

Town of Belmont

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

Minutes: Meeting, April 7, 2021

8:00 a.m. via zoom

**RECEIVED  
TOWN CLERK  
BELMONT, MA**

DATE: April 22, 2021

TIME: 2:33 PM

Present: Chris Doyle, Jenny Fallon, Melinda Huang, Anne Marie Mahoney

Observers: Phil Thayer, Lisa Pargoli

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

A draft description for a Capital Planning Committee (attached) was discussed. Ms Fallon will create another draft based on the discussion, and the Sub-Committee will meet again to finalize a draft to present to the whole Long-Term Capital Planning Committee.

Ms Doyle will draft a brief document explaining the reasons for recommending this as one committee – an expansion of the current Capital Budget Committee – instead of two committees, one responsible for recommending the annual capital budget appropriations and one responsible for a long-term plan.

Next meeting, April 13<sup>th</sup> at 8:00 a.m.

Meeting adjourned at 9:05 a.m.

Respectfully submitted

Jenny Fallon, Secretary Pro-Tem

Draft 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 (Member of the School Committee?), the Town Treasurer, or their designees, a member of the Select Board, a member of the Warrant Committee and at least four and up to six 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 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 Committee shall ensure that clear guidelines are in place to review capital requests, ensuring that full life-cycle costs and funding are considered.

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 financing 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.

Subject to approval by the Select Board, the Long-Term Capital Plan shall be reported to the Annual Town Meeting, and 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.