

CIAC - Capital Improvement Advisory Committee
Meeting Minutes
March 24, 2025
6:00 PM - 8:00 PM
Zoom Meeting

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

Not present: Susan Asbedian-Ciaffi (SAC),

Others Present: Sandra Duran - Combined Facilities Director, Andy Sheehan – Town Manager, Lisa Kouchakdjian – Select Board, Victor Garofalo – Finance Director

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

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

Motion: Tom Travers, 2nd Ark Pang

Roll call taken:

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

Approval of meeting minutes 3/17 as amended:

Motion to approve: Tom Travers, 2nd Richard Winer

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

Review of CIAC Report to FinCom and Select Board

Article 24: Amend Bylaws, C. 11 Capital Planning with Andy Sheehan, Town Manager and Lisa Kouchakdjian, Select Board

Town Manager Andy Sheehan spoke to the new threshold proposal of \$500,000 for articles subject to review by the CIAC. The basis for the threshold was reviewed with the committee and it was explained how with recent changes to the capital review process there is insufficient time necessary to review the number of projects. The new proposal limits the number of projects submitted to the CIAC for review and takes into account the impact of inflation since the prior review thresholds were set in 2019. The proposed \$500,000 threshold was not based on a specific calculation but on internal conversations and if in place with the current FY budget, five items would have been excluded from CIAC review. In addition, the intent is to reduce the duplication of effort between the FinCom and CIAC. Lisa Kouchakdjian spoke about changes made to the capital process and asked for the committee's feedback on the proposal. Lisa and Andy then took questions and comments from the committee.

One of the concerns from the committee was that projects whose costs exceed the \$500,000 threshold in total but not on an annual basis would be excluded from committee review. This includes design work for larger projects that take multiple years to complete. The committee suggests that the capital requests for such design work also include a ball-park estimate for the capital needs for the long-term project. Another concern was that articles that initially were below the threshold could eventually exceed the \$500,000 upon receipt of new information or estimates prior to town meeting and that these items would not be reviewed by the CIAC. The Town Manager has suggested that exceptions can be made by the Select Board for the CIAC to review capital projects below the \$500,000 threshold amount.

CPC Capital Articles with Sandra Duran, Combined Facilities Director

Prior to the review of the three CPC capital articles, the CIAC spoke with Lisa and Andy about whether or not the articles are subject the standard capital review process. The committee's stance is that they should be reviewed by the CIAC under the existing by-law since CPC funds are obtained from the town residence through the CPA assessment on the resident's tax bills. We also recommend the articles be included in the "Capital Night" presentations.

Article 44: Fairbank Community Center and Haskell Field Landscape Master Plan for \$500,000

The funds are to hire a qualified design consultant to create a landscape master plan for the grounds. Preliminary estimates of specific amenities that are included in this article include a multisport court for \$200,000, a pavilion for \$150,000, as well as accessible pathways, electrical upgrades, and data considerations. The remaining \$150,000 from the article is \$100,000 for the master plan development and \$50,000 for contingency and 1-year escalation costs.

Motion to recommend approval: Tom Travers, 2nd by Ark Pang
TT-Yes AP-Yes RW-No MD-Yes PI-Yes LS-Yes

Article 49: Hosmer House Envelope & HVAC for \$615,000

General, structural envelope architecture, facades, window restoration, doors, shutters, and HVAC upgrades for the Hosmer House. All updates are consistent with historical appropriate renovations and the timeline for completion is still to be determined. Alternates are included in the cost estimate which could offset the costs for the architecture work and design fees not included in the current estimate. There were discussions of ways to retain the historical requirements of this renovation which would save costs. The Historic commission should further review those suggestions to see if the historical requirements would be achieved.

Motion to recommend approval: Tom Travers, 2nd by Richard Winer
TT-Yes AP-No RW-Yes MD-No PI-Yes LS-No

Article 50: Hosmer House Roof for \$386,000

The Hosmer house has a failing 32+ and 22+ year-old non-historic three-tab asphalt roof system that is at the end of its life. The request is to remove the asphalt roof from the structure in its entirety and replace it with a historically correct cedar shingle roof assembly which will include water barriers, roof insulation, copper flashing, copper drip edge, copper gutters, and copper downspouts. The request also includes the re-pointing of the chimneys, as needed, to provide a watertight roofing system. The estimate includes a 5% contingency and the pricing is valid as of August 2024.

Motion to recommend approval: Tom Travers, 2nd by Pete Iovanella
TT-Yes AP-Yes RW-Yes MD-Yes PI-Yes LS-Yes

Following the review of the open capital items called out in the report, the report will be updated and sent to the CIAC members for review. Once all edits have been received and incorporated into the report it will be submitted to the FinCom and Select Board. A summary of the voting recommendations by the CIAC will be sent prior to the submission of the formal report.

The next meeting will be scheduled once we have the updated estimates for the three open capital articles (Haynes roof, Nixon roof, Atkinson Pool).

Motion to adjourn: by Tom Travers, 2nd by Lisa Saklad
TT-Yes AP-Yes RW-Yes MD-Yes LS-Yes PI-Yes
Meeting adjourned at 7:55pm

Respectfully submitted,

Matt Dallas, Chair CIAC