

Sudbury Finance Committee
Joint Meeting with the Select Board and Capital Improvement Advisory Committee
Virtual Meeting Minutes
February 13, 2023
7:00PM

PURPOSE

Joint Meeting with Select Board, Finance Committee and Capital Improvement Advisory Committee and others to discuss FY24 capital budget requests.

ATTENDANCE

Members of the Finance Committee present were: Co-Chair Michael Joachim, Co-Chair Eric Poch, Susan Berry, Andrew Betinelli, Henry Sorett, and Colin Wang.

Members of the Select Board present were: Chair Charles Russo, Vice Chair Janie Dretler, Lisa Kouchakdjian, Daniel Carty and Jennifer Roberts.

Members of the Capital Improvement Advisory Committee present were: Chair Susan Asbedian-Ciaffi, Susan Abrams, Matthew Dallas, Peter Iovanella (arrived late,) Lisa Saklad and Thomas Travers.

ALSO ATTENDING THE MEETING

Town Manager Andrew Sheehan, Assistant Town Manager Maryanne Bilodeau, Superintendent Brad Crozier, Kirsten Patterson and Bella Wong of Lincoln-Sudbury Regional School, Adam Duchesneau, Director of Community Development, Susan Duran, Combined Facilities Director, Dennis Mannone, Park and Recreation Director and Dan Nason, Director of Public Works.

Open the Meeting

● **Welcome and Member Roll Call**

Select Board Chair Russo called the meeting to order at approximately 7:00PM, declared a quorum present and roll-called members present. He stated that the meeting is being broadcast live and recorded for viewing by the public. He read the Municipal Remote Meeting Disclaimer.

● **Opening Remarks**

Chair Russo welcomed the new Town Manager, Andy Sheehan, and thanked Assistant Town Manager Maryanne Bilodeau for her assistance during the interim time and her involvement in the capital budget. He advised of the ground rules for the presentation of departmental capital requests and the time limitations thereof.

Town Manager Sheehan expressed his appreciation for the efforts of Assistant Town Manager Bilodeau in putting the capital budget together with Finance Director Dennis Keohane and asked her to lead the discussion. Select Board members and other committee members present joined in the welcome and thanks to Mr. Sheehan and Ms. Bilodeau.

● **Reports from Select Board**

In consideration of a full agenda meeting, Board Members did not offer individual comments but expressed their appreciation to Town Manager Sheehan and Assistant Town Manager Bilodeau.

● **Public Comment**

There was none.

Vote to open a joint meeting with the Finance Committee and Capital Improvement Advisory Committee to discuss 2023 Annual Town Meeting Capital Articles and Town Capital Budget with Interim Town Manager Maryanne Bilodeau and Town Manager Andy Sheehan and with Town Staff to present

Upon motion duly made by Ms. Dretler and seconded by Ms. Roberts, it was unanimously voted to open a joint meeting with the Finance Committee and Capital Improvement Advisory Committee as presented. Roll call vote: Chair Charles Russo-Y, Vice Chair Janie Dretler-Y, Lisa Kouchakdjian-Y, Daniel Carty-Y and Jennifer Roberts-Y. Motion carries 5-0, unanimous.

Co-Chair Poch opened the FinCom meeting and requested roll call: Susan Berry-Y, Andrew Betinelli-Y, Colin Wang-Y, Henry Sorett-Y, Co-Chair Michael Joachim-Y and Co-Chair Eric Poch-Y.

Chair Asbedian-Ciaffi opened the CIAC meeting and requested roll call: Matthew Dallas-Y, Michael Cooper-Y, Sue Abrams-Y, Tom Travers-Y, Lisa Saklad-Y and Susan Asbedian-Ciaffi-Y.

FY24 Town Manager's Capital Operating Budget

Assistant Town Manager Bilodeau reviewed the attached PowerPoint presentation of the Town Manager's Capital Operating Budget and Capital Bylaw and Funding Sources including the following highlights:

- Town Manager Operating Capital Budget by department
- DPW \$50K – town wide walkways
 - \$100K - DPW pickup truck with plow
 - \$50K - for snow management building renovation design
 - \$35K – rough terrain vehicle replacement
 - \$90K – VoiP phone system – voice gateway router
 - \$25,500 – replacement of two copiers
 - \$50K – scanning documents
 - \$54,853 - Chevrolet 14 passenger express van
 - \$23,172 – exterior stairwell phase 1 architectural design/engineering services
 - \$50K – schools carpet replacement
 - \$75K – schools VCT flooring replacement
 - \$25K – bathroom partitions repair/replacement
 - \$50K – gymnasium padding replacement
 - \$50K – schools interior painting

Discussion ensued. Mr. Joachim noted that the capital improvement budget is \$300K less than in previous years and less than projected this year. Ms. Bilodeau stated that due to inflation, items less than \$100K are harder to find. She also stated that in order to maintain the \$1.1M in recommendations from the levy, monies would be transferred from the levy for the stabilization fund rather than free cash in order to retain funding in free cash for other projects not listed under capital.

In response to Mr. Sorett's question on why copiers to be replaced were color printers instead of the more economical black and white printers, Ms. Bilodeau stated the present copiers were shared and some departments needed color printers. When not needed, the more economical option of black and white could be chosen.

Peter Iovanella, member of the CIAC, joined the meeting.

Mr. Joachim noted that the items slated to be funded with free cash exceeded the \$4.3M available. Ms. Bilodeau noted that there were more requests than in previous years, and that decisions will need to be made over the next several weeks on how free cash funds will be disbursed.

Warrant Article 15 – Audio-Visual Package Fairbank Community Center

Ms. Kouchakdjian reviewed the PowerPoint presentation on Article 15 including the following highlights:

- Last year's town meeting warrant article 22 appropriated \$300K.
 - Met minimum requirements of Americans with Disabilities Act and MAAB of three spaces.
- Article 15 provides an additional \$200K to enable more participation for full inclusion in program space now and into the future.
- Recent developments.
- Critical reasons to support article 15.

Discussion ensued. Mr. Poch questioned why a Select Board article for the Fairbank Community Center would include the SPS conference room. Also, insofar as the Fairbank meets ADA/MAAB compliance, and given the scarcity of funding, he questioned why a provision for all technology is being considered now in the current infrastructure. Insofar as the original article was approved at town meeting for \$28.8M, ARPA monies have since been allocated and private funds have been raised, he questioned how value engineering fit into the full financial picture. And finally, he asked how the Select Board's policy for prioritization applied to this project.

Ms. Kouchakdjian responded that the intention is to build a facility for the community that will meet the technological needs of that community for years to come. Insofar as the Town has a history of delaying needed projects and spending more later, it is cost effective to invest in the project now.

Mr. Betinelli asked for clarification on the ADA/MAAB requirements for compliance, which have already been met. Ms. Roberts responded that the regulations have to do with access to the facility. A gap was identified by a member of the Disability Commission that assistive listening capacity should be for all program rooms and not just a few rooms. Ms. Kouchakdjian will provide a copy of the ADA/MAAB regulations to Mr. Betinelli.

Mr. Joachim questioned why the project was not listed on the prioritization list. From a financial perspective, and insofar as an additional \$200K is being requested this year, it was important to ensure that more money will not be asked for in the future. In response to his question on the status of private funding, Ms. Kouchakdjian stated that the Council on Aging had originally offered to seek private monies to subsidize the project, but was not able to acquire the full information from the Town to address the donor's question on the scope of the project. When the AV issue arose in December, the COA's offer to assist resurfaced and efforts were made to raise funds from the Sudbury Foundation. Since the building construction is advancing, having enough time to raise funds was the issue.

Mr. Joachim noted the importance to comply with the financial policy to include this project on the prioritization list. Discussion ensued on the policy that prioritizes capital items in order of characteristics set forth and ranking them compared with other requests. Ms. Dretler stated that given

ongoing construction and the time schedule for an October completion, it was not realistic to delay further funding.

Article 18 - Sudbury Public Schools

Sandra Duran, Combined Facilities Director, reviewed the PowerPoint presentation on Article 18 including the following highlights:

- \$450K - Schools HVAC/Heating repairs and replacement

Discussion ensued. In response to Ms. Dretler's question on whether any of the money allocated at last year's town meeting in the amount of \$455K had been spent and if there was any duplication in the present article, Ms. Duran stated that some of the money had been spent on small repairs, but it was decided that replacing all the units at the same time and issuing one RFP resulted in better value.

Article 19 – Curtis Middle School Audit Visual System Replacement

Ms. Duran continued with her presentation on the Article 19 including the following highlights:

- \$160K - Replacement of equipment along with stage sound and lighting.
- Includes assistive listening system.

Discussion ensued. In response to Ms. Roberts' question on whether the assistive listening component was part of the ADA transition plan, Ms. Duran stated that it is a \$5,500 component to the entire \$160K project. In response to Mr. Travers question on whether this project is considered high priority, Superintendent Crozier stated that it is indeed a high priority since there have been costly repairs to the old system and the unavailability of parts makes it obsolete. This system is used for school assemblies as well as theater groups and community foundations.

Article 20 – SPS Surveillance Cameras

Ms. Duran continued with her presentation on Article 20 including the following highlights:

- Views of all common interior corridors and stairways in real time for all schools
- Police monitoring in event of emergency.
- Views recorded and held for period of time.

Discussion ensued. Superintendent Crozier addressed questions as follows:

- The School Committee's existing policy on existing exterior cameras will be the same for interior cameras. In the event of a change in policy on recordings, the public will be informed.
- Access is given to school administrators and during live situation the police would have access to the system.
- Staff will not monitor the live situation on a minute-by-minute basis, but recordings will be available for post-event police investigations.
- Recordings will be kept for specified period of time, usually thirty days, and this is determined by number of cameras and the memory capacity of the system. Tapes are overwritten. Superintendent will check with vendor on specific time allocation.
- Recordings of events that create a legal situation will be kept and become part of a student record; privacies will be maintained as student records are not available to the public.
- Cameras will not be placed in classrooms. Academic freedom and privacy of faculty, staff and students will be maintained. The new system is different but has a similar concept to the system defeated three years ago because of civil rights concerns.
- Cameras however will be placed in the gymnasium pointed to exterior doors for coverage during rental of spaces. Although typically considered as a classroom for health and wellness classes, those teachers and the union have been supportive of the safety plan. There will be no cameras in the library.
- Quotes were obtained from vendors on the state bid list. Floor plans were provided to provide coverage of common areas and hallways so that in the event of an event, emergency personnel would have access to live situation.
- Construction of new schools in Massachusetts have built-in systems for standard level of security, and ongoing safety concerns necessitate equipping schools with security to provide a level of safety and support in each school. While being used also for smaller investigations involving discipline, the tapes have been used for larger investigations to solve horrific cases.
- Coordination with the Chief of the police department to ensure compatibility with public safety system.
- Insofar as there is now signage indicating exterior cameras, similar interior signs will be posted. Ongoing conversations with teachers union and age-appropriate students advise of upcoming plans for installation. Town meeting will be advised of the importance of the district-wide initiative.
- System will be password protected and interfaced with police department so that in emergency real time access is provided. Time-stamped audit log will be kept for recordings shared with the police department. Standard practice for schools with cameras dictates that no search warrant is required for police access.

Article 21 – Replacement of Surveillance Cameras

Bella Wong, Superintendent/Principal of Lincoln Sudbury Regional School, and Kirsten Patterson, Director of Finance and Operations reviewed Article 21 including the following highlights:

- Replacement of ten-year old current security cameras focused on all entry points to school building to current technology.
- Expand coverage to cover common areas to all four levels of the building.
- Primarily used for areas of vulnerability of theft, i.e. musical instruments, fitness equipment, art jewelry storage.
- Old cycle turnover of recording of seven days increased to thirty days.
- Certain areas of tape to capture evidence are archived, but otherwise tapes are recorded over at the end of thirty days.
- Researched by IT staff, these are same cameras used in Newtown and Hanscom air base school.

Discussion ensued, including the following highlights:

- The police department does not have unrestricted access to the system, but in the event of an emergency “a switch is flipped” to allow the department live monitoring of the situation. Otherwise the department does not have unfettered access to the system.
- Insofar as there is no search warrant protection, the protocol is that signage is put throughout the building that cameras are being used, and they are not placed in areas like bathrooms and locker rooms protected by privacy.
- State bid list was used to reach out to vendors school worked with in the past with experience in this sector, and quotes will be obtained closer to town meeting.

Ms. Wong stressed the fact that cameras are placed in the building so as not to create an environment of surveillance but to ensure confidence of protection in promoting safety and security. Ms. Wong stated that notwithstanding the fact that the new equipment has to be compatible with the support system in place, she will nevertheless explore avenues of collaboration with SPS in purchasing surveillance equipment in bulk at a cost savings.

Article 22 – Purchase and Construction of Storage Building at Station One

Fire Chief Whalen reviewed Article 22. Since the original plan to utilize a bay at the rear of the new police department did not materialize, this item has been on the capital plan for five years. This facility will store specialized equipment and be easily accessible.

Discussion ensued including the following highlights:

- The suggestion of constructing a metal building for \$50-60K rather than this storage facility would not be possible as the building is within the historic district and subject to its review.
- Construction of the facility would be to the right rear of the station on existing pavement.
- Heating system would be required for proper storage of inflatable boat equipment.
- Due to the time that has elapsed since the original estimate of \$150K and upgraded due to inflation, Chief Whalen will bid the project out and have an accurate estimate in time for Town Meeting.

Article 23 – Engine 1 Replacement

Fire Chief Whalen continued with his review of Article 23 for the replacement of engine 1, a 2005 model, with 126K miles and in front line service for ten years and secondary for an additional ten years. Significant costs in maintenance have been incurred. Expected construction design time is between 24 and 36 months.

Discussion ensued including the following highlights:

- The replacement pumper truck would be housed in South Sudbury and would fit in the old bay. The compact size truck has worked well and would become the standard.
- While the purchase does qualify for borrowing under the financial policy, with all other requests this year, it was decided the best route would be as a capital exclusion.
- Need to build up stabilization fund for these type of purchases in the future.
- Select Board to discuss at future meeting sources of other funds for larger items.

Chief Whalen reported that the fire department had received an AFG grant from FEMA in the amount of \$400K to fund the replacement of portable and mobile radios.

Article 43: Community Preservation Act funding of Bruce Freeman Rail Trail Extension

Adam Duchesneau, Director of Community Development, reviewed Article 43 including the following highlights:

- \$300K – Bruce Freeman Trail extension completion as Phase III.
- Project details and locus/aerial map and regional connectivity.

More information will be available at the conclusion of the next Bruce Freeman Rail Trail Extension Advisory Task Force.

Discussion ensued including the following highlights:

- Town Meeting allocated funds to this project along with Mass Rail Trails grant; however additional funding of \$300K is sought in order to provide flexibility of extension of the rail trail beyond Route 20 to Framingham.
- Framingham had engaged in a purchase and sales agreement to enable connectivity to the CSX corridor.
- Continuation to Framingham ensures more accessibility of a group of residences to the rail trail.
- While \$2M/mile is a ballpark number, variations to the cost would include wetlands, historic considerations, road crossings, etc.

Article 45: Phase 2 of Feely Field project

Dennis Mannone, Park and Recreation Director, reviewed Article 45 including the following highlights:

- \$899,668 – Phase 2 of lower portion of Feely field.
- Consideration of drainage issues and slit process.
- Consideration of ADA compliance and addition of bleachers and dug out areas for safety of players.
- Bring up to standards of other fields in Town; used for softball teams.
- Will meet all permitting requirements before going out to bid.

Discussion ensued including the following highlights:

- Insofar as Feely field is in close proximity to two wells, coordination with water district will take place as part of permitting process.
- Coordination with Ms. Duran's office on ADA compliance with regard to paved pathways from parking lot to player benches and fields.
- Delay in going out to bid for Phase I due to Covid-related issues, working with third parties, etc. Delays not expected with Phase II with approval at spring town meeting followed by commencement of work to continue into the fall.
- Consultants have done similar projects with similar issues; soil testing and calculations completed and project ready for design level and permitting.
- Budget in enterprise fund for ongoing maintenance.
- In consideration of matching capital policies and projects with useful life expectancies of up to 20-30 years, funding could be bonded against rather than depleting CPC reserves.
- Issue to be discussed with entire CPC.
- Transitioning from grass field to turf field – extends playing time; lifespan to be assessed before replacement is needed.

Recess from Meeting

Upon motion duly made by Ms. Kouchakdjian and seconded by Ms. Roberts, it was unanimously voted to take a five-minute recess and readjourn the meeting at 9:44PM. Roll call vote: Mr. Carty-Y, Ms. Dretler-Y, Ms. Kouchakdjian-Y, Ms. Roberts-Y and Chair Russo-Y. Motion passes 5-0, unanimous.

The meeting was readjourned at 9:45PM.

Article 24 – ADA Transition Plan Recommendation

Ms. Duran continued her presentation and review of Articles 24-29 and Articles 42 and 46.

- \$200K - Targeted projects on continued work on priority 1 items.

Discussion ensued including the following highlights:

- Priority 1 items were identified by stakeholders in the assessment plan and are programmatically urgent or safety related.
- Spending of last year's appropriation of \$200 subject to MOD and CPC feedback and coordination of projects, accessible pathways, etc.; \$105K spent thus far and \$100K earmarked for projects.
- Ms. Duran will provide detailed accounting in time for Town Meeting.
- Appropriation of \$200K this year will be used for accessible pathways project and the remaining for town/school projects and maintenance.

Article 25 – DPW Roofing Project Funding

- \$400K – Existing roof general description.
- Solar array summary.

Discussion ensued including the following highlights:

- \$400K amount was based on estimate of \$350K at a time when strict energy code was not in place; with that and inflation added \$50K; \$400K in ballpark for solar ready roof.
- Energy Committee has approved hiring of a solar roof designer and will have concrete numbers in time for Town Meeting.
- Developer will own the panel, the Town owns the warranty and leases “air rights” from third party.
- Due to limited number of providers, did not go out to bid and one provider was selected from state bid list.
- Signed interconnectivity agreement with Eversource and provider, and if not going forward would be reimbursed \$30K on the first portion which would provide transformer but not solar on roof.
- Energy aggregation program contract ends in December and rate of \$.10pkh may increase depending on market, as could rate for solar panels.
- Roof insulation issues resulting in frequent ice dams will be addressed.

Article 26 – DPW Building Office Renovation

- \$125K – Existing floor plan of layout of DPW building.
- Proposed conceptual expansion plan.

Discussion ensued including the following highlights:

- Due to level of urgency of dire need for space, this article is being requested before Article 27 to address “hoteling” of staff, social workers for Board of Health need for confidential space and addition of Sustainability Director staff.

- Not a project to be pushed off to the following year.
- Need for concrete numbers, and not estimates, for presentation at Town Meeting.
- Town-wide digitization of records ongoing but DPW not in the plan for this year; temporary relocation to basement storage to increase office space.

Article 27 – Space Use and Facility Condition Study

- \$300K – Space use project objectives
- Facility conditions project objectives.
- Town and school buildings.

Discussion ensued including the following highlights:

- Smaller properties owned by the Town not included in the study as ongoing assessment of repairs is being handled by the DPW.
- Review of present conditions of Hosmer House, Broadacres property, Carding Mill, and Sewatoro.
- \$300K estimate based on experience of going out to bid on similar projects, but hard numbers will be available in time for Town Meeting; confidence to complete all town/school projected at budget.
- This project has been designated as priority for the administration and the Select Board and part of the Master Plan to assess condition of buildings to meet modern municipal needs to provide services.

Article 28 Atkinson Pool Dehumidification System

- \$600K – Review of dehumidification equipment.

Discussion ensued including the following highlights:

- This project should have been part of the Fairbank Community Center construction article.
- A full wholistic review of the Fairbank program including projects upcoming within the next twenty-four months is need in order to adequately assess functional reliability and interdependencies to present a full financial picture for funding.
- Estimate is firm and derived from recent mechanical engineering review and quote.

Article 29 – Atkinson Pool Maintenance and Repair Fund

- \$480K – Extensive testing of lap/diving pools with leakage taking place.

Discussion ensued including the following highlights:

- A more comprehensive review of all pool improvements may be needed.
- Although pipes and valves are more urgent and result in loss of water resources, regrouting of tile will prevent further deterioration of concrete and dehumidification will prevent further damage to walls and ceiling.

Article 42 – Community Preservation Act Fund – Accessible Pathways on Town Properties to Athletic Fields and Accessible Picnic and Bench Seating Areas project

- \$187,744 – Review of priority 1 spaces.

Discussion ensued including the following highlights:

- Grinnell Park and Heritage Park are in the historic district and will require HDC review.
- All inclusive design ensures generational accessibility for seniors with mobility devices as well as young parents with baby carriages and handicapped youth.

Article 46 – Community Preservation Act Fund – Fence and Lights for Fairbank Multisport Court

- \$100K – Review of provision of light and fencing to specific areas.
- Cost of lighting/fencing.
- Award of \$100K state grant; Ms. Bilodeau to follow up with state on date of award.

Article 44 Community Preservation Act Fund – Curtis Outdoor Health and Wellness Space

Superintendent Crozier reviewed the PowerPoint presentation on Article 44 including the following highlights:

- \$480K – Review of area/equipment to enhance connectiveness of students with ADA compliance.
- CPC voted unanimously to support project.

Discussion ensued including the following highlights:

- Working with landscape architect to determine best surfacing for paths and pouring requirements.
- Source of damage at Loring Playground still under investigation in order not to duplicate problem at other playgrounds.
- Ongoing built into capital expense.

Article 33 – Swap Body Truck

Dan Nason, Public Works Director, reviewed the PowerPoint presentation of Article 33 through Article 37 including the following highlights:

- \$185K– Replacement of pickup truck.
- Public Works department overview of responsibilities across multiple divisions.
- Capital equipment replacement concepts and thresholds.
- Status of prior capital articles of vehicles/equipment.

Article 34 – Swap Body Truck

- \$210K – Replacement of spreader truck with wings.

Article 35 – Sports Field Mower

- \$160K – Replacement of single field mower in fleet.

Article 36 – Multi-Purpose Tractor

- \$215K – Replacement of multi-purpose tractors/sidewalk machines.

Article 37 – Front End Loader

- \$345K – Replacement of front end loader.

Discussion ensued on the above articles including the following highlights:

- Article 32 was removed because it is now in the Town Manager’s budget.
- Continue to see supply chain issues and dramatic cost increases.
- Seeking more deliverable alternatives to Ford and Chevrolet.
- A budget of \$1.2M per year for replacements is anticipated.
- Hybrid/electric vehicles not available in 2500 models at this time.
- Seeking greener alternatives in collaboration with other municipalities.
- Solution to small pool of CDL licensed individuals has resulted in hiring of non-licensed individuals and assisting them in gaining licensure.

Vote to Adjourn Joint Meeting with Select Board, Finance Committee and Capital Improvement Advisory Committee (CIAC)

Finance Committee

Upon motion duly made by Co-Chair Poch and seconded by Ms. Berry, it was unanimously voted close the joint meeting with the Select Board and CIAC. Roll call vote: Co-Chair Poch-Y, Ms. Berry-Y, Mr. Bettinelli-Y, Co-Chair Joachim-Y, and Mr. Sorett-Y. Motion carried 5-0, unanimous.

Respectfully submitted,

Christine Martin Barraford
Recording Secretary