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**Minutes
Town of Belmont
Long Term Capital Planning Committee
Virtual Meeting on Zoom
Wednesday, October 7, 2020
8:00am**

DATE: November 4, 2020
TIME: 10:28 AM

CALL TO ORDER:

A meeting of the Long Term Capital Planning Committee was called to order at 8:02 am by member Adam Dash. Members Anne Marie Mahoney, Jenny Fallon, Floyd Carman, and Stephen Pinkerton were present. Christine Doyle and Mike Crowley were present but had not yet been sworn in. Town Administrator Patrice Garvin, Facilities Director Steve Dorrance, and Assistant Town Administrator Jon Marshall were also present. Absent: Member Melinda Wang Appointment of a member from the Energy Committee is pending.

Organization of Committee:

Dash asked for nomination of officers.

Motions:

Fallon was nominated as Chair by Dash, Seconded by Pinkerton. (5-0 in favor)

Dash was nominated as Vice Chair by Fallon, Seconded by Mahoney. (5-0 in favor)

Wang was nominated as Clerk by Mahoney, Seconded by Dash. (5-0 in favor), pending consent of Wang.

Discussion of Charge & Set Milestones/Goals:

Dash reviewed the Committee's charge with the members. He explained that as the work of the committee progressed if there was a need to modify or amend the charge that the Select Board has recently modified charges to better align with the work of other committees. Doyle mentioned the need to tie funding sources to projects. Crowley suggested the assembling of an inventory that could be categorized. He also suggested tying in life cycle of assets. Fallon asked Dorrance about providing an assessment to the committee. Dorrance mentioned that he had prepared an in-depth assessment tool that was a comprehensive review of the buildings. He and his staff had begun the work, but it paused with the start of the pandemic. He offered to share that document with the Committee. Mahoney mentioned the work of the earlier long-term planning group. She suggested the report that was prepared be shared with the group prior to the next meeting. Dash mentioned the need to possibly break the work into sub committees. Fallon suggested 2 work strains (1) Major Capital Projects and Future Needs, (2) Major Maintenance of Capital Assets, including physical plant and infrastructure. She suggested starting with looking at previous documents and reports. Carman suggested first creating a laundry list of projects to get an idea of what the total needs are, and then getting an understanding of what the costs would be. Dash recognized that having a

list of the needs by the April ATM would be a good first deliverable. Public outreach by the Committee to inform and seek ideas about the needs of the Town was discussed.

It was mentioned that other communities had done a good job of creating priority schemes including age and condition of assets. Both Bedford and Arlington were referenced as good places to look. Dorrance had mentioned the complexity of assessing buildings including codes. He used the example that some buildings have non code compliant electrical wiring, raising the question of categorizing some of these projects separately. Garvin and Dorrance will reach out to Bedford to get some additional information on their process. Doyle mentioned Technology and the need to involve IT at some point.

For Next Meeting:

Mahoney will get long range planning committee reports.

Dorrance will get SMMA report and current assessment tool.

Fallon mentioned the need to focus what we want to do and who we want involved, and additionally the need to discuss how it should be presented.

ADJOURNMENT

Motion: To adjourn at 9:23am. (5-0 in favor)

Next Meeting:

- November 4th, 8:00am via Zoom