



Capital Planning Committee

Capital Plan for FY2024 (July 1, 2023 – June 30, 2024)
5-Year Plan for FY2024 – FY2028

Date: Thursday, October 20, 2022
Time: 5:00pm-7:00pm
Location: Zoom Meeting

Minutes

Attendance: Joseph Barr,
Ida Cody,
Jose Farias,
Darrel Harmer,
Jonathan Haughton,
Kate Loosian (arrived at 5:10pm),
Phyllis Marshall,
Chris Moore (arrived at 5:15pm),
Joe Solomon,
Julie Wayman, Budget Director,
Timur Kaya Yontar,

Not in attendance: Michael Mason

Meeting Opened: Mr. Yontar called the meeting to order at 5:04pm.

Approval of Minutes: The minutes from the October 6, 2022 meeting were reviewed and approved by the following vote:

Joseph Barr: Yes,
Ida Cody: Yes,
Jose Farias: Yes,
Darrel Harmer (seconded motion to approve): Yes,
Jonathan Haughton (made motion to approve): Yes,
Kate Loosian: Yes
Phyllis Marshall: Abstain,
Michael Mason: Absent,
Chris Moore: Absent,
Joe Solomon: Yes,

Timur Kaya Yontar: Yes.

Upcoming Meetings: Mr. Yontar summarized the upcoming meeting schedule and the departments that will be presented. He also reminded Committee members that we need to be relatively efficient in our review of department requests, to make sure that we make our way through those requests with enough time to look at the overall plan and start the process of balancing the available funding with the requests.

Subcommittee Report-Fire Department (continued): Mr. Farias continued presenting the requests from the Arlington Fire Department (AFD), but started by answering a few of the questions asked at the prior meeting:

- Regarding items #8 and #11, the difference in price for replacing the rooftop units at the Highland Fire Station vs Fire Headquarters is because there are more units to replace at the Highland Fire Station.
- Regarding item #6, he clarified that the boilers are for heating the building, not for hot water, and that the boilers are expected to last ~15 years.
- 9- Replacement of two boilers at Highland Fire Station: these are on schedule per recommendation of Facilities. Price escalation is based on current cost estimates from Facilities.
- 10- Hot water tank at Highland fire station: price escalation is based on current cost estimates from Facilities.
- 12- Jaws of Life replacement: AFD will continue to apply for grants for these, but this would fund the full amount if that is what is needed. Question about whether replacement is a manufacturer recommendation or the Fire Department's recommendation; the subcommittee will check on that.
- 14- Air handler replacement at Park Circle: this is based on Facilities recommendation. There was a question about what the air handlers do (which is to move air for ventilation), and also about whether this replacement could be phased so that they are not all reaching the end of their useful lives at the same time. The subcommittee will check with the Facilities Director as to whether there are economies of scope from doing them all at the same time.
- 15- Air handler for apparatus bay: This is also based on Facilities recommendation; the subcommittee will check with Facilities on potential for phasing or whether it makes more sense to do it all at once.
- 16- Heating unit at Park Circle: Recommendation of Facilities.
- 17- Water heater at Park Circle: Recommendation of Facilities.
- 18- Replacement of ambulance: These are moving up in plan and can be partially paid for from the ambulance revolving fund. A question was raised about whether there is any less expensive type of ambulance and the subcommittee said that they will look into the options. There were a number of questions about the useful life of the ambulances, how much they are used, and whether is a way to make more efficient use of the vehicles.
- 21-24- These are all vehicle replacements that are on a set schedule. These vehicles don't have the same useful life issues as the Police Department vehicles because they don't need to run all the time. There was a discussion about what a reasonable rate of inflation to assume to for these vehicles. Mr. Yontar suggested

using a 5% inflation rate for vehicles. It was also noted that it would be good to mention whether a hybrid or full electric vehicle is being specified for the replacement.

Mr. Farias reviewed the list of sweeps and keeps: Two sweeps are possible:

- FY22 Carpeting and flooring at Park Avenue fire station: \$2,979.85
- FY22 Firefighter protective gear: \$133.00

Mr. Yontar also asked that the subcommittee check on the status of the FY19 SCBA compressor, since those funds are fairly old.

Subcommittee Report-Libraries: Ms. Cody presented the requests for Libraries; these are all existing requests since there are no new requests:

- 50-Energy Management System: The only change in this item is that the price increased by \$7,000.
- 51-Minuteman Library Network Equipment: There are no changes to this item, but there is still the outstanding question about whether the licenses can be transitioned to the operating budget. Suggestion that maybe operating budget savings from the next item (#52) could be used to pay for the cost of the licenses. Additional suggestion to separate the hardware portion and the licenses/maintenance contracts into two separate items. The subcommittee will ask whether the non-capital items can be moved into the operating budget.
- 52-Lighting Upgrade: This was discussed last year but did not make it into the plan. This would lead to an annual saving of ~\$22,000/year. A question was raised about whether this is the most critical upgrade need for lighting. There is a significant potential savings available, but the Committee asked that the subcommittee check with the Facilities Department on whether this makes sense from their standpoint and whether there is any less expensive solution.

The Committee also discussed the Fox and Robbins libraries. There continues to be a high level of activity at the Fox Library and the Facilities Department is absorbing the full cost of maintenance. This facility is also not compliant with Americans with Disabilities Act requirements. The Town is still trying to identify external funding opportunities, both from private fundraising and from the Massachusetts Board of Library Commissioners (MBLC) in their next funding round; Mr. Yontar noted that MBLC may be opening up a funding round in the next year or so. There was also some discussion of the need for a renovation of the children's room at the Robbins Library, as well as the potential for a mixed-use building on the site of the Fox Library (still including a library on the ground floor).

Subcommittee Report-Purchasing Department: Ms. Cody presented the requests from the Purchasing Department:

- 104-Photocopier Replacement: Continuation of existing program that has been very successful. The subcommittee noted that copy volume has been increasing from the low point during Covid, but it is not back to where it was before. Discussion of the benefits of this program, and whether schools should follow the same model (but their copying needs are more complicated and they lease their copiers).

Ms. Cody noted that there are two sweeps possible from prior year photocopier replacements:

- \$2,394.92 from the FY20 allocation.
- \$329.75 from the FY21 allocation.

Subcommittee Report-Facilities Department: Ms. Cody presented the request from the Facilities Department:

- 37-Town Hall Renovations: Have plans for the next few years but could zero out from FY26 forward because they really need to assess the entire building and get a better sense of overall needs. They are looking for Community Preservation Act (CPA) funds (including bonding on CPA funds) and CDBG funds for this future work. Questions were raised about whether CPA funds are the right way to pay for this work, and Ms. Wayman noted that this topic has not been discussed with the CPA Committee. It looks like they may need something in the vicinity of \$10M for more significant work at Town Hall.

Ms. Cody noted that we can sweep money from Parmenter upgrade (\$100,000) because that funding is coming from the CARES Act. There was also a discussion about the need to either spend or sweep the 2019 Town Hall renovation funds.

Subcommittee Report-Recreation Department: Mr. Barr presented the request from the Recreation Department. He started by noting that there has been an acceleration of parks and playgrounds projects due to the allocation of American Rescue Plan Act funds, which means there are a number of new projects added that weren't in the plan before. In addition, the Menotomy Rocks Playground was funded from CPA funds and is therefore no longer in the capital plan.

- 106-Ed Burns Arena Parking Study: This is more than just looking at parking, but really a conceptual design for the entire parking area and the adjacent park areas.
- 110-Thorndike Field Renovation: This is a significant potential future project that could turn into a multi-million-dollar improvement in the future, so the Committee (and the Town) really needs to think about what types of commitments are being made if this is added to the plan. Mr. Moore noted he is uncomfortable with having this large a planning study without having any money in the plan for construction. The Committee suggested that this should start with a less expensive concept planning study that could get the process started, which could then be followed by a more detailed design study if there is support (and the potential for funding). There was also a discussion about the ongoing maintenance costs of turf fields, as well as the concussion impacts of turf fields (particularly if they are not well maintained).
- 111-Waldo Park Renovation: This is a placeholder number; Recreation will get a more detailed estimate as the project gets closer. Mr. Yontar provided an overview of some of the issues around the increasing costs of playground renovations.
- 105-ADA Study Implementation Program: This is an ongoing program that is likely to continue for some time (although eventually it will phase out as they complete the recommendations).
- 107-Feasibility Study: This is also an ongoing program that helps Recreation to plan for future projects. This might need to increase in the future, but Recreation does

not have a recommendation for an increase in this point. The Committee requested more information about the list of upcoming projects for parks and playgrounds, to be able to understand what is coming in the future.

- 108-Parallel Park Renovation: Recreation is requesting that this be moved up by one year in the plan in part because the Town had to remove a piece of playground equipment urgently because of a safety concern. In general, the Committee is looking for more information about why different projects have different costs, and would like more visibility into the cost estimates.
- 109-Playground Audit and Safety Improvements: This is another ongoing project that may phase out eventually although the timing is not clear. Mr. Moore noted that this funding was intended to phase out relatively quickly once the urgent repair items were addressed, and the subcommittee said that they would talk with the Recreation Director about the timing for when it might be possible to remove this item from the plan.

Mr. Barr summarized the sweeps and keeps, which total \$1,296.93 that can be swept.

- FY18 Playground Improvements: \$19.04
- FY19 Recreation Feasibility Study: \$29.79
- FY15 ADA Study Implementation Program: \$1,161.81
- FY20 Reservoir Improvements Phase 2: \$0.91
- FY20 Recreation Feasibility Study: \$42.56
- FY21 Recreation Feasibility Study: \$42.56
- FY21 Reservoir Improvements Phase 2 Supplemental: \$0.27

Mr. Moore asked about the FY18 ADA Study Implementation funds and the subcommittee said that they will look into whether those encumbered funds have been spent, or whether they can be swept.

The Committee provisionally approved the recommendations of the subcommittees by the following vote:

Joseph Barr: Yes,
Ida Cody: Yes,
Jose Farias: Yes,
Darrel Harmer: Yes,
Jonathan Haughton: Yes,
Kate Loosian (made motion to approve): Yes,
Phyllis Marshall: Yes,
Michael Mason: Absent,
Chris Moore (seconded motion to approve): Yes,
Joe Solomon: Yes,
Timur Kaya Yontar: Yes.

New Business: There was no new business.

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

Joseph Barr: Absent,
Ida Cody: Yes,
Jose Farias: Yes,
Darrel Harmer (seconded motion to adjourn): Yes,
Jonathan Haughton (made motion to adjourn): Yes,
Kate Loosian: Yes,
Phyllis Marshall: Yes,
Michael Mason: Absent,
Chris Moore: Yes,
Joe Solomon: Yes,
Timur Kaya Yontar: Yes.