

# Capital Planning Committee Meeting Minutes October 1, 2015

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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 and Olivia Deacetis

\* Denotes those not in attendance

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- **Meeting Opened:** Charlie Foskett opened the meeting. Diane Johnson introduced Olivia Deacetis, who is Diane's assistant at the School Department. Olivia will be standing in for Diane at some future meetings given conflicts in Diane's schedule. An updated meeting schedule was provided. Charlie Foskett acknowledged the great work of Andrew Flanagan, as he leaves for his new position as Andover Town Manager.
- **Meeting Minutes:** Meeting Minutes of the September 24, 2015 (admirably prepared by Eve Margolis) we reviewed and approved. Tony Lionetta expressed concern over the proposal to expend residual funds (\$34k) on a structural evaluation of the Cottage and the Carriage House. At \$35k, the cost of this study is excessive for two wood frame structures. Barbara Thornton also noted concern over the lack of a specified, well thought out planned use for these buildings and the Civic Center, in general.
- **Future Invited Quests:** Charlie Foskett requested that Andrew Flanagan arrange for Ruth Bennett, Director for the new Facilities Department, to attend a CPC meeting and offer her perspectives on the department. Also requested was attendance by Mike Rademacher, DPW Director, (possibly on 10/22) to discuss the roadway program.
- **On-Going Projects:** Andrew Flanagan reported on on-going projects/initiatives.
  - Phase 3 of the **Community Safety** Project is going well and in full swing. The sequencing of the work has been adjusted to meet found asbestos. There have been two Change Orders so far (totaling about \$100k). The Communication Center is being temporarily moved to an on-site trailer (provided free of charge under a regional agreement) to facilitate the rehab of the center's space.
  - Bids were received on three projects today; **Roof for DPW, Roof for the Chapel and Masonry Repair for the Chapel.**

- **High School Field Replacement** has been completed. (Diane Johnson noted that there are residual funds in the range of \$70k to \$80k subject to contract close out)
  - Consultant has been retained to assist the Town in the evaluation in the **Munis upgrade and related packages**. Consultant services include a Review of work flow documentation, Preparation of a RFP and Recommendation on selection.
  - **DAV Building** has been voted as surplus. There has been some talk about renting the space in the interim, but it is expected that the building will be up for sale in the spring. The Sale of this building is part of the financial plan for funded Stratton School improvements.
  - **Senior Center Project** is advancing. The Town is currently in the process of contracting with the selected consultant (Sterling)
- **High School Project:** Diane Johnson reported on MSBA's recent visit/tour of the High School. She feels that the tour went well and gave the group a good understanding on the need for the project. The MSBA will make its decisions (on the 100 or so school proposals before them) by December. MSBA will be deciding on which proposals warrant participation and advancement to a Feasibility Study. A guess on a possible time line is that Arlington may be three years out, if MSBA agrees that the project is warranted.

The Feasibility Study would take 12 – 18 months to complete. The MSBA would select an OPM and an Architect for these services. There was discussion about funding the Feasibility Study. Charlie Foskett raised the need for a Debt Exclusion vote to fund the High School Project.

- **School Space Needs:** Diane Johnson reported on the School Space Needs Study, the findings which were presented to the public last week. Thompson and Hardy will have space issues in the very near future. Bracket will so follow. While wave may somewhat dip at these three schools about 10 years out, there will be another wave at the other three elementary schools. There will be significant resulting problems at the Ottoson (currently at/over capacity @ 1,150, climbing to 1,500). The report does not offer firm recommendations. The Town Manager and the School Superintendent are in discussion about establishing a committee to focus on the issue and explore options (use of portable classrooms, use of the Gibbs)
- **MinuteMan High School Update:** It is expected that the District will attempt a district wide referendum vote to fund the new school. It is expected that individual boards / groups may publically express opinions, if a referendum is attempted. The Town is exploring its options including legal avenues to exit the agreement.
- **Stratton School Update:** Diane Johnson reported that the design of the project is advancing and the Design Team will be making a presentation to the PTBC next week. They will be proposing going to Fall Town Meeting to secure funds for the construction of the project.

- **Community Preservation Act Committee:** Andrew Flanagan reported that the CPA Committee is almost formed. Committee consist of 9 members. Brian Rehrig suggested that Charlie Foskett serve as the liaison between the CPC and the CPA committees for at least the first year to help the CPA get established. Charlie agreed to accept this role.
- **Sub Committee Meetings:** Charlie Foskett requested that the Subcommittees meet over the next few weeks and be able to report at the next CPC meeting.
- **Next Meeting:** October 22, 2015,

## **Adjournment**