

Capital Planning Task Force
Minutes
March 3, 2021 – Approved March 31, 2021
Via Zoom

Present: Terri Ackerman, Select Board member; Jared Stanton, Director of Finance and Operations, Concord Public Schools; Elise Woodward, citizen; Stephen Crane, Town Manager; Karle Packard, citizen; Cynthia Rainey, Concord School Committee, Parashar Patel, Finance Committee Liaison

Absent: Kerry LaFleur, Concord Finance Director, Laurie Hunter, School Superintendent,

Meeting was convened at 3:04
No Minutes were available for approval.

The next meeting will be scheduled for March 17, 2021 at 3:00 PM via Zoom.

Discussion followed.

Proposed recommendations were reviewed.

The Major Findings of the 2002-03 Facilities Report were reviewed. A. The four projects noted in the Report's timeline have been completed or are underway. B. Improvements in the Facilities Planning Process recommendations were largely focused on the Ripley School. The Task Force noted the following 2002 recommendations will be reinforced by this Capital Planning Task Force:

1. project criteria evaluation after needs assessment, timing, costs
2. checklist to be updated annually
3. the Facility Director has responsibility for reviewing the Town's facilities
4. energy and sustainability audits are in place
5. integrate recommendations with the long range plan
6. the process should address anticipated projects as well as make provision for "opportunistic" projects or those that are unanticipated.

The criteria will be expanded; advantages and disadvantages of a Standing Committee were discussed briefly. It was noted that the Finance Committee would find it helpful to have a Capital Plan that would smooth debt service for large expenditures. Such a Plan would assist the Finance Committee to more accurately prepare the 5-year tax projections.

Ms Ackerman explained the draft one-page template for project sequencing and debt smoothing that she and Ms. LaFleur drafted. The committee discussed the information shown in the template and overall agreed it is helpful. Ms. Ackerman and Ms. LaFleur will make modifications suggested by the committee.

Ms. Ackerman stated that the Enhanced process needs a schedule as part of this process and suggested the Capital Planning discussions occur in September in advance of the Warrant discussions. Ms. Rainey urged codification of the process.

There was a discussion about the format of the report. It was decided that every member of the committee will contribute to the report. Ms. Woodward requested each Task Force member identify the section he or she will write before the next meeting.

Public Comment:

Karlen Reed noted the importance of the Task Force's deliberations and cheered us on. Pamela Dritt noted the importance of considering all areas and not benefit one area while costing another, such as broadband.

The meeting adjourned at 4:32.

Respectfully submitted,
Cynthia Rainey, Clerk