

Capital Planning Task Force Minutes  
April 28, 2021 – Approved May 26, 2021  
Via Zoom

Present: Terri Ackerman, Select Board member; Elise Woodward, Stephen Crane, Town Manager, Karle Packard, citizen, Cynthia Rainey, Concord School Committee, Parashar Patel, Finance Committee Liaison, Laurie Hunter, Superintendent of Schools, Absent: Kerry LaFleur, Concord Finance Director

Meeting was convened at 3:03

The minutes of 3/31 and 4/14 were reviewed, revised and approved unanimously, with one abstention.

The Committee Reviewed the adjusted recommendations to the Select Board.

Mr. Packard suggested that the recommendations be clear that they “should” do something than they “shall”. The Task Force agreed that because these are recommendations, “should” is appropriate.

Ms. Ackerman noted that the Enhanced Process is not explained in the presentation. Mr. Patel explained that this should be taken in context of the full report that explains the enhanced process. The wording in the initial slide will be changed to a “specific” process.

Ms. Woodward proceeded with a review of all of the slides and then encouraged discussion and edits.

Slide with criteria

Slide with Details of the Enhanced Capital Planning Process

There was a discussion about the hearing vs. forum for the discussions. It was decided that the Final meeting in the process would be a hearing.

Ms. Rainey asked how we describe tier 3 projects with phases. For example if a tier 2 project were budgeted at \$3.5 million and then there an additional unanticipated \$2 million were required it would then be elevated to a tier 3 project and become part of the ten year plan.

Long Term Capital Plan

Mr. Patel questioned should it mention municipal and school use, or just municipal. Mr. Crane stated that they are the same. The assessments will be changed to current Town and School assessments.

Mr. Packard questioned what would actually be included in the Finance Committee report.

There was a discussion about how the template should be represented and Mr. Crane said there will be additional work on the slide.

Slides on best practices from MMA, DLS, Westford, Bedford, Longmeadow, Lincoln,

and Arlington.

Mr. Crane left the meeting at 4pm.

The Committee discussed how and when to prepare for the presentation.

The Committee will finish the report by May 26<sup>th</sup>.

The report will include recommendations, best practices and process (minutes, public comments)

Ms. Woodward stated the one piece of the charge that was not included was an examination of 2002 facilities report and suggested it be captured in the recommendations in the report.

Ms. Woodward worked with committee to make specific assignments.

Ms. Ackerman suggested that we need to better describe how we came to the decision to recommend an enhanced process. Mr. Patel agreed to work on a draft to describe the process deliberations.

#### Public Comment

Karlen Reed, 83 Whit's End. Ms. Reed stated that the committee is doing a good job and she looks forward to reading the report, because it is starting to make sense.

Susan Bates. She was in agreement with Ms. Reed and was glad to attend and see the discussion.

The meeting was adjourned at 4:22

Respectfully submitted by Cynthia Rainey