



Capital Planning Committee

Capital Plan for FY2021 (July 1, 2020 – June 30, 2021)
5-Year Plan for FY2021 – FY2025

Date: Thursday, December 19, 2019

Time: 5pm-7pm

Location: Town Manager's Conference Room, Arlington Town Hall Annex, 730 Mass Ave.

Minutes

Attendance: Joseph Barr,
Ida Cody (arrived at 5:30pm),
Charlie Foskett
Phyllis Marshall,
Michael Mason,
Chris Moore (arrived at 5:40pm),
Angela Olszewski,
Brian Rehrig,
Julie Wayman, Management Analyst,
Timur Kaya Yontar.

Not in attendance: Stephen Andrew, Advisor,
Sandy Pooler.

Meeting Opened: Mr. Yontar called the meeting to order at 5:08pm. The minutes of the meeting of December 5, 2019 were reviewed and unanimously approved (moved by Mr. Rehrig, seconded by Mr. Foskett) with one change to indicate the specific votes on the Bluebikes funding request (voting in favor were Mr. Barr, Ms. Cody, Mr. Mason, Mr. Pooler, and Mr. Rehrig; voting against were Mr. Foskett, Mr. Moore, Ms. Olszewski, and Mr. Yontar; Ms. Marshall was not in attendance at the meeting).

Meeting Schedule: After discussion, the Committee agreed to schedule additional meetings on January 30, 2020, and February 13, 2020, to review the final plan, begin development of the report to Town Meeting, and prepare for the presentation to the Finance Committee on March 4, 2020.

Cooke's Hollow Veterans' Memorial: Christine Bongiorno (Director of Health and Human Services) and Jeff Chunglo (Director of Veterans' Services) provided a presentation on the

plans for a new/relocated Veterans' Memorial at Cooke's Hollow adjacent to the Community Safety Building. The presentation included a number of key points

- Health and Human Services (HHS) originally requested (and received approval for) \$40,000 in FY20 for repairs to the existing Veterans' Honor Roll located adjacent to the Fire Department Headquarters, since this existing site needs improvement and also needs to be expanded to include more recent military conflicts. They are also seeking to respond to the concept for reconfiguring the existing Broadway Plaza area (including the parking lot and the south end of Alton Street), which potentially conflicts with the existing location. This led HHS to begin looking at moving the Honor Roll as part of the improvements to the Cooke's Hollow area, which were already in planning (they also clarified that there are no plans to move the large granite Civil War Memorial that is located at the corner of Broadway and Massachusetts Avenue).
- Ms. Bongiorno and Mr. Chunglo recognize that additional community engagement is needed to build consensus on this new location at Cooke's Hollow, so they are requesting approval to repurpose the \$40,000 already allocated in FY20 to be used for initial exploratory work and consensus building around this project, including renderings to better show the context for the new memorial.
- Concerns have been expressed about flooding in the Cooke's Hollow area, but the memorial would be located outside the areas that flood.
- The memorial would not include any "cremains," which had been the topic of a prior controversial discussion at Town Meeting.
- Committee members questioned whether the Veterans' community is supportive of this location, and Ms. Bongiorno indicated that this is why additional outreach is needed.
- Committee members also questioned why the new plan for Broadway Plaza doesn't include space for the memorial, and Ms. Bongiorno indicated that this is the design they had seen, so they then decided to look for a new location to be responsive to that design.

After Ms. Bongiorno and Mr. Chunglo completed their presentation and left the meeting, the Committee further discussed the proposed Cooke's Hollow Veterans' Memorial project, as well as the request to move the existing \$40,000 to pay for initial planning and outreach. A number of Committee members were skeptical of how quickly the project could move forward (if at all), particularly since there is no funding or specific timeline for the Broadway Plaza project, and there is no need to move the Honor Roll until that project actually moves forward. Questions were also raised as to whether the \$40,000 could properly be considered a capital expense if there is no certainty that a capital project will eventually move forward; Ms. Cody and Ms. Marshall indicated that studies are often paid with capital funds, but there needs to be a later reconciliation if no actual capital project ever happens. Overall, the Committee felt that it was not necessarily appropriate to move forward with planning for the relocation of the existing Honor Roll given the uncertainty about the future of the Broadway Plaza project, and that perhaps the Broadway Plaza project should be required to include space (and possibly funding) for a new Honor Roll, rather than requiring it to be relocated. The Committee unanimously approved a motion to deny the request to reallocate the \$40,000 in FY20 funds, and to request that HHS return to the Committee

with an update on the Broadway Plaza project and what they intend to do with the existing Honor Roll in the meantime, since it would be several years before any relocation could occur even under a best case scenario for the overall project (moved by Mr. Foskett, seconded by Mr. Moore).

Review of Sweeps and Rental Property Report: The Committee reviewed the list of sweeps prepared by Ms. Wayman and Ms. Cody. Ms. Wayman clarified that on the list of sweeps, the columns for Fund Number and Fund Name are not all correct (only those highlighted in yellow have been updated), but the rest of the information has been double checked and is correct. Ms. Marshall also noted that the \$125,000 for Bishop School landscaping and the \$150,000 for boiler replacements at the rink have been authorized but no bonds have been issued, so there is not actually any money to sweep from these accounts. She also reminded the Committee that money that is swept from accounts funded by bonds either needs to be matched with a new project that meets the requirements of the initial bonds, or used to pay down the debt that was issued. The Committee unanimously approved the proposed sweeps (moved by Mr. Foskett, seconded by Mr. Moore).

The Committee unanimously approved a motion to accept the excess funds identified by the Permanent Town Building Committee (PTBC) from previous school construction projects, noting that the excess funds from the Thompson School expansion project are exempt debt and therefore need to be applied to exempt costs (motioned by Mr. Foskett, seconded by Mr. Moore).

PTBC has also closed out the Community Safety Building project, while retaining \$193,000 to pay for remaining improvements needed to the building (previously discussed by the Committee), which also means that those projects can be removed from the capital plan. The Committee unanimously approved sweeping the remaining \$73,129.62 from this project (moved by Mr. Mason, seconded by Mr. Foskett).

The Committee reviewed the Rental Property Update report and briefly discussed the information and updates in the report. After discussion, the Committee unanimously approved a motion to delegate this report to the Subcommittee that will be reviewing the detailed capital plan prior to submission to the Town Manager, so that they can integrate relevant information from the report into the plan (moved by Mr. Foskett, seconded by Mr. Moore).

Old Business: Mr. Yontar referred to the list (distributed by email prior to the meeting) of capital requests that had not previously been voted on by the Committee. He suggested that the Committee prospectively add all those requests to the plan, and then discuss any that might need to be removed as part of the overall process of balancing the plan that will be done both by the Subcommittee reviewing the detailed plan and by the Committee at the January 2, 2020 meeting. Mr. Barr noted that there is still a need to clarify how additional funding for the first phase of the Reservoir project will be made available, but that this should not prevent funding for the second phase from being tentatively added to the plan at this point. The Committee unanimously approved adding all of the remaining

projects to the plan, so they can be further reviewed during the plan balancing process (moved by Mr. Foskett, seconded by Mr. Mason).

Initial Review of Proposed Five Year Plan: The Committee reviewed the summary of the five year plan (the “5% Sheet”), which indicates that the plan is significantly over budget and will need to be cut to fit within the available funding. Committee members made a number of points:

- There are significant cost overruns on certain capital projects, and this is decreasing the flexibility within the plan.
- The borrowing for the DPW facility is planned to be level payments (rather than level principal payments), so the cost to the plan will remain constant through the entire life of that borrowing, rather than going down over time.
- Unlike recent years, there is no one time infusion of funding or major cost savings, so the plan is more constrained than it has been in prior years. Because money had been more readily available in the last few years, the Town had become accustomed to being able to move forward with almost all capital requests, and there will be a need to better prioritize moving forward.
- Departments should also seek out additional funding sources (grants, etc.) and make sure that they make the Committee aware of these funding sources.

The Subcommittee made up of Mr. Moore, Mr. Pooler, Mr. Rehrig, and Mr. Yontar will review the detailed plan prior to the next meeting, and present the Committee with a recommended plan that fits within the available funding envelope for capital projects.

Meeting Adjourned: The meeting adjourned unanimously at 7:20pm (moved by Mr. Foskett, seconded by Mr. Rehrig).