

**MINUTES
TOWN OF BELMONT
CAPITAL BUDGET COMMITTEE
MEETING BY AUDIO AND VISUAL REMOTE ACCESS AND BY TELEPHONE
Wednesday, February 10, 2021
8:00 AM**

**RECEIVED
TOWN CLERK
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DATE: February 26, 2021
TIME: 11:30 AM

Call to Order

A regular meeting of the Capital Budget Committee (CBC) was called to order at 8:02 a.m. by Chair Anne Marie Mahoney.

Members Present by Audio and Video Remote Access: Chair Mahoney, M. Patricia Brusch, Tom Caputo (SB) [until 9:30], Amy Checkoway (SC) [until 9:30], Jenny Fallon (WC) and Rebecca Vose; and Susan Burgess Cox, Liaison to the Planning Committee [until 9:00]

Also Present: Jon Marshall, Assistant Town Administrator; Floyd Carman, Town Treasurer; Dave Petto, Director of IT; Glen Castro, Budget Director and Acting Town Accountant; Donna Tuccinardi, Assistant Town Accountant; Glenn Clancy, Director of Community Development

Conversation with Treasurer Floyd Carman

Committee members discussed the possibility of bonding various Chenery Middle School capital projects, including a new roof, with Mr. Carman who suggested including other what he described as “mission critical” projects in the same bond. These projects have the added advantage of being “one and done” in his view and would include boilers at the three (3) oldest elementary schools, assuming that the Green Community Grant for which Mr. Marshall has applied, does not come through. The roof repairs at the Fire Substation could also be included in this bond.

Mr. Carman recommended that the CBC prepare a Warrant Article for bonding the CMS and Fire Station roofs as a place holder for the Annual Town Meeting. Mr. Marshall agreed to take responsibility for preparing such an article.

The CBC discussed the need for greater clarity for members around the amount the Town’s bonding capacity increases as a result of completed bonded projects. Ms. Fallon stated that the CBC needs to understand what falls inside the discretionary capital budget bonding capacity and when debt rolls off what amount of money falls back into the discretionary budget.

Members then asked about the status of funding for the DPW and Police Department buildings, for which capital projects turn-back monies were to be used. It was not clear from this discussion that in fact the turn-back funds were used for this purpose. Mr. Carman explained that these projects are being paid for out of the operating budget and some free cash.

Accounting FY22 Request

Glen Castro made a presentation to the CBC about the Tyler Content Manager SE, which will allow for digital storage of documents by all town departments and the school district business office. This Content Manager permits remote access for employees working from home as they have done for parts of the past year. It will generate savings in printing, paper and copier lease costs. Mr. Petto reported that the system features centralized document storage in the Cloud, resulting in a far smaller physical footprint for Town and some School records.

The estimated cost of Tyler Content Manager is \$50,000. Mr. Castro explained that this system will reduce the more tedious tasks related to accounting functions, making employees both more efficient and happier. The Town's Auditors like the one-stop shopping for back-up documentation that Tyler affords. There are no additional FTEs associated with this system. Ms. Tuccinardi assured committee members that all departments will benefit from using Tyler Content Manager.

IT FY22 Request

Dave Petto described the IT's request for \$98,000 for a town-wide phone network infrastructure upgrade. This project entails replacing the roughly 800 phones in Town and School offices with IP phones. The Town's currently uses a hybrid system (digital/IP), which does not permit integration with mobile devices or other systems within town. The upgrade will require replacing non-power over ethernet (POE) network switches with POE switches to support the new phones as well as replacing CAT3 cabling with CAT6 cabling in several buildings. Mr. Petto credited Jon Marshall with obtaining a government grant to defray \$42,000 of the original cost estimate of \$140,000, hence the ask for this project is now \$98,000.

Pavement Management FY22 Request

Glenn Clancy once again provided an over view of Community Development's pavement management program to the CBC. The roads to be repaved are identified from an inventory of all public ways in Town that assesses the condition of each road, whether it is a local road or a major or minor collector road. Other factors considered include whether water and sewer work need to be done on a particular roadway. His department deems it preferable to coordinate repaving with this work to minimize disruption to residents and to avoid disturbing a newly repaved road surface. Mr. Clancy explained that he budgets major roads for a twenty (20) year life cycle and residential streets for twenty-five (25) years.

The program is paid for by two overrides that specifically allocated funds for road pavement. Sidewalk maintenance work, which is also funded by dedicated override money, is done on roads being re-paved as well as seriously compromised sidewalks around town. The money allocated funds as much work as Community Development can manage in a paving season.

The amounts requested for pavement management and sidewalk maintenance are \$1,812,460 and \$230,000, respectively.

Next Meeting

February 25, 2021 at 8:00 a.m. with departments heads to be determined.

The CBC moved to adjourn the meeting at 9:49 a.m.

Respectfully submitted,

Rebecca Vose, Secretary