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**MINUTES
TOWN OF BELMONT
CAPITAL BUDGET COMMITTEE
Town Hall Conference Room 4
Thursday, December 6, 2018
8:00 AM**

I. CALL TO ORDER

As senior member of the Committee, Mrs. Brusch called the meeting to order at 8:04 a.m.

Members Present: Anne Marie Mahoney, M. Patricia Brusch, Susan Burgess-Cox (SC), Jenny Fallon (WC) (left at 9:01 a.m.), Bulent Gurel (PB), Mark Paolillo (BOS) (at 8:31 a.m.), and Rebecca Vose

Also Present: Glen Castro, Budget Analyst, and Patrice Garvin, Town Administrator (at 8:36 a.m.)

The first order of business was election of officers. On motions made and seconded Anne Marie Mahoney and Rebecca Vose were unanimously re-elected Chair and Secretary, respectively.

Approval of Minutes

The minutes of November 8, 2018 were approved with one abstention.

Review Capital Requests for FY2020

Members expressed gratitude to Ms. Garvin for providing the Capital Budget Book to them the week after Thanksgiving. This is much earlier than the Book has been available in past years and will likely allow for a thorough review process. The Committee discussed the new format used by Ms. Garvin. It differs from the form previously used by the CBC. Members agreed to see how the new form works this year and ask department heads how they like this new approach. Other differences were noted and discussed. Chair Mahoney asked Mr. Castro to re-sort the capital requests by funding source and distribute it to the Committee. Ms. Fallon expressed appreciation of the broad view of capital needs provided by this new format.

There was discussion the new Facilities Director to take a look at the Town's roof program with the CBC. Members are also interested in a complete maintenance assessment of Town Facilities.

Approval of Security Projects

Chair Mahoney explained that there are funds left over from FY2018's System Security Upgrade allocation. She further explained that Ms. Garvin has identified three security projects that

require immediate attention, the total cost of which this money will cover. After discussion of this proposal,

Ms. Fallon moved: To approve use of available funds for these projects.
The motion passed unanimously.

Update on Building Projects

BHS

Mrs. Brusch reported that since the Town Meeting vote, several consultants have been pushing along on the project. The architect and others have made good progress on design development. Work has been done every day and will continue with the exception of Christmas Day during the upcoming school break. Around June 21st outside work can begin. The phase that will impact traffic should start by February or March. Construction of the MBTA Track underpass will affect the high school; however, there is not even a plan or funding in place for this undertaking. Lastly, there is uncertainty about what construction bids might look like in view of the tariffs that the federal government has imposed or may impose. This will affect both the DPW and Police Station building projects.

DPW/Police

Chair Mahoney explained that the Planning Board has asked for landscape design plans before it approves these projects. Some of the funding that had been relied on is no longer available, so the Building Committee will request that the BOS use the proceeds of the sale of the Cushing Square Parking Lot to make up the shortfall. The development of relocation plans for the construction phase is the next focus of work for the committee.

Library

Mrs. Brusch related that the Library Building Committee has selected an architect to prepare schematic designs for the fundraising campaign. In response to a question from Mr. Paolillo about the timing of an override vote, Ms. Brusch explained that 2022-2024 is the target range.

Other Business

Chair Mahoney discussed the process the Committee uses for interviewing Department Heads, including providing to them members' questions ahead of time to ensure a more efficient review process.

Setting of Future Meeting Dates

The following dates were set for meetings with department heads to review capital budget requests:

Thursday, January 10, 2019 at 8:00 a.m.
Thursday, January 24, 2019 at 8:00 a.m.
Thursday, February 7, 2019 at 8:00 a.m.
Thursday, February 24, 2019 at 8:00 a.m.
Thursday, March 7, 2019 at 8:00 a.m.

The CBC moved to adjourn the meeting at 9:37 a.m.

Respectfully submitted,

Rebecca Vose, Secretary