

Town of Belmont  
Capital Budget Committee  
Town Hall, Room 1  
Thursday Evening, January 17, 2008, 7:30 p.m.

Mrs. Brusch noted that Dr. Stafford would be unable to attend the meeting and that all other members of the Committee were present. At 7:25 p.m. she called the meeting to order. The following members of the Committee were present at the time of the call to order: M. Patricia Brusch, Mark F. Clark, John Conte, Jennifer M. Fallon, Daniel Leclerc and Anne Marie Mahoney. Also present was Barbara Hagg, Town Accountant and staff liaison to the Capital Budget Committee. No one appeared at the meeting after it was called to order.

The Committee had the following material before it:

1. Agenda for the meeting prepared by Mark Clark, Secretary.
2. Draft of minutes 10/22/07, prepared by Mark Clark, attached to Agenda.
3. Spreadsheet of capital requests prepared by Ms. Hagg in the fall of 2007.

Action on Minutes of Previous Meeting  
(Item 2 on Committee Agenda)  
Meeting of 10/22/07

Mrs. Brusch called for consideration of pending minutes, pointing out that a draft of the previous meeting's minutes was attached to the Agenda. Upon motion duly made and seconded (Mrs. Mahoney and Mr. Conte), the minutes of the meeting of 10/22/07 were approved as presented.

Planning for the Spring Budget Season  
(Item 3 on Committee Agenda)

Mrs. Brusch clarified that interviews with departments making capital budget requests would be scheduled for February 7 and 28, and March 13. She also suggested that these meetings might begin at 7:00 p.m. rather than 6:00 p.m. She explained that at least one of the Committee members would have difficulty attending meetings that begin at 6:00 p.m.; furthermore, the efficiencies afforded by the submission to department heads of questions in writing before the interviews allows for shorter interview times. During the discussion, Mr. Clark indicated that he would not be attending the meeting on February 28 and asked that departments with whose work he is already familiar be scheduled for that evening. Mr. Conte suggested that one evening be devoted to schools.

Much of the discussion that ensued concerned the financing of the Town's projects in general and the relationship of this Committee to that process. Matters reviewed included the over-ride process, the Town's organization for delivery of services (particularly IT), the suitability of certain software for use by the Municipal Light Department, approaches to financing large capital projects facing the Town and the lack of agreement on Town-wide priorities.

Ms. Fallon raised four issues that had come to her while reviewing the FY09 capital budget requests. These issues had been discussed last year but do not seem to have been resolved. First, the Town was supposed to have a coordinated security program. This Committee has received requests for security funding. Are they consistent with and coordinated with a town-wide program and with this Committee's funding recommendation last year? Ms. Fallon wonders whether this Committee should be making the priority decisions raised by three separate requests. Second this Committee spent a great deal of effort last year discussing power outages and back-up generators. Angelo Firenze was going to work with the Municipal Light Department concerning this subject. This year, two separate requests have been made to this

Committee for funding of emergency generators. Should coordination of this subject be left to this Committee? The third issue raised by Ms. Fallon was fleet management. The Town owns and operates a large number of vehicles. What happens to replaced vehicles? Is anyone thinking about this on a Town-wide basis or is it all done by Department? The fourth subject mentioned by Ms. Fallon is tennis courts. This Committee discussed tennis courts last year but similar requests are being made again this year.

During the discussion of Ms. Fallon's observations, Mr. Conte requested that the Town Administrator compile an inventory of Town vehicles, with their mileage, use and condition. Mrs. Brusch reported on a telephone conversation with the Town Administrator. She called Mr. Younger because she was confused as to why some of the departmental requests had been sent on to this Committee. Last spring, Mr. Firenze told this Committee that he and Mr. Younger were trying to streamline the process so that all requests received by this Committee were ones that the Town Administrator felt should be considered and conformed with this Committee's guidelines. However, it appears that this had not been done and the departmental requests were sent to this Committee as they had been in the past without being "vetted". Mr. Younger told her he thought his review would come later in the process.

However, Mr. Younger did look at certain items Mrs. Brusch asked about, most of which were the same things Ms. Fallon had mentioned. In addition, she had some confusion about bundled requests and about the SCBA filling station. Mr. Younger said that the filling station could wait until FY10, and that the other items he would check into and get back to this Committee (bundled requests, generator policy, tennis courts, vehicle replacement policy, IT coordination).

Mrs. Brusch also informed this Committee that she had been reminded by the Town Treasurer (Floyd Carman) that the funding for the debt service on the new HVAC units at the High School (first funded in the FY08 capital budget) is to be paid for from capital budget funds for the life of the bond (ten or fewer years). Mrs. Brusch has sent a memo to the Director of Finance for the School Department (Dr. Gerald Missal) asking that he remember to include the HVAC units in the School Department request for the next few years. Ms. Hagg reminded this Committee that the actual appropriation of the money will be from the debt line of the budget, rather than the capital budget article, but that the funds will come from the allocation for the capital budget.

Mrs. Brusch announced that the deadline for submitting to her questions to the Department heads about their FY09 requests is Wednesday, January 23. She will assemble and compile the questions to be submitted to Department heads to avoid duplicate questions.

Mrs. Brusch also pointed out to the Committee that on Tuesday (January 22, 2008) at 7:00 o'clock in the evening there will be a meeting in the Town Hall Auditorium to consider the Police Station feasibility study. Two locations are being considered for a new police station in addition to the present location. One is the current library building and one is the Video Plus location next to the new fire headquarters. The current Police Station is 13,000 square feet. An expansion to 26,000 square feet is being recommended, which includes 2,000 square feet of potential programmatic growth. There will be an opportunity to tour the current Police Station preceding the meeting in the Auditorium. The open house at the current Police Station will be from 6:00 p.m. to 7:00 p.m.

Ms. Fallon noted that a five-year plan from the IT administrator includes the cost of rerouting the fiber optic system from the Police Station if that location is sold. Ms. Fallon wondered if this would be an appropriate item for this CBC budget or more appropriately dealt within the sale of the current Police Department headquarters building (perhaps in the price) or the refurbishment of that building.

Adjournment

(Item 4 on Committee Agenda)

The meeting was adjourned at about 8:55 p.m.

Respectfully submitted,

Mark F. Clark