

## Capital Planning Committee Meeting Minutes September 28, 2017

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In attendance were: Steve Andrew  
Dean Carman (left at 5:50pm)  
John Danizio  
Charlie Foskett  
Chris Moore  
Sandy Pooler  
Brian Rehrig  
Barbara Thornton  
Rich Viscay (arrived at 5:50pm)

Not in attendance: Joe Barr, Capital Planning Committee Advisor

Also in attendance: Timur Yontar, Capital Planning Committee Advisor  
Amy Fidalgo, Management Analyst

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- **Meeting Opened:** Charlie Foskett opened the meeting at 5:05pm. The Committee reviewed the minutes of September 7, 2017. Sandy Pooler moved to approve the minutes of September 7, 2017 as amended. Brian Rehrig seconded. All voted in favor. The Committee welcomed Timur Yontar as an advisory member of the Capital Planning Committee.
- **Discussion of Sub-committee organization:** Charlie Foskett reviewed the proposed changes in Committee size endorsed at the prior CPC meeting. Barbara Thornton suggested adding a fifth sub-committee to the capital planning process since there are more Town projects to discuss in recent years than when the four sub-committees were originally created. Charlie Foskett said he would like to reorganize the departments that members are overseeing, but hold off on making substantive structural changes until after the bylaw is passed. Barbara Thornton noted that the Administrative sub-committee is the only sub-committee that only has two members. The Committee reviewed the proposed sub-committee member changes. Dean Carmen moved to approve the recommended changes to the sub-committee member changes. Chris Moore seconded. All voted in favor.
- **Capital Planning Committee Software Requirements:** Charlie Foskett reviewed the updates that have been made in recent years regarding how capital requests have been submitted. Adam Kurowski has suggested that the CPC move towards purchasing a software program to manage the capital requests moving forward. Charlie Foskett said that in order to adopt these it would need to be in coordination with the Town Manager's Office and the School Department.

Charlie Foskett said that having a better connection between PeopleForm and the Excel and Access Database would be ideal. Charlie Foskett recommended that an interim sub-committee be created to explore available software platforms. Brian Rehrig, Barbara Thornton, and Chris Moore all agreed to serve on the interim subcommittee. Brian Rehrig commented that Adam Kurowski would like this software to be supported commercially, rather than a homemade option.

Barbara Thornton commented that there is no Town staff on this sub-committee. Sandy Pooler recommended the sub-committee work with himself, Amy Fidalgo, and Adam Kurowski.

- **Review of Reserve Funds:** Rich Viscay said there was approximately \$37,998 available in capital surplus accounts after balancing the FY18 capital plan. The Committee discussed the requirements of MGL and Town Meeting in regards to unspent balances. Rich Viscay said he would follow up with a memo with clarification on unspent balances. Rich Viscay suggested that he work with Sandy Pooler to make a policy and guideline that can be used to review the language presented to Town Meeting annually.

Brian Rehrig asked for clarification of how sub-committees should discuss prior year capital balances with department heads. Sandy Pooler and Rich Viscay suggested that sub-committee members reinforce the policy that capital funds that are over two years old should be swept, and if the department head feels that they still needs these funds they will need to schedule a time to discuss this with Sandy Pooler.

- **Issues for Additional Review:** Sandy Pooler provided an update on town-wide projects. The Recreation Commission is still deciding what type of field they want at Hurd Field; if it decides on turf the request will come to the CPC because turfs fields are not CPA eligible. Parents are requesting more equipment at the Hardy School Playground at the front of the school. There is currently \$120k in the capital plan for the Hardy Playground, but the School Department would need more money to fulfill this request. Sandy Pooler said that he does not have a figure from the School Department as of now. The PTBC was notified that Hardy would be moving from schematic design to construction documents and furniture, fixture and equipment. Thompson is now set to be completed on October 1<sup>st</sup> and the project came in within budget. The Community Safety project is closed and a settlement has been reached. Sandy Pooler estimates that approximately \$100k will be coming back.
- Barbara Thornton moved to adjourn at 7:10pm. Brian Rehrig seconded. All voted in favor.