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**BELMONT WARRANT COMMITTEE MEETING MINUTES
FINAL**

**JANUARY 9, 2013, 7:30 P.M.
CHENERY COMMUNITY ROOM**

Present: Chair Lynch; Members Allison, Baghdady, Brusch, Dash, Epstein, Gammill, Helgen, Libenson, Manjikian, McLaughlin, Millane, Sarno; School Committee Representative Slap

Members Absent: Grob and Paolillo

The meeting was called to order at 7:35 pm by Chair Lynch.

***Reserve Fund Transfer (RFT) Request – Hurricane Sandy
Underwood Pool Notification***

Chair Lynch distributed handouts relating to the RFT request and notification.

Hurricane Sandy Request

Member Epstein reviewed the details of the damages incurred from Hurricane Sandy, noting that unbudgeted and unforeseen expenditures were incurred. He noted that the subcommittee has agreed unanimously that this request meets the RFT criteria.

Member Libenson asked about the town's responsibility for removing these trees. Member Epstein said it was his belief that these were town-owned trees. Member Sarno asked about contingency funds within the DPW budget. Member Allison noted that town funds are not fungible and left over monies are turned back to the town, therefore there are no contingency funds.

Member McLaughlin moved: To approve the reserve fund transfer request.
The motion passed unanimously.

Underwood Pool Request

Member Epstein reviewed the issues surrounding the pool as a result of a state inspection. He noted that the items total \$30K in repairs that need to be completed in order for the pool to open this season. About \$15K can be covered in the existing budget, and the remaining \$15K is unbudgeted. He noted that this is not a RFT request, but rather a notification, if the funds are not identified.

Member Brusch said she was concerned about the fact that this request is not unforeseen in nature. Member Epstein agreed and stated that a funding mechanism for small and steady repairs is needed to keep the pool running. Member McLaughlin spoke to the unforeseen nature of the request, noting that the state's inspection was not anticipated.

Mr. Kale explained why the entire pool surface needs to be resurfaced at this time. He then explained the process for doing the repairs for the upcoming season. He said there is a short-term and long-term plan for the pool.

Minuteman Update

Member McLaughlin informed the WC that the working group from Belmont met with Minuteman's working group. Following a tour of the Belmont High School, there was a two-hour meeting. The two groups decided they will need to meet again.

Town Financials – FY12 and Q1 FY13

Mr. Kale informed the WC that department heads have distributed their proposed FY14 budgets, and that those budgets are being reviewed. He said revenues and strategies are being discussed with the School Department as well. He then reviewed several steps that are in motion to nail down the revenue number, e.g., meeting with health insurance consultants and the retirement board.

Mr. Kale noted that the audit is near completion and that free cash will be certified soon. He then reviewed the free cash adjustments and appropriations. Mr. Kale also reviewed savings from salary vacancies and turn-backs from FY12. He noted that money from free cash was used to balance the FY13 budget and that money will be used for FY14 as well.

Member Libenson asked if there was any concern about the Public Safety salary numbers that are trending high. Member Bruschi requested to see the past two budget years for comparison purposes. Member Sarno raised the topic of budgeting for town salaries.

Framework to Address Community Preservation Act (CPA) Projects

Chair Lynch informed the WC that the CPA committee met tonight to finalize projects that are moving forward. He noted that the WC will need to weigh in on these projects, if they have an impact on the operating budget. Member Libenson added that the WC will only weigh in on the projects that have an ongoing operational expense impact on the town. Member Allison indicated that the WC should also review projects that may have an impact on the operating budget in the future. There was general consensus for the framework.

Draft Letter to Town Meeting (TM) Members

Chair Lynch distributed a draft outline of a letter to update TM members on the budget process. The WC offered feedback to the draft outline. Chair Lynch requested that members e-mail any additional comments.

Approval of Minutes

The minutes of 12/12/12 were approved with four abstentions.

Warrant Committee Report Template

Chair Lynch distributed the Fire Department's template from the FY13 WC report as an example for the WC to review. He said he would like to have a finalized template by February 13th, when the budget is presented. He noted that the sections of Mission and Services will be combined into one section. He suggested that the Recap of Prior Year Recommendations section be eliminated. There was WC discussion and consensus to keep that section.

Warrant Committee Spring Calendar

Chair Lynch distributed a draft Spring Planning Calendar for the WC to review. The WC discussed the deadline dates for the subcommittee reports (both draft and final) and suggested that the deadlines be amended. Chair Lynch agreed to consider amending the Spring Planning Calendar based on the discussion.

Updates: School Committee, Planning Board

School Committee: SC Rep Slap informed the WC that NEASC has offered to revise their report. There is a conversation relating to the relevance of NEASC going forward.

She noted that Dr. Kingston has convened a safety/security committee to examine physical security issues and protocols.

A new committee has been formed to look at a BHS renovation in conjunction with the MSBA.

She noted that there is a joint meeting with the BOS on Monday.

Planning Board: Member Baghdady informed the WC that the PB will be working on the following items:

- a landmark building preservation bylaw
- medical marijuana dispensary discussion and the regulation of methadone clinics
- inclusionary housing bylaw
- Richardson Farm (Ogilby property) restriction is moving forward
- The Historic District Commission will work with the PB on a demolition delay bylaw
- In Cushing Square, there have been public hearings as the project moves forward

Public Contributions

There were none.

Adjournment

Member McLaughlin moved to adjourn at 9:27 pm.

Submitted by Lisa Gibalerio
WC Recording Secretary