

CIAC - Capital Improvement Advisory Committee
Meeting Minutes
March 3, 2025
6:05 PM - 7:45 PM
Zoom Meeting

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

The meeting was called to order at 6:05PM.

Chairman Matt Dallas, after confirmation of a quorum, called the meeting to order.

Roll call taken to call the meeting to order:

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

Approval of meeting minutes 2/10:

Motion to approve: Richard Winer, 2nd Lisa Sakalad

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

Approval of meeting minutes 2/24:

Motion to approve: Tom Travers, 2nd Richard Winer

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

Review of Town Meeting Warrant article

Article 40

Haynes School Roof Replacement \$3,530,000

This roof replacement project is eligible for MSBA funding; the present roof is 26 years old. MSBA process requires that funding be in place prior to being considered for reimbursement since funds would need to be available within 12 months. The funding amount would be for roof replacement cost and escalation percentage. Cost estimate based off of a 2024 order of magnitude number from a professional estimator with 2 years of 6% escalation and 6% contingency. Tom Travers voiced a concern that the cost estimate may not be accurate enough.

Prerequisite documents have been submitted (3/1) and approved.

Vote on Article 40:

LS-Yes TT-No AP-Yes RW-Yes MD-Yes SAC-Yes PI-Yes

After discussion of Article 41, the vote on Article 40 was redone:

The CIAC concurs that there is a need to replace the school roofs. The CIAC will report at Town Meeting on the project contingent upon updated numbers following the completion of design work.

Vote on deferring approval of Article 40 until updated cost estimates are provided:

AP-Yes RW-Yes MD-Yes SAC-Yes PI-Yes LS-Yes TT-yes

Article 41

Nixon School Roof Replacement \$2,755,000

This is a partial roof replacement project. The present roof is 30 years old. These funds include roof replacement cost and escalation percentage. Design funds for this project were approved at a previous town meeting (article 11, 2023 Town Meeting).

MSBA will reimburse at least 31% of costs; the reimbursement ceiling is 41%. Town Finance Director Victor Garofalo explained we need to have a design complete by Town Meeting so as to be able to have a more accurate cost.

Prerequisite documents have been submitted (3/1) and approved.

The CIAC concurs that there is a need to replace these 2 school roofs. The CIAC will report at Town Meeting on the project contingent upon updated numbers following the completion of design work. The CIAC approves of the project, not the cost. The CIAC would like to have an updated cost estimate before a final vote.

Vote on deferring approval of Article 41 until updated cost estimates are provided:

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

Article 38

HVAC Capital Improvement Engineering Study \$152,000

This study will include a status of existing conditions, conceptual stretch code compliant equipment selections, conceptual cost estimate, engineering fee budget, conceptual sustainable/electrification equipment selections. This is a study; it will not result in a design.

Motion to approve: Tom Travers, 2nd Ark Pang

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

Article 39

SPS request for \$190K for project design to replace fire alarms, provide emergency lighting for Curtis, Haynes, Loring and determine design and cost of a BDA (bidirectional amplifier) system for all schools.

Motion to approve: Tom Travers, 2nd Lisa Saklad

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

Article 37

Non recurring expense of \$250,720 for new ELA curriculum and staff training for grades K-5 and provides funding for a grade 6 - 8 study committee.

No vote taken

Article 36

Warrant article to spend \$100K per year over 5 years on classroom instructional equipment. We are now in year 2 of a 5-year program to replace/update UDL classroom equipment. This includes projection ability and listening devices.

The CIAC believes that SPS should include instructional equipment in the SPS operating budget in the future.

Vote on the Article:

The CIAC believes that this article belongs within the SPS operating budget, and not presented as a capital article. In addition, as stated in the warrant, the CIAC does not have enough detailed information to take a position on this article.

AP-Yes RW-Yes MD-Yes SAC-Yes PI-Yes LS-Yes TT-Yes for no position

Articles 32, 33

One light and one heavy truck to be replaced in FY26. 6-wheel dump truck to replace a 2006 model \$382K, 15-year life cycle. Dump truck with plow and spreader, 10-year life cycle, \$146K.

Article 33 - 6-wheel dump truck

Motion by Pete Iovenella, 2nd Lisa Saklad

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

Article 32 - dump truck with plow and spreader

Motion by Richard Winer, 2nd Susan Asbedian-Ciaffi

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

Culvert Drainage and road construction, \$950K - Tabled until next meeting

Article 30

Ambulance replacement \$500K. The present ambulance to be replaced was purchased in 2015, has a life expectancy of 7 to 10 years, and has 80K miles. New ambulance replacements take around 34 - 30 months. Ambulance receipts will be used to pay down the debt of the cost of the ambulance.

Question/comment to the Finance Committee: how does the payment structure that is proposed fit into the debt strategy of the town.

Motion by Ark Pang, 2nd Richard Winer

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

Article 29

Engine 1 replacement - rolling stock \$725K. Emergency replacement request because Engine 1 did not pass inspection in October 2024, and the other reserve Engine is from 1997. It is 20 years old; life expectancy is 20 years. The fire truck manufacturer has agreed to put an Engine on hold for Sudbury pending Town Meeting for delivery in early July 2026. The Fire Department is now borrowing a 1990 fire truck from a neighboring town to serve as a backup as needed.

Motion by Tom Travers, 2nd Ark Pang

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

Joint Facilities Director Sandra Duran to reach out to DPW and CPC to join the CIAC meeting on 3/17. Planning to cancel the 3/24 CIAC meeting.

Chair Matt Dallas reached out to Town Manager Andy Sheehan regarding the new proposed \$500K threshold to review capital projects. He will follow up with Manger Sheehan. Both Tom Travers and Pete Iovenella voiced concern that the studies would no longer be reviewed by CIAC should the review floor be increased to \$500K.

Motion to adjourn: by Tom Travers, 2nd by Ark Pang

Meeting adjourned at 7:45pm

Respectfully submitted,
Susan Asbedian-Ciaffi
CIAC, Clerk