

Capital Planning Task Force

Minutes

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 5:10 pm on March 2, 2020, and asked for a motion and a second to elect Ms. Woodward, Chair pro-tem. The motion carried unanimously.

Review & Approval of Meeting Minutes: The minutes of January 29, 2020 were reviewed and approved unanimously as written. The minutes of February 26, 2020 were reviewed and approved as amended unanimously. Ms. Woodward will submit the approved minutes to the Town Clerk for posting.

The Public Forum is scheduled for March 18, 2020 at 7pm with a set-up time of 6:30pm for the Task Force. The Hearing will take place in the Town House.

The discussion of the following topics ensued:

1. *Proposed format for the Public Hearing.* A power point will be shown with shared presentations by committee members to present:

- **Background:** charge and Task Force members (Ms. Woodward-slides 1-3)
- Big Picture and Transition (Ms. Ackerman – slides 4-5)
- Existing process for Capital Planning for Town (Mr. Crane, and Ms. Lafleur – slides 6-7-8)
- Existing process for Capital Planning for Schools (Ms. Hunter and Mr. Stanton-slides 9--12).
- Recommendations of the Task Force (Ms. Rainey – slides 13-14-15)
 - very large project definition
 - process for prioritizing and sequencing projects - How are priorities developed?
 - criteria list
- Public input (slide 16)

2. *Capital planning:* A brief discussion of the pros and cons for 10-year capital plans followed. It was agreed that a "rolling capital plan" might be most accurate.

3. *Capital Planning standing committee:* the Task Force agreed to defer a vote on this recommendation until after public comment and will address the pros and cons.

4. *Cost estimates for future capital projects:* The Task Force briefly discussed "rough order of magnitude costs" as part of the scope for a future project vs. a professionally prepared cost estimate. More consideration is required.

5. *Prepare for Public Forum*: Discussion of proposed edits to the power point followed. Mr. Crane will adjust the draft and send to the committee members in advance. It was agreed that public comment would be accepted via email through close of business (4:30 pm) on April 1.

6. *Capital Planning charge*: The Task Force voted unanimously to request that the Select Board adjust the date for the final presentation of recommendations to June 15, 2020.

Follow-up: A. Mr. Crane: Confirm email address to receive comments and questions.
B. Ms. Lafleur: Request that PEG record the Hearing for community access.
C. Mr. Crane: Confirm cancelation of 3/2 posting and Repost hearing for 3/18.
D. Ms. Ackerman: provide an easel and markers for the public forum.

The next meeting of the Task Force will be Monday, April 1, at 5:00 PM in the Select Board Room.

Meeting adjourned at 6:40 pm.

Respectfully submitted,

Teri Ackerman, Clerk

Cumulative Project Criteria List

1. Does the project advance the Town's sustainability goals?
2. Does the project impact life safety for employees, residents, etc?
3. Is the project a long-term solution to the issue being addressed?
4. Were stakeholders engaged in the planning process?
5. Where alternative solutions explored during the planning process?
6. Does the project create any operational efficiencies?
7. Does this project support the Town's ability to respond to environmental threats and emergencies?
8. Will this project result in additional employees or personnel?
9. Will this project provide needed services for the senior population?
10. Will this project result in changes to the school populations and/or spending mandates?
11. Will this project solve multiple objectives in different departments?
12. Will this short-term capital investment result in long-term cost savings or in revenue generation?
13. Does this project strengthen Town-School fiscal coordination?
14. Were alternative funding strategies evaluated for this project?