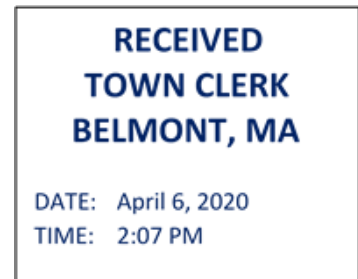


**MINUTES
TOWN OF BELMONT
CAPITAL BUDGET COMMITTEE
Town Hall Conference Room 1
Thursday, March 5, 2020
8:00 AM**



Call to Order

A regular meeting of the Capital Budget Committee (CBC) was called to order at 8:06 a.m. by Chair Anne Marie Mahoney.

Members Present: Chair Mahoney, Susan Burgess-Cox (SC), Adam Dash (SB), Jenny Fallon (WC), and Rebecca Vose

Members Absent: M. Patricia Brush and Karl Haglund (PB)

Also Present: Jon Marshall, Assistant Town Administrator, Kathy Keohane, President of the Board of Trustees of the Belmont Public Library (BPL), Peter Struzziero, Director of BPL, Dave Petto, IT Director, (at 8:25), Floyd Carman, Town Treasurer, (at 8:45)

Library Requests for FY2021

Mr. Struzziero began the Library's presentation with a request for funds to perform preventive maintenance on six (6) to seven (7) A/C units to keep them working until a decision is made about a new library building. The Director reminded members that two years ago the Capital Budget Committee recommended \$40K to replace one of the Library's A/C roof units that was on its last legs. This new request is an attempt to extend the useful life (by 5 years) of the remaining units. The work can be done for about \$45K, although Mr. Struzziero will refine this number before the CBC votes on its final recommendations to Town Meeting. He explained that the Town has designated the Library as a cooling center for Town's people on high-heat days. Unless these units are repaired, the Library Building will not offer any respite from the dog days of summer and will make the building uncomfortable to unbearable for users on other normal heat days. The Committee noted that this project is not recommended by the Town Administrator, who prefers to defer this work to a future fiscal year.

Ms. Keohane then discussed the Library's fire alarm system, referencing a letter dated October 7, 2019 from Fire Chief David Frizzell updating his previous assessment of the system. The Chief reiterates his belief that "[t]he system is beyond its current useful life." He then lays out two options for handling the situation. The first (Option 1) is to continue using the system as it is "operating without any known issues." Should the system fail the library would need to close for 2-3 days while necessary repair work is performed. He estimates the repair work to run between \$20-\$25K. The second option (Option 2) is to undertake a major overhaul of the alarm system to the tune of \$175-\$200K. The work could be planned out minimizing disruption to library operations but would still likely require a portion or all of the building be closed for some of the

work to be done. Ultimately the Chief suggests Option 1 as the “most reasonable and fiscally responsible.”

Ms. Keohane discussed the Trustees’ concern about a fire in a building filled with paper, equipped with a fire alarm system that has outlived its useful life. As an interim measure to enhance the alarm system, the Library proposes adding heat sensors in the eaves, as an added measure of protection. There are four (4) in the eaves at the moment and the request is to add up to twelve (12) more. These sensors have not yet been costed out, but Mr. Struzziero will get the CBC an estimate before the Committee’s vote.

IT Update

The IT Department has no requests for FY21, but Mr. Petto graciously appeared before the CBC to provide an update on projects underway in or connected to his department. Ms. Fallon asked about progress on the Town’s fiber network. He explained that he has \$135K remaining in his budget from the last two fiscal years for the network project. After the design was drawn up, Mr. Petto discovered that the Municipal Light Department was doing fiber work, so he is now working with staff there to complete the project. Ms. Fallon also inquired after the status of the town-wide security system. This undertaking is now under the auspices of Facilities. To the extent that IT is involved in that work, Mr. Petto’s department becomes involved.

There then ensued a discussion of the Town’s telephone system, which has a useful life of roughly five (5) years. Mr. Petto reports that the in future Town will go to the Cloud for its telephones; he will be requesting \$150K in FY22 for a new phone system. He actually anticipates that this amount will be less when the request is made. Lastly, he reported on the need to replace the network firewall. This project cannot be deferred to FY23 because it is system critical to the Town’s network security.

Accounting Department request for FY21

Mr. Marshall described to the Committee the Accounting Department’s request for a Tyler Content Manual SE (TCM). It enhances the capacity of the Munis System that the Town uses for accounting. The TCM substitutes manual data entry with a scanning function, increasing the efficiency of that office. The Town Administrator is not recommending this purchase because she believes it is appropriately an operating expense, and because it is non-essential prefers to defer it to FY22.

Community Preservation Act Projects

Mr. Carman, a member of the Town’s CPA Committee, appeared to present the CBC with the projects that this committee is recommending to Town Meeting.

Community Housing:

Feasibility Study for the Redevelopment and Creation of New Affordable Housing Units at

Belmont Village (Veterans Village) for \$173,000

Historic Preservation:

Town Hall Chimney Repair for \$125,000

Homer House Window Restoration Project for \$100,000

Recreation:

Town Field Playground and Court Restoration for \$680,624

Total request: \$1,078,624

Mr. Carman shared the analysis of these requests conducted by the CPA Committee. He reported that the neighborhood group that supports the Town Field project has raised \$17,000 already in donations for the work. The group aspires to raise a total of \$35,000.

Capital Projects Inventory FY21

Mr. Carman had earlier distributed to CBC members an inventory of all the Town's capital projects, which lists for each project: the amount bonded, P&I payments due and offsetting revenue, among other data. He explained that when certain capital projects were paid off, the money that had been allocated for them has gone to meeting the P&I payments for the Police Department and DPW building projects. The upshot is that there is no additional borrowing capacity for new capital items. This inventory includes sewer and water bonds (both Town and MWRA).

Borrowing Policy

Committee members turned their attention to the borrowing policy that they adopt annually. This policy is helpful in the Town's dealings with bond rating agencies. Mr. Carman assured members that the date of the annual vote endorsing the policy may be changed from February 1st to March 1st without consequence.

The policy currently reads as follows:

The Capital Projects Discretionary budget will set aside not more than 33% for debt service/lease payments. The request must be greater than \$100,000 with a useful life of 10 years. The Treasurer will provide annually and update the Capital Budget Committee with an amortization schedule of payments. The Capital Budget Committee will review this policy annually by February 1 and forward to the Select Board, Warrant Committee, Town Accountant, and Treasurer an update on the review.

Adoption of Borrowing Policy

Mr. Dash moved and Ms. Fallon seconded the approval of the amended Borrowing Policy, as follows:

The Capital Projects Discretionary budget will set aside not more than 33% for debt service/lease payments. The request must be greater than \$100,000 with a useful life of 10 years. The Treasurer will provide annually and update the Capital Budget Committee with an amortization schedule of payments. The Capital Budget Committee will review this policy annually by March 1 and forward to the Select Board, Warrant Committee, Town Accountant, and Treasurer an update on the review.

The motion was approved unanimously.

Next Meetings

The CBC's next scheduled meeting is Friday, March 13. Other meeting dates are April 2 and 16.

Approval of Minutes

The Minutes of February 13, 2020 as written were approved unanimously.

The CBC moved to adjourn the meeting at 9:20 a.m.

Respectfully submitted,

Rebecca Vose, Secretary