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# Minutes 12/11/2003

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**Capital Planning Committee**
**Meeting Memorandum**
**December 11, 2003**

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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.    Meeting Opened:** Charlie F opened the meeting and distributed materials including an updated "work in progress" version of the Capital Plan. With modifications from the last CPC meeting, the plan for FY 05 is close to where it needs to be, based on current revenue assumptions used in the capital plan model. These revenue assumptions need to be tested and refined by the Town Manager.

**2.    Public Works Requests:** Tony L reviewed requests by Pubic Works. A written report on the PW Subcommittee's meeting with Public Works was previously provided to the CPC. There are several prior year balances that can be swept back into the Plan. These were highlighted. Based upon the meeting with J. Sanchez, there are several items in this year's original batch of requests that are possible candidates for postponement or, in some cases, can be deleted. These were reviewed and edits to the CP's working budget were made.

> The consensus is that the new request to have an annual program to replace fencing is a maintenance item and should not be part of the Capital Plan.

> CPC discussions raised several questions that need response from Public Works. Tony L was requested to seek responses from John Sanchez. These include an update on the status of the Town-wide Water and Sewer Program >> % completed, the current balance of Chapter 90 funds, a statement on the condition of the Jarvis House >>> prior deficiencies report vs today's more optimistic view of the building's condition and, whether the wood chipper requested is for a replacement or a new piece of equipment. Also, an update was requested on Building Maintenance Committee activities.

**3.    Cemetery Expansion:** The Capital Plan includes a $1,000,000 in future years for cemetery expansion. There was discussion about when this expansion is needed and whether this expansion should be done via land, other than privately held properties contiguous to Mt. Pleasant given the built-up nature and high cost of these properties. The Great Meadows was noted as an alternative in that it land already under Town ownership. Also questioned was whether Arlington is presently charging a high enough fee for plots. The CPC recognizes that these are policy decisions. Tony L. was asked to convey these questions to John S (and to Nancy G.) for response.

**4.    School Requests:** Rob A. noted some tweaks in School Department's requests. A written memo and support table were provided. The CPC questioned the validity of the Gym Floor Recoating / Resurfacing request as a Capital Items. The view is that this is maintenance activity. Ruth L. questioned whether the School Department has investigated energy incentive programs as offset to the

cost of Auditorium Lighting request. This has not been done at this point.

**5.    Phone System Upgrade:** Ruth L. reported on a needed 911 related upgrade to the Town's phone system. An additional system feature is needed to allow for the phone system to identify the actual room location of an emergency call within Town Buildings. This is viewed as a serious deficiency and public safety issue. A request for $56k is being added to the CP to cover this cost. Ruth also noted that the request for the Integrated Tax Collection has been reduced from $200k to $175K). Lastly, she noted that the request for Reversed 911 is being dropped by the Fire Department.

**6.    Ideas for Improvement:** Barbara T. raised the idea of the CPC summarizing at the end of this year's deliberations what should be considered as we initiated next year's discussions. Also John F. raised the idea of adding another column to the tables presented in the Annual report to Town Meeting to help them track where numbers come from >> In the case, say where numbers in one table come from those in another table.

**7.    Adjournment:** Next meeting December 23 2003.