

## Comprehensive Capital Budget Committee

### MEETING MINUTES

Friday, March 3, 2023

Location – Remote Meeting on Zoom

**Members present:** Pat Brusch, Aaron Pikcilingis, Adam Dash, Larry Link, Catherine Bowen, Melinda Huang, Claus Becker, Chris Doyle, Susan Burgess-Cox

**Members absent:** None

**Other attendees:** Jennifer Hewitt, Belmont Assistant Town Administrator; Donna Tuccinardi, Town Accountant's Office

*[Chair Chris Doyle called meeting to order at 8:33am]*

### Agenda

1. Minutes
  - a. No minutes to review
2. Ranking projects Exercise
  - a. C. Doyle shared an updated view of the compiled scores on the prioritization tool
  - b. M. Huang provided an overview of the individual and compiled rankings
  - c. Discussion: Details of the tool and how we display additional funding sources
    - i. Pavement management and sidewalk maintenance programs should be labeled as dedicated funds -- these came from override
    - ii. C. Bowen clarifies that keeping these funds dedicated to these programs is a social contract; perhaps discuss this in more detail at a future meeting
    - iii. C. Doyle notes that though Chapter 90 funds are not reflected in the capital budget, these funds should be included in our report to provide a complete picture
      1. Similarly, we will make mention of CPA funding in our report
    - iv. For future meeting: provide an overview of Chapter 90 funding and whether this committee should weigh in on its use
  - d. J. Hewitt provided an explanation of the approach the Town is using re: various funding sources that go into the general, and therefore capital, budgets vs. more limited grants like Chapter 90
  - e. J. Hewitt can complete the scoring exercise, too, though we will leave her scores out of the aggregate of voting members. This will be helpful to compare as a check for the rest of the scores.
  - f. Next step: additional columns for statutorily restricted funding
3. Privatization/Regionalization approach
4. Project request update
  - a. J. Hewitt provided an update to requests:
    - i. Facilities requested an estimate for the CMS boiler project analysis and the price was low (\$40k) so he proceeded. The \$100k previously broken out for FY24 is now re-integrated into the FY25 request

- ii. Facilities will coordinate the security vestibule and camera installation projects at the same time. *It would be helpful in terms of timing to use the ARPA funds for these projects.*
  - iii. Updated turnback funding available figure is \$175,963 (previously above \$200k)
    - 1. P. Brusch notes the past practice of setting a reasonably hard 2-year limit to use capital funds once approved
  - iv. Discussion: Security vestibule and camera installations
    - 1. C. Doyle notes that we have enough funding (assuming bonding for a pumper truck) to cover all FY24 requests, but that doesn't mean we *have* to fund them all, including these two
- 5. Ambulance funding restored from Bid Reserve Fund
  - a. J. Hewitt provided an overview of reserve funds available from FY23 budget
    - i. A previous ambulance supplemental funding authorization for \$65,000 was turned back inadvertently and moved into a project reserve, meaning the funds were not available for the fire department to use
    - ii. Request today is to restore these funds into the FY24 budget for use by the Fire Department
  - b. Discussion:
    - i. P. Brusch clarifies that these funds should never have been moved to the reserve fund; notes that we should carefully word what we're doing to make it clear in the future (e.g., fixing an error, not adding a new project)
    - ii. Transfer from project bid reserve into an ambulance fund to allow us to take delivery next month
    - iii. **P. Brusch will work offline with J. Hewitt this week to formulate wording a motion for us to put to a vote at our next meeting**
- 6. ARPA funded project(s)
  - a. Not discussed
- 7. Presentation of needs beyond year 5
  - a. Not discussed
- 8. Consider CCBC policy recommendation to Select Board regarding reservation of funding capacity for nonexempt debt
  - a. Not discussed
- 9. Updates from other committees
  - a. Not discussed
- 10. Spring calendar and topics
  - a. Discussion about changes to the rules allowing remote meetings and adjusting to meet in person as required
  - b. **C. Doyle asks all members respond back to her request for schedule availability**
  - c. **C. Doyle asks all members to review the report outline provided and consider sections they could help create**
- 11. Public Comment
  - a. No members of the public present

*[Meeting adjourned at 9:28am]*

*Motion: L. Link*

*Second: P Brusch*

*Vote accepted by unanimous consent*

**Scheduled Upcoming meetings:**

- Friday 3/10
- Friday 3/24
- Friday 3/31