

Capital Planning Task Force

Minutes

February 26, 2020

Approved: March 2, 2020

Selectmen's Hearing Room

Present: Cynthia Rainey, School Committee member; Stephen Crane, Town Manager; Kerry Lafleur, Finance Director; Terri Ackerman, Select Board member; Dr. Laurie Hunter, School Superintendent; Hugh Lauer, Elise Woodward. Also present: Dee Ortner, Finance Committee liaison.
Absent: Todd Benjamin, Chair; Jared Stanton, Director of Finance and Operations, Concord Public Schools

In Mr. Benjamin's absence, Ms. Ackerman called the meeting to order at 5:05pm on February 26, 2020.

Review & Approval of Meeting Minutes: to be considered at the next meeting

Ms. Ackerman was elected Chair Pro-tem for the meeting. The motion made by Mr. Crane and seconded by Ms. Rainey, was approved unanimously.

Ms. Woodward was elected Clerk Pro-tem for the meeting. The motion made by Mr. Crane and seconded by Ms. Rainey, was approved unanimously.

Ms. Woodward volunteered to moderate the Public Forum. The Task Force will meet at 6:30 and the Forum will begin at 7:00 PM. The consensus was that refreshments were unnecessary

The discussion of the following topics ensued:

1. *Definition of very large projects*: Ms. Ortner suggested the proposed definition of the financial threshold for very large projects should include clarity on number of phases. After discussion the following motion made by Mr. Crane and seconded by Ms. Rainey was approved unanimously:

MOTION: The definition of a "very large project" is a project exceeding a cost of 5 Million dollars or any project that has two or more phases totalling 5 Million dollars.

2. *Proposed format for the Public Forum*. It was suggested that a powerpoint would be shown with shared presentations by committee members to present:

- Background: charge and Task Force members (Ms. Woodward)
- Existing process for Town and Schools (Mr. Crane, Ms. Lafleur and Ms. Hunter, Mr. Stanton).
- Recommendations of the Task Force
 - very large project definition (Mr. Lauer)
 - process for prioritizing and sequencing projects - How are priorities developed? (Ms. Ackerman)
 - criteria list (Ms. Rainey)
- Public input

3. *Capital planning committee*: The Chair noted receipt of a letter from the League of Women Voters in support of a permanent Capital Planning Committee. The Task Force agreed to take public comments at the Forum before voting on this recommendation and to present pros and cons of the recommendation at the Hearing.

4. *Develop a criteria list*: Ms. Rainey agreed to consolidate the previously distributed lists of criteria. It was agreed to add an item: "Is the proposed debt of the project offset by expiring debt?"

5. *Prepare for Public Forum*: Discussion of proposed edits to the powerpoint followed. Ms. Woodward will adjust the draft and send to the committee members for their edits.

The Forum had been scheduled for March 2, 2020 at 7pm with a set-up time of 6:30pm for the Task Force in the Town House Hearing Room. The Task Force determined that this date would be too soon to fully prepare a complete presentation and agreed to reschedule the Public Forum to March 18 at the same time and same venue.

Follow-up:

- A. Confirm email address to receive comments and questions.
- B. Request that PEG record the Hearing for community access.
- C. Confirm cancelation of 3/2 posting and Repost for 3/18.
- D. Ms. Ackerman agreed to contact the Chair of the Select Board with request to defer presentation of Task Force recommendation until June 1.

The next meeting of the Task Force will be Monday, March 2 at 5:00 PM in the Select Board Room.

Meeting adjourned at 6:30 pm.

Respectfully submitted,

Elise Woodward, Clerk Pro-tem