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**TOWN OF BELMONT
FINANCIAL TASK FORCE
REVENUE OPPORTUNITIES SUB GROUP**

Minutes: Wednesday, February 19, 2014, Town Hall Conference Room #4, 5:00PM
Present: Floyd Carman, Anne Helgen, Charles R. Laverty III, Jim Williams
Absent: Charles Clark, Daniel A Dargon Jr
Other: Michael Trainor

Floyd Carman called the meeting to order at 5:05 PM.

Old Business

Motion to approve minutes of January 29, 2014 passed unanimously.

Approve Recommendation for Parking Lot Fee Increase

The Revenue Opportunity Sub Group agreed that proposing an increase in parking fees should be one of the first recommendations presented to the Board of Selectmen. The Sub Group would also recommend adopting a biannual review of Town parking fees as a matter of standard practice.

Update Town Fee Package for Belmont

Anne Helgen obtained the 2006 Report of Revenue Enhancement Subcommittee from Ralph Jones but it did not contain an in-depth, comprehensive fee schedule, such as that currently being compiled by the Sub Group. However, the Report did stress that in general only limited changes are allowable before municipal fees are considered "impermissible taxes."

Jim Williams cautioned that including all municipal fees from comparable Town and City governments may prove too extensive for the Comprehensive Fee Study. Floyd Carman acknowledged that many communities have extensive fee schedules, but reminded the Sub Group that many of these fees are statutory and not subject to reevaluation on a town-level.

Report Package Format

Anne Helgen suggested that the final report should not only list all potential revenue opportunities, but also include the Sub Group's insight as to how the Town should prioritize these opportunities.

To Do

- Fee Schedules
 - Sub Group to finalize Town of Belmont Fee Schedule by the end of March 2014.
 - Michael Trainor will create a draft of the Comprehensive Fee Study using Belmont's Fee Schedule as a guiding document when importing municipal fees gathered from comparable communities.
 - Any fees not included in the first draft of the Comprehensive Fee Study will be reviewed by the Sub Group. All fees deemed to be controllable by the Sub Group will be added to the Comprehensive Fee Study.

- Chuck Laverty
 - Contact Daniel Dargon for a list of new growth opportunities and a list of Town owned properties/land.
 - Contact Bob Mahoney for a copy of the Pleasant Street Study.
- Anne Helgen
 - Research commuter parking fees in comparable municipalities in order to determine if Belmont should initiate a commuter parking program.
 - Gather PILOT information from comparable municipalities.
 - Prepare a presentation of the benefits of establishing a Recreational Enterprise Fund for the March 5, 2014 Sub Group Meeting.
- Floyd Carman will draft a formal motion regarding the proposal to increase parking fees, which will be voted on at the March 5, 2014 Sub Group Meeting.

The next meeting is scheduled for Wednesday, March 5, 2014 at 5:00PM, Town Hall Conference Room 4.

Meeting was adjourned at 6:32 PM.

Respectfully submitted,

Michael Trainor