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**MINUTES
TOWN OF BELMONT
CAPITAL BUDGET COMMITTEE
Selectmen's Meeting Room
Thursday, March 31, 2016
8:00 AM**

CALL TO ORDER

A regular meeting of the Capital Budget Committee (CBC) was called to order at 8:04 a.m. by Chair Anne Marie Mahoney.

Members Present: Chair Mahoney, M. Patricia Brusch, Mark Paolillo (BOS), Jennifer Fallon (WC), Susan Burgess-Cox (SC), and Rebecca Vose

Members Absent: Raffi Manjikian (PB)

Also Present: David Kale, Town Administrator, Floyd Carman, Town Treasurer

Chair Mahoney began by turning to the first item on the agenda.

Department Head Capital Budget Requests

Health Department Requests:

Angela Braun, Health Department Director, and John Maguranis, Animal Control Officer (ACO), appeared before the CBC to discuss the ACO van request. Ms. Braun stated that the current van is 11 years old, is not outfitted for animal transportation, and is well used. She described the poor condition of the current van, which impacts safety in several ways. The proposed replacement vehicle has a separate kennel area for animal transportation.

Library Requests:

Peter Struzziero, Library Director, and Gerry Boyle, Facilities Director, appeared before the CBC to discuss the Library's capital requests: a boiler replacement (\$80K), and ceiling replacement/insulation (\$42K). Mr. Struzziero noted that there is a facility study underway concerning the future of the building. Mr. Boyle stated that the boiler could be transferred to a new or renovated building. Mr. Kale explained that the ceiling work might be paid for in part from the Library's repair budget, the balance coming from the CBC. There will be energy savings from these projects.

The CBC asked a few clarifying questions concerning these requests. Mr. Boyle addressed the overall needs of the Library and the challenge of funding these needs given that the feasibility study is in progress. The uncertainty of the timing was explored. Chair Mahoney suggested making a plan for the capital needs of all the buildings that are "in the queue", given the

uncertainty of when the buildings will be addressed.

School Department Requests:

Superintendent John Phelan and Steve Mazzola, School Department (SD) IT Director, appeared before the CBC to discuss the SD's capital requests (specifically, the computer network upgrade request). The top priority for the SD, Mr. Mazzola explained, is replacement of the network switching equipment (\$60K). The lifespan for this equipment is about six years. He said the router that needs to be replaced now is in the high school, and will reach its formal 'end of life' in April of next year. Chair Mahoney noted that the equipment is likely to outlive its usefulness before the BHS project begins.

Ms. Fallon raised the issue of having a separate technology fund to deal with technology investments across town. Replacement and repair of this technology needs to be done and the fiscal demands of these necessary upgrades are too much for the Capital budget to absorb.

As a courtesy to the proponents, Chair Mahoney invited Mr. Boyle, Bob McLaughlin, and Bill Webster to the table to discuss the SD's fourth priority project, the Press Box request (\$200K). Mr. Webster provided some background information on the Press Box and the specific request of the wheel chair lift. He explained the details of the lift, e.g., the timing of the installation, its maintenance, the benefits for disabled students.

Superintendent Phelan noted that the School Committee valued this request, but was not able to place it on the top of a priority list. Selectman Paolillo raised the topic of soliciting private funding for this item, which would tie into the town's naming rights policy. He said the BOS is exploring alternative ways to fund certain items.

Superintendent Phelan explained priority #2, sidewalk and curbing installation on Maple Terrace, a road that abuts the Butler School (\$38K). There is no sidewalk there at all and this is a safety concern, as cars park on the sidewalk area during drop-off and pick-up. Chair Mahoney raised a concern with the timing. She asked why it was slated for the summer of 2017. Ms. Fallon said that this request needs to be put to the sidewalk management fund (via the DPW and Community Development). Mr. Kale said there are many more demands put on the sidewalk/pavement management program than there is money to fund and noted that this sidewalk falls on the "safe route to schools" list. Selectman Paolillo said that, as a safety issue, it needs to be a priority, but he agreed it is a zero-sum game.

Superintendent Phelan turned to priority # 3, purchase of a six classroom modular unit for the Middle School (\$1,477,488). He explained the need for modular space as a result of enrollment increases. He spoke specifically to the need at the Chenery, noting the space relief this would provide for the school. Chair Mahoney asked if the tennis court area would support the units. She added that these units will be needed for at least 10 years.

Selectman Paolillo agreed that the units are needed, but added that funding these units absorbs almost the entire CBC budget. This highlights a larger issue for the community, he said, as enrollment continues to grow. Mr. Kale said a STM (within the annual Town Meeting) could be

called to address the funding of the units. He explained the timing of the bid process as well as other funding options (bonding, free cash).

Ms. Fallon offered some thoughts on funding mechanisms. Selectman Paolillo and she agreed that, ultimately, it's all one pot of money. CBC Members briefly talked about the need for the modular units while acknowledging that there are many important, competing needs. Selectman Paolillo said that the BOS is considering alternative funding mechanisms, outside of the Capital budget.

Issues relating to funding the units – and other capital requests – were further discussed. Mr. Carman joined the table and offered his thoughts on funding the units, specifically describing using free cash for this tier of units (CMS at \$1.4M), and perhaps bonding the second tier of units.

Facilities Department Requests:

Mr. Boyle and Superintendent Phelan first discussed the Facilities Department's top priority, the "fit out" request to furnish the modular classrooms at Belmont High School and Burbank Elementary (\$105K). The CBC discussed the possibility that this cost be folded into the modular unit costs.

Concerning Facilities priority #4, phase 3 of a project to the install additional security cameras in all Town and School buildings (\$100K), Mr. Boyle spoke to the security study and the needs it highlighted across the district, e.g., door security, cameras, etc. Superintendent Phelan explained some of the existing security practices at the high school and across the district.

Priority #5, the Winn Brook boilers (\$145K) were then discussed. Mr. Boyle stated that both boilers there are in rough shape. Chair Mahoney asked about the Burbank and Butler boilers. Mr. Boyle said the money is there for those boilers and the engineer is evaluating them. When asked to prioritize the Winn Brook and the Library boiler projects, Mr. Boyle identified Winn Brook as the higher need, although both are in bad condition.

Mr. John Marzec, the Contract's Supervisor, joined the table. Mr. Boyle explained his position in the newly reconfigured Facilities Department.

Mr. Boyle touched on other requests: the Butler cafeteria floor (priority #6) (\$63K), repaving, drainage improvements and sidewalk repair of School and Town parking lots (priority #7) (\$100K), the next phase of building envelope work (priority #8) (\$100K). The replacement of the School Van with a hybrid box truck and charging station is priority #9 (\$48K).

Facilities priority #3 is upgrading of the heating and ventilation system at the DPW building (\$250K). This project addresses concerns about fumes inside the building as well as installs a more efficient heating system. Maintenance costs will drop dramatically with new equipment.

Mr. Kale provided an update on the BHS fire alarm system, including the bids. He anticipates roughly \$120,000 being turned back to the capital budget when this project is completed.

(The discussion of remaining Facilities requests was suspended to accommodate Dave Petto's appearance before the CBC.)

Information Technology

David Petto, IT Director, appeared before the CBC to discuss the department's future capital requests. He has none for FY17. Mr. Petto stated that the Town's fiber optic network will need to be dealt with in the very near future. He explained how this relates to the decommissioning of the Old Light Building where some of the Town's fiber optic network is located. Planning for this move needs to start soon. The network needs to be treated as a utility, as it is a vital part of running the town. Much of the way the town runs is now electronic (billing, etc.). Light and water meters will be electronic as well. It will cost between \$4-5M to replace this network.

The CBC agreed that funding the network needs to be addressed as it is a vital piece of running the town. Selectman Paolillo said it would be great to commercialize the old light building.

Mr. Carman again approached the table to discuss the decommissioning process of several buildings.

The CBC discussed the challenges of managing the demands of the network.

Facilities Department Requests (Resumed):

Fire Station Repairs

Mr. Webster and Mr. McLaughlin joined Mr. Boyle to provide an update on the leak problems at the fire stations. Mr. Kale provided some background information of the requests and the money (\$985K) that came from the settlement of litigation. Mr. McLaughlin explained the fire station leaking issue and the litigation that ensued to receive proper reimbursement. Mrs. Bruschi suggested moving forward on the project now. The net cost of these repairs to the Town is \$463,500 and is priority #2 for Facilities.

High School Fire Alarm Project

Fire Chief Frizzell then joined the table to discuss the fire alarm system. Chair Mahoney provided the background information on the funding and the need for the alarm system upgrade. She raised the topic of the request for the doors, especially in light of the updated status of the building. Mr. Boyle noted that the doors are in terrible shape and should have been replaced years ago. Chair Mahoney agreed but added that these types of requests are maintenance items and need to be funded out of the operating budget. Mr. Marzec explained how the doors are related to the fire safety plan. They are not up to code. While the CBC agreed that it is a safety issue, Chair Mahoney noted that the doors were not mentioned last year when the alarm system was discussed.

Fire Department Requests:

Fire Chief David Frizzell and Assistant Fire Chief Angus Davison raised the capital requests of the Fire Department. The Chief noted that there are four basic requests this year. He began with the staff vehicle that needs to be replaced (priority #1) (\$55K). He explained why this is needed.

The Chief continued: About half of the Department's turnout gear is approaching the end of its useful life. The gear that is being replaced was purchased through a Federal Grant. (The cost of the new set is on Belmont.) The Chief explained that the gear needs to be cleaned after incidents – it becomes contaminated with toxic materials, and needs to be decontaminated or cleaned. It takes 24 hours to wash and dry the gear. Belmont's firefighters currently only have one set of turnout gear, but many fire departments are now issuing two sets to allow for proper cleaning. The cost of this gear will be split 50/50 between the Department's operating budget and the capital budget. This is priority #2 (\$25K).

Mr. Kale explained how this request could be funded. The CBC discussed the fire gear standards.

The ambulance replacement (priority #3) was the next item discussed. Chief Frizzell noted that there are new federal government regulations concerning ambulances. He explained the replacement timeline for the ambulance. Mr. Kale explained the five-year plan, the capital appropriations, and the application of the ambulance receipts. Chief Frizzell said that the ambulance receipt revenue is difficult to predict. There is money set aside from ambulance receipts (\$150K) in prior years to defray some of the project's total cost. The amount requested from the FY17 CBC budget is \$ 166,000.

Priority #4 is EMS equipment replacement from EMS revenues (\$7K).

Community Development Requests:

Mr. Glenn Clancy, Community Development Director, appeared before the CBC to discuss the capital needs of the Community Development Department. Mr. Clancy began with Maple Terrace (\$38K) and how it dovetails into the Pavement Management plan. Chair Mahoney noted that the "urgency issue" of this request is difficult for the CBC to manage. Ms. Fallon noted again that the CBC has allocated \$205K to deal with the sidewalks. Mr. Clancy explained the safety nature of this request and noted that if Maple Terrace comes out of the sidewalk money, other streets (namely Middlecot) will get jettisoned. Mr. Kale raised the issue of the coordination and the prioritization of the sidewalk requests. If Middlecot is jettisoned, those residents will be upset. Mr. Clancy explained why Middlecot is also a priority, but that Maple Terrace is the top priority.

The CBC discussed issues relating to sidewalk prioritizing. There is not enough funding to cover all of the needy sidewalks. Mr. Kale requested that the CBC take a step back – perhaps \$38K can be uncovered somewhere within the budget.

Mr. Clancy then discussed various roads that need attention, noting that they exceed both the Chapter 90 and the budget allocations. The capital allocation for pavement management for

FY17 is \$1.588M plus an estimated \$534K in Chapter 90 funds.

Community Development's first request is \$400,000 for sewer and drain repair from Sewer Enterprise Funds. Mr. Clancy reviewed the sewer/water funding plan. Mr. Kale apprised the CBC of the plan for evaluation of the Mystic River Watershed (which will happen before the Charles is evaluated). Mr. Clancy added that the federal government will likely issue mitigation requirements based on the evaluation(s). The mitigation will require funding.

Mr. Clancy then spoke to the Magsam House as a possible parking site. Mr. Kale explained the need for parking and how developing this lot will alleviate parking management issues on Concord Ave and in the Center. Selectman Paolillo noted that this raises the need to evaluate parking needs across town (with plans for the Rink, the new BHS project, the Center businesses, etc.). The parking challenges will need to be studied more broadly. A parking management master plan will need to be developed. Selectman Paolillo and Mrs. Bruschi agreed that this site should be considered part of the Belmont High campus.

Mr. Carman joined the parking conversation. Parking at Foodies will require "turn-over" spots. Also, the pool will be even more popular this summer, and parking in that area is a challenge. Mr. Kale agreed and reiterated that the Center businesses are feeling the pinch from a lack of parking.

The CBC discussed the need for a parking management master plan and how it might dovetail into the BHS building project.

Wrap Up

The Minutes of March 24 will be reviewed on April 14. Also on the 14th, the CBC will engage in the straw poll process, and the bonding policy will be reviewed.

Setting of Future Meeting Dates

Thursday, April 14 at 8:00 a.m.
Thursday, April 28 at 8:00 a.m.

The CBC moved to adjourn the meeting at 11:20 a.m.

Respectfully submitted,

Rebecca Vose
Secretary