

CIAC - Capital Improvement Advisory Committee
Meeting Minutes

February 23, 2026

7:04 PM – 10:00PM

Joint meeting FY27 Capital with Select Board, Finance Committee and School Committees
Zoom Meeting

Committee Members Present: Ark Pang (AP); Matt Dallas (MD), Tom Travers (TT), Lisa Saklad (LS), Susan Asbedian-Ciaffi (SAC), Pete Iovenella (PI)

Select Board present: Lisa Kouchakdjian (LK), Janie Dretler (JD), Daniel Carty (DC) and Radha Gargeya (RG)

Finance Committee present: Michael Joachim (MJ), Michael Ferrari (MF) Eric Poch (EP), Andrew Bettinelli (AB), Henry Sorett (HS) Ryan Lynch (RL), Andrew Sousa (AS), John Baranowsky (JB)

School Committee present: Nicole Burnard (NB) Karyn Jones (KJ) Julie Durgin-Sicree (JDS) Jessica McCready (JM), Elizabeth Sues (ES)

Others Present: Sandra Duran - Combined Facilities Director, Brad Crozier (BC), Superintendent of Sudbury Public Schools, Andrew Sheehan (AS) Sudbury Town Manager, Victor Garofalo (VG) Sudbury Assistant Town Manager, Andrew Stephens (AS), LSRHS Superintendent, Susan Bottan, Director of Finance and Operations, Tina Rivard, Director of Public Works, Timothy Choate (TC), Sudbury Fire Chief, Finance Committee, Select Board, School Committee

Select Board Chair, Lisa Kouchakdjian confirmed a quorum, called the meeting to order.

Finance Co-Chair, Michael Joachim confirmed a quorum, called the meeting to order.

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

LK began the meeting by thanking the DPW for their work during the snowstorm to ensure public safety. Welcome to Brad Crozier (BC), Superintendent of Sudbury Public Schools and Andrew Sheehan (AS) Sudbury Town Manager.

JD asked that it be confirmed that the presentation was posted to the town website. AS confirmed.

AS suggested an expedited review of presentations “FY27 Town Manager’s Capital Operating Budget” the items under 100,000k so that the majority of the meeting could be focused on the items over 100,000. It was agreed.

AS introduced the agenda:

AGENDA

- Discuss 15-Year Capital Plan Process
- Town Manager's Capital Operating Budget
- Review of Capital Warrant Articles
 - Sudbury Public Schools (SPS)
 - Department of Public Works
 - Combined Facilities Department
 - Lincoln Sudbury Regional High School (LSRHS)
 - Fire Department

AS reviewed the purpose of the 15-year capital plan and the department representatives that participate in it's development.

DEPARTMENT REPRESENTATIVES

- | | |
|--|---|
| <ul style="list-style-type: none">• Town Manager• Assistant Town Manager/
Finance Director• Combined Facilities Director• Public Works Director• Police Chief• Fire Chief | <ul style="list-style-type: none">• Parks & Recreation Interim
Director• Health and Community Services
Director• IT Director• Sustainability Coordinator• Lincoln Sudbury Regional High
School• Sudbury Public Schools |
|--|---|

As reviewed as a high level, the 15-year forecast summary, where we are now, the Home Rule Charter, capital Planning bylaw, Chapter 11.

AS began to review the FY27 Town Manager’s Capital Operating Budget.

Three cost centers: Town, SPS, LSRHS

Includes requests: \$100,000 or less in one year or 200,000 over multiple years

Items above those thresholds are submitted to town meeting

Capital Funding Sources

FY27 TOWN MANAGER’S OPERATING CAPITAL BUDGET

Project Name	Department	Amount
1 Building Department Vehicle #1	Building	\$ 55,000
2 DPW Garage Roof Covering Built-Up Membrane Design	Facilities - Town	65,000
3 Flynn Building Offices Floor Finishes Tile	Facilities - Town	50,000
4 Goodnow Library HVAC Packaged Design	Facilities - Town	80,000
5 Town Hall Split System (CRAC)	Facilities - Town	55,000
6 Life pack Cardiac Monitor	Fire	58,000
7 Lucas Compressor	Fire	26,000
8 Core Switches at Flynn	Info Systems	60,000
9 Digital Signage - Airtime	Info Systems	50,000
10 Wireless Access Points	Info Systems	50,000
11 Email Archiving Upgrade	Info Systems	50,000
12 Network Core	Lincoln Sudbury	69,500
13 Ford F450 Dump Truck	Lincoln Sudbury	99,900
14 Chevrolet Express Van-15 passenger	Lincoln Sudbury	52,200

Project Name	Department	Amount
15 Duty Sidearms	Police	\$ 35,000
16 Town-Wide Walkways Improvements & Design	Public Works	50,000
17 Light Duty Pickup Truck / Equivalent (one ton) - Unit 45	Public Works	95,000
18 SPS Schools Ceiling Finish Suspended Acoustical Tile	SPS	25,000
19 SPS Facilities Fittings Toilet Partitions	SPS	25,000
20 SPS Facilities Floor Finish Carpet	SPS	40,000
21 SPS Facilities Floor Finish Tile	SPS	40,000
22 SPS Facilities Interior Finish Painted	SPS	40,000
23 SPS Facilities Exterior Metal Doors	SPS	25,000
Town Manager's Capital Operating Budget		\$ 1,195,600

It was agreed to stop at this point and stop and ask for any questions. LK asked for questions.

DC: Maintenance items at school level should go on in the operating budget. Why not also on the town side? AS: Good point. We should try on both sides to keep these items in the operating budget.

HS: Why heat pumps? Not gas fired? AS: No determination of electrical fossil fuels yet. But the town has a desire to reduce carbon footprint – Solar Climate Resolution 2022

HS: Roof work considered – is it consistent with Solar considerations AS: Public works evaluating and determining if economically feasible

HS: Trucks: Why consider a hybrid? Strongly recommend diesel instead AS: It is consistent with climate goals. Electric will be used where practical. Still using fossil fuel for larger vehicles until the tech is better.

RG: What is the process for selling or trading in vehicles? AS: Town will explore trade in, sale, and auction to secure the best option. It is usually applied to free cash.

RG: 50,000 ear marked for sidewalks – is this the optimal level or is DPW at capacity. AS: expanding sidewalk network would be more to manage in the winter. Need to set expectations with the public regarding sidewalk maintenance. He would need to talk with DPW manager to determine the capacity limit.

LK – confirmed that there were no more questions. Proceed to the FY27 Capital Projects.

FY27 DEBT AND OTHER FUNDING CAPITAL PROJECTS

Project Name	Department	Amount
17 DPW Administration Offices Floor Finishes Concrete	Facilities - Town	\$ 2,200,000
Capital Additions - Debt		<u>\$ 2,200,000</u>

Project Name	Department	Amount
Sherman's Bridge (Chapter 90)	Public Works	\$ 1,000,000
Bullet Proof Vests (Grant Funding)	Police	10,400
Town Hall Emergency Generator (Grant Funding)	Facilities - Town	51,830
Capital Additions - Other Funding		<u>\$ 1,062,230</u>

AS began with debt items:

17. Debt project for the construction of the floor. Design was funded previously. This is the only debt project this year.

AS then reviewed - Funded outside projects:

18. Sherman's Bridge – Chapter 90 Sudbury portion would be \$100,000

19. Bullet Proof Vests and 20 Town Hall Emergency Generator – Grants

AS then reviewed:

FY27 COMMUNITY PRESERVATION CAPITAL PROJECTS

Project Name	Department	Amount
Haskell Field Bathroom Renovations	Recreation	\$ 66,000
Haskell/Smile Playground	Recreation	337,700
Davis Field Improvement Design	Recreation	122,000
Broadacres Farm and Featherland Park Design	Recreation	214,000
Accessible Connections: MCRT to Memorial Forest/Hop Brook	Recreation	270,000
Capital Additions - Community Preservation		\$ 1,009,700

All CPCP were recommended by the Community Preservation Committee. They will be taken up at the town meeting in May. There was no review or detailed information about these projects.

MJ: Debt – Is it in levy or exclusion AS: In levy. Before the town meeting, we will be discussing the length of debt and the payback method.

MF: Project 17 – was this the result of 2024 design appraisal? Suggested holding his question until later when Sandra Duran reviews.

HS: Project 18: Bridge has historical value. Hope that it is completed with material like the current wood to maintain the same kind of wearing surface and character. Will this item be going to town meeting?

AS: It will not be going to town meeting as it is funded by Chapter 90. Sudbury/Wayland/designer are working together. Bridge will have the same width, wood historical feel.

HS: mentioned a petition article submitted to housing authority to rebuild affordable housing. MJ: suggested waiting to discuss this topic as it was outside the scope of the meeting. Agreed.

JB: Project 18: Is the bridge in both Wayland and Sudbury? AS: Yes

Agreed to proceed to FY Capital Projects:

FY27 CAPITAL PROJECTS – EXCESS \$100,000		
Project Name	Department	Amount
1 DPW Garage Communications and Security Fire Alarm, Panels & Design	Facilities - Town	\$ 132,000
2 Fire Department 2 Roof Covering Asphalt Shingle Replacement	Facilities - Town	119,200
3 Flynn Building Offices Pump, Hot Water Circulation & Boiler Replacement	Facilities - Town	150,000
4 ADA Self-Assessment Transition Plan Recommendations	Facilities - Town	200,000
5 Haynes & Nixon Elem. School Communications & Security Fire Alarm	Facilities - School	660,500
6 Building Management System SPS Capital Repairs	Facilities - School	110,000
7 SCBA Self Contain Breathing Apparatus	Fire	550,000
8 Waste Water Treatment Facility SBI Panel	Lincoln Sudbury	147,679
9 Roads, Culvert, Drainage, Consultant & Construction, Design & Drain Replacement	Public Works	950,000
10 Town Owned Parking Lots - Pavement Project	Public Works	100,000
11 Large Construction / Excavation / loader equipment	Public Works	300,000
12 6-Wheel 26,000+ GVW Combo Body Dump Truck w/Plow and Spreader	Public Works	350,000
13 10-Wheel 40,000+ GVW Dump Truck	Public Works	335,000
14 Light/Medium Duty Pick Up truck with spreader and plow	Public Works	135,000
15 Classroom Instructional Equipment Replacement	SPS	100,000
16 School Safety All Buildings	SPS	450,000
Capital Additions in Excess of \$100,000		\$ 4,789,379

Brad Cozier presented SPS items 15

15. Third year of classroom UDL retrofit initiative. It includes wall mounted touch view screen, mobile touch view, light speed redcat audio system. Teachers can use a microphone. IPEVO document camera to project to the touch screen. Cost of \$5,000 per “outfit” x 20 classrooms = \$100,000

Sandra Duran presented:

16. Safety enhancement article. \$450,000 for all 5 schools
 Infrastructure enhancement for Noyes – Interior Vestibule
 Additional access control devices – add to interior doors
 Parking lot safety improvements – especially Curtis
 Automated badge system – with time expirations
 Signage – clearly mark

5. Fire Alarm and Emergency lighting – multi phase project
 Phase I Hayes and Nixon – current year request \$660,500
 Future requests expected to be:
 Phase II Noyes and Loring
 Phase III Curtis
 Phase II and III – estimate 2.4 million

6. To expand the life of our systems – for repairs outside of usual budget

JB: Were these items on the capital plan? Or are they new? To what degree are we following the plan?
SD: #5 – on the plan – from facilities assessment, #6 – on capital plan – trying to repair rather than replace, #16 – new

HS: What is wrong with the current alarm system? If functioning, why replace it? SD: System is at end of life (EOL). It could fail at any time. Looking to replace before they fail. If it fails, we will not be able to use the building for school.

HS: What about maintenance vs replacing the system? SD: We have maintained the system but now EOL. Using a phased approach – prioritizing two buildings first.

MK: #5 Fire Alarms – Are requests for Phase II and Phase III coming in next couple of years? SD: Yes.

MK: Are items included in FY 28 and 29? Victor Garofalo (VG) Sudbury Assistant Town Manager: The Capital Plan will be changed and updated as items are needed. They will be recorded based on priorities.
SD: Yes, items are in the Capital plan at the component and system level. The costs are newly obtained. SD will update the Capital Plan with the revised costs.

No additional questions.

Andrew Stephens (AS), LSRHS Superintendent and Susan Bottan, Director of Finance and Operations presented item # 8

Item #8: Total project costs \$170,000 Sudbury's portion = \$147,679

Problem: Current system is beyond useful life and no longer supported by manufacturer. It is difficult to get parts. There is a risk of failure.

Presentation was paused for that SPS could end their meeting. SPS adjourned.

Item #8 continued:

Proposed solution: replace hardware and software

Benefits: efficiency, precision, safety

Training on new system – cause a short-term budget impact which will be offset with efficiency

JB: You have a ground water permit. How do you use it? Is it outsourced? Who is the operator who reviews samples? SB: Westin and Sampson and on grounds staff produce a report monthly.

JB: Are you in compliance of ground water discharge? SB: Yes

MJ: Is this a high-end model? Have we looked at other models that may be less expensive? SB: An analysis was done based on needs. It is not the Cadillac but will meet our needs.

RG: Does the analysis of samples check for diseases? Such as COVID? SB: Not that she is aware of.
SD: It would require contracting an outside firm for testing and it is quite expensive.

TT: Did Weston and Sampson prepare the specification for the bids for the system replacement? SB: I will find out.

HS: Have you done due diligence on the system review/selection to ensure we are buying the most appropriate system based on need and price? SB: Will invite Kevin Rossley, LSRHS Director of Buildings and Grounds, to attend FINCOM meeting to provide additional information.

MF: Training cost – maybe a benefit to the town. Does LSRHS have expertise to oversee the new system? Could DPW oversee the system? Andres S – Facilities staff have the skills to handle the system.
SB: training required is mostly learning software. LSRHS is a separate district. This would be easier to maintain than the current system.

Tina Rivard, Director of Public Works presented next. She began with a review of the setup of the DPW. She then highlighted that Sudbury DPW has a more conservative replacement cycle than the American Public Works Association (APWA) and the Federal General Services Administration (GSA). DPS targets to replace 1 light/medium and 1 heavy duty vehicle each year to maintain the fleet.

TR then reviewed:

vehicle replacement items# 11, 12, 13, 14

item #9 To cover the delta between costs and Chapter 90 funds

Item #10: For town owned lots not covered under Chapter 90

TT: \$955,000 last year approved for Spring 2026? TR Old Sudbury Road Culver bid \$700,000 Concord Road Culvert – design For Dam Safety FY27: \$950,000 For dam assessment and replacement of Wabash Road culvert .

MJ: Should we expect to see funding requests for Culverts year after year? TR: Yes, but hoping to get grants to cover enough costs that will not need to request every year.

MJ: AS and VG, please make sure included in the 15-year plan. Please also make sure parking lots are included. AS – Yes, it is included. There is a special tab that addresses DPW.

JD: School parking lots – which ones? Noyes, where the buses are stored is showing a lot of wear and tear. TR: Working with a plan from 2023 that she inherited. Going to work with AS and schools to access needs.

JB: Can you use course pavement? R: Would like to, but it is cost prohibitive.

Timothy Choate (TC), Sudbury Fire Chief presented item# 7

Self-contained breathing apparatus. TC reviewed the components and the importance of each. There is a 6 month+ delivery timeline. Total implementation timeline – approx. 18-24 months. If this item is not approved for FY27 we run the risk this critical equipment will expire.

MK: Where does \$550,000 come from? Where is the item selected on the quality scale? TC: There are two options: Scott SSBA and MSA. He would test both before selecting the final item for purchase. Cost is a verbal estimate from current vendor.

Sandra Duran, Combined Facilities Director presented items# 17, 1,2,3,4

Item# 17: Outcome of design funds from last year. Determined floor has significantly degraded. Hired architect and engineer to determine structural integrity. Recommended replacement of entire floor and drains. Used a professional cost estimate. OPM required because the project will be over 1.5 million.

Item#1: System is showing signs of failure. It is over 24 years old. Life expectancy is 15 years. Cost is based on quotes.

Item #2: From conditional facilities assessment

Item #3: Systems show signs of deterioration and potential failure. Currently there is one unit. Would like to replace it with 2 units.

Item#4: Continuation of the ADA Transition plan

HS: Item#3: What fuel does it use? Is it dual fuel capable? SD: Gas and no it is not dual fuel capable.

Item#17:

TT: Is this a hard quote? RFP done? SD: No, expect design to be out to bid prior to Town Meeting. Additional design not available. Designer provided the estimate.

RG: 3% escalation? SD: 3% is usual but may adjust a little as needed

RL: How many more years of use do you expect for the building? What is the life of the building? SD: Expect 30-40 more years.

LK: DPW floor – is there another product that could be more sustainable? SD: Concrete is the best for this purpose with heavy trucks. Quote includes an epoxy coating to increase longevity.

Andy Sheehan presented update on Capital Projects (Open) Outstanding and Capital Projects Status

DC: If an item is not on the list presented, is it complete? VG: Yes, for all projects >100,000 not including preservation projects.

DC: Do you see any projects that will bottleneck any other projects? VG: No, it was taken into consideration. There is nothing in the queue that will impact the items presented tonight.

VG provided a couple of updates:

Firetruck 2023 – custom built – still waiting for delivery

Firetruck 2025 – bought stock

Atkinson pool – phase 2 – the amount of tile work required was less than expected. Expect to give back \$500,000.

Intersection - \$800,000 ask - \$200,000 remaining. There is a billing issue

Motion to adjourn made by Tom Travers and seconded by Susan Asbedian-Ciaffi.

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

Meeting adjourned @ 10 PM

Respectfully submitted,

Lisa Saklad

CIAC, Clerk