

2017 FEB 17 AM 9:12

**MINUTES
TOWN OF BELMONT
CAPITAL BUDGET COMMITTEE
Town Hall Conference Room 4
Thursday, January 26, 2017
8:00 AM**

CALL TO ORDER

A regular meeting of the Capital Budget Committee (CBC) was called to order at 8:05 a.m. by Chair Mahoney.

Members Present: Chair Anne Marie Mahoney, M. Patricia Brusch, Sami Baghdady (BOS), Jenny Fallon (WC), Raffi Manjikian (PB), Susan Burgess-Cox (SC), and Rebecca Vose

Also Present: David Kale, Town Administrator and Glen Castro, Administrative Liaison

Chair Mahoney began by reviewing the meeting's agenda.

Approval of Minutes

The minutes of 10/13/16, 2016 were approved, as amended, with one abstention.

The minutes of 11/10/16, 2016 were approved with one abstention.

Annual Approval of Bonding Policy

Chair Mahoney noted that this policy is for debt service of funding long-term projects. Mr. Kale stated it looks as if the Treasurer will not need to bond any capital items in the Spring of 2017.

Ms. Fallon moved: That the Capital Projects Discretionary budget will set aside not more than 33% for debt service/lease purchase payments. The request must be greater than \$100,000 with a useful life of 10 years. The Treasurer will provide annually and update the CBC with an amortization schedule of payments. The CBC will review this policy annually by February 1 and forward to the BOS, WC, Town Accountant, and Treasurer an update on the review. (As read by Chair Mahoney).
The motion passed unanimously.

Overview of FY 18 Capital Budget

Mr. Kale reported that the sidewalk override money has been moved to "fixed" costs. There is \$210,000 worth of requests from Public Works and the Office of Community Development. The FY18 Capital Budget allocation is \$1.318M. \$57,000 has been set aside to purchase an ambulance. Department Heads, he said, are currently finalizing their capital requests. Some of the requests are "out year" requests (not in FY18).

Concerning the modular units – the funding source, where they will be placed, and how many will be needed – these factors are all still under discussion, explained Mr. Kale. When this money will be appropriated is also currently not clear, but it is evident that units will be needed in the near future. The Board of Selectmen will need to make a policy decision on how these units are funded. Also, financing the units has an impact on the operating budget. The grade configuration exploration at the high school affects the number of units, as well as their placement. Chair Mahoney added that the units will need to be furnished and then staffed, which impacts financing. Mr. Kale noted that placing units at the Butler and the Burbank will likely be more costly than placing the units at the Chenery (the Chenery was a straightforward process).

Issues relating to the Modular Units were discussed.

Mr. Kale then confirmed that there will likely be no *major* capital items on the FY 2018 request list. He reviewed that *basic* requests will likely be forthcoming, e.g., building envelope, boilers, security, etc.

Other items briefly discussed were: departmental turn-backs, fire station fixes, requests from the Library, etc. Mr. Kale noted that costs associated with the CPA projects, and other unexpected expenses (e.g., replacing water fountains) do add up over time. The Facilities Department (as well as the DPW) is handling as much as it can, but there are many demands being placed on those departments and their budgets. There are many requests and there are many demands.

Mr. Kale informed the CBC that it will receive the departmental capital requests by the end of February. The requests are being reviewed and ones that do not meet the CBC funding criteria are being eliminated from the list.

Meeting Schedule Including Meetings with Department Heads

Chair Mahoney then adjusted the CBC meeting schedule. The meeting on February 16 was dropped (cancelled). Mr. Kale then suggested the following schedule for the department head meetings in March:

March 2: IT, Fire, Town Clerk, Police
March 16: Library, Facilities, School
March 23: Community Development, DPW

Chair Mahoney then scheduled an additional meeting on Thursday morning, April 13 at 8:00 a.m. as well as a tentative date of Thursday, April 27 at 8:00 a.m.

Update on Previously Funded (Small) CBC Projects

- CMS Modular Units – the students are moved in, the kinks have been worked out
- Mobile Lift – is done
- Sidewalk Management – someone is engaged to do the work
- Vacuum Sweeper – is being used and it is multi-use

- ZTron (radio communications) – is done
- Animal Control Van – has been ordered
- Library Boiler – is pending
- Turn-Out Gear – is being worked on, employees are getting sized
- Ambulance Replacement – is in progress
- Winn Brook Boiler – is on the docket
- Maple Terrace Sidewalk – is done
- Harris Field Press Box – the bids are in
- Water and Sewer – this is ongoing
- BHS Fieldhouse floor – in progress

Update on Small Group Working on Major Capital Projects

Chair Mahoney stated that this small group has been meeting to discuss how to move forward with the remaining major capital projects. The group is trying to determine potential funding sources, a process for prioritizing, etc. The remaining major capital projects include the following:

- Library
- BHS
- DPW
- Police
- Incinerator Site
- Rink
- White Fieldhouse

Capital Project Updates

Belmont High School

Ms. Brusch reported that the OPM (Owner Project Manager) selection process is underway. Thirty people (possible applicants for the OPM position) attended the recent BHS walk-through. The proposals are due next Wednesday and the short-list process is prescribed by the MSBA. The interviews will take place on Wednesday, February 15. The contract will then need to be signed, approved, and sent to the MSBA by March 8. She stated that she expects about 10 proposals will be submitted and 3 to 5 candidates will likely be interviewed.

Mr. Kale noted that the high school project is taking up a significant amount of staff time, volunteer time, etc. The process is extremely work-intense. Concerning other capital projects, Chair Mahoney raised the question whether it is even feasible to take on another capital project given how stretched the staff currently are as a result of the BHS project. Mr. Kale replied that in some cases (the Incinerator Site, for example), the town will have no choice but to move forward. He noted that the Community Bike Path and the Skating Rink proposal may require the town's attention in the not-too-distant future.

Library

Ms. Fallon noted that the Library is moving forward with its feasibility study. Cost estimates (which fall roughly between \$15-25M) will be discussed at an upcoming meeting. The possible options for the project are: renovation only, renovation with an addition, a new building, and a “repair only”. Each option will have a cost estimate. The next Public Forum is scheduled for February 7. The public has been keenly interested in the cost of the project, but that figure will depend on which of the options is pursued.

Ms. Bruschi stated that neither the cost – nor a plan for the temporary housing of the Library during any construction phase – have been thoroughly vetted. She observed that Arlington and Watertown have Library branches quite close by, which could be utilized during the construction phase.

Issues relating to the Library project were briefly explored. Mr. Kale said he hopes the cost estimates are “all in costs”. Ms. Fallon said that the estimates do represent total project costs with everything included except rental of temporary space for the Library during construction.

Setting of Future Meeting Dates

Thursday, February 9, 2017 at 8:00 a.m.

Adjournment

The CBC moved to adjourn the meeting at 9:26 a.m.

Respectfully submitted,

Rebecca Vose
Secretary