

**Comprehensive Capital Budget Committee**  
MEETING MINUTES  
Friday, February 17, 2023  
Location – Remote Meeting on Zoom

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

**Members absent:** Catherine Bowen

**Other attendees:** Jennifer Hewitt, Belmont Assistant Town Administrator

*[Vice Chair S. Burgess-Cox called meeting to order at 7:32am]*

**Agenda**

1. Minutes

- a. Minutes of 1/27 require edits -- A. Pikcilingis will update to review at a future meeting
- b. Minutes of February 2/3
  - i. Moved P. Brusch
  - ii. Second C. Becker
    - 1. Approved 7-0

*[L. Link joined the meeting at 7:34am]*

2. ARPA funds for capital and role of CCBC

- a. Process for thinking about ARPA funds and our role -- The Select Board voted to set aside \$1.14m of ARPA funds for capital needs [we need to confirm the exact amount]
- b. J. Hewitt provided an outline of the funds and process for allocating/using them
  - i. As with any grant, these funds must be allocated and spent by certain dates. The dates for these funds:
    - 1. Allocated by 12/31/2024
    - 2. Spent by 12/31/2026
  - ii. Strategic choice to spend down these funds on something certain to ensure that we are able to allocate all (rather than risk losing them if we do not specify an allocation)
  - iii. Process: Select board votes to allocate the funding to whatever project(s) are recommended by the CCBC
  - iv. C. Doyle notes that we should think about projects that would be a good fit
  - v. C. Doyle notes timing is not tied to the Town Meeting schedule, asks when we should make this recommendation, considering when we may have more information to help inform that decision

- vi. A. Dash - There is not particular timeframe, but it should be folded into the longer-term capital outlook
  - c. C. Doyle suggests getting this allocated as soon as possible to hedge against future changes in how the Select Board wants the funds to be used
  - d. J. Hewitt notes that the funding for this allocation will become available as soon as the Select Board votes (not July 1, as with TMM allocations). For example, for projects that might have time constraints (e.g., the Butler gymnasium floor)
  - e. S. Burgess-Cox suggests we make decisions about how we recommend using these funds now
  - f. P. Bruschi notes that the summer might be a little longer because of the lack of snow days, which makes the Butler Gymnasium project a good fit for these funds because they would be available earlier, allowing the project to start earlier.
  - g. Other considerations are whether there might be other sources of funding for a given project (e.g., CPA funding)
    - i. **A. Piccilingi to liaise with CPA on the projects they are planning to fund to understand overlap**
  - h. Discussion: Potential projects that could be funded
    - i. **L. Link will connect with David Blazon to get his input on Butler Roof vs. CMS Boilers and to get more detail on the Butler Floor**
  - i. Discussion on Process of making recommendations: We can either develop a package of all the recommendations OR make requests one project at a time
3. Ranking projects Exercise
- a. M. Huang provided an overview of the updated Excel tool for ranking projects and the updated supporting document
  - b. Discussion about the tool and methodology
    - i. Discussion: Moving enterprise projects into a separate list?
      1. How we might integrate funding sources & constraints, noting the importance of those constraints
      2. Distinction between projects that would be funded by dedicated/constrained vs. discretionary funding sources
      3. Note: This spreadsheet is meant to build a ranked list to *guide* our discussion, so it doesn't need to account for all the nuances of the funding sources
      4. Discussion: constraints of open meeting law and how we will work to be efficient while complying

- ii. **Next steps:**
  - 1. **M. Huang will update to reflect the latest project list in the tool and re-send**
  - 2. **Each member to give the tool a try by filling in scores for each FY24 request and send completed files to M. Huang to aggregate**
- 4. Privatization/Regionalization Chart
  - a. Discussion: How might we account for alternative mechanisms for addressing capital needs
  - b. **A. Pikcilingis will review suggestions and think about how to accommodate; will discuss at a future meeting**
- 5. Presentation of needs beyond year 5
  - a. Not discussed
- 6. Spring calendar and topics
  - a. C. Doyle provided an overview of timetables for the Warrant Committee sending their materials to the Select Board and ready for Town Meeting by early May and suggests we follow a similar timeline
    - i. **C. Doyle and S. Burgess-Cox to develop an outline for the report we will produce & process we will use, then share for discussion and strategization**
- 7. Public Comment
  - a. No members of the public present
- 8. Topics for Upcoming meetings
  - a. C. Becker provided an overview of a potential change being considered for school bus contracts that will be put before Town Meeting. At a future meeting we may have a representative bring us information on this topic and, potentially, a warrant article on which we can vote a recommended action
  - b. C. Doyle suggests we spend time at a future meeting about the need for electric charging infrastructure in town, perhaps joined by the Light Board
  - c. Note: there is an uncertain future for remote meeting after the current emergency authorization expires on March 31

*[Meeting adjourned at 8:52am]*

*Moved P. Bruschi*

*Second L. Link*

*Accepted by unanimous consent*

**Scheduled Upcoming meetings:**

- February 24

- March 3

*Minutes prepared by Aaron Pikcilingis*