

DATE: May 26, 2023  
TIME: 11:05 AM

## Comprehensive Capital Budget Committee

### MEETING MINUTES

Friday, May 12, 2023

Location – Remote Meeting on Zoom

**Members present:** Pat Brusch, Aaron Pikcilingis, Roy Epstein, Larry Link, Melinda Huang, Chris Doyle, Susan Burgess-Cox

**Members absent:** Claus Becker

**Other attendees:** Jennifer Hewitt, Belmont Assistant Town Administrator; Catherine Bowen

*[Chair Chris Doyle called meeting to order at 8:18am]*

### Agenda

1. Minutes
  - a. 2023-03-24 Meeting
    - i. Motion - P. Brusch
    - ii. Second - L. Link
    - iii. Vote - 5-0 in favor with one abstention (R. Epstein)*[S. Burgess-Cox joined the meeting at 8:20am]*
2. CCBC Report
  - a. **C. Doyle provided an overview of recent changes to the draft capital project list**
    - i. This project list now includes details about investments in town assets from other funding sources (select CPC projects, Chapter 90, state earmark for Grove & Huron intersection study)
    - ii. R. Epstein suggests indicating the percent of this total represents of the total operating budget. C. Doyle agrees is and is working with J. Hewitt to compile accurate numbers for both figures
    - iii. The file now also includes a table showing all the capital investments by funding source (currently the second tab)
    - iv. Discussion about the best way to include the future debt servicing for the pumper truck beyond FY24, including the bond rate
  - b. *C. Doyle provided an overview of the CCBC\_FY24\_report\_v3.docx*
    - i. Discussion of the remaining work to complete the report
      1. **C. Bowen will write a brief explanation of Chapter 90 funding**
      2. **R. Epstein will revise the capital endowment fund section**
      3. **S. Burgess-Cox will review the funding section provide edits**
      4. **S. Burgess-Cox will provide an updated timeline/chart for the committee's work (bulleted list which can be turned into a graphic) to provide a rough idea of the approximate timing**
        - a. Collaborate with J. Hewitt on updated process
        - b. Should focus on our plans for the coming year, note the delay in appointments for this past cycle

5. **M. Huang will add a brief explanation of our ranking criteria and process**
6. **M. Huang and C. Doyle will collaborate on how to include the output of the project rankings effort**
7. **M. Huang will provide a simple pie chart of project funding by department (C. Doyle to clarify need)**
8. Review and discussion of the projects that are highlighted in the report
  - a. **L. Link will write a summary of sidewalk/road prioritization (short paragraph for each roads and sidewalk). C. Bowen will send L. Link the Safe Routes to School Assessment.**
    - i. Doesn't need to include details on roads and sidewalks that will be addressed in FY24 budget as G. Clancy (Office of Community Development) includes this in his report to Town Meeting
    - ii. Should include note about sidewalk assessment
    - iii. **P. Bruschi will check with G. Clancy to confirm that we can refer to his roads plan and help L. Link with the write-up on roads/sidewalks**
  - b. **C. Doyle will add write-up of plan for pumper truck**
    - i. Brief discussion about bonding strategy (5- vs. 10-year amortization schedule) -- A fuller discussion of this topic will be added to a future meeting agenda
  - c. **C. Doyle will write up summaries of enterprise and ARPA projects**
9. **M. Huang and C. Doyle will collaborate on design of the chart showing projects by funding source**
10. **L. Link will complete section & chart on projects in years 2-5, highlighting the large projects**
  - a. Remove link
11. Discussion: do not include years 6-30 in this year's report, but **L. Link can include a note about these years and our future work in the 2-5 section**
12. **A. Pikcilingis to smooth the transition to the policy goals section**
13. **S. Burgess-Cox & P. Bruschi to add intro/narrative to the FY23 capital projects in process and bid reserve usage & add relevant chart**
14. **L. Link to add brief note to major projects, including links to relevant reports (e.g. BMHS, Library building projects)**
15. **C. Doyle will include commentary on capital stabilization fund & funding**

**16. J. Hewitt will draft motions to include in the report**

- a. P. Brusch suggests pulling  $\frac{2}{3}$  vote items together, separate from the 50/50 vote items
  - b. Discussion: how will items be voted (individually by department vs. a collectively in a single vote)
  - ii. Discussion: including information about the level of capital funding vs. the policy/guideline for funding (as a proportion of total operating budget)
    - 1. This is an important consideration for meetings with bond ratings
3. Key dates
- a. Report needs to be finalized by next Wednesday, so edits are needed by the end of the weekend
  - b. All to read draft report and submit comments to C. Doyle using track changes** (as a second priority to finishing assignments)
  - c. Need to vote before Town Meeting to adopt guidelines and to vote on warrant articles (once the warrant is finalized)
  - d. Upcoming meetings:
    - i. Friday 5/26 7:30am
4. Updates from other committees
- a. Not discussed, but we will discuss at an upcoming meeting
5. Public comment
- a. No members of the public present

*[Meeting adjourned at 9:39am]*

*Motion: P. Brusch*

*Second: A. Pikcilingis*

*Accepted by unanimous consent*

**Scheduled Upcoming meetings:**

Friday 5/26 at 7:30am

*Minutes prepared by Aaron Pikcilingis*