



Capital Planning Committee

Capital Plan for FY2023 (July 1, 2022 – June 30, 2023)
5-Year Plan for FY2023 – FY2027

Date: Thursday, November 18, 2021
Time: 5:00pm-7:00pm
Location: Zoom Meeting

Minutes

Attendance: Joseph Barr,
Ida Cody (joined at 5 :30pm),
Kate Leary,
Kate Loosian,
Phyllis Marshall,
Michael Mason (joined at 5:20pm, left at 6:20pm)
Chris Moore (joined at 5:10pm),
Sandy Pooler,
Jon Wallach (left at 6:30pm),
Julie Wayman, Management Analyst,
Timur Kaya Yontar.

Not in attendance: None.

Meeting Opened: Mr. Yontar called the meeting to order at 5:06pm.

Approval of Minutes: The minutes from the November 4, 2021 meeting were reviewed and approved by the following vote:

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

Timur Kaya Yontar: Yes.

Administrative Tasks: Mr. Yontar noted that at the next meeting, the Committee will review a first cut of the FY23 capital plan based on all of the prior report, including reviewing the priority scoring from members. Mr. Yontar asked if Committee members had any suggestions for additional presentations, and Mr. Barr suggested that it might be good for the Committee to receive a presentation from the Department of Planning and Community Development about the Sustainable Transportation Plan. Committee members thought this would be a worthwhile presentation but could wait until after the FY23 plan is submitted to the Town Manager early in 2022.

Review of Capital Requests: The Committee started by following up on requests that had been reviewed at earlier meetings, for which more information was needed.

Mr. Yontar provided an update on requests from the Police Department:

- The Automatic External Defibrillators can be removed from this plan, as these were just a placeholder for a future purchase that won't actually be necessary until 2030.
- Based on the discussions with Facilities Director Greg Walters, the subcommittee recommendation is to move forward with the proposed replacement of both the boiler and the chiller at the Community Safety Building, but to eliminate the elevator replacement. Following up on a prior discussion, Ms. Wayman will reach back out to Mr. Walters to determine if there is any interest in looking at replacing both the boiler and the chiller with a heat pump, but in the meantime, the Committee will proceed with the subcommittee recommendation.
- Based on further discussions with the Police Chief, the subcommittee is no longer recommending an increase in the budget for replacing police vehicles in order to cover an additional replacement vehicle per year. The Police Chief does not feel that such an aggressive replacement schedule is necessary and maintenance records are not available to support the increased costs associated with keeping vehicles for a longer period (as is currently done).
- For the sake of clarity, Mr. Moore suggested changing the name of the Police Specialty Vehicle to Police Pickup Truck.

The Committee discussed the current status of the request for Bluebikes funding, which was originally reduced to \$50,000 and has now increased again, to cover the cost of replacement bicycles that are not returned and that are then charged to the Town. Some Committee members expressed concerns about whether this cost is capital eligible, since it is potentially not large enough to qualify under Committee guidelines. Mr. Pooler said that he would talk to the Director of Planning and Community Development to ask about the consequence of not funding this additional request, as well as why the bikes are charged to the Town and not to the user who lost the bike. The Bluebikes item was reduced back to the originally approved \$50,000, pending receipt of additional information.

Mr. Pooler summarized the sweeps from the Department of Planning and Community Development (note that there are no formal sweeps from the Arlington Redevelopment Board, since those funds go back into a separate account if not spent). Committee

members raised questions regarding the funds for the Arlington Center Parking Study, which are borrowed from several years earlier. Mr. Pooler indicated that he would seek more information about this item. Committee members agreed with all of the other proposed sweeps.

Department of Public Works: Mr. Barr presented the list of requests from the Department of Public Works (DPW). The only item that generated significant discussion was #53-LED Streetlight Replacement, which is a new project proposed for FY2027. Some Committee members questioned whether this type of wholesale replacement makes sense, or if we should just continue to replace the existing lights as they fail. Mr. Pooler discussed the fixed labor costs associated with replacing a streetlight bulb, which often makes it significantly more cost effective to replace a large number of streetlights all at once, rather than single units when they fail. Committee members agreed that this project should be reviewed with the Information Technology Department, since it involved communications technology and may require integration with the Town's network. Overall, the Committee was supportive of the project, but requested more information about the costs associated with continuing to replace the current LED streetlights as they fail (as compared to this replacement cost). They also requested more details about how the existing maintenance program works, whether this new program could be done in phases, and whether the cost estimate had been inflated to FY27 dollars.

The Committee also asked about whether the large vehicles have any option of being hybrid or electric, but Mr. Barr indicated that this technology is not yet available for these types of vehicles that are used with this type of duty cycle.

A Committee member asked whether the projects that involved specified use of override funds should be ranked in the scoring spreadsheet. This has not been done in the past, since the Committee does not have discretion over how those funds are spent, and the Committee agreed to continue with this approach.

Motion to Conditionally Approve Requests: The Committee conditionally approved all the DPW requests and proposed sweeps, with the exception of #53 (pending additional information about the LED Streetlight Replacement), 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: Absent,
Chris Moore (seconded motion to approve): Yes,
Sandy Pooler: Yes,
Jon Wallach: Absent,
Timur Kaya Yontar: Yes.

The Committee conditionally approved all the outstanding requests from prior meetings, as discussed earlier the meeting:

- Removal of the Automatic External Defibrillators.
- Reverting to the original police vehicle replacement request.
- Replacing the boiler and chiller at the Community Safety Building, but not replacing the elevator.
- Reverting to \$50,000 for Bluebikes.
- Sweeps for the Department of Planning and Community Development.

The motion was approved by the following vote:

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

New Business: Mr. Pooler provided an update on the plan for capital funding for the Library. For next year's plan, the Library Director will come back with a set of smaller projects for the Robbins Library, instead of the renovation and expansion project currently proposed. For the Fox Library, the Town Manager would like to keep it in the final year of the plan, which will not impact the actual cash flow in the plan. Looking at current bonding and the associated repayment schedule, there will be a time when the Town will be able to take on additional large projects, which is when the Fox replacement would be more likely to occur. Although there is funding for design in earlier years of the plan, this would likely be funded with Bond Anticipation Notes that would also not impact the cash flow within the plan. Mr. Pooler also mentioned that it is not clear whether there is support for a joint development project at this location, so the Committee should assume the project requires independent funding.

Based on this discussion, the recommendation is to keep the Fox Library replacement in the plan and remove the Robbins Library renovation/expansion, with the expectation that there will be smaller projects proposed next year for the Robbins Library. The Committee conditionally approved this recommendation, by the following vote:

Joseph Barr: Yes,
Ida Cody: Yes,
Kate Leary: Yes,
Kate Loosian (seconded motion to approve): Yes,
Phyllis Marshall: Yes,
Michael Mason: Absent,

Chris Moore: Yes,
Sandy Pooler (made motion to approve): Yes,
Jon Wallach: Absent,
Timur Kaya Yontar: Yes.

Meeting Adjournment: The meeting adjourned at 6:58pm, based on the following vote:

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