

**Bedford Community Preservation Committee
Minutes of Tuesday, December 10, 2013 - Regular Session
Town Hall – Multi-Purpose Room**

Members Present: Eugene Clerkin, Chair (Housing Authority), Vito LaMura (at-large member), Margot Fleischman (Selectmen Park Commissioner), Robin Steele (Recreation Commission), Shawn Hanegan (Planning Board), and Catherine Cordes (at-large member)

Members Absent: Don Corey (Historic Preservation Commission); Christina Wilgren (Bedford Housing Partnership); and Andreas Uthoff (Conservation Commission)

Also Present: Selectmen William S. Moonan; Town Manager Richard T. Reed; Assistant Town Manager Jessica Porter; Finance Director Victor Garofalo, Facilities Director Richard Jones, Public Works Director Roy Sorenson; Town Engineer Adrienne St. John; Capital Expenditure Committee members Jean-Marc Slak and Mary Ellen Carter, Finance Committee member Barbara Perry; and Administrative Assistant Patricia Hurd

Chair Clerkin opened the meeting at 7:35 p.m. with a quorum present.

Discussion

Capital Expenditure Committee Presentation (MEP Project and other CPA Eligible items)

Facilities Director Richard Jones presented a highlighted list of 11 capital items he believed were CPA eligible. Mr. Slak explained that each department head was given an opportunity to appear before the Capital Expenditure Committee (CapEx) with their detailed information. These items were previously ranked by CapEx and are attached and incorporated herein. It was requested that Public Works Director Roy Sorenson be given priority for his presentation due to a previous engagement.

#30 DPW-Irrigation Refurbishment FY2015 - \$130,000 - Mr. Sorenson reported that the Town would like to update their irrigation system at its 17 park locations and Town-owned properties. The Town would save money by installing new clocks, plumbing and wiring thereby bringing the irrigation system up to code. The old Backflow Preventers (BP) are located underground and need to be excavated and moved above-ground. The new BP's will allow the DPW to determine how much water is being used. The clocks will be remotely programmed from one station. Ms. Cordes commented that while the fields meet the definition for CPA funding, she felt that Town-owned buildings do not; therefore those buildings would have to be funded from another source.

#37 Town/School Grounds Capital Maintenance FY2015 - \$16,441 – Mr. Sorenson noted that last year the Town completed the tennis courts at the middle and high schools. They would like

to maintain some features at the D field, including the fencing around it. Ms. St. John noted that last year the Town was able to paint and repair the cracks at the tennis courts and at the high school. Ms. St. John explained that the Town saved money by not having to do ledge work at Springs Brook Park and those funds could help with this project. Mr. Sorenson noted that they would like to do work in the outfield and dugouts. Pulte field's irrigation system would be done first. Ms. Cordes noted that funding from an old article balance would first need Town Meeting approval. She also suggested that he change the word "Maintenance" to "Preservation or Rehab" in the title.

#42 Hardscape Improvements FY2015 - \$72,224 – Mr. Sorensen stated that the Town will look at the road entering Springs Brook Park (SBP) to see if it is feasible for a bike lane along the edge. The Town wants to make 2 lanes on the same road; however, it will be difficult because the base underneath the road is in substandard condition, as well as the removal of trees and shoulder work is also required.

#44 – School Fence and Lighting Replacement FY2015 - \$217,340 – Mr. Jones reported that the light poles are now 30 years old and showing signs of rot. He felt it made sense to replace the poles and add new lighting which will shine on every section of the field. He also described the location of the proposed fencing. Mr. Jones is also trying to keep track of who is using the lights and how long the lights are on.

#46 – Springs Road Sidewalk Replacement FY2015 - \$174,900 – Mr. Sorenson reported that a portion of the 4-foot wide sidewalk from the VA Hospital to Middlesex Community College has deteriorated to the point where it needs to be replaced. The entry way of the sidewalk into the road does not meet current handicap accessible code. A five-year plan has not been developed for this project; and a few trees may have to be removed.

Mr. Sorenson reported that the sidewalk from Harvard Drive to Pine Hill Road is complete. They need to continue from Hemlock Lane and Concord Road ending at Warren Street to Harwell Road. The Selectmen will determine which side of the road the sidewalks will be placed. Mr. Sorenson said it would cost roughly \$10,000 to do only the most dangerous crossing areas. Due to the numerous amounts of inquiries from the public on the maintenance plans for sidewalks, he felt a plan should be adopted by the Town.

Ms. Cordes also stated that the CPA requires Towns to have a 5- or 6-year plan to keep track of funding its projects. The two new fields at Liljegren Way are estimated at \$750,000. This project is at a standstill until the lawsuit is settled.

Ms. Cordes asked if the bike path refurbishment was for the narrow gage railroad which goes toward the Lane School to the rear of the VA Hospital. Mr. Sorenson did not have the paperwork with him and was unsure at this time.

At this time Facilities Director Richard Jones presented the remaining Facilities Department requests.

#16 UPS for Dispatch New – PS FY2015-09 - \$26,665 – Mr. Jones explained the project at the Police Department as an uninterruptible power supply which includes all communications i.e. telephone, radio and other communications during a power transfer from the generator; without that everything shuts down. 12 individual UPS pieces of equipment would have to be rebooted. The intent is to put them all into one piece of equipment.

#17 Cooling Tower and Pump Renewal – PS FY2015-02 \$69,261 – Mr. Jones indicated if these items fail during the summer, there will be no air conditioning at the Police Department. The Police Department was refurbished 5 years ago to extend its life, but it is coming to end of its useful life. The dampers were not working properly last summer and show lots of corrosion; however, his staff took care of the problem. Mr. Jones feels that this is the single most important project over all others. He also noted that this project should qualify for CPA funds because it also serves the Stearns Building.

#23 Aluminum Window Repairs – TH FY2015-13 \$15,275 – The Town Hall offices had enormous windows installed in 1987 with sashes that don't work because they were never balanced.

#27 EOC/Alternate Dispatch TH FY2015-06 \$20,274 – Mr. Jones stated that an alternate site is needed for public safety dispatch if the Police Department needs to be evacuated. They would like to put the equipment in the Town Hall's Lower Level Conference Room, but this request may not be CPA eligible.

#34 Access Control Systems Expansion and Upgrade – Town Hall – Mr. Jones would like to add an access control system in the Town Hall's lower level conference room.

Depot Building Project Update

Mr. Jones noted that he will bid this project with two alternates: (1) the scope of work is within the already budgeted \$220,000 and they will do what they can within that amount, and (2) seek any other available funds to finish the remainder of the building exterior. He estimated that the remainder of the project would cost about \$160,000, plus the \$220,000 already granted. If they like the alternate, he would do it contingent upon funding with Town Meeting's approval. The project would commence in late March and finish in June in order to meet the Massachusetts Historical Commission (MHC) grant requirements. If funding a second alternate, the work would continue on for another 10-12 weeks to finish the entire building.

Ms. Cordes noted that the advantage is two-fold – MHC gave Bedford \$220,000 so the project was designed to fit this amount; however it left half of the building unfinished. There is a potential that we could get another matching grant to finish the work. Only the exterior of the building is to be done. Mr. Jones noted that everything for this project is custom made. He will definitely have a price before Town Meeting, and hoped this project would be something the committee would fund.

#47 MEP Systems Renewal Town Hall FY2015-04 – Mr. Jones gave the background of the MEP project. The Town Hall renovated in 1987 has building systems that are 27 years old;

typically they last 20-30 years. Most everything is in good to fair condition, and is still functioning. The purpose of this project is to extend the life of the building for an additional 20 years as one project. The current cost is \$3,057,000 due to the delay of the project based on current market prices.

Current building and fire codes require a fire protection system. Most of that cost is covered by the 10% design contingency already built into the cost estimate. The carpet in the Multi-Purpose Room and sound/lighting system will be also improved. Mr. Jones would prefer to bid this out before Annual Town Meeting. The architect needs the scope of the project by January 6 in order to do this. This will be a 10-month project once a contract is negotiated.

Town Manager Reed explained the problems with trying to regulate the temperature in the building so that everyone is comfortable. As a 'green community' Bedford officials want to reduce its energy consumption. Mr. Reed wants Town departments to make a five-year plan. A project manager would be required to oversee this project. The Town Manager said he did not mind waiting for one more year but wants the community to move forward. He anticipates that the cost will go up for architect services by waiting an additional year. The project will take 15 years to finance. This project is totally fundable with CPA funds. Ms. Cordes feels if this is bonded, then there would be a \$40,000 cost saving per year which pays for some of the bond.

The committee asked Mr. Jones to only submit Project Submission Sheets for the projects he thinks would be eligible based upon this evening's discussion and feedback.

Ms. Cordes personally thanked and acknowledged Mr. Jones for his expertise in facilities management which has greatly benefitted the Town; she also remarked how much she enjoyed working with him. Mr. Jones thanked her for her comments and said he enjoyed working with this committee and the Town.

Minutes

Ms. Cordes moved to approve the Minutes of September 26, 2013, as written. Ms. Fleischman seconded the motion, and it passed unanimously.

Next Meeting Dates

The committee chose January 22, 2014 for the next regular meeting and February 11, 2014 at 7:30 for the public hearing.

At this point Finance Director Victor Garofalo gave a brief overview of the CPA budget dated 12/5/13, pointing out that there is \$435,595 in FY14 Undesignated Funds and \$81,900 in the General Reserves. There is a balance of \$43,559.50 in the Affordable Housing Appropriations for FY14, leaving an estimated adjusted undesignated fund balance of \$473,935.50. The total income and unrestricted fund balance is \$2,234,545.50. After the other appropriations are deducted, the total remaining unrestricted fund balance is \$1,370,771.50.

Adjourn

Ms. Steele made a motion to adjourn. Mr. LaMura seconded. The motion passed unanimously.

The meeting adjourned at 9:38 p.m.

Respectfully submitted,

Patricia Hurd
Recording Secretary

Minutes approve as amended January 22, 2014

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