



Town of Arlington, Massachusetts
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Minutes 10/20/2005

Capital Planning Committee Meeting Memorandum October 20, 2005

In attendance were:

Rob Addelson
 Steve Andrew *
 Fred Fantini *
 John FitzMaurice
 Charles Foskett, Chairman
 Nancy Galkowski
 Ruth Lewis
 Anthony Lionetta
 Barbara Thornton

* Denotes those not in attendance.

1. **Opening:** C. Foskett opened the meeting and provided an agenda. Minutes of the October 6 meeting were reviewed and accepted. C. Foskett noted that he had prepared a draft appreciation letter for John Bilafer. R. Addelson provided a draft packet of School Department Capital Plan requests for this year and, R. Lewis provided a report on the expenditure status of prior year Capital Plan accounts.
2. **Revenue Task Force:** C. Foskett noted that the Revenue Task Force had met and decided to form a subcommittee to review the organizational structure of the Town's financial team. C. Foskett will serve as the CPC's Representative on this Committee. If changes are recommended and approved, they will not take place until April of 2007.
3. **Administration Sub-Committee - Library:** B. Thornton and R. Lewis reported on their review meeting with the Library on Capital Plan Requests. Highlighted discussion points were that several items are viewed (at least initially) to be non-capital items (Replacing Tile, Pointing Interior Walls, and Refinishing Woodwork). The Subcommittee will obtain additional information on these so that a final determination can be made. There was agreement that the CPC needs to be consistent in defining what is a capital item. Other observations were that the overall \$\$'s requested had gone up significantly, as compared to last year and; that the Library should consider redistributing its request to better spread dollars requested over the Five Year Plan.

There was general discussion that the Town should consider setting new Operating

Budget policies to more systematically address normal maintenance items.

4. Draft School Budget Requests: R. Addleson did a quick review of requests. It was noted that these still need to be presented and approved by the School Committee. Highlights were as follows:

- o **Bishop School Parking Lot Request (\$110,000):** This may be needed to correct a parking lot flood problem, if it is found that the short-term fix recently performed by DPW, does not satisfactorily address the problem. The “test” will come when we get a high intensity storm, although so far there has not been repeat flooding.
- o **AHS - Mill Brook Parking Request (\$240,000):** This was work that intended to be constructed by the Industrial Parties, but was not due to cost overruns. This figure seems excessive to the CPC for 40 spaces. The CPC suggested that the number and work be re-evaluated and measures taken to reduce cost.
- o **Photocopier Leases (\$38,000 in FY 07 and \$80,000 in future years):** The CPC made a general observation that technologies are allowing the same volume of copying to be done for less money. This should be factored into School Department requests, as well as related requests by other Town Departments.
- o **AHS Field Turf Groomer (\$TBD):** This is new piece of equipment has been found to be needed in order to meet with load limitations over the protective barrier. This equipment is needed not only for maintenance of the new turf, but also to possibly assist injured players of the playing field. (Ambulances should not drive on field) PS There are other nuances to be addressed as far as the new turf: Rethink High School Commencement activities, Signage to avoid certain food products and so on.
- o **Item Priority:** R. Addleson was asked to review the Priority ratings given to requests and to rank them consecutively.

5. Adjournment: Meeting was adjourned at 6:05. Next Meeting is **11/03/05**.