

**Town of Belmont
Capital Budget Committee
Belmont Beech Street Center, Conference Room, Second Floor
Thursday Evening, January 27, 2011, 7:30 p.m.**

Mrs. Brusch called the meeting to order at 7:30 p.m. Members of the Committee present were: M. Patricia Brusch, Mark F. Clark, Anne Marie Mahoney, Mark A. Paolillo and Rebecca Vose. Also present were Thomas Younger, Town Administrator; and Frank Martin, Assistant Town Accountant, substituting for Barbara Hagg, Town Accountant and staff liaison to this committee.

The Committee had the following material before it:

1. Agenda prepared by Mark Clark, Secretary.
2. Ms. Hagg had previously mailed to the members of the Committee copies of a summary of the requests made by Town departments for appropriations from the capital budget for FY2012, together with a tabulation of those requests.

Introduction of Members
(Item 2 on Committee Agenda)

Mrs. Brusch announced that John Conte is still a member of this Committee but that he would not be able to attend tonight's meeting. She also indicated that the representative from the Board of Selectmen for this year would be Mark Paolillo. She inquired whether Mr. Paolillo is acquainted with everyone in the room. Mr. Paolillo indicated that he is.

Organization of Committee
(Item 3 on Committee Agenda)

Mrs. Brusch announced that the next order of business would be the organization of the Committee for the coming budget season. She called for nominations for chairman. In response to an inquiry from Mr. Clark, Mrs. Brusch indicated that she is willing to serve as chairman one more year. Thereupon, Mr. Clark nominated Mrs. Brusch for chairman. Mrs. Brusch's name was the only name put into nomination. Upon motion duly made and seconded, she was unanimously elected. The Committee then turned its attention to the election of a secretary. In response to an inquiry from Mrs. Brusch, Mr. Clark indicated that this would be his last year on the Committee. He also noted that he would be out of town in early April but probably after this Committee's written report to Town Meeting is due. He then indicated that with these cautions, he is willing to serve as secretary. Thereupon, Mrs. Brusch nominated Mr. Clark for secretary. Mr. Clark's name was the only name put into nomination. Upon motion duly made and seconded, he was unanimously elected.

General Matters and Schedule
(Item 4 on Committee's Agenda)

Mrs. Brusch informed the Committee that the Board of Selectman wish to submit a budget for FY2012 at the Annual Town Meeting in April. She noted that this would mean that this Committee would need to adhere to a prompt and strict schedule in order to do its work.

Mrs. Brusch also noted that this Committee's written report to Town Meeting is due for mailing on March 30. She noted that this Committee is responsible for supplying 300 copies of its report so that Town employees need only stuff and mail the envelopes. In the process of describing that responsibility, Mrs. Brusch recounted incidents from previous years in which the copying process had not gone smoothly. The Town Accountant has found that there is a Staples in Burlington that is able to produce copies of materials for Town Meeting at favorable rates.

Mr. Younger indicated that he would get a quote from a vendor regarding copying and delivering the report this year. Mr. Clark suggested that Mr. Younger ascertain whether that vendor can receive the text electronically.

Ms. Fallon suggested that the report might be delivered directly to Town Meeting Members electronically. Mrs. Brusch noted that the Town Clerk already has a list of email addresses for Town Meeting Members. Mr. Clark suggested that Town Counsel should be consulted before Mr. Younger institutes such a delivery. Applicable law may require that Town Meeting Members receive official documents by hard copy or that Town Meeting Members be given their choice.

Mrs. Brusch asked that this Committee be given notice of probable warrant articles for April as soon as they are presented to the Board of Selectman so that this Committee can schedule interviews with appropriate persons promptly and not wait until a formal Warrant is published in the spring.

Mrs. Brusch observed that the School Department and the Building Services Department had used the new template that she had created and that the Community Development Department had used the previously existing template. Mrs. Brusch suggested that the School Department and the Building Services Department be scheduled for the meeting on February 3 at 6:00 p.m. She then explained, particularly to Mr. Paolillo who is new, that she took a pre-existing template that had been designed with large capital projects in mind and adapted that template into a new template that will be suitable for requesting and describing lesser capital requests, such as large pieces of equipment.

The Committee discussed the tabulation of capital requests that Ms. Hagg had supplied. Ms. Vose pointed out that some capital requests had been received subsequent to the preparation of the tabulation. Mr. Clark asked for clarification that \$150,000 had already been reserved for debt service (high school HVAC units) from the amounts available or potentially available for appropriation in the FY2012 Capital Budget

("available funds" - \$2,087,739 and "level service budget" - \$2,126,000). Mr. Martin assured the Committee that the debt service of \$150,000 had already been deducted before those numbers were determined. He also assured the Committee that he would arrange with Ms. Hagg to republish the tabulation to make that clear and to include the capital requests that were not already reflected in the tabulation.

The Committee turned again to the question of its schedule for the late winter and early spring. After discussion of the people who needed to be interviewed and the dates available when most members of this Committee could attend meetings, the following was agreed by consensus. Mrs. Brusch will attempt to schedule the Library with the School Department and the Building Service Department on February 3. That meeting will begin at 6:00 p.m. There is no need to meet with Community Development Department regarding road requests. Public Safety (police and fire) should be scheduled on the same evening but Public Works should be scheduled on a different evening. All meetings after the meeting on February 3 will begin at 7:00 p.m. They will be held on February 10 and 17, March 3, 10 and 24. The Committee will meet again on April 7. The meetings on February 10 and 17 will be devoted to interviewing departments. The meetings on March 3 and 10 will be devoted to establishing this Committee's recommendation for a capital budget. The meeting on March 24 will be devoted to reviewing this Committee's report to the Annual Town meeting. The meeting on April 7 will be devoted to any warrant articles upon which this Committee should report but are not included in the regular Capital Budget.

Written Questions Re FY2012 Capital Requests
(Item 5 on Committee Agenda)

During discussion of the Committee's schedule, Mrs. Brusch announced that written questions regarding requests made by the School Department, the Library and the Building Services Department were due by Tuesday, February 1, 2011. All other questions regarding the requests by other departments are due by Friday, February 4, 2011. All written questions should be submitted to Mrs. Brusch. She will consolidate the questions and submit the appropriate questions to each department so that each department can be prepared when it comes to be interviewed by this Committee. During the discussion of questions, the Committee discussed the need for Town ambulance service, the School Department's proposed replacement of boilers and the distinction between operating budget capital items (regular maintenance) and this Committee's responsibility for major and non-recurring capital items.

Adjournment

The meeting adjourned at about 8:53 p.m.

Respectfully submitted,

Mark F. Clark