

Capital Planning Committee Meeting Minutes January 5, 2017

In attendance were: Sandy Pooler
 Rich Viscay
 Diane Johnson
 Mike Morse
 Brian Rehrig
 Barbara Thornton
 Tony Lionetta
 Amy Fidalgo

Not in attendance: Charlie Foskett
 Steve Andrew

Also in attendance: Kathy Bodie, Superintendent of Schools
 Jon Marshall, Director of Recreation
 Timur Yontar

- **Meeting Opened:** Brian Rehrig opened the meeting at 5:05pm. The meeting minutes of December 15, 2016 were reviewed and accepted. (7-0)

- **Hardy School Expansion:** Superintendent Bodie summarized the details of the new Hardy Expansion request that has been added to the Capital Plan. The enrollment projections at Hardy are included in the HMFH presentation. The level of enrollment right now and the rooms available for students are barely adequate. The School Enrollment Task Force (SETF) discussed whether an addition (four or six classrooms) or modular classrooms would be the best option. If modulars were added they would eventually be removed when enrollment goes down again. Superintendent Bodie summarized the cost of each option. The final recommendation from SETF was to go forward with the six classroom construction option. Superintendent Bodie added that potential impact from the potential Mugar development is not included in current projections.

Sandy Pooler said that the Town Manager compared the square footage costs of this project to the Thompson School costs. The Capital Plan currently carries \$3.5m for this expansion project. Sandy Pooler added that John Cole of the Permanent Town Building Committee suggested the construction manager of the Gibbs School renovation do a peer review in terms of the cost estimates. Tony Lionetta asked why the estimates are not based on figures from past school construction costs. Sandy Pooler said that the estimates are only for construction costs at this point. The CPC discussed the plans presented by HMFH. The CPC approved the inclusion of the Hardy Expansion in the Capital Plan at \$3.5m in FY18. (7-0)

Tony Lionetta commented that the increase in school population is most likely related to seniors selling their homes and young families buying them. Arlington should consider restricted use zoning (55 or older) in new developments so seniors have the option of staying in Town and do not continue to have adverse impacts to the school system from new developments. Sandy Pooler

said that the Planning Department has been thinking about developments for seniors who want to move out of their houses, but are looking to stay in Arlington.

- **Discussion of Playground Improvements:** Jon Marshall recently met with the Facilities Department, DPW, and Town staff to discuss how best to address Town and School playgrounds moving forward. He proposes to commission an assessment/audit of all the playgrounds. This would be done by a certified playground inspector, and will tell the Town what needs to be addressed, what will come up in future years, and what the lifecycle of each playground is. The process would rank playgrounds with levels ranging from satisfactory to different levels based on need for repairs or maintenance. There are most likely a couple of Level 1 playgrounds that will come up in this audit, and Jon Marshall wants to make sure he has the resources to address this right away. Jon Marshall said that each audit is anywhere from \$450 to \$650 per playground, and there are 30 playgrounds in Arlington. Recreation will need some amount of funds for potentially identified Level 1 or Level 2 issues before regular maintenance can be planned in future years. Jon Marshall mentioned that there are approximately 8-9 different manufacturers within the Arlington playground system.

Sandy Pooler said the Recreation Department, the School Department and the DPW can pay for the \$15k audit in the spring using current funds. The Committee discussed the appropriate amount of funding to put aside for any immediate repairs that may come up following the audit; a \$50k placeholder was proposed. Tony Lionetta suggested the Town Manager's office consult with Town Counsel about the exposure to liability as a result of the audit. Tony Lionetta also asked about the process of standardizing the equipment at the playgrounds since there are so many different manufactures currently. Jon Marshall said he would like to be able to do that but he is not sure how feasible it is at this time. The CPC approved the recommendation for \$50k as presented. (7-0)

- **Review of Unused Capital Accounts:** Sandy Pooler and Rich Viscay have spoken with Department Heads to determine the unspent capital funds they are comfortable with having swept. Brian Rehrig asked what encumbered items could be swept; Rich Viscay will look into what is encumbered and talk to Department Heads further.
- **Review of Updated Existing Debt Schedule:** Brian Rehrig reiterated the discrepancy between the exempt debt figures presented at Town Meeting versus what the Department of Revenue said could be exempted by the Town.

Sandy Pooler provided an update on the D.A.V. building. The bid opening is scheduled for Wednesday, January 11, 2017 at 11:00am. The minimum requirement is \$750k. Brian Rehrig stated that the proceeds are not going to reduce the exempt debt; the proceeds will reduce the nonexempt debt. If the Town gets less than \$1 million for the D.A.V., the difference between what the Town receives and the \$1 million projection needs to be built into the plan.

- **Review of Capital Plan and 5% Limit:** Brian Rehrig reviewed the status of the Capital Plan and provided an overview of the updates that have been made to the plan in recent weeks. The Committee reviewed and approved the changes presented. (7-0) There are some useful life changes that will be made in the plan next week. Sandy Pooler said that once some minor edits are made in the next few days, the Capital Plan will provide a good snapshot for the Town Manager's budget, but it can be tweaked before Town Meeting.

Barbara Thornton asked why so few items were categorized as being funded by CPA. Brian Rehrig said that the deadline to submit funding request for CPA in FY2018 has already passed. In future Sub-Committee meetings with Department Heads there should be discussions about what projects are CPA eligible.

- **Other Business:** Sandy Pooler summarized a report on Town-wide photocopier leases, which included revised totals for the Capital Plan based on departmental needs. There is savings across every year. Sandy Pooler suggested that the Capital Plan include one line in the Purchasing Department and one line in the School Department for photocopiers. In future years, the Committee will review one photocopier request from the Purchasing Department, and one photocopier request from the School Department. The CPC reviewed and approved the Purchasing Department and School Department carrying one line for photocopiers in the Capital Plan. (7-0)

The Committee discussed tentative upcoming meeting dates. It is unlikely that the Committee will need to meet on January 12, 2016. The Committee tentatively scheduled meetings on February 16, 2017 and March 2, 2017 in order to prepare for its presentation to the Finance Committee.

Michael Morse updated the Committee that Stephen Gilligan, Treasurer, will not be running for reelection this year. The CPC thanked Diane Johnson for her service to the Town.

Adjournment