

Town of Belmont
Capital Budget Committee
Town Hall, Room 4
Thursday Evening, February 7, 2008, 7:00 p.m.

At 7:01 p.m. Mrs. Brusch called the meeting to order. All of the members of the Committee were present at the time of the call to order, to wit: M. Patricia Brusch, Mark F. Clark, John Conte, Jennifer M. Fallon, Daniel Leclerc, Anne Marie Mahoney and Diane Stafford. Also present were Thomas Younger, Town Administrator, and Barbara Hagg, Town Accountant and staff liaison to the Capital Budget Committee. Various other Town employees, mentioned below, participated in parts of the meeting.

The Committee had the following material before it:

1. Agenda for the meeting prepared by Mark Clark, Secretary.
2. Draft of minutes 1/17/08, prepared by Mark Clark, attached to Agenda.
3. A set of documents distributed by Ms. Hagg before the meeting was called to order.

That set comprised:

- a. a spreadsheet of requests, captioned "FY09 Capital Budget Requests, Revised 2/4/08,"
- b. a spreadsheet (front and back) of FY08 capital appropriations, the last column of which shows the current balance in various accounts. The spreadsheet is captioned "Town of Belmont, FY08 Capital Expenses by Department,"
- c. an Internal memo on the letterhead of the Town of Belmont, Building Services Department to Patricia Brusch from Wm. Kevin Looney, dated February 7, 2008, regarding Capital Budget Requests - Generators & Security,
- d. a chart listing twelve emergency generators and certain information about them,
- e. A memo on the letterhead of the Technology Office of the Belmont Public Schools and the Town of Belmont to the Capital Budget Committee from Lee McCanne and David Petto, dated February 4, 2008, regarding Backup Electrical Power in the Homer & Library,
- f. An excerpt (front and back, pp. 60-75) being Step Six from a Belmont, MA vulnerability assessment.

Action on Minutes of Previous Meeting
(Item 2 on Committee Agenda)
Meeting of 1/17/08

Mrs. Brusch called for consideration of pending minutes, pointing out that a draft of the previous meeting's minutes was attached to the Agenda. Upon motion duly made and seconded (Ms. Fallon and Mrs. Mahoney), the minutes of the meeting of 1/17/08 were approved as presented.

Interview with Fire Department
(Item 3 on Committee Agenda)

The Fire Department was represented by Chief David Frizzell and Angus Davidson, Assistant Chief. Mrs. Brusch began by calling attention to the summary of FY 08 Capital

Accounts that Ms. Hagg has distributed. She inquired which balances that were allocated to the Fire Department might now be subject to reversion and reappropriation. During the ensuing discussion, the Chief described the status of each project and pointed out that the last three entries are in the control of the Fire Station Building Committee, not him. The Chief did agree that \$4,624.90 left from the ambulance replacement and \$48.59 from the purchase of a staff vehicle could be taken. The new pumping engine fire truck is still being outfitted and the \$17,753.20 in that account cannot be reverted.

Chief Frizzell distributed to the members of the Committee a chart listing the current Fire Department vehicles and providing some information about each one. The chart is captioned "Fire Department Fleet List 2-2008." The remainder of the Committee's discussion with the Fire Department centered around this list as much as around the requests for capital appropriations that the Department had made. During the discussion, the Chief made the following points: the Department is now able to get longer lives from its vehicles because it is able to take better care of them. A vehicle is "poor" from the Department's point of view if it will not start reliably even though it may be fair or better when it is actually running. The Department purchases large vehicles as staff vehicles for its officers because they must respond in emergencies as line officers and must be able to carry equipment for emergencies with them. Although smaller vehicles could serve as personnel vehicles, they would need to stand up under the need to carry equipment to emergencies. (In addition, the Chief's vehicle must be equipped to serve as a mobile command center.) The practice of handing down (the Chief referred to this as "cascading") used vehicles from the officer staff to other staff uses means that the other staff uses frequently have larger vehicles than needed. The purchase of radios as requested will complete the Department's preparation to comply with the FCC requirement that the Department (and all other Town departments) move from broad band to narrow band broadcast. This request could be delayed a year.

The Chief is aware of the desire on the part of the Committee to make used vehicles available to other Town Departments and to use the vehicles being replaced by other Departments where possible. The Chief has talked with the director of Public Works concerning the future of the vehicle known as No. 9. The chart provided by the Chief does not detail maintenance costs. Some of the Department's vehicles are serviced by Town facilities and others are serviced by outside vendors. Mr. Younger will supply maintenance information regarding service performed by Town facilities and the Chief will provide maintenance costs resulting from service by outside vendors. The Town no longer has a prospect of sharing a spare ladder truck with Watertown because the Watertown truck which was to be shared was in an accident and had to be replaced. As a result, Belmont does not have a spare ladder truck and does not share one with Watertown.

IT Interview (Item 4 on Committee Agenda)

The Technology Office was represented by Dr. Lee McCanne, Director of Technology, and Mr. David Petto, IT Manager. Other town employees, particularly Wm. Kevin Looney, Manager of Building Services Department, participating in the presentation of the request for generators and discussion of security systems. Dr. Gerald Missal, Director of Finance and Administration, for the Belmont School Department and the representatives of the Fire Department also participated.

Mrs. Brusch first reviewed with Dr. McCanne that balances outstanding on previous capital appropriations. They concluded that the only item listed under Information Technology (fiber network redundancy) had not yet been completed. They also considered the negative balance shown under the School Department for the elementary school 'phone system. They concluded that the negative balance as shown must result from a mischarge. If, after correcting the mischarge, there is a balance in this account, it can be reverted.

The next item of discussion was the request for generators. The Committee wished to discuss all generator requests -- even those not being made by the Technology Office. There are three. Various members of the Committee made the point that this Committee should not be put in the position of deciding among the various requests and that, to the degree possible, a budget that reconciles the entire Town's needs should be presented.

During the ensuing discussion, the Committee was informed about the three proposed sites for new generators and the purposes of the generator at each site. (The three sites are the Homer Building where the principal issue is the new telephone network; the Library, site of the computer servers for the Town wide system; and the radio tower at the site atop the hill at the McLean property). The Committee also explored the experience of the Town when it experienced a loss of power Sunday, January 13, 2008. During the discussion, members of the Committee inquired about back-up generators for purposes other than computers and communications. The Committee learned that all prospective emergency shelters have back-up generators, including a planned installation at the new Senior Center. The requests at the Library is really a basic computer server request and an additional request by the Library that a large enough generator be provided to serve its requirements as well. Emergency generators for general purpose need to be oversized because the start of electric motors (for example, for elevators) takes a surge of power that need not be sustained. It has still not been determined which generators may be reused at other sites nor what fuel capacity is available at each site. Dr. McCanne undertook to evaluate the generator at the radio tower and recommend whether it could be re-used elsewhere. Mr. Looney will need to work with the Historic District Commission concerning the location of a generator for the Homer Building. One member of the Committee pointed out that last year Mr. Firenze undertook to determine whether some need for generators could be avoided by working with the Municipal Light Department. Mr. Younger undertook to consult with the Municipal Light Department, the Technology Office and others, and make a recommendation concerning generators to the Committee.

The next issue discussed by the Committee was the issue of a security system. This, too, has implications town wide and for several departments. The Committee established that the requests made by Dr. McCanne under memo C(3)5 is redundant with the request made by Dr. Missal under memo C(1)1. Ms. Fallon pointed out that the Town had a Committee that had been appointed for the purpose developing a town wide security plan and that last year the six-year financing for such a plan had been described to this Committee and had formed the basis of this Committee's FY08 recommendation. She wondered whether that plan is still in effect and asked for a coordinated presentation approved by the special security committee. It was pointed out that the security requirements of the School Department differ from those of the general government departments in that the use of cameras raises a student privacy issue and it may be necessary for the School Department to install some system even in buildings that may have a short life. This project is not as simple as the roof project, which also was implemented over a number of years.

It became clear during the discussion that the Committee is not in a position to sort out all of the various issues raised by the security requests. The representatives of the Town administration present undertook to submit a comprehensive and coordinated security request consistent with the deliberations of the special security committee.

Next, Dr. McCanne turned to the memo [C(3)] that contains his requests both on behalf of the general government departments and on behalf of the School Department. He offered comments regarding many. During the discussion with Dr. McCanne, it appeared that some members of the Committee had received a memo in which Dr. McCanne responds to questions posed by the Committee and others had not. Ms. Hagg undertook to be sure that all members of the Committee receive a copy of that memo.

Even though memo C(3) comes from the School Department, it includes requests on behalf of the general government departments as well. The priority is Dr. McCanne's personal

view of the matter. During the discussion of C(3), the following points were made. The student information service (item 2) is a subscription service that will imply a \$35,000 annual expense but Dr. Missal is prepared to include that expense in the current operating budget of the School Department. The initial Town expense for item 4 (network infrastructure for the High School foreign language lab) is worth doing even though the Town will not finance the later stages of the project. The first stage will provide the infrastructure and the later stages are more appealing to private donors. In any event, the School Department will not ask for capital funds from the Town for later stages of the project. Even though item 5 is redundant with item 1 on C(1), it is important that the Wellington School be included because the School Department must be evenhanded in this regard. The School Department has an in-house capability to do some installation associated with a security system. Doing some of the necessary work with Department forces may save money and Dr. McCanne is not aware of whether the figures now being quoted take account of the Department's ability to do some of the basic work required (pulling wires).

With regard to item 6, Town Document Management System, although the Town has never been confronted with this situation, the Town would be hard-pressed to comply with current standards concerning documents which it is responsible for producing.

Item 9: Core Network Switch Replacement (Phase One) is a town wide project that could be deferred for a year.

Interview with Police Department (Item 5 on Committee Agenda)

The Police Department was represented by Richard J. McLaughlin, Chief, Richard Lane, Assistant Chief, and Daniel MacAuley, Operations Manager of Public Safety Communications. Discussions with the police representatives began with an incident that was still unfolding as the Committee met. The Chief described an incident earlier that day in which there had been an attempt to abduct a Burbank student. Dr. Stafford pointed out to the members of the Committee that the School Department's ability to telephone messages to large numbers of people about the incident had been a great comfort.

Mrs. Bruschi reviewed with Chief McLaughlin the balances remaining on FY08 capital appropriations. Only \$61.67 associated with the Communications Upgrade is available for reversion.

In the discussion of the first two requests (emergency generator for the antenna site and reverse 911), it was noted that these facilities are useful for more than the Police Department. Chief McLaughlin made the point that, although the Police Department has or is willing to assume responsibility for these two items, they are really town wide issues and benefits. Later in the meeting, when the Chief was asked whether his memo reflected his priority for requests, he demurred, again pointing out that the first two requests (particularly reverse 911) were really in a different category than the other requests the Department was making.

The antenna in question is located atop the hill at the McLean property. When a new branch of the Town Cemetery was built, the antenna was moved. The existing generator is not large enough to power the enhancements associated with the new tower. The tower is used for all Town radio transmissions, including fire, police, public works and ambulance. There remains a question whether the existing generator can be reused at another location.

The "reverse 911" system being proposed by the Police Department is a different system from the system now used by the School Department. The system proposed by the Police Department is proprietary and involves purchase of basic equipment by the Town. Mr. Younger is familiar with a competing system that is a subscription system. The system proposed by the police could be used by the Town for many purposes but, like the radio antenna, it makes sense for the Police Department to be responsible for the system because the Police Department

already operates a 24-hours-a-day-7-days-a-week communications system. Originally, the Department sought to fund this request with a grant, but was not successful. At the end of the Committee's discussion, Mrs. Brusch, on behalf of the Committee, asked that Mr. Younger, Chief McLaughlin, Dr. McCanne and someone representing the School Department look into the issues of coordination, operating costs and type of system that would be best for the Town and come forward with a more comprehensive proposal.

The Committee also discussed the requests that the Department had made on its own behalf. The Police Department maintains its own computer servers because of its interface with other law enforcement agencies, the confidential nature of the information with which it deals, and the inappropriateness of having its operations go through servers used by other Town departments. The Committee noted that this request only meets its \$10,000 threshold by "bundling" two servers and suggested that this request might go more appropriately on the small capital purchase line in the operating budget.

The reference to "receivers" located at a few schools is actually a reference to relays that receive signals and relay them on so that there are no "blind" spots in the Town's radio coverage. They are located at certain schools only for convenience. The audio/visual equipment requested for police roll call would be usable at another site and the Chief would intend to take it to another site. The Committee again noted that this request might more appropriately go on the small item capital line in the operating budget.

The Chief has successfully sought donations for defibrillators. The additional defibrillators will allow all police vehicles to be equipped with their own defibrillators. Now the Chief is seeking the donation of funds for a vehicle. If he is successful, the Town would be responsible for funds to outfit that vehicle for police use.

After the police representatives left the meeting (about 9:45 p.m.), the Committee continued its general discussion. Mr. Younger indicated that the recommendations that he was prepared to make would be subject to some revision because of information made available during the meeting. Mrs. Brusch discussed the Committee's forthcoming meeting schedule. The Community Development Department, the Public Works Department and the Building Services Department will appear in that order on February 28. Mrs. Brusch is aware that the members of the Committee (Mr. Leclerc and Dr. Stafford) may be a bit late to that meeting. The School Department will appear on March 13, but there will be time that evening for information, if ready, that was requested during tonight's meeting. The Committee discussed the Town's budgetary needs and the financing thereof, particularly the possibility of an override for Pavement Management. A member of the Committee requested that \$100,000 for the debt service on the bonds used to finance a HVAC system at the High School be shown on Ms. Hagg's chart of capital requests even though the expense, itself, will be allocated to the debt service account of the Town. That member pointed out that even though the amount will be accounted for in a non-capital account, the amount will be counted against the allocation made to this Committee for capital items in FY08.

Adjournment
(Item 6 on Committee Agenda)

The meeting was adjourned at about 10:14 p.m.

Respectfully submitted,

Mark F. Clark