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**MINUTES
TOWN OF BELMONT
CAPITAL BUDGET COMMITTEE
Town Hall Conference Room 1
Thursday, January 17, 2013
7:00 PM**

CALL TO ORDER

A regular meeting of the Capital Budget Committee (CBC) was called to order at 7:03 p.m. by Chair Mahoney.

Members Present: Chair Mahoney, Mrs. Pat Bruschi (WC), Mr. Michael Battista (PB), Ms. Anne Lougee (SC), Ms. Becky Vose, TA Mr. David Kale, and Assistant TA Ms. Kellie Hebert

Members Absent: Mr. Andy Rojas (BOS), Mr. Jack Conte

Town Administrator Update

Mr. Kale reviewed the budget allocation for the CBC from FY13. He stated that he is looking at money to house the MUNIS system. The CBC budget allocation for FY14 is \$1.1M. He noted that the Retirement Board is still working on its numbers. He said departments have submitted their capital requests and he hopes to forward the capital requests to the CBC by the end of February.

Mr. Kale continued: BH&A will be the consultant for the pool. He said the first meeting will be on Thursday, January 31 (at the library at 7:00 p.m.). The public is welcome to attend this meeting. The final report from BH&A is expected to be finished by the end of March. Mr. Kale then spoke to the timeline that he laid out at the last CBC meeting. He said there have been very little changes to that timeline.

Chair Mahoney stressed that the Underwood Pool neighbors will need to be informed as soon as possible. Ms. Bruschi suggested that the full surrounding area will need to be notified. Mr. Kale said he will send the streets identified to Chair Mahoney and requested her adjustments so as not to exclude a street that should be included.

Chair Mahoney noted various dates are pushed later than in previous years, and that the financial portion of TM will be held in June.

Ms. Vose noted that the date of the CBC report will need to be adjusted. Ms. Hebert said that the Board is voting to open and close the warrant on January 28 and that the CBC report deadline can be brought up then as well.

Chair Mahoney stated that, for this evening's meeting, she would like to accomplish the following:

- to set up a calendar of meeting dates

- to update the CBC on the CPA projects
- to approve minutes
- to discuss projects that need to be funded
- to officially elect CBC officers

CBC Nominations

Mrs. Brusch nominated Mrs. Mahoney for CBC Chair.
The motion passed unanimously.

Mrs. Brusch nominated Ms. Vose for CBC Secretary.
The motion passed unanimously.

Approval of Minutes

The CBC discussed the process of Minutes review and distribution. Ms. Vose will resend the October and November 2012 minutes to the group for review. The CBC will vote on these two sets at its next meeting.

Update on FY14 Budget Cycle and Annual Town Meeting

Chair Mahoney said the CBC budget allocation is now known (\$1.1M) and that the departments have been in touch with her regarding their requests.

Update: CPA Funded Projects for FY14

Chair Mahoney explained the nine projects that have been approved for funding. (An email had been sent detailing the nine projects, with the dollar amounts included.) Mrs. Brusch noted that the WC will look at those projects that will have a financial impact on the town, including a future financial impact, e.g., the Clay Pit Pond landscape plan.

Chair Mahoney said that the nine projects total a little over \$900K. The CBC then discussed when this list should be presented to TM. Ms. Hebert said this is a financial matter and should therefore be presented at the June TM. The next CPA cycle will start as soon as this one is vetted through TM in June.

Update: FY14 Capital Budget Funded Projects

Mrs. Brusch said that the MSBA was contacted and was asked why the BHS has not been identified to move forward. The MSBA seems to have switched its focus to funding schools who have not had regular upkeep, e.g., roof repair, HVAC repair. At one time, she explained, the MSBA wanted the towns to do the upkeep (which Belmont has been doing). The School Department/MSBA committee will meet next week and the MSBA will review Belmont's application by the summer. If the application is successful, the MSBA will finance the feasibility study.

School Department Draft of Capital Requests

Ms. Lougée distributed a draft of items that the School Department will request of the CBC. The indoor pool, she said, is on this list, as it will not be covered in a BHS renovation. She reviewed the items on the list. Parking lot pavement (phase 1) comes in at \$300K.

The CBC then discussed the gas conversion of the BHS. Mr. Battista said that National Grid should participate in this process as they will benefit from the line tapings. The SC will try to find some private money to replace the gym floor. Regarding the White Field House, the Recreation Department controls the basement. The CBC agreed that this was an appropriate list of requests.

Chair Mahoney noted that the DPW Director will place the football field turf replacement on the DPW's capital request list. She then asked about replacing the auditorium seating at the BHS. Mrs. Lougée explained that the pitch is off (too steep) and that the entire floor would need to be replaced in order to redo the seats.

Discussion of Priorities for Major Capital Projects in the Town

The CBC discussed how to prioritize the major projects across the town. Mr. Battisita said that many town projects hinge on the pool moving forward or not. Mrs. Brusch said that an objective method to prioritize the projects going forward needs to be established. The CBC discussed the need to replace the DPW and noted that it impacts a large number of citizens and that it is an interdependent project. Ms. Vose brought up the issue of projects that need a new site. The DPW and BHS do not require a new site.

Mrs. Brusch suggested that the CBC take a stab at prioritizing the list of major projects. She noted that prioritizing is usually a collaborative effort on the part of the WC, the BOS, the CBC, and the Permanent Building Committee.

Regarding the BHS, the question was raised if the science wing is the focus versus the entire school.

The CBC agreed that objective criteria are needed to prioritize these projects.

Chair Mahoney suggested that providing information for TM makes sense. She requested that the CBC make a list of potential criteria for prioritizing the major projects and email them to her.

The CBC then made a list of projects under consideration: Police Station, DPW, BHS, library, pool, rink/White Field House.

It was determined that the CBC's list of recommendations for TM is due on at the Town Clerk's Office around May 9, 2013.

Next meeting(s)

The CBC will meet again on Thursday, February 14 at 8:00 a.m. to work on project prioritization with input on criteria from the CBC.

The CBC will meet on Thursday, Feb. 28 at 7:00 p.m. to begin looking at the budget.

The CBC will meet with department heads on Thursday, March 7, on Thursday, March 14, and on Thursday, March 21. These three meetings will all be 8:00 a.m.

The CBC will meet on Thursday, April 25, at 7:00 p.m. to look at Warrant articles.

The CBC did not, at this time, schedule its meeting with the School Committee.

Adjournment

The CBC moved to adjourn the meeting at 8:50 p.m.