

**CIAC - Capital Improvement Advisory Committee**  
**Meeting Minutes**  
**February 22, 2023**  
**7:03 PM – 9:09 PM**  
**Silva Room**

Present: Susan Asbedian-Ciaffi, Matt Dallas, Sue Abrams, Peter Iovanella, Tom Travers, Lisa Saklad

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

Vote taken to call the meeting to order:

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

**Item 1: Approval of minutes from February 13, 2023 and February 15, 2023.**

**Approval of meeting minutes from February 13, 2023**

Minutes were corrected: Article 28 should say "This Article, and Article 29."

**Motion to approve the minutes of the February 13, 2023 CIAC meeting as amended by Tom Travers, seconded by Lisa Saklad.**

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

**Approval of meeting minutes from February 15, 2023**

Minutes were corrected: Item 2 should say "February 13."

**Motion to approve the minutes of the February 15, 2023 CIAC meeting as amended by Matt Dallas, seconded by Lisa Saklad.**

Dallas: Aye    Asbedian-Ciaffi: Aye    Abrams: Aye    Iovanella: Aye    Travers: Abstain    Saklad: Aye

**Item 2: Review of Town Meeting articles                      Discussion and Questions**

**Article 23: Fire Truck**

**\$1,020,000**

Discussion:

- The question was raised about the cost increase from \$850,000. Director Duran explained that when Chief Whelan investigated the current pricing, he was told by the vendor that they anticipate a 22-23% increase by the time the purchase is approved at this year's Town Meeting and the truck is ordered. Note that delivery is from 2-3 years after purchase. In the meantime the 2005 model currently used continues to need repairs. The old model will be used as backup once the new truck is delivered.
- There is no real secondary market for these fire trucks, as they are kept long enough to minimize their value on that market.
- There was an explanation of the process if the actual cost comes in lower or much higher than anticipated. Because this is a capital exclusion, the exclusion will be set according to the actual cost.
- There was an explanation of the process for this exclusion: It needs two votes. This year, because of the timing, it goes to the ballot first and then to Town Meeting if approved at the ballot. If it is not approved it can still be brought to Town Meeting and if approved, will trigger a special election for the second vote.
- There was concern that the five year plan should reflect future fire truck purchases. Questions that Director Duran will ask Chief Whelan:
  - How many pumpers do we have?
  - When is the next large purchase anticipated?

**Motion to recommend approval of Article 23 by Tom Travers, seconded by Peter Iovanella.**

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

**Article 24: ADA Transition Plan**

**\$200,000 (estimate)**

Discussion:

- Director Duran again reviewed the scope of the plan. She noted that there are still funds from last year that will be expended as part of this project. Some of the needs at the schools-accessible pathways and seating-are not covered by

CPA funds. She noted public facing structures (such as automatic door openers, accessible door hands etc.) as priority 1 items. Egress hazards such as surface transitions also will be addressed.

The work is more technical than the internal maintenance department can do so it must be contracted out. Director Duran explained that the door hardware in the Flynn Building is estimated to cost about \$10,000 because of the technical nature of what has to be done to make them accessible. Priority 2 and 3 items can usually be done by the internal maintenance department.

- There was a question as to how far the funding will actually go. Director Duran is optimistic that it will be sufficient to do all or almost all the work.
  - This project is in the first year of actual work of what was a 5-year plan to meet all the ADA needs. Fiscal '22 produced the report that assessed the needs, fiscal '23 appropriated \$200,000 for actual work. There will be additional funding requested going forward for a few more years and then it will be ongoing maintenance that will be taken care of in house. The five-year plan should reflect funds for at least another year to address all the priority 1 items.
- Note: Article 42 was approved by the CPA to address a number of the the accessible walkway items.

**Motion to recommend approval of Article 24 by Lisa Saklad, seconded by Peter Iovanella.**

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

**Article 25: DPW Highway Garage Roof**

**\$400,000 (estimate)**

Discussion:

- Director Duran reviewed the agreement with the third party that will install the solar panels after the roof is replaced. The installation of the panels will be funded by the third party, which will be leasing the roof from the town.
- The roof is approaching the end of its useful life and will need to be replaced even if the solar panels were not going to be installed.
- The design will be performed by the third party so that there is coordination between the roofer and the solar panels installer.

**Motion by Matt Dallas and seconded by Sue Abrams to recommend approval of Article 25.**

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

**Article 26: DPW Building Office Space Renovation**

**\$125,000 (estimate)**

- The project to redesign and implement the redesign of spaces to accommodate the professional staff additions at the DPW building is estimated to take 6 months.
- Director Duran believes that the estimate is viable and the work can be done within that budget. A firmer estimate for the project will be generated by Town Meeting. The work will be done during the summer.

**Motion by Tom Travers and seconded by Sue Abrams to recommend approval of Article 26.**

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

**Article 27: Space Use and Facility Condition Study**

**\$300,000 (estimate)**

- Although it was agreed that this is the right thing to do, there was significant skepticism by several members of the committee around this project, based on past studies. Concerns included:
  - Lack of action following previous studies.
  - Efficiency-this study does not include a global assessment of the best use of space.
  - The members questioned if there a commitment from town leadership to actually use the study to implement the recommended changes? The new Town Manager is key in this.
  - The schools should be included in this kind of town wide space assessment.
- Director Duran stressed that the project will look at long term space needs, taking into account the changes in the way work spaces are used post pandemic. It will also identify space in the category of "need to have" as well as "nice to have." An architectural firm will be hired to perform the study and issue a report.
- The various prior studies can provide a lot of information that will help keep the cost to the \$300,000 while providing new updated data.
- This study will have 2 components: a facilities study and a space study. Each will inform the other for recommendations.
- This project's result should be incorporated in the town's 5 year capital plan and a long term action plan.

**Motion by Peter Iovanella and seconded by Matt Dallas to recommend approval of Article 27.**

Dallas: Aye Asbedian-Ciaffi: Nay Abrams: Aye Iovanella: Aye Travers: Aye Saklad: Aye

**Article 28: Atkinson Pool Dehumidification Equipment**

**\$600,000 (a quote)**

**Article 29: Pool Maintenance and Repair Fund**

**\$480,000 (estimate)**

Discussion:

- Is there a Master Plan for the pool? Director Duran noted that this is beginning to happen with a broader look at the pool and its needs. There is an estimate that with these two projects there is about \$1,500,000 worth of issues to be addressed related to the pool that are not part of the Community Center building project. She noted that the outside of the building is in good shape. The roof will need to be replaced at an approximate cost of \$500,000.
- The repair of the diving area will be a patch and that might need to be addressed. Director Duran will follow up on the question of whether a different technology be used on the Pool and surrounding surfaces rather than the tiles and grout would be more cost effective.
- It was recommended that there be a clear master plan that includes all the necessary details projects and fixes defining the projects going forward.
- The pool will be part of the space study should identify what deferred maintenance need to be addressed.

**A decision on this article will be deferred until the committee gets more information.**

**Rolling Stock Articles:**

**Article 33: Swap Body Truck**

**\$185,000**

**Article 34: Swap Body Truck**

**\$210,000**

**Article 35: Sports Field Mower**

**\$160,000**

**Article 36: Multipurpose Tractor**

**\$215,000**

**Article 37: Front End Loader**

**\$345,000**

Discussion:

- These requests are part of the multi-year plan Director Nason has developed for the purchase and replacement of rolling stock.

**Motion by Matt Dallas and seconded by Lisa Saklad to recommend approval of Articles 33-37.**

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

**Article 42: Accessible Pathways**

**\$187,744 (CPA)**

Discussion:

- This includes 8 spaces in town: Davis Field, DPW, Featherland, Grinnell Park, Haskell Field, Heritage Park, Ti Sales, and Willis Lake. It includes things like surface transitions and path slopes.
- This is separate from the ADA Transition requests (article 24) because it is being funded by CPA funds. It is part of the ADA Compliance plan.

**Motion by Tom Travers and seconded by Matt Dallas to recommend approval of Article 42.**

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

Other discussion:

**Fairbank AV (Article 46)**

- The engineer is working on the first design for the Fairbank AV project. This should take about 4 weeks. After that the redesign will be started, which should take another 4 weeks. The SelectBoard appropriated \$13,800 from ARPA funds for the redesign. This items will be addressed at next week’s meeting.

A motion to adjourn at 9:09 was made by Tom Travers and seconded by Sue Abrams.

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

The next meeting, Wednesday, March 1, will be on zoom.

Respectfully submitted,  
Sue Abrams

Clerk