



Capital Planning Committee

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

Date: Thursday, June 17, 2021
Time: 5:00pm-7:00pm
Location: Zoom Meeting

Minutes

Attendance: Joseph Barr,
Kate Leary,
Kate Loosian (left at 6:30pm),
Phyllis Marshall,
Chris Moore,
Angela Olszewski,
Sandy Pooler,
Jon Wallach (left at 6:15pm),
Julie Wayman, Management Analyst,
Timur Kaya Yontar.

Not in attendance: Ida Cody,
Michael Mason.

Meeting Opened: Mr. Yontar called the meeting to order at 5:05pm.

Approval of Minutes: The minutes of the meeting of March 10, 2021 were reviewed and approved by the following vote:

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

Jon Wallach (seconded motion for approval): Yes,
Timur Kaya Yontar: Yes.

Committee Elections: The Committee held elections for Committee Officers for the FY2023 Capital Plan year, which were overseen by Mr. Pooler

Mr. Moore made a motion to nominate Mr. Yontar as Chair of the Committee, which was seconded by Mr. Wallach and approved by the following vote:

Joseph Barr: Yes,
Ida Cody: Absent,
Kate Leary: Yes,
Kate Loosian: Yes,
Phyllis Marshall: Yes,
Michael Mason: Absent,
Chris Moore: Yes,
Angela Olszewski: Yes,
Sandy Pooler: Yes,
Jon Wallach: Yes,
Timur Kaya Yontar: Yes.

Mr. Yontar made a motion to nominate Mr. Moore as Vice Chair of the Committee, which was seconded by Mr. Barr and approved by the following vote:

Joseph Barr: Yes,
Ida Cody: Absent,
Kate Leary: Yes,
Kate Loosian: Yes,
Phyllis Marshall: Yes,
Michael Mason: Absent,
Chris Moore: Yes,
Angela Olszewski: Yes,
Sandy Pooler: Yes,
Jon Wallach: Yes,
Timur Kaya Yontar: Yes.

Mr. Yontar made a motion to nominate Mr. Barr as the Recording Secretary of the Committee, which was seconded by Mr. Moore and approved by the following vote:

Joseph Barr: Yes,
Ida Cody: Absent,
Kate Leary: Yes,
Kate Loosian: Yes,
Phyllis Marshall: Yes,
Michael Mason: Absent,
Chris Moore: Yes,

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

Summary of Town Meeting: Mr. Yontar provided a summary of the discussions that occurred at Annual Town Meeting and the support that the Committee received from Town Meeting Members, including approval of the additional funding for the DPW/Town Yard Project.

Committee Vacancy: Ms. Olszewski announced that she will be resigning from the Committee due to competing demands from work. Mr. Barr asked about what this means for the our liaison to the Community Preservation Act Committee (CPAC), which is a role played by Ms. Olszewski, and Mr. Yontar said that this is something that will need to be figured out going forward, particularly given the vacancies on CPAC and the fact that they currently have an acting chair due to Eric Helmuth's recent election to the Select Board. Mr. Yontar noted that if there is anyone on the Committee who wants to serve in that role they should let him know. Committee members then thanked Ms. Olszewski for her service to the Committee and said that they would miss her participation and contributions.

Software Subcommittee: Mr. Yontar said that as we look for a new Committee member to fill the vacancy, it might be good to consider someone who has some facility with software who might be able to help with the effort to switch to a new software platform for the Committee. Mr. Moore said that he is looking for assistance in the work he has been doing to simplify the process of moving data from PeopleForms to Access and then to Excel, to improve the Committee process. Mr. Yontar also noted that we may need to run that data transfer twice during the capital plan development process to address issues that have come up in the past as a result of only doing that transfer once. Mr. Pooler also mentioned that Adam Kurowski—who has helped with the data transfer in the past—will be leaving soon, although he will be around on a part-time basis for several months. In addition, the Town is in the process of hiring a new IT Director.

Summer Meetings: Mr. Yontar asked if there is any interest in having a meeting over the summer. Generally there was not, although there may be smaller meetings on specific topics that happen on as needed basis.

Substantive Priorities: Mr. Yontar led the Committee in a discussion of substantive priorities that we may want to focus on during the FY2023 capital plan development. Committee members brought up the following topics:

- **School Capital Repairs:** This would build on the planning/design study that is funded in the FY22 capital plan. Some of this work could be paid for from American Rescue Plan Act funds, particularly for HVAC. There are some potential spending plans for that money being discussed, but not all the decisions have been made.
- **Playgrounds and Recreation:** As the Committee has discussed, demand for funding for these types of facilities is likely to exceed the Town's ability to pay. Mr. Yontar mentioned that there are a lot of different stakeholders and groups involved in these

discussions and that it would be good to have a meeting that involves all of these groups to coordinate the requests and the required work (a “playground summit” meeting). There is also a need to discuss how we can space these projects out given the availability of funds, to bring the supply and demand into better alignment. Ms. Leary agreed to take the lead on coordinating with Joe Connelly and the Parks and Recreation Commission as a starting point, and Mr. Barr and Ms. Wayman agreed to help as necessary/appropriate.

- Roads and Sidewalks: The Committee discussed the need to try to continue to increase the funding for this to try to reach a steady state in terms of the state of good repair of the Town’s roads and sidewalks.
- Facilities: Mr. Yontar said that he had heard a desire for the new Director to create a list of priorities and that it would be good for the Committee to hear about this in the fall.
- Libraries: While the Committee understands the desire to improve the Town’s libraries, it is difficult to see how to make this fit in the near future given all of the current constraints in the plan.
- Transportation: Mr. Barr gave a brief summary of the types of recommendations that are contained in the recently released Sustainable Transportation Plan and the potential impacts on the need for capital funding. Ms. Loosian expressed support for pursuing these transportation priorities and Ms. Wayman mentioned that the Planning and Community Development Department is very good at obtaining grant funding for transportation improvements.

Procedural Revisions: Mr. Yontar then discussed certain procedural revisions that have been suggested for the FY2023 capital plan development:

- Letter to Departments
 - In terms of guidance on ranking requests, departments should be asked to use a more consistent ranking process for their request, so that the rankings are more easily compared and provide better information.
 - The Committee discussed the possibility of giving departments a target budget number that they need to stay within for their requests. This generated a number of different opinions on whether this would be helpful and ideas for different approaches to how to ensure that there is good feedback between the Committee/subcommittees and the department heads. Mr. Yontar noted that this issue may also be helped by having an earlier review of the level of “tightness” of the plan, so department heads know when it’s going to be a tough year to balance the plan.
- The Committee discussed ranking budget items on an ongoing basis throughout the plan review process, and there was general support for this idea.
- The Committee also discussed creating a process for assessing the overall “tightness” of the plan early in the fall, to allow for everyone involved in the capital budget process to better understand how challenging the budgeting process will be. This could include trying to come up with some reasonable metric to allow everyone to understand how tight the budget will be. Mr. Pooler suggested starting with a cash metric that allows the Committee to understand how much capital funding is likely to be spent from cash and how much capital funding will therefore be available

to support bonding, as well as how current decisions will constrain the ability to bond in the future. Mr. Pooler suggested providing a presentation on future debt service so that we can see the repayment schedule over the next 30 years and how this will impact the flow of capital funds, which Committee members thought could be very helpful.

- Mr. Yontar mentioned the need to reclassify certain requests for ongoing support costs from capital to operating, including cloud hosting, data plans for devices, and software licenses, although the startup costs could remain capital.
- Mr. Yontar also noted that the Committee should attempt to shorten the time spent with outside presenters; although their presentations are useful and interesting, they often take up a significant time in the meetings and take time away from other important discussion.

First Fall Meeting: After discussion, the Committee decided to hold the first fall meeting on September 9, 2021, due to Yom Kippur being the following Thursday (which was the originally proposed date for the first meeting).

New Business: Mr. Pooler mentioned that he may not be able to participate as fully in the Committee going forward, depending on what happens with the Town Manager's potential departure for a position in another municipality, which would mean that Mr. Pooler would be Acting/Interim Town Manager.

Meeting Adjournment: The meeting adjourned at 6:35pm, based on the following vote:

Joseph Barr (seconded motion to approve): Yes,
Ida Cody: Absent,
Kate Leary: Yes,
Kate Loosian: Absent,
Phyllis Marshall: Yes,
Michael Mason: Absent,
Chris Moore (made motion to approve): Yes,
Angela Olszewski: Yes,
Sandy Pooler: Yes,
Jon Wallach: Absent,
Timur Kaya Yontar: Yes.