



Capital Planning Committee

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

Date: Thursday, December 2, 2021
Time: 5:00pm-7:00pm
Location: Zoom Meeting

Minutes

Attendance: Joseph Barr,
Ida Cody,
Kate Leary,
Kate Loosian,
Michael Mason,
Chris Moore,
Sandy Pooler,
Julie Wayman, Management Analyst,
Timur Kaya Yontar.

Not in attendance: Phyllis Marshall,
Jon Wallach.

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

Approval of Minutes: The minutes from the November 18, 2021 meeting were reviewed and approved by the following vote:

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

Administrative Tasks: Mr. Yontar started by noting that all of the capital requests have been reviewed and voted on, so the Committee will now be looking at the draft capital plan and starting the process of making adjustments to fit within the overall capital funding constraint, as well as the specific constraint for FY23. At the next meeting, Ms. Leary will provide an update on the project funding discussions happening at the Community Preservation Act Committee, and this Committee will discuss the expected bonding repayment schedule to better understand when new large capital items could start to fit within the plan given that repayment schedule.

Review of the FY23-FY27 Capital Plan: Mr. Yontar provided an overview of the first version of the five-year plan. There are some numbers that need to be verified and the calculations within the spreadsheet need to be double-checked, but overall the plan is actually quite close to being balanced over the five years of the plan. More specifically, the plan is over the 5% limit in the early years and below the 5% limit in the later years, but overall is very close to the 5% limit. This will then require moving projects around to smooth the cash flow, but at a first review, there currently appears to be enough funding to cover the capital requests (keeping in mind that the funding for the Fox Library is in the fifth year of the plan, so the bonding for that project does not impact the current five years of the plan).

Mr. Pooler updated the Committee on two items that could impact the plan:

- There is a non-Town-owned building located amongst the largely Town-owned building in the municipal block between Massachusetts Avenue and Maple Street. The Town had been seeking to purchase that building, but it is now looking more likely that this purchase will not take place.
- Town leaders are discussing the possibility of using funds from the American Rescue Plan Act (ARPA) to substitute for Town capital and operating funds, rather than using the ARPA funds to supplement existing Town funds. Under this proposal, projects in the capital plan that are potentially eligible for ARPA funds (such as HVAC and playground/recreation projects) would be funded in that manner, with the Town contribution dropping below the typical 5% limit (although overall capital expenditures would stay at the 5% limit, with other externally funded projects treated in the same manner as past years). This would then reduce overall Town expenditures, allowing the current stabilization fund to last longer and then reduce the ultimate size of the eventual Proposition 2½ override that is going to be needed in the future. The Town's Long-Range Planning Committee will be meeting later this month to discuss this idea, after which we will have better guidance on how to proceed. Committee members raised questions about how this decision is made. Mr. Pooler indicated that the Long-Range Planning Committee is advisory to the Town Manager, to allow all the different parties involved in financial decision making to reach consensus/agreement before making recommendations to Town Meeting (they do not hold votes). Ultimately, the Select Board decides whether an override goes on the ballot and the size of that override, so they will need to make a decision as to if/how they want to conserve Town funds through targeted use of the ARPA funds. Committee members provided various opinions on how this decision might

impact the capital plan, but in the end decided that further discussion should wait until there was further guidance from the Long-Range Planning Committee.

Following this discussion, Mr. Yontar and Mr. Moore went over the Committee scoring sheet and reminded members what each of the columns mean and how the scoring is normalized for each reviewer. Although the plan is currently balanced overall, this scoring would provide a guide for how to move projects around to balance individual years, and how to remove projects, if that is needed to balance the plan overall to respond to changes in project budgets and/or future funding assumptions.

Once Mr. Yontar has performed additional QA/QC on the plan, the Committee will further review the results and discuss any adjustments or reductions that need to be made.

New Business: Mr. Pooler announced that Greg Walters will be leaving his position as the Town's Facilities Director, so the Town Manager will be starting the process of looking at how the position is structured and then finding a replacement.

Meeting Adjournment: The meeting adjourned at 6:02pm, based on the following vote:

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