

Capital Planning Task Force Minutes
May 12, 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

No Minutes were approved.

Correspondence was received regarding the Middle School Committee vote and email regarding warrant Article 31.

Ms. Woodward thanked the committee members for the contributions to the committee's draft report.

The next Meeting will be on May 26.

The task force will present their report to the Select Board at the Monday June 7th Select Board meeting.

Mr. Patel recommended that the School Committee review the draft recommendations. Cynthia Rainey and Laurie Hunter agreed that the School Committee would review a slide presentation summarizing the basics of the task force report on May 18.

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

Ms. Woodward asked the committee members if there was the bandwidth to develop a case study. The case study would test the enhanced process. Mr. Crane suggested presenting the findings to a joint meeting of the Select Board and School Committee. Mr. Patel stated this might be confusing as to how this would work regarding the actual process proposed. Ms. Ackerman stated that the committee had discussed two possible case studies, the Middle School and Gerow as a phased project. After discussion, Ms. Woodward stated that the consensus is that we should not develop a case study, but focus on the recommendations.

The committee began the work of going through the report. Ms. Ackerman stated that we need to include all of the task force work on the other initial decisions that were made early on in the committee's work.

There was a discussion about outlining the current capital planning process regarding tier 1 and tier 2. Mr. Crane stated that it would be confusing to include that item in our

process as it was not part of the committee's charge. It will be moved to background.

Mr. Patel recommended that we put a section in to specifically address concerns that we have heard from the community and represented in the charge.

Ms. Woodward asked what is missing. Mr. Crane recommended we make it clear how we are addressing pressing concerns.

Mr. Patel suggested the recommendations were addressing concerns with the current process or status quo.

Discussion of the template. The report will include a visual graph and perhaps a link to a calculator.

Mr. Crane shared his screen with criteria for capital planning. Ms. Ackerman recommended that we put the current tier I/II capital plan for the town and schools in the appendix.

Mr. Patel asked if the 5-year plans always appears in the same place on the website. Committee members will read through the draft and send changes to Ms. Woodward. All remaining sections were assigned to complete the report.

The goal is to get a final draft for the next meeting.

Public Comment

Karlen Reed, 83 Whit's End. Ms. Reed asked Mr. Patel to specifically state the role of the Finance Committee in this process.

The Finance Committee's role is defined by state law and town charter. The committee agreed that we should be clear in our report as to its role in the process.

The meeting was adjourned at 4:30

Respectfully submitted by Cynthia Rainey