

CIAC - Capital Improvement Advisory Committee

Meeting Minutes
December 16, 2024
6:02 PM – 7:50 PM
Hybrid Meeting
Flynn Building and Zoom

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

Chairman Matt Dallas, after confirmation of a quorum, called the meeting to order at 6:02PM.
Vote taken to call the meeting to order:

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

Approval of minutes of March 11, 2024

Motion to approve the minutes of the March 11, 2024 CIAC meeting, motion to approve by Tom Travers, 2nd by Lisa Saklad.

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

Status of Past Projects - Director Duran

DPW roof and solar paneling to be completed.

Articles 33 - 37: DPW trucks have been ordered and some have arrived; Sandra to provide an update at the next meeting.

Article 18 - schools HVAC repairs and replacement completed, dehumidification assessment to be conducted for Haynes school.

Article 19 - Curtis Audio Visual System replacement was completed, supplemented with funds from MOD (Massachusetts Office on Disability) grant.

Article 20 - SPS surveillance cameras installed below the total amount requested at Town Meeting.

Article 44 - Curtis outdoor wellness space completed pending landscaping (benches, trees).

Article 22 - Atkinson Pool renovation. Is the flooding issue corrected for the front of the building? There will be a need to request additional funds at a future Town Meeting to regrout the remaining areas of the Lap and Dive decks. The pool will be shut down from 8/15/25 - 11/20/25 to complete the work. Bids will be due 1/22/25.

Article 24, 32 - ADA Transition Plan. Progress as of 9/19/2024, 173 out of 672 barriers removed; 20 out of 672 barrier removals in process. Goal is to remove as many barriers as possible within 5 years.

Article 25 - DPW office renovations, started November 2024, to be completed September 2025. Salt storage vinyl cover replacement not completed since past manufacturers and vendors are out of business; Sandra Duran is following leads in finding a new vendor.

Loring playground, carpet replacement, painting, paging clocks and bells, door replacements all completed.

Curtis & Haynes RTU Project to be done summer 2025. Pricing to be held at current estimate.

Storage shed for the Fire Station requires a design since there is an electrical component. After the design, the \$200K awarded at the last Town Meeting will not be sufficient for the building.

Grant secured for assisted listening devices for the schools.

Contingency remaining on the Fairbank project is ~\$250K. The Fairbank project is complete with the exception of the acoustic tiling.

Update on Feeley field project will be provided by Sandra Duran at the next meeting. Will also ask Tina Rivard, new DPW director, the total cost of the Wayside Inn bridge project. Sandra will provide an update on the status of the BFRT extension to route 20 and beyond to Framingham.

Space Needs Assessment

Outside contractors looked at the Town's space needs and condition of buildings. There were 30 interviews with department heads to help determine future space needs (based on a 20-year horizon). Sandra Duran is starting to learn the new software package which combines a new work order system, event manager (to rent out facilities, public facing module), preventative maintenance, and capital predictor sections. This software will enable the Facilities Director to be able to create a 5-year plan, monitor capital assets, and organize how public spaces are rented.

Potential upcoming projects for FY 2026 include two school roofs (Haynes design and replacement, and Nixon partial replacement). The Goodnow Library roof will be in need of

repair shortly, particularly the asphalt area. A design will be required since the building is greater than 35,000 square feet. Also, the Fire Station roof, Hosmer House roof and siding will need to be assessed.

There was a short discussion regarding the future of the CIAC. As of yet there are no imminent changes.

Motion to adjourn: by Susan Asbedian-Ciaffi, 2nd by Pete Iovenella
Meeting adjourned at 7:50pm

Respectfully submitted,
Susan Asbedian-Ciaffi
CIAC, Clerk