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**MINUTES
TOWN OF BELMONT
CAPITAL BUDGET COMMITTEE
Town Hall Conference Room 1
Thursday, March 29, 2018
8:00 AM**

I. CALL TO ORDER

A regular meeting of the Capital Budget Committee (CBC) was called to order at 8:04 a.m. by Chair Anne Marie Mahoney.

Members Present: Chair Mahoney, M. Patricia Brusch, Jenny Fallon (WC), Stephen Pinkerton (PB), Susan Burgess-Cox (SC), and Rebecca Vose

Also present: Phyllis Marshall, Assistant Town Administrator

Member Absent: Mark Paolillo (BOS),

Chair Mahoney began by reviewing the agenda, which basically concerns discussing the capital budget requests of the following departments: Facilities, Schools, and Library.

Facilities

Ms. Marshall provided a brief update on the hiring process for the Facilities Director position, which has been vacant for several months. The hope is that the new Director will be named in April and will begin in May. She also updated the Committee on the bid process for various projects, e.g., Butler windows – a Capital Budget request item from FY15.

Concerning the Capital Budget requests, a handout was distributed from the Facilities Department, which detailed over \$4M of requests through FY23. CBC members asked questions concerning several of the FY19 requests. The Committee discussed the details of the Vehicle Fuel Tank replacement request, at the DPW site. It was noted that the Burbank Site Redevelopment request may not need to be dealt with at this point. The DPW overhead doors were talked about. Chair Mahoney noted that the repairs to DPW doors and windows should probably have been handled in the maintenance budget, but never were. The DPW capital requests and how they relate to the short-term DPW plan was explored. The question was raised: could any of these requests be folded into the DPW's short-term plan?

Ms. Fallon inquired about security requests. Ms. Marshall provided some information on what is needed (cameras) and when they will be installed (summer). Mrs. Brusch noted that security protocols may change (as a result of recent school shootings). The fire-alarm system at the Winn Brook was briefly discussed. Mrs. Brusch explained the systemic issues with the fire alarm system that impacts most of the schools.

Chair Mahoney provided an update on the funding source for the repairs needed at the fire stations. One possibility is that the BOS will take 50 percent (of the \$1.2M) out of free cash and the other 50 percent will be funded out of the Capital Budget. She added that it is clear that the Capital Budget funding needs to be increased, as any one of these items consumes much of the budget allocation. She stated that the “turn back” list needs to be provided to the CBC as there may be funds there that can be utilized to meet FY19 capital needs.

Concerning the list of requests from Facilities, Ms. Marshall flagged several items that seem like priorities and also noted several items that could be delayed for another year.

The CBC discussed the telephone hardware request. A question was raised about the frequency with which the phone system needs to be upgraded. Mrs. Brusch noted that it seems like we are replacing the phone system every five years or so, when historically, the town could go several decades with one system, before needing an upgrade.

The CBC explored the notion that IT/hardware requests (which seem to occur every five years) are draining the Capital and the operating budgets. Ms. Fallon noted that this will need to be addressed when the Financial Task Force begins meeting again.

School Department

Tony DiCologero, Finance Director, joined the CBC table. He discussed the Network Wiring Replacement Program request. The state contract pricing for the replacement program appears to be \$77,750. He explained that the wiring in the three elementary schools (Butler, Burbank, Winn Brook) needs to be upgraded as it is outdated (it was installed in 1998). He explained how the project would proceed, e.g., how the funds are allocated via the vendor. There is grant money available to defray a small amount of the cost of the upgrades at the Butler and Winn Brook, for which he will apply. The Burbank has received already the maximum amount of this grant for another project.

Library

Postponed until April 12.

Approval of Minutes

The minutes of March 15, 2018 were unanimously approved.

Other

The CBC generally discussed the budget and the FY19 requests, specifically the fire station repairs, the fire truck, and which of these could be bonded, etc. It was noted that Mr. Carman should be invited to attend a future CBC meeting to discuss various finance options.

Setting of Future Meeting Dates:

Thursday, April 5, 2018 at 8:00 a.m.
Thursday, April 12, 2018 at 8:00 a.m.

IT, Clerk, DPW, Community Development
Library and Straw Poll

The CBC moved to adjourn the meeting at 9:25 a.m.

Respectfully submitted,

Rebecca Vose