



Capital Planning Committee

Capital Plan for FY2021 (July 1, 2020 – June 30, 2021)
5-Year Plan for FY2021 – FY2025

Date: Thursday, October 17, 2019

Time: 5pm-7pm

Location: Town Manager's Conference Room, Arlington Town Hall Annex, 730 Mass Ave.

Draft Minutes

Attendance: Joseph Barr,
Ida Cody,
Charlie Foskett,
Phyllis Marshall (arrived at 5:15pm),
Michael Mason,
Chris Moore (arrived at 5:30pm),
Angela Olszewski,
Sandy Pooler,
Brian Rehrig,
Julie Wayman, Management Analyst,
Timur Kaya Yontar.

Not in attendance: Stephen Andrew.

Meeting Opened: Mr. Yontar called the meeting to order at 5:10pm. The minutes of the meeting of October 3, 2019 were unanimously approved (moved by Ms. Marshall, seconded by Mr. Rehrig).

Old Business: An Old Business item was added to the agenda, to provide updates on outstanding questions from previous reports.

The Public Safety Committee provided the following updates about the Fire Department report:

- Recommend moving the Jaws of Life replacement to FY23.
- The pumper truck replacement is estimated to cost between \$605,000 and \$625,000, so recommend including that in the plan at \$625,000.
- Based on discussions with the Fire Chief, waterproofing is not an issue at locations other than Fire Headquarters.

The Administration Committee provided the following updates on the Libraries report:

- Based on a review by ITAC, the funding request for Minuteman Library Network equipment is consistent with the requirements. This had been funded from other sources in the past, but they are seeking to move it to Capital as a more stable source.

Future Subcommittee Presentations: After discussion amongst the members, the Committee agreed on the following schedule for future presentations of department requests:

- November 7: Arlington Public Schools and the Finance Department (time permitting), as well as any reports not completed at this meeting.
- November 21: Department of Public Works. Ms. Marshall also suggested that it would be good to have the Town's Bond Counsel attend a meeting and provide a briefing to members on their perspective on the Capital Plan and the bonding process, particularly around the useful life of assets. The Committee agreed to aim for this presentation to take place at the November 21 meeting.
- December 5: Software Subcommittee and Deliverables Review Subcommittee.

Finance Subcommittee Report-Health and Human Services Department: Mr. Pooler presented the requests from the Health and Human Services Department. The most significant discussion revolved around the major request for funding to relocate the Veterans' Memorial Wall from near the intersection of Massachusetts Avenue and Broadway to Cooke's Hollow, near the Community Safety Building. A number of questions were raised about whether the veterans' community supports this move, and whether there is sufficient public awareness of this proposal to know whether this concept enjoys overall support within the town. Mr. Andrew indicated that Health and Human Services does have support from veterans, but he wasn't sure how widespread support is across the town. In the discussion, it was also clarified that the current request to the Community Preservation Act (CPA) Committee is \$250,000, which means that there is still a significant percentage of the cost of this project that has not been requested from any source. Based on this discussion, it was clear that more information is needed on this request and that it is not ready for approval at this point. Mr. Foskett moved that the Committee hold this request, that the CPC representative to the CPA Committee (Mr. Rehrig) pass along these concerns to that Committee as well, and that the Committee place a hold on the \$40,000 already approved in the current fiscal year. Mr. Moore seconded the request and it was approved unanimously.

The Committee discussed the remainder of the prior and new capital requests. The only significant discussion was around the repurposing of funds originally allocated for new restaurant inspection software to pay for scanning of property and restaurant inspection files. Ms. Marshall indicated that she would need to review this request and determine if it is feasible. Mr. Moore motioned to approve the items other than the Veterans' Memorial Wall and the property and restaurant inspection file scanning. Mr. Foskett seconded the motion and it was approved unanimously.

Community Safety Subcommittee-Police Department: Mr. Rehrig presented the report on the Police Department (note that the original printed report listed Julie Flaherty as a Captain; she is currently the Acting Chief). The Committee discussed the following items:

- The cost of the parking lot resurfacing is a placeholder at this point, since this cost may increase in the future based on the extent of the work.
- The Committee recommended further investigating the low-cost fix for the elevator, as opposed to the significantly more expensive replacement.
- The Committee recommended funding the cost of the ADA upgrades to the main door to the Community Safety Building (which will cost \$10,000, not \$9,000 as stated in the original printed report).
- The Committee recommended funding the replacement of the garage doors (new request) based on the recommendation from the Facilities Department.
- The Committee recommended paying for all four facility-related items using the outstanding funding balance available for the Community Safety Building renovation.
- The Committee discussed the purchase of a second Parking Control Vehicle and whether this could be funded through the Parking Benefits District. Town staff indicated that they would need to investigate this question further based on what percentage of the time the vehicle would be used in the metered area in Arlington Center.

Based on the discussion, the Committee unanimously approved the requests from the Police Department, with the facility-related items to be funded using the remaining balance from the Community Safety Building projects and the purchase of the second Parking Control Vehicle placed on hold pending further information (moved by Mr. Barr and seconded by Mr. Foskett).

Public Works and Recreation Subcommittee-Recreation Department: The Committee discussed the Reservoir Beach renovation project and the funding shortfall that the Recreation Department has identified. There was particular concern about the proposal to take money from the Phase II project to pay for the cost overruns in Phase I, since this would not line up with the original approval of the funding and the borrowing schedule for the funds. Ms. Marshall and the other members of the Subcommittee indicated that they would seek additional information about the status of the project and determine if there is a logical stopping point in the current work, since it may require additional discussions to identify the funding source for the current overruns.

Members of the Committee also noted that the plan to keep the funding for boiler replacements in FY20 but not borrow the money until a future fiscal year will create challenges in tracking the timing of repaying that future borrowing. The Committee was comfortable moving forward with this approach, but felt that it was important to flag this issue.

The Committee unanimously approved the capital requests from the Recreation Department, other than holding the new request for \$550,000 to partially fund cost

overruns for the Reservoir Beach renovation project (moved by Mr. Rehrig, seconded by Mr. Moore).

Next Meeting: The next meeting will include presentations on requests from Arlington Public Schools and the Finance Department, along with the requests from the IT Department that were not discussed during this meeting.

Meeting Adjourned: The meeting adjourned unanimously at 7:10pm. Note that Mr. Yontar left the meeting at 6:40pm, and Mr. Moore took over the running of the meeting.