

Capital Planning Task Force Minutes
May 26, 2021 – Final Meeting
Via Zoom

Present: Terri Ackerman, Select Board member; Stephen Crane, Town Manager; Karle Packard, citizen; Laurie Hunter, Superintendent of Schools; Jared Stanton, Director of Finance and Operations, CPS; Elise Woodward, Chair

Absent: Kerry LaFleur, Concord Finance Director; Cynthia Rainey, Concord School Committee; Parashar Patel, Finance Committee Liaison

Meeting was convened at 3:05

Minutes of April 28 and May 12 were approved as amended. Elise will submit them to the Town Clerk for posting.

Terri Ackerman reported that the presentation of the Task Force's work to the School Committee on May 18 by Laurie Hunter and Cynthia Rainey was well received.

Ms. Woodward thanked the committee members for the contributions to the committee's final report. The Task Force is scheduled to present its recommendations to the Select Board on June 7. A final report and slides for a powerpoint presentation will be sent on Friday June 4 in advance of the meeting for inclusion in the Select Board members' meeting packets.

The Task Force agreed not to meet in advance of the June 7 presentation and will send final edits to Elise on the amended report, no later than noon on June 3. Elise will send the final version on June 1 to the Task Force.

The committee then proceeded to confirm the components of the report.

Specific edits were noted throughout the body of the report.

It was agreed to give a "url" address for items in the Appendices that are longer than 3 pages, but to include key graphics in the body of the report and to include items that are 3 or fewer pages in the Appendices.

Kerry LaFleur's template and graphs will be confirmed when she returns from vacation and modified if necessary.

Specific attention is required for the web-based calculator and debt smoothing graphics and template.

Public Comment

Karlen Reed, 83 Whit's End. Ms. Reed requested that a final paragraph be added in the Putting Recommendations into Action section to identify possible Tier III projects in the coming 10-year time frame as examples.

The Task Force agreed to consider this request.

Final discussion concerning "missing pieces" in the report followed: the options table

should list all the advantages of the recommended process, the focus on a commitment to leadership and collaboration for this recommended process should be highlighted, the rapid implementation of these recommendations by September should be noted in the report.

The meeting was adjourned at 4:20.

Respectfully submitted by Elise Woodward