

CIAC - Capital Improvement Advisory Committee
Meeting Minutes DRAFT
April 5, 2017
7:00 PM – 8:20 PM
DPW Building Meeting Room

Present: Susan Asbedian-Ciaffi, Mark Howrey, Jim Kelly, Susan Abrams, Jamie Gossels
Absent: Michael Lane, Eric Greece, Tom Travers

Also Present: Susan Berry (Finance Committee)

Chairman Mark Howrey, following acknowledgement of a quorum, called the meeting to order at 7:02PM.

Item 1. Update on Pour in Place Surfacing for playground at Haskell Field

Presenter: Jim Kelly

Jim reported that Park and Recreation does not have all the information on costs, due to some unexpected issues that have come up. Because of this they anticipate Indefinitely Postponing the article seeking funding.

Item 2. School Parking Lots and Sidewalks

Presenter: Jim Kelly

Estimated Cost: \$250,000 (requested from free cash)

This is a revised Form A, which includes the Fire Station and design fees for the work that needs to be done at Loring School. The Loring parking lot is more complex than most because issues including of the amount of curbing, the structure in the parking lot, and the amount of sidewalks. DPW Director Dan Nason prefers to have a design plan before going out to bid as he believes this will allow him to bid it out separately from the road work (as has been the practice in the past) and, hopefully, to save money on the project.

Discussion:

- It is anticipated that this work will be quite expensive so would it be better to do it in pieces? Jim did not think this would be the best way to handle this particular project. He noted that there are smaller projects at Haynes and Noyes that will be done from the operating budget.
- Jim will share the concerns of the committee with Dan so he can be prepared for anticipated questions at Town Meeting. Jim will also add more details about the design plan to the Form A.

Voted to Recommend approval of this project: Aye 4

Item 3. School Playgrounds

Presenter: Jim Kelly

Estimated Cost: \$150,000 (requested from free cash)

Jim has met with a design consultant who examined all 4 elementary school playgrounds and made recommendations for maintenance needs and accessibility upgrades. This current funding request is less than previously anticipated. The \$150,000 is not the complete cost of the project, which is estimated at approximately \$320,000. The remaining funds are not being requested at this time. The anticipated costs for accessibility upgrades will get the playgrounds up to code, which is a minimal standard.

Discussion:

- Committee members suggested pursuing other funding sources including CPC money and PTO contributions. Although grants have been mentioned, the project may not be eligible.
- CPC funding could be requested in the fall so that committee could plan for it.
- Questions that were asked include:

Does school committee support this project? They have not taken a position at this time.

Is the design complete enough/specific enough to know the actual cost?

The CIAC generally supports this project but can not recommend approval because the committee believes alternative funding should be pursued before asking for the money at Town Meeting. The Committee also would like to see additional planning and development of the details of the project .

Item 4. Looking ahead

Budget Planning

There was a brief discussion about making adjustments to the budget planning process for the fall Town Meeting and for next year. Mark is working with a representative of the BoS on this. It is too difficult to do during the regular budget planning process. It is likely that the CIAC will arrange to talk to all boards and committees about their capital budget requests in the next cycle. Susan Berry suggested that requests be evaluated in the context of the general budget.

Meeting Schedule

It appears that we may need a June meeting to begin planning for the fall Town Meeting. June 13 was set for that meeting.

Other Business:

- As of the end of this meeting Mark has completed the CIAC Report and will submit it.
- There will be 2 openings for positions on CIAC. There has been interest in serving expressed by several people.
- BFRT funding has been moved to free cash. Mark noted that the report he will submit reflects this funding change.

Meeting adjourned at 8:20pm.

Respectfully submitted,

Sue Abrams

Clerk