

Town of Belmont
Long Term Capital Planning Committee
2020-21

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: February 9, 2021
TIME: 2:12 PM

Minutes: Meeting December 9, 2020

8 a.m. via Zoom

Present: Claus Becker (EC), Mike Crowley (SC), Adam Dash (BOS), Chris Doyle (WC), Jenny Fallon (CBC), Melinda Huang, Anne Marie Mahoney (CBC), Steve Pinkerton (CPC)

Staff: Patrice Garvin, John Marshall

Public: Phil Thayer

Absent: Floyd Carmen, John Phelan

The meeting was called to order at 8:00 a.m. by Chair, Jenny Fallon. Fallon explained that Melinda Huang could not take on the role of Secretary at this time. Mr. Becker offered to take on the role, although could not start the responsibility until the January meeting. He was elected unanimously by roll call vote. Chris Doyle offered to take the minutes for this meeting as Secretary Pro-Tem.

The minutes of October 7, 2020 were approved by unanimous roll call vote.

Fallon stated that she wanted to Committee to decide on some goals and take on specific tasks to accomplish, bearing in mind the goal of presenting interim materials at the spring 2021 Annual Town Meeting.

Crowley and Doyle mentioned the importance of having policies to select and prioritize projects. Becker suggested having a filter with criteria to sort projects and then have a cost/benefit analysis and risk analysis.

Fallon felt that gathering and documenting information on the conditions, maintenance needs and replacement/renovation plans for the town's buildings and infrastructure should be undertaken. She questioned how many of the buildings currently had operating building management systems to monitor conditions. Pinkerton reminded the committee that Steve Dorrance had shared his draft template for building conditions, maintenance issues and scheduling. Becker suggested that energy impacts should be among the criteria considered in decision making.

Garvin agreed to get a copy of the Lexington Capital Plan as a resource for the Committee. She and Marshall will create a template to survey the Department Heads on building and infrastructure status and needs.

Pinkerton and the Committee discussed the relationship of this work to the work of the CPC. What would the appropriate relationship to the town's capital planning process be of the CPC and its prioritizing and suggested use of resources to TM? Pinkerton said he would raise these issues with the CPC.

It was decided that the Committee would form two working sub-groups to begin gathering and documenting information for the next meeting:

1. Building projects and infrastructure: Becker, Fallon and Mahoney
2. Policy, prioritization and resources: Becker, Crowley, Doyle and Huang

Next meeting January 27, 2021 at 8a.m. by Zoom

Sub- Committees will meet in the interim

The meeting was adjourned at 9:00a.m.

Chris Doyle, Secretary Pro-Tem