

CIAC - Capital Improvement Advisory Committee

Meeting Minutes

September 18, 2023

7:02 PM – 9 PM

Silva Room, Flynn Building

Committee Members Present: Susan Asbedian-Ciaffi (SAC); Matt Dallas, Chair (MD); Peter Iovanella (PI); Ark Pang (AP), Lisa Saklad (LS); Tom Travers (TT), Richard Winer (RW)

Others Present: Sandra Duran, Combined Facilities Director, Lisa Kouchakdjian, Select Board liaison

Chairman Matt Dallas, after confirmation of a quorum, called the meeting to order at 7:02PM.

Vote taken to call the meeting to order:

PI-Aye SAC- Aye LS-Aye TT-Aye AP-Aye RW- Aye MD-Aye

**Approval of Meeting Minutes of August 15, 2023**

Motion to approve the Meeting Minutes of the August 15, 2023 CIAC meeting by Susan Asbedian-Ciaffi, seconded by Tom Travers.

PI-Aye SAC- Aye LS-Aye TT-Aye AP-Aye RW- Aye MD-Aye

**Introduction of new members**

Members Ark Pang and Richard Winer were introduced to the committee in person having been appointed by the Select Board.

**Fall Town Meeting**

Review of Fall Town Warrant

Director Duran walked the committee through the four Capital articles for the Fall Town Meeting:

**Article 6:** Atkinson Pool \$100,000

The purpose of this article is to design the pool dehumidification system, plan for separate spaces for the boiler and pool chemicals, and solar ready roof design. The plan is to have the design completed in order to bid and start construction in the spring.

**Article 7:** Fairbanks Community Center \$900,000

This article is to appropriate funds for additional expenditures related to the Fairbanks Community Center project. This amount would, in effect, replenish the contingency that may be needed during the final close-out of the project. Director Duran explained that due to conflicts and coordination issues, there have been some delays resulting in higher costs. Pete Iovanella asked for a list of the remaining cost risks for the project. Also requested was a breakdown of the final project close-out cost. The project is slated to be completed in May 2024.

**Article 10:** Route 117/Mossman Rd/Powder Mill Road \$800,000

This article is to appropriate funds to install a traffic signal at the intersection of Route 117/Mossman/Powder Mill Roads. The committee wanted to know if there were any state grant funds available to help with the cost of this project? (Question to be asked of Dan Nason).

**Article 11:** Nixon School roof \$248,000

The Nixon School roof is 30 years old, leaks and needs to be replaced. This article seeks funding for schematic design for getting bids which will be the basis to request construction dollars at the spring Town meeting. Tom Travers and Peter Iovanella both questioned use of the words “schematic design” “since these funds are to be used to obtain “design documents”, which are necessary for going to bid. Director Duran stated she would clarify. Richard Winer asked if these design documents were needed to get cost estimates. Director Duran stated that the project met the criteria to require bidding documents. In addition, these design documents are required by the building code and to define the scope of work for the project. Since the Town is seeking reimbursement of a portion of the cost from the State a full set of bidding documents is required.

**Update on May 2023 Town Meeting Capital Projects**

Director Duran gave the CIAC an updated status on Capital Articles passed at the 2023 Town Meeting:

**Article 24:** ADA Transitions

Director Duran stated that work on Priority 1 items has started and is continuing. Items addressed include: hi-low water fountains, door hardware, accessible toilets, creating accessible pathways (that do not interfere with sports fields) and creating building signage.

**Article 25:** DPW Roof Project

The request for the DPW roof project at the 2023 Town Meeting was \$400K; Director Duran stated that the bids for the job came in at \$501K. Director Duran spoke with the Sustainability Committee regarding the \$100K shortfall to see if they might help fund the gap from the Energy Sustainability fund.

**Article 26:** DPW building office space renovation

The estimate for the DPW office space renovation came in higher (at \$135K) than the amount requested at the 2023 Town Meeting (\$120K). Director Duran indicated the project is in design and presently going forward while looking for cost savings and supplemental funds.

**Article 27:** Space Use and Facility study

The Space Use and Facility study will commence once the contract is signed. The project should take 8 or 9 months to complete. The \$300K in funding requested at the 2023 Town Meeting will cover the cost of the project. Part of this study includes software that will help monitor and predict management of capital needs, including the 5-year plan.

**Article 28:** Pool Dehumidification

This project is in process and on the Fall Town Warrant.

**Article 18:** HVAC at schools

HVAC is in the design stage for Curtis and Haynes, and the project is in process at Noyes. HVAC in the Loring art room is not going forward due to inadequate funds requested at the 2023 Town Meeting.

**Article 19:** Curtis Audio Visual

The Audio-Visual equipment project in the Curtis auditorium is in progress. Director Duran stated that there would be a meeting with the Curtis user groups to address needs.

**Article 20:** School Surveillance Cameras

Surveillance cameras in the Sudbury public schools have been successfully installed with the exception of four cameras.

**Fire Station #2**

Director Duran stated that this project is moving along according to schedule.

**Article 44:** Curtis Outside Space

The outdoor structures and space project at Curtis Middle School has been designed, however, the one bid the Town received came in overprice. The project is presently being re-scoped.

**Update on May 2023 Town Meeting CPC Articles**

Director Duran gave the CIAC an updated status on CPC Articles passed at the 2023 Town Meeting:

**Article 42:** Accessible Pathways

This project is currently in process.

**Article 46:** Fences & Lights outside Fairbank Community Center

The CPC funded fence and lighting to be put at the outside sports courts at the Fairbank Community Center. Director Duran said that these items would be included in the Fairbank project and are scheduled to be completed by May 2024.

In addition to the Articles listed above, the committee asked for follow up on the status of the storage shed behind the main Fire Station and the trucks.

**Next Meeting:**

The Committee decided to meet again next week in order to hear the answers to questions from this meeting on Fall Town Warrant Articles and to draft recommendations to be submitted to the Select Board and Finance Committee.

Next meeting date is Wednesday, 9/27, at 6:30pm on Zoom.

Meeting adjourned at 9pm.

Respectfully submitted,  
Susan Asbedian-Ciaffi  
CIAC, Clerk