

CIAC - Capital Improvement Advisory Committee  
Meeting Minutes  
March 18, 2026  
6:03 PM – 7:46 PM  
Zoom Meeting

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

Others Present: Sandra Duran (SD) - Combined Facilities Director, Victor Garofalo (VG) Sudbury Assistant Town Manager

Chair Matt Dallas, after confirmation of a quorum, called the meeting to order at 6:03 pm

The committee welcomed new member, Doug Caplan.

Motion to accept the minutes of the 2/23/26 meeting made by Tom Travers, seconded by Lisa Saklad.

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

Motion to accept the minutes of the 3/4/26 meeting made by Tom Travers, seconded by Lisa Saklad.

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

Article #30: Lincoln Sudbury: Wastewater Treatment Facility SBI Panel \$147,679

Through discussion with the committee, VG and SD, many concerns were addressed. It was confirmed:

- that this item was based on technical schematics and that the quote was not provided by the current vendor Weston and Sampson.
- this is a proactive replacement before a failure occurs.
- a contingency is not necessary for this project. 10% of the entire project of \$170,000 would be \$17,000. If necessary, this could be covered by the maintenance budget.
- if there are any available grants identified, they would be pursued.
- project would follow procurement law and will have to be bid.

Motion to approve Article #30: Lincoln Sudbury: Wastewater Treatment Facility SBI Panel by TT, seconded by AP.

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

Article# 32: DPW Garage Concrete Floor Replacement Project Number: CIP\_FY27-FAC-1 \$2,200,000

|   |                       |
|---|-----------------------|
| Direct Construction Costs                                 | \$1,530,372.00        |
| Design contingency (10% of DCC)                           | \$158,727.78          |
| Construction contingency (13.5% of DCC)                   | \$206,600.22          |
| Designer Oversight  | \$133,000.00          |
| OPM   | \$80,000.00           |
| Escallation (6%)  | \$91,300.00           |
| <b>Total projected cost of construction and oversight</b> | <b>\$2,200,000.00</b> |

SD addressed outstanding questions on this article. It was confirmed:

- OPM for 3 months and a design contingency are both necessary for this project.
- SD believes that the article budget is reasonable and not high enough to result in pushback at Town Meeting.
- By VG that this is the process for all municipal projects. Budgets are always available publicly, thus the large budget of \$2,200,000 should not result in higher bids by contractors. A professional estimator was used for the \$1.5 direct construction costs.
- SD believes this is a competitive bid for a project to be completed during the summer season which is extremely busy when there will be limited contractors still available.
- This budget is for construction forward. The funds for the design were approved at a previous town meeting.
- All contingency listed are necessary and appropriate. Various experts including structural engineer, architect, hazmat, electrical will all meet regularly throughout the project.

Motion to approve Article# 32: DPW Garage Concrete Floor Replacement Project by SAC, seconded by LS.

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

The committee moved on to review the articles put forth by the Community Preservation Committee (CPC). Discussion was led by VG.

SD confirmed she was not responsible for any CPC articles. She left the meeting at 6:29 to attend another virtual town committee meeting.

| Item      | Project Description                                  | Amount       |
|-----------|--|--------------|
| 27-CPA-1  | Mass Central Rail Trail                              | \$ 270,000   |
| 27-CPA-2  | Art Installations Along the Bruce Freeman Rail Trail | \$ 71,000    |
| 27-CPA-3  | Dr. Bill Adelson Smile Playground Improvements       | \$ 337,700   |
| 27-CPA-4  | Haskell Field Bathroom Renovation                    | \$ 66,000    |
| 27-CPA-5  | Restoring Water Quality in Hop Brook                 | \$ 49,800    |
| 27-CPA-6  | Regional Housing Services Office Membership Fee      | \$ 38,740    |
| 27-CPA-7  | Sudbury Housing Trust Allocation                     | \$ 600,000   |
| 27-CPA-8  | Broadacres/Featherland Design Cost                   | \$ 214,000   |
| 27-CPA-9  | Davis Field Design Cost                              | \$ 122,000   |
| 27-CPA-10 | General Budget and Appropriations                    | \$ 1,085,533 |

Article 27.1: Mass Central Rail Trail \$270,000

1: Improve accessibility to the Town-owned Hop Brook Marsh Reservation and Sudbury Valley Trustee-owned Memorial Forest via the soon to be completed Mass Central Rail Trail (MCRT). The project includes three components: 1) engineering, design, and permitting for a all-persons trail through part of Memorial Forest; 2) design, engineering, and construction of a 250-foot long accessible boardwalk from the MCRT to Duck Pond in Hop Brook Marsh; and 3) design and construction of a small, accessible parking area off Dutton Road, adjacent to the MCRT.

A grant will be applied for to fund this project. However, funds are being requested while the grant application process is completed. This will allow the project to move forward. If the grant is successful, the funds will be returned to the CPC.

VG confirmed that was not his project and was not comfortable answering questions. He will send the applications to the committee for review.

It was noted that the CPC articles have not recently been presented to the CIAC. It was suggested that the CPC should present their articles at Capital Night in the future.

Committee agreed to defer recommendations for this article until a future date after reviewing the materials.

Article # 27.3 Dr. Bill Adelson Smile Playground Improvements \$337,700

This project will be to replace and improve the current toddler playground’s flooring and components which are dangerous and out of code. This project will be to change this section to a universal playground accessible to all. There will be more components, and the wood chips areas will be replaced with a pour and play playground surface (P&P) where possible.

- The playground components will not include climbing structures. This will allow the components to be placed closer together, providing space for more components.
- P&P is cushioned ground and ADA compliant.
- Wood chips are ADA compliant but are difficult to navigate for some disabled individuals but they prevent injury from a fall. Grass is not ADA compliant.
- Limitation: location of the septic tank in that area must be determined. P&P cannot be placed over it.
- Trees were removed from the area because the roots were invading the P&P. Cavicchio Greenhouse was consulted to pick replacement trees. Roots of these trees will be diverted to prevent them from invading the P&P as they grow.
- Planned components include a sensory tunnel and a spinner.
- A canopy is planned for a section to provide shade.
- Contractor has been signed for construction. O'Brien selected from the state bid list. There will be no need to bid the project because a contractor from the state bid list is being used.
- Target to start the project in June and finish in August. The effected section of the playground will be roped off. The rest of the playground will remain open for use.

Motion to approve Article # 27.3 Dr. Bill Adelson Smile Playground Improvements by TT, seconded by AP.

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

Article # 27.4 Haskell Field Bathroom Renovations \$66,000

VG gave the committee a quick update on the project. Since it is below the CIAC thresholds a vote was not needed.

Article #27.8 Broadacres/Featherland Design Cost \$214,000

Gale Associates, Inc. (Gale) is pleased to present this outline proposal to provide Engineering Consulting Services to the Town of Sudbury (Sudbury) regarding improvements to the Broadacres Farm and Featherland Park property parcels.

***Phase 1 – Background Evaluation, Facility Assessment, and Schematic Design***

- Start-up and subsequent client design meetings.
- Zoning research and review.
- Utility research and review.
- Topographic survey (Subconsultant – Doucet Survey).
- Geotechnical evaluation (Subconsultant – R.W. Gillespie).
- Resource area evaluation is not anticipated to be required.
- Schematic design development submission.
  - Plans and cost estimate.

**Phase 2 – Engineering and Design**

- Client design meetings.
- Stormwater hydrologic analysis.
- Irrigation design services (Subconsultant – Irrigation Consulting, Inc.).
  - Irrigation well and pump design, if required by site conditions.
- Electrical design services (Subconsultant – Vincent A. Dilorio, Inc.).
- 50% and 75% design development submissions, to include:
  - Outline Technical Specifications.
  - Existing Conditions Plans.
  - Erosion Control and Demolition Plans.
  - Layout and Materials Plans.
  - Grading and Drainage Plans.
  - Utilities Plans.
  - Finished Grading Plan.
  - Miscellaneous Site Details.
  - Cost estimates

**ESTIMATED COMPENSATION**

- Gale’s estimated compensation to provide the above Scope of Services is detailed as follows:

|  | <u>Gale Fee</u>      | <u>Reimbursable Subconsultants</u> |
|--|----------------------|------------------------------------|
| Phase 1 – Background Evaluation/Assessment, SD | \$ 25,000.00         |                                    |
| Doucet (Survey)                                |                      | \$ 15,000.00                       |
| RWG (Geotechnical)                             |                      | \$ 25,000.00                       |
| Phase 2 – Design Development                   | \$ 60,000.00         |                                    |
| ICI (Irrigation)                               |                      | \$ 10,000.00                       |
| VAD (Electrical)                               |                      | \$ 15,000.00                       |
| Phase 3 – Permitting                           | \$ 28,000.00         |                                    |
| Phase 4 – Final Design/Construction Documents  | \$ 24,000.00         |                                    |
| Phase 5 – Bid/Award Services                   | \$ 12,000.00         |                                    |
| <b>Subtotals</b>                               | <b>\$ 149,000.00</b> | <b>\$ 65,000.00</b>                |
| <b>TOTAL</b>                                   | <b>\$ 214,000.00</b> |                                    |

VG stated this will be a multiple phase project as described above. After Phase 1 is complete, the town will have an opportunity to review and decide if it wishes to proceed to phase 2. The schematic design and cost estimate from Phase 1 will be presented at Town Meeting.

Gail Associates is the same firm used for Feeley Field

It was stated that articles 27.8 and 27.9 (Davis Field Design Cost \$122,000) are both being submitted to Town Meeting this year.

- The plan is fast track 27.9 this year targeting it for the Fall
- The plan is to get 27.8 approved at Town Meeting this year so that it can be completed next year but will not be slowed down waiting for approval at Town Meeting next year.

Clarification was provided as to the location proposed for the additional fields. The committee reviewed the diagram provided of the proposals by Gail Associates. To implement all items in the proposal the cost would be greater than 3.2 million. The town will need to evaluate the proposal and implement items within the town's allocated budget. This project would fund a schematic design. It would then be brought to Town Meeting with an estimate for construction costs. The project would stop if construction costs were not approved at Town Meeting.

The proposed project at Broadacres Farm and Featherland Park meets the following specific criteria for Recreation proposals:

- **Support multiple recreation uses:** The plan includes converting the Featherland Park softball field to a synthetic turf multi-use field for both softball and little league baseball, maximizing its utility. The new fields at Broadacres Farm will also be able to host a variety of baseball programs.
- **Serve a significant number of residents:** The project aims to serve a large population of youth athletes in the LSYB and Sudbury Youth Softball programs, which have over 1,160 and 328 participants, respectively.
- **Expand recreational opportunities:** The addition of new, game-ready fields will provide more practice and game time slots, expanding the range of opportunities for youth baseball programs that are currently constrained by limited space.
- **Jointly benefit other initiatives:** The inclusion of a new walking trail connecting Broadacres Farm to Featherland Park and the Bruce Freeman Rail Trail supports initiatives by both the Parks and Recreation Commission and Conservation Commission by promoting passive recreation such as walking and biking.



Motion to approve Article #27.8 Broadacres/Featherland Design by SAC, seconded by PI.

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

27.9: Davis Field Design Cost \$122,000

This application seeks funding from the Community Preservation Committee (CPC) to support the design and permitting of athletic field improvements at Broadacres Farm and Featherland Park. While the project is currently in the conceptual phase, this application is based on a comprehensive needs assessment that identifies a critical deficit in the town's athletic facilities and outlines a phased approach to address these needs. The proposed work includes developing design plans, obtaining the necessary permits, and preparing bid documents to bring the project to a shovel-ready state. This effort is vital for meeting the documented recreation needs of the community, especially for youth sports.

**ESTIMATED COMPENSATION**

- Gale’s estimated compensation to provide the above Scope of Services is detailed as follows:

|  | <u>Gale Fee</u>      | <u>Reimbursable<br/>Subconsultants</u> |
|--|----------------------|--|
| Phase 1 – Background Evaluation/Assessment, SD | \$ 15,000.00         |  |
| Doucet (Survey)                                |                      | \$ 9,000.00                            |
| LEC (Wetlands)                                 |                      | \$ 6,000.00                            |
| Phase 2 – Design Development                   | \$ 25,000.00         |  |
| ICI (Irrigation)                               | ✎                    | \$ 10,000.00                           |
| VAD (Electrical)                               |                      | \$ 10,000.00                           |
| Phase 3 – Permitting                           | \$ 24,000.00         |  |
| Phase 4 – Final Design/Construction Documents  | \$ 15,000.00         |  |
| Phase 5 – Bid/Award Services                   | \$ 8,000.00          |  |
| <b>Subtotals</b>                               | <b>\$ 87,000.00</b>  | <b>\$ 35,000.00</b>                    |
| <b>TOTAL</b>                                   | <b>\$ 122,000.00</b> |  |

The hope is to fast track this project. This article includes a schematic design for:

- the additional of 2 soccer fields for a total of 3
- addressing the known drainage issues
- providing irrigation to maintain the grass fields
- paving the parking lots
- adding accessible walkways

Motion to approve 27.9: Davis Field Design Cost by TT, seconded by PI  
 AP-Yes, TT - Yes, PI-Yes, LS-Yes, SAC-Yes, MD – Yes, DC - Yes

VG then provided a quick update of a few ongoing projects including:

- Hosmer House – suggested it was best to address questions to SD
- Haskell Field – mater plan status. Starting to work through the plan including the pavilion, court, and accessible walkways. Capacity to handle projects will need to accessed.
- Atkinson pool: Phase 1 is complete
  - Leaks are resolved in both dive pool and lap pool
  - Phase 1 thermo pack was not needed. There were no air quality issues
  - Pool pack is currently being put in
  - Of the \$900,000 contingency all was not used. Remainder will be returned.
    - Tile work was less than expected.
    - Draining of the pool will not be needed

MD offered to draft the CIAC report. During the next CIAC meeting, the committee will review the draft of the report. This will also include wording used in the PY report to address proposed article to increase the thresholds of article for CIAC to review.

Other business discussed:

- May 16<sup>th</sup> 250<sup>th</sup> celebration
- June 14<sup>th</sup> Pride Night 2-5

The committee agreed to have CIAC tables at both events. TT and AP volunteered to man the tables, Other committee members will review schedules and determine if available to also volunteer.

The next CAIC meeting will be held 4/1/26 at 6:00 via zoom. The committee will review the last CPC article 27.1 and the draft of the CIAC's recommendation report.

Motion to adjourn made by Tom Travers and seconded by Ark Pang.

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

Meeting adjourned at 7:46pm

Respectfully submitted,  
Lisa Saklad  
CIAC, Clerk