage Building** **\$200,000**
 - This would be similar to what is behind the police station.
 - Currently equipment and supplies are stored in multiple locations. This would provide more efficiency to respond to emergencies.
- **Curtis A/V and Assisted Listening** **\$160,000**
 - This replaces antiquated equipment and would provide ADA compliant audio.
- **Curtis Health and Wellness Structure** **\$480,000 This has been approved by CPC and will be funded through their budget.**

- Currently there is no outside gathering spaces at Curtis, unlike the other schools.
- The project includes a physical fitness area, passive sitting area with picnic tables, an obstacle course, and a large equipment playground. The project will be ADA compliant and support sustainable practices.
- **DPW Highway Garage Roof \$400,000**
 - DPW will install a leased solar array, but the roof needs a 25 year roof installed first.
 - The estimated cost is based on a previous estimate of \$350,000 from a year ago.
 - The solar array will drop the cost of electricity from \$.10KWH to \$.07KWH and produce about twice as much electricity as needed. The excess electricity will be sold back to the company.
- **DPW Building Office Space Renovation \$125,000**
 - Office space needs include designated space for the town Social Worker.
 - This renovation will reconfigure internal space, not add any.
- **Atkinson Pool Indoor Dehumidification Equipment \$600,000**
 - The current equipment is outdated, not as efficient as it should be, and subject to costly repairs.
 - The improper ventilation can provide unhealthy air quality and we are asking to replace the system to prevent such hazards.
 - The question was raised-why wasn't this included in the overall Fairbank Community Center project?
- **Fairbank Community Center Multi Use \$200,000 This has been approved by CPC and will be funded through their budget.**
 - The project includes lights for pickleball, a basketball court and an outdoor picnic area.
- **Accessible Paths, Picnic and Bench areas \$250,000**
 - These improvements are in various locations.
- **Chevy Silverado or equivalent w/ Plow \$100,000**
 - This replaces DPW vehicle #2
- **John Deere 544K Loader or equivalent \$345,000**
 - This replaces DPW vehicle #8
- **Sidewalk Tractor or equivalent \$215,000**
 - Replaces DPW vehicle #21
- There was a question about whether this request was submitted last year and taken off the list from the last fiscal year.
- **Swap Body Truck \$210,000**
 - This replaces a pickup truck
- **Swap Body Truck \$185,000**
 - This replaces another pickup truck.
- **Toro Mower DPW PR7 \$160,000**
 - This mower has a large deck so it covers more area.
- **E1 Typhoon or equivalent \$1,020,000**
 - Replace Fire Eng 1
- **SPS interior Security Cameras \$310,000**
 - Exterior cameras have been purchased and installed but there has been some discussion about privacy concerns around interior cameras. This item should be the last of the SPS security cameras needed.
- **SPS HVAC-Heating Capital Repairs and Replacement \$455,000**
 - This is part of the ongoing rolling replacement plan.
 - There was a question about this line item, as last year the line item was presented, for the same amount of dollars, as covering all that needed to be replaced. Facilities Director Duran will check on this.
- **Space Use and Facility Condition Study \$300,000**
 - The study will include all municipal spaces as well as schools.
- **ADA Transition Plan \$200,000**
 - This addresses a variety of needs. The funding will be ongoing until all needs are addressed. Then it will be a maintenance item.
- **Replace Camera System at LS \$206,652**
 - This appears to be the total cost, not Sudbury's share.

Discussion:

- A lot of items appear to be maintenance and replacement that should be part of the department's operating costs. This raises the question of whether the dollar amount of capital items should be raised so more of these items are included in

the department operating budgets. It was unclear what the current dollar amount to bump projects into the capital plan is currently.

- The committee asked for clarification around items that were included in requests from last year, such as the HVAC and the roof.
- The committee would like to go back to in person meetings. Director Duran will check with Sudbury TV. It was decided that the February 8th meeting (the next scheduled meeting-the February 1st meeting is cancelled) will be in person. Location TBD.

Item 4: Approval of the 2022 CIAC Annual Report

Motion by Tom Travers and seconded by Sue Abrams to approve the Annual Report with the addition of the sentence thanking Jamie Gossels for her years of service on the CIAC.

Dallas: Aye Asbedian-Ciaffi: Aye Travers: Aye Abrams: Aye Cooper: Aye Iovanella: Aye

Item 5: CIAC Reorganization (Election of Chair, Vice Chair, Clerk)

Motion by Tom Travers, seconded by Sue Abrams, to approve the following committee slate for the year:

Susan Asbedian-Ciaffi	Chair
Matt Dallas	Vice Chair
Sue Abrams	Clerk

Dallas: Aye Asbedian-Ciaffi: Aye Travers: Aye Abrams: Aye Cooper: Aye Iovanella: Aye

Motion by Tom Travers and seconded by Sue Abrams to adjourn the meeting at 8:54.

Dallas: Aye Asbedian-Ciaffi: Aye Travers: Aye Abrams: Aye Cooper: Aye Iovanella: Aye

Next meeting, February 8, in person. Location TBD

Director Duran will notify committee members when capital plan information is ready to be picked up at her office.

Respectfully submitted,
Sue Abrams
Clerk

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT

SELECT BOARD
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: Capital Improvements Advisory Committee

Name: Lisa Saklad

Address: 73 Firecut Lane

Email Address: lsaklad@gmail.com

Home phone: 978-261-5041

Work or Cell phone: 617-460-200

Years lived in Sudbury: 16

Brief resume of background and pertinent experience:

Extensive experience in Finance Most recent position: Vice President of Finance. Led the Finance Department of a \$30,000,000 revenue corporation with operations in 48 individual States and 3 Canadian Provinces, Established financial accountability, providing ongoing, transparent financial performance information to the executive management team

Municipal experience (if applicable):

Educational background:

Bachelor of Science in Business Administration Major: Finance
University of Massachusetts, Amherst, MA 1991

Reason for your interest in serving:

Apply my professional experice to help the community.

Times when you would be available (days, evenings, weekends):

Flexible

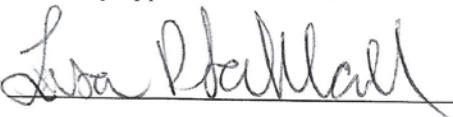
Do you or any member of your family have any business dealings with the Town? If yes, please explain:
No

LPS (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature



Date 1/18/2023