

Capital Planning Committee
Meeting Minutes
September 24, 2015

In attendance were:

Steve Andrew
Andrew Flanagan
Charles Foskett
Diane Johnson
Anthony Lionetta*
Mike Morse
Brian Rehrig*
Barbara Thornton
Richard Viscay

Also in attendance: Eve Margolis, David Good (IT), and Adam Kurowski (IT)

*Denotes those not in attendance

- **Meeting Opened:** Charlie Foskett opened the meeting. Meeting minutes from last week's meeting were approved.
- **Discussion of business from last week:** Andrew Flanagan reviewed the 4 requests that were brought in front of the committee last week: the request from the Planning Department to repurpose Master Plan funds, the request from the DPW to repurpose funds from existing appropriations for DPW trailers and other maintenance machines, the request from HHS to allocate funds for a structural assessment of the Whittemore Robbins Cottage and Whittemore Robbins Carriage House and Garage, and the request by PTBC to endorse the scope of the community safety project.

Richard Viscay confirmed the DPW equipment purchases are allowed under M.G.L. to use the unused capital funds from DPW trailers. The comparability of useful life of the assets is also acceptable. The CPC voted to approve this request.

The CPC will not take up the Master Plan request until full review.

Andrew Flanagan explained HHS's request for a structural assessment for the Carriage and Cottage House. There have been many requests for small repairs to the buildings and HHS would like to use those funds to complete a study on the structural stability of the buildings to understand what the uses of the buildings could be. Such a study would help make the case to the Historic District Commission for how to proceed. This would

provide a more directed approach for the use of funds. HHS solicited quotes from different vendors to get an idea of what this study would cost. The average is \$34,000. Some members think that number is too high for such an assessment. The CPC will not take up this request until a discussion with HHS. Also there is a need to take on a more elevated look of the Civic Block and re-use prior to undertaking this effort.

- **Request from Resident:** Resident John Leonard requested to speak to the committee. He raised concerns about the Arlington Heights business district and the need for repairs to roads and sidewalks. The committee explained that their responsibility is to review requests submitted by department heads and not to originate requests. The DPW has already made requests for the repair and roads and sidewalks all over town so the need is understood.
- **IT Department Presents:** David Good, Director of IT, and Adam Kurowski, Director of GIS, discussed the role of ITAC and the IT department in the capital planning process and how the process can be streamlined. They presented a new form to be rolled out during the capital planning process next year in order to get more information about IT related requests from different departments, create accountability, and make sure it is in line with the IT Strategic Plan. This will ensure requests are fully vetted.

Barbara Thornton suggested using this form to replace the old capital planning request form for all departments, not just IT. The committee decided this can be something that is considered after an initial roll out for IT requests. Adam Kurowski said the form can be an online fillable form or be a word document. The committee would like to start with a word document so the process is consistent with the rest of the capital request process. David Good said the form will be used this year during IT meetings with department heads as a talking point. Charlie Foskett discussed the need to create a list of criteria on how each request will be ranked. David Good confirmed there is a criteria list being developed.

- **Long Range Plan discussion:** Andrew Flanagan reviewed the updated Long Range Plan for FY15-FY21 based on the FY16 budget approved by Town Meeting this year. We may see an increase in revenue from local receipts and the property tax. Charlie Foskett suggested trying to earmark growth to finance the school issues coming down the line. Maybe use it as an emergency fund. Andrew Flanagan said this can be discussed with the LRP Committee.

Andrew Flanagan reviewed 2 models based on the CIP being fully funded by the general fund and recreation requests funded fully through the CPA. The plan includes \$500K of annual cash appropriation for sidewalks.

- Charlie Foskett moved to adjourn the meeting following the School Committee Meeting. The next meeting is scheduled for October 1, 2015, and will be held in the first floor conference room.