



Capital Planning Committee

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

Date: Thursday, October 21, 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,
Sandy Pooler,
Jon Wallach,
Julie Wayman, Management Analyst.

Not in attendance: Timur Kaya Yontar.

Meeting Opened: With Mr. Yontar absent, Mr. Moore called the meeting to order at 5:05pm.

Approval of Minutes: The minutes from the October 7, 2021 meeting were reviewed and approved by the following vote:

Joseph Barr: Yes,
Ida Cody: Yes,
Kate Leary: Abstain,
Kate Loosian (made motion to approve): Yes,
Phyllis Marshall: Abstain,
Michael Mason: Abstain,
Chris Moore: Yes
Sandy Pooler: Yes,
Jon Wallach (seconded motion to approve): Yes,

Timur Kaya Yontar: Absent.

Administrative Tasks: Mr. Moore noted that the next meeting will cover reports on Arlington Public Schools, the Information Technology Department, and the Purchasing Department. The report for the Department of Public Works will be covered at the following meeting.

Review of Capital Requests

Planning and Community Development: Mr. Wallach presented the capital requests from the Department of Planning and Community Development (DPCD). The following items had suggested changes or generated discussion:

- Bike Rack Installation (#49): The subcommittee is recommending that the request be moved FY24 to FY23, since the need exists currently.
- BLUEbikes Expansion/Maintenance (#50): The subcommittee is recommending that the maintenance and storage costs be removed from the capital budget and that the requests go back to original plan of \$50,000/year. Ms. Cody asked about whether removing these costs from the capital plan will result in increases costs in the operating budget. The answer is yes, but Mr. Pooler indicated that some of these costs may not be incurred, due to potentially not having to store the stations for the winter if the Town can find off-street locations that can remain in place all year. The other cost is for a fee that is charged if the stations within Arlington don't meet ridership projections, so if ridership increases then these fees may not be charged. Mr. Pooler also clarified that expansion of the system to cover the entire town will potentially help to achieve that ridership goal. Mr. Moore asked that the Committee receive information about ridership and the average cost/ride, as has been previously requested.
- Design and Engineering Consultants (#51): Mr. Barr asked whether there should be any study funds in the further out years, but since no specific studies have been identified even for FY24 it doesn't seem to make sense to include funds in years beyond FY24.
- Townwide ADA Accessibility Upgrades (#52): The subcommittee is recommending that the request be increased to level funding at \$100,000/year, which was the original request that was reduced in last year's plan.

Potential sweeps for the Department of Planning and Community Development will be discussed at a future meeting.

Facilities Department Presentation: Facilities Director Greg Walters provided the Committee with an opportunity to ask questions about buildings- and facilities-related projects. The following information was shared with Committee members:

- Mr. Walters considers the boiler replacement at the police station to be a priority. There have been issues with the boiler going down, and therefore losing heat in the building, since there is no redundancy. He supports replacing the current boiler with two condensing boilers that are more efficient and provide redundancy.

- The cooling tower is also a priority, although not as high as the boiler. The current cooling system is a little undersized so replacing it would provide for better cooling on really hot days, when the building can become quite warm.
- Mr. Pooler asked whether there are efficiencies of doing the heating and cooling at the police station at the same time; Mr. Walters indicated that there are small efficiencies, but not major cost savings.
- When asked about whether it would make sense to replace the heating and cooling systems with a single heat pump system, Mr. Walters indicated that he's not sure about whether that would make sense and that answering that question would require some study of the existing systems and the upgrades that would be required. He indicated that he would consider whether such a study would be worthwhile and get back to the Committee. He also mentioned that answering this question is an ongoing effort for the school buildings.
- Mr. Walters does not consider the elevator replacement at the police station to be a priority, since the existing elevator is in pretty good condition and has not had any significant problems recently.
- Mr. Walters does support trying to standardize building controls across Town buildings. However, this can be difficult to achieve when going through a public bidding process, since the bidding must allow an approved equal to a specified system and that can result in contractors bidding different control systems in different projects, which is happening with the new Arlington High School.
- In response to questions about the Fire Department's facilities-related requests, Mr. Walters indicated that the requests are typically put in based on expected life of that type of equipment, but money can be moved around if it appears that a specific piece of equipment will last longer. He also provided the following information about specific requests:
 - The air handling units at the Park Circle Station are a priority.
 - The equipment at the Central Station is generally working well, other than problems with an air handling unit that is requiring ongoing work and should be replaced soon.
- For Town Hall, a walkthrough is scheduled for next month to start figuring out what is needed. The windows would need to be rebuilt (not replaced) to preserve the historic nature of the building. This will be a significant project that could be eligible for Community Preservation Act (CPA) funding.
- He discussed the current approach to building management and the fact that many of the departments still manage their own facilities. His recommendation is that the building management should be more centralized so that one department can see the totality of the needs and create priorities, as well as making sure the approach to managing and repairing/replacing items is consistent. In terms of aesthetic items (like carpet and paint), his suggestion is to set aside a fixed budget each year and have a continuous upgrade/replacement process in place. In general, he prefers to have a predictable/level funding request for each year, so that there aren't big ups and downs from year to year. This also forces the Facilities Department to set priorities and execute work on a predictable schedule. The long-term vision is that Facilities may start to take over responsibility for overall management of buildings.

This will take some time due to the need to build trust and give enough time for the shift, but that is the overall direction that the Town seems to be headed.

Arlington Redevelopment Board: Mr. Wallach presented the capital requests from the Arlington Redevelopment Board. The following items had suggested changes or generated discussion:

- 23 Maple Street-Repairs and Window Replacement (#116): This request has increased to \$300,000 for window replacement. A question was asked about when DPW will be out of the building and when the work could actually occur, which will require follow up to answer. This project could also be eligible for CPA funding.
- Central School Building Envelope Repairs (#117): This work was originally included in the ongoing renovation project as an add-alternative and then pulled from the bid so this is coming back for additional funding. The subcommittee is recommending the updated cost estimates, which are based on inflation-adjusted numbers from the original bid. The Committee discussed whether the building envelope work should have been an add-alt or part of the core work, and whether the Committee should have been made aware of the fact that it was removed and would come back later for additional funding.

Potential sweeps for the Arlington Redevelopment Board will be discussed at a future meeting.

Recreation Update: Ms. Leary provided an update on capital requests from the Recreation Department, based on her ongoing conversations with Recreation Director Joe Connolly:

- Mr. Connolly confirmed that it would have taken too much money and time to do all the playground inspections in one year, so that's why they only did ten to start. The program will do another eight inspections next year, which would bring the inspections up to date, since there is not a need to inspect the newest playgrounds. In the future, this program will inspect every playground every year on a rolling basis.
- Mr. Connolly doesn't think that \$25,000/year is enough for ongoing repairs, and believes it will require more like \$75,000/year to keep up with capital repair needs.
- Discussions are ongoing for improved coordination between the Recreation Department and Arlington Public Schools on playground maintenance and repairs.
- The agreement with Belmont Hill School related to Poets' Corner seems to be moving forward, although there are still many questions to be answered. This facility is a priority even if the agreement falls through, but the scope would be reduced and the proposed turf field would be eliminated. The cost would still be over a million dollars and would be a CPA funding request if it required funding from the Town.
- Mr. Mason clarified that the full scope of repairs at the Stratton playground look like they will cost over \$100,000, at which point it might make more sense to try to program a full renovation/replacement. They are now considering approximately \$44,000 worth of repairs which would be paid by Arlington Public Schools.

Based on the discussion, the Committee conditionally approved an increase in the \$25,000/year budget for repairs to \$75,000/year, by the following vote:

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

Fire: Mr. Mason presented the capital requests from the Fire Department. The following items had suggested changes or generated discussion:

- Zetron Upgrade (#23): The subcommittee is recommending moving this request a year earlier given the importance of the system and the consequences of having it not operate properly.
- Jaws of Life-Extrication Equipment (#10): Cost has increased due to upgraded version of the equipment.
- Vehicle Replacement (#18): Cost has increased by \$13,000 to pay for hybrid vehicle.

In addition, other vehicle replacement requests have increased by smaller amounts due to inflation. Ms. Loosian asked whether the Fire Department could provide maintenance records to support the proposed replacement cycle for their vehicles, as was requested of the Police Department.

There is one sweep that is possible from the Fire Department:

- Some amount of the funding for the Portable Radio Replacement program could be recaptured. The final amount is yet to be determined, but could be the entire remaining balance, or possibly closer to \$10,000.

New Business: Ms. Wayman showed the Committee the CPA Committee (CPAC) application tracking spreadsheet, which is preliminary and does not reflect any prioritization. This initial review indicates that there will definitely be more CPA requests than funding available. The Committee also discussed whether CPAC should be funding studies for projects where they won't be able to fund the actual work (such as playgrounds at schools). The Committee agreed that those study funds should be requested from CPC.

Motion to Conditionally Approve Requests: The Committee conditionally approved all the requests discussed during the meeting, by the following vote:

Joseph Barr: Yes,
Ida Cody: Yes,
Kate Leary: Yes,

Kate Loosian (made motion to approve): Yes,
Phyllis Marshall: Yes,
Michael Mason (seconded motion to approve): Yes,
Chris Moore: Yes,
Sandy Pooler: Yes,
Jon Wallach: Yes,
Timur Kaya Yontar: Absent.

Meeting Adjournment: The meeting adjourned at 7:00pm, based on the following vote:

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