

DATE: January 9, 2023
TIME: 2:58 PM

Comprehensive Capital Budget Committee

MEETING MINUTES

Monday, November 14, 2022

Location – Remote Meeting on Zoom

Members present: Pat Brusch, Aaron Pikilingis, Adam Dash, Larry Link, Catherine Bowen, Melinda Huang, Susan Burgess-Cox

Members absent: Claus Becker

Other attendees: Chris Doyle (appointed member not yet sworn in)

[Meeting called to order at 8:02am]

1. Call to order (8:02)
2. Introductions
 - a. Committee members gave brief introductions about their personal interests and previous experience in local government.
3. Review of Bylaw and history
 - a. Definition of capital
 - b. Thresholds (currently \$10k, consider moving to \$25k; prior CBC members agreed with this). Melinda indicated that LTCPC surveyed last 5 years of projects and very few were under \$25k therefore not much would shift to the operating budget
 - c. Shifting from many departments relying on capital budget for things that should be in the operating budget
 - i. Historically CBC rejected things they considered to be maintenance (painting, air filters, etc.)
 - ii. Previously, the departments' operating budgets used to have two-part budgets that included support for:
 1. Minor maintenance (things like air filters)
 2. Major maintenance (less frequent items such as carpet, window or door replacement or painting)
4. Select committee structure and elect officers
 - a. Discussion of Chair & Vice Chair vs. Co-chairs
 - i. Historic district commission does co-chairs
 - ii. Susan suggests co-chairs; Pat suggests having historical knowledge as co-chairs
 - b. Adam advocates for a traditional Chair & Vice Chair, noting it is good if the Chair can't attend some meetings
 - c. Discussion of Secretary role
 - i. Notes
 1. May help with writing reports, but all agree this should be a shared responsibility for all members
 - ii. Options

1. 1 dedicated person
 2. Rotate by meeting
 3. Rotate by "semester"
- iii. All members come to agreement that it would be easier to have a dedicated secretary as it provides better consistency
- d. Adam moves to have a traditional structure (Chair, Vice Chair, Secretary)
 - i. Kate second
 - ii. Votes (5-2 in favor)
 1. Pat - No
 2. Adam - Yes
 3. Susan - No
 4. Kate - Yes
 5. Melinda - Yes
 6. Larry - Yes
 7. Aaron - Yes
- e. Elect Officers (Chair, Vice Chair, Secretary)
 - i. Chris willing to run for chair
 1. Interested in having a problem-solving constructive group
 2. Sees the committee's job as getting things done, though this will include temporary and long-term decisions re: policy
 3. Would need option for hybrid meetings at least some of the time to attend meetings
 - ii. Susan would like to be considered as chair
 1. Works from home most days -- trying to go in 1x/week
 2. Has significant experience serving on other town committees, including the School Committee and on the Capital Budget Committee
 - iii. Kate moves to nominate Chris to be Chair
 1. Adam second
 2. Vote (7-0 in favor)
 - a. Pat - Yes
 - b. Adam - Yes
 - c. Larry - Yes
 - d. Susan - Yes
 - e. Kate - Yes
 - f. Aaron - Yes
 - g. Melinda - Yes
 - iv. Aaron moves to nominate Susan as Vice Chair
 1. Adam seconds
 2. Votes (7-0 in favor)
 - a. Pat yes
 - b. Adam yes
 - c. Larry yes
 - d. Aaron yes

- e. Kate yes
 - f. Susan yes
 - g. Melinda yes
 - v. Kate moves to nominate Aaron as Secretary
 - 1. Pat seconds
 - 2. Vote (7-0 in favor)
 - a. Pat yes
 - b. Adam yes
 - c. Larry yes
 - d. Aaron yes
 - e. Kate yes
 - f. Susan yes
 - g. Melinda yes
- 5. Meetings' administration & timing
 - a. Schedule
 - i. Start meeting about once a week for the next month or so, then settle into a regular schedule once we are up and running
 - 1. We are starting the process later than the CBC did in the past, so we will have some work ahead of us to get set up, then get caught up and ready for the Spring
 - ii. Discussion: time of day and days of the week
 - 1. Could be easier if shorter meeting length given high frequency (Kate)
 - 2. Most people want to have a reasonably stable rhythm of weekly or biweekly meetings
 - 3. Susan asks: Do hybrid meetings require a quorum to attend in person? (Chris will follow up with Town Clerk)
 - 4. Suggestion: Meet remotely the next few Fridays
 - a. Meet remotely this Friday (11/18) from 7:30-8:30
 - 5. Pat will check the Building Committee meeting to see if she might be available for a 12/1 meeting at 7:30am.
 - 6. In the future: plan on Friday mornings
 - 7. Discussion: Things we will need to inform our process
 - a. Budget calendar
 - b. Excel sheets of requested and approved capital items and projected future needs (Larry)
 - i. Suggests we look at past data to help projections
 - 1. Kate suggests at least 5 past years as long-term projections will require data
 - ii. Can we have a copy of the spreadsheet?
 - 1. It's a PDF on the website
 - 2. Susan will to look for this excel file and share
- 8. Next meeting:

- a. Take up agenda items not addressed in this meeting
 - b. Review budget calendar with Jennifer (Belmont Assistant Town Administrator)
 - c. Chris will send around agenda
- b. Subcommittees
 - i. To be determined in future meetings as we better understand the work; maybe organized by departments;
- 6. FY2024 Capital Budget Development Framework (not discussed)
- 7. Discussion of FY23 Capital Budget (not discussed)
- 8. Meeting adjourned at 9:02am
 - a. Motion Kate; Second Melinda; Votes (unanimous approval)
 - i. Pat
 - ii. Adam
 - iii. Larry
 - iv. Kate
 - v. Aaron
 - vi. Melinda
 - vii. Susan

Scheduled Upcoming meetings:

- Friday 11/18 at 7:30-8:30am
- 12/9 from 7:30-8:30am

Tentative future meetings:

- 12/1 OR 12/2 from 7:30-8:30am (to be decided this week)

Minutes prepared by Aaron Pikcilingis