



## Capital Planning Committee

Capital Plan for FY2022 (July 1, 2021 – June 30, 2022)  
5-Year Plan for FY2022 – FY2026

Date: Thursday, February 4, 2021  
Time: 5:00pm-7:00pm  
Location: Zoom Meeting

### Minutes

Attendance: Joseph Barr,  
Ida Cody,  
Kate Leary,  
Kate Loosian,  
Phyllis Marshall,  
Michael Mason,  
Chris Moore (arrived 5:10pm),  
Angela Olszewski,  
Sandy Pooler,  
Jon Wallach,  
Julie Wayman, Management Analyst,  
Timur Kaya Yontar.

Not in attendance: None.

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**Meeting Opened:** Mr. Yontar called the meeting to order at 5:03pm.

**Approval of Minutes:** The minutes of the meeting of January 21, 2021 were reviewed and approved with the following vote:

Joseph Barr: Yes,  
Ida Cody: Yes,  
Kate Leary: Yes,  
Kate Loosian: Yes,  
Phyllis Marshall: Yes (seconded motion for approval),  
Michael Mason: Yes,  
Chris Moore: Yes (made motion for approval),  
Angela Olszewski: Yes,

Sandy Pooler: Yes,  
Jon Wallach: Yes,  
Timur Kaya Yontar: Yes.

**Scheduling of Future Reviews:** Mr. Yontar briefly reviewed the upcoming schedule of meetings:

- At the February 25 meeting, the Committee will review the final version of the capital plan, including the updated numbers based on the bond sale. Ms. Olszewski mentioned that the Eric Helmuth from the Community Preservation Act (CPA) Committee would like to present at that meeting to provide an update on CPA projects. The Committee will also discuss the next steps for the FY22 capital plan, including finalizing the presentation to the Finance Committee (FinComm) and sending the final plan to FinComm for their review and approval.
- The presentation to FinComm will take place via Zoom at their meeting on March 10 at 7:30pm.
- The next step after the presentation to FinComm is development of the report to Town Meeting, which will occur between mid-March and mid-April.

**Update on DPW Yard GMP and any Department meetings on Capital:** Mr. Yontar provided an update on the DPW/Town Yard project, along with other updates on capital plan projects:

- The final Guaranteed Maximum Price (GMP) for the DPW/Town Yard won't be available until mid-March, at some point after the presentation to FinComm. FinComm generally doesn't want us to make significant changes to the plan after that presentation, so if the GMP is significantly different from the estimate, those differences will need to be addressed in future capital plan adjustments.
- There has been some back and forth with the Recreation Department on their capital projects. We are still waiting on the Stantec feasibility study that will provide more realistic numbers for some of the projects, although we do have updated estimates for the FY22 projects. The full information from the Stantec report should be available in time to be included in the final plan and the presentation to FinComm. One significant change is that Recreation wants to move the Robbins Farm Park playground to FY23 and replace the slides at the same time, since there are cost savings related to site mobilization if both projects are built simultaneously. As a result of this change, the Menotomy Rocks playground renovation would need to move to an out year of the plan.
- CPA funds will be able to pay for the renovation of the Spy Pond Playground and Hurd Field in FY22, but in FY23 the expectation is that CPA funds will only be able to pay for the second phase of Hurd Field, and there will not be space for any playground renovation projects. The Committee notes that there is a need for further discussion with the CPA Committee to figure out if/how these projects can be funded in the future. There was also a discussion about whether field renovation projects are divided between CPA and Capital in the same manner as playground renovation projects. Mr. Pooler said that they all fall within the same category of non-school recreation projects which are assumed to be paid from CPA funds whenever possible.

- The Committee discussed the possibility of fundraising from private groups that use the fields that are being renovated. Mr. Pooler noted that this would require a fair amount of additional discussion, since there are significant concerns related to equity and fairness that would need to be addressed.
- A question was raised about whether there is an overall sense of when playgrounds need to be renovated over a longer period of time, as opposed to only over the five years of the plan. There has been some work in this vein, and Joe Connelly has updated a spreadsheet that shows how all of the playgrounds fit in over time. It doesn't answer the question of where the funding for these projects will come from, but it provides a sense of the total need associated with these projects.
- Ms. Marshall and Mr. Pooler indicated that they have had discussions with the Town's financial advisor about what projects to bond vs. what projects to pay for with bond premiums and other sources. Depending on the final assessment of the total Town budget for FY22, there may still be some need to look at cutting additional projects to make the plan balance (this is also dependent on the results of the bond sale later this month).

**Update on Capital Budget Submission:** The Committee reviewed the draft presentation to FinComm, which is based on the draft slides that were submitted by Committee member. A number of updates were made to the draft slides to ensure that they are consistent with the most recent information. Mr. Yontar noted that he will be working on coordinating with Town staff and others to make sure that the numbers and language for the vote on the plan are correct. Ms. Marshall noted that she has been working out how previously borrowed money that will not be needed for the original projects can be spent on other projects that need funding, and the Town's bond counsel has reviewed and approved this proposed allocation.

Mr. Yontar noted a few areas where additional content may be needed:

- Funding for School projects other than school facilities.
- Summary of proposed DPW projects beyond the DPW/Town Yard and roadway repair.
- A new picture for the title slide; Mr. Yontar and Ms. Wayman will discuss this with Joan Roman, the Town's Public Information Officer.

Mr. Yontar requested that Committee members submit any updated slides to Ms. Wayman by Monday, February 15.

**New Business:** There were no new business items.

**Meeting Adjournment:** The meeting adjourned at 6:30pm, based on the following roll call vote:

Joseph Barr: Yes,  
 Ida Cody: Yes,  
 Kate Leary: Yes,  
 Kate Loosian: Yes (made motion to adjourn),

Phyllis Marshall: Yes,  
Michael Mason: Yes (seconded motion to adjourn),  
Chris Moore: Yes,  
Angela Olszewski: Yes,  
Sandy Pooler: Yes,  
Jon Wallach: Yes,  
Timur Kaya Yontar: Yes.