

Town of Belmont  
By-Law Sub-Committee of the Long-Term Capital Planning Committee

Minutes: Meeting, April 13, 2021

8:00 a.m. via zoom

Present: Chris Doyle, Jenny Fallon, Anne Marie Mahoney

Absent: Melinda Huang

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TOWN CLERK  
BELMONT, MA**

DATE: April 22, 2021

TIME: 2:33 PM

Meeting was called to order at 8:05 a.m. all voting present

A revised draft description/by-law language for the proposed Capital Planning Committee (attached) was discussed. The sub-committee agreed on the draft and agreed to forward it to the whole Long-Term Capital Planning Committee (LTCPC) for review and discussion at the next meeting.

The group discussed the informational report to be made by the LTCPC to Town Meeting and what to include about the proposed committee.

Meeting was adjourned at 8:42 a.m.

Respectfully submitted

Jenny Fallon, Secretary Pro-Tem

Draft #2 for discussion purposes of a possible description of a proposed Capital Planning Committee:

There shall be a Capital Planning Committee, consisting of the Town Administrator, the Superintendent of Schools, the Town Treasurer, or their designees, a member of the Select Board, a member of the Warrant Committee, a member of the Energy Committee and five (5) registered voters of the town appointed by the Moderator. The Warrant Committee member and the Moderator appointed members shall serve for staggered three (3) year terms and shall be eligible for reappointment.

Based on capital expenditure requests from Town Boards and departments, it shall be the duty of the Committee to prepare and up-date annually a Long-Term Capital Improvement Plan to serve as a guideline for capital investments in the town. The Committee shall be concerned with public improvements to physical facilities such as land, buildings or other structures and pieces of equipment that require a relatively large investment and have a relatively long useful life. As used in this by-law "public improvements" shall include the purchase or taking of land.

The Long-Term Capital Plan shall specify a detailed program of capital expenditures by fiscal year over a period of five (5) years, and shall specify the probable costs and methods of funding the proposed capital improvements. In addition, the Committee shall develop a thirty (30) year plan summarizing in more general terms the anticipated major capital and infrastructure needs of the community.

The Committee shall ensure that clear guidelines are in place to review capital requests, ensuring that full life-cycle costs and funding are considered. Guidelines for the planning process, defining what constitutes a capital improvement, specifying minimum cost and useful life of capital improvements to be considered, and the proportion of the total budget to be devoted to outstanding and current capital projects and any restrictions on methods of funding, shall be established on the recommendation of the Capital Planning Committee.

Subject to approval by the Select Board, the Long-Term Capital Plan shall be included in the Warrant for consideration and approval by Town Meeting. The Committee shall annually prepare a report to Town Meeting on the plan, which shall be submitted to the Town Clerk in sufficient time to be distributed to Town Meeting Members at least Fourteen (14) days prior to the commencement of the session at which the Capital Budget is to be considered. The report shall be available at the Town Clerk's office and posted on the Town's web site for distribution to the public. The plan shall also be included in the Annual Town Report.