

2017 APR -6 PH 2: 17

**MINUTES
TOWN OF BELMONT
CAPITAL BUDGET COMMITTEE
Town Hall Conference Room 4
Thursday, March 2, 2017
8:00 AM**

CALL TO ORDER

A regular meeting of the Capital Budget Committee (CBC) was called to order at 8:02 a.m. by Chair Anne Marie Mahoney.

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

Also Present: David Kale, Town Administrator

Members Absent: M. Patricia Brusch

Chair Mahoney began by reviewing the agenda.

Review Town Clerk Requests

Ellen Cushman, Town Clerk, reviewed her "deferred request", which relates to the purchase of electronic voting systems. She said she would like to have these electronic systems in place during FY19, in time for the 2020 Presidential election. Cost estimates are \$7,000 each for 10 electronic units. Additionally, there is \$5,000 needed for training. (Cost total \$75,000).

Review Community Development Requests

Glenn Clancy, Director of Community Development, began with the \$38K capital request (to install curbing, signage, sidewalks, flashing crosswalk lighting, etc.) for traffic-related work in and around the Burbank School. The traffic situation at the Burbank, he said, has raised several safety concerns. Mr. Clancy explained the requested items and noted how each item will improve traffic safety.

The CBC briefly discussed this set of requests. Several Burbank parents spoke in support of these traffic mitigation items.

Review DPW Requests

Jay Marcotte, Director of DPW, Mike Santoro, Assistant Director of DPW, and Mike Bishop, Water Division Manager, were in attendance to present the DPW capital requests.

Incinerator Site Update

Mr. Kale noted that Belmont has supplied the state – specifically the Division of Capital Asset Management and Maintenance (DCAMM) – with all the requested information. But the state has not yet made any decisions. The Incinerator building will eventually be knocked down, removed, and capped. Mr. Clancy confirmed that funding is available for this process. Post-closure uses are still being explored.

The CBC discussed various mitigation costs associated with this project, post-closure uses as they relate to capping, and the (DEP) Department of Environmental Protection’s role. Capping materials (the plastic shield) were briefly discussed.

Sewer Enterprise Fund

Mr. Clancy noted that sewer and drainage upgrades and maintenance are needed. He explained how this work is tied into the Pavement Management and sidewalk plan. He also explained how this work relates to the clean water regulations. Mr. Kale spoke to where the natural gas replacement initiatives fit into this.

The Impact of CPA Project Support on Town Resources

Ms. Vose raised the issue of the CPA projects and asked about the burden that overseeing these projects places on Community Development and DPW staff. Mr. Clancy noted that filling vacancies (Building Inspector, Resident Engineer, and Administrative Planner) has been a challenge. Belmont is not competitive with pay, given that zoning enforcement is a part of a building inspector’s job.

Mr. Marcotte added that his department is also short-staffed. His staff spent a lot of time on the PQ CPA project (many night meetings, park planning, etc.). Mr. Clancy noted that department staff have the dual tasks of managing the project as well as managing the projects’ supporters, i.e. neighborhood advocacy groups.

Chair Mahoney suggested that the CBC, the CPA, and the Recreation Department should sit with Community Development and DPW to discuss the “fall-out” of accepted projects and to establish a new process. There needs to be coordination of projects and a process that works for everyone. The CBC (et al) agreed that staff time in these two town departments is finite and that CPA projects should be better coordinated to ensure the work is well done and that employee burn-out is avoided. Mr. Kale added that a process needs to be implemented diplomatically or we render the DPW and CD departments vulnerable to public criticism.

Issues relating to the CPA project ripple effects (notably the “Friends of . . .” advocacy groups) were further discussed.

Mr. Kale then provided an overview of the water main and water meter upgrades. He briefly explained the Waltham - Trapelo Road culvert issue.

Chair Mahoney observed that there are no requests for the DPW facility. Mr. Santoro replied

that there is a heating upgrade project, which has been budgeted for and will be completed this year. Ms. Fallon noted that the Library, Police Station, and DPW will need to come up with a list of requests, given that the buildings will not be replaced for at least 5 years, due to the High School project becoming the priority. Mr. Kale said that the “store front” doors are currently on the list.

The CBC discussed the capital items that may need to be attended to in the not-too-distant future.

Update: FY18 Capital Budget requests

Mr. Kale noted the FY18 capital requests as presented to the CBC can be funded principally with the capital appropriation and turn backs from completed projects.

Approval of Minutes

The minutes of February 16, 2017 were approved, as amended.

Update: Major Capital Projects Working Group (MCPWG)

Chair Mahoney noted that the group is officially formed. Tours of the high school and the library have occurred. The group will begin reviewing all the information it has gathered. It will try to create a plan, identify funding, and recommend interim repairs that do not trigger ADA compliance.

Capital Projects Updates, if any

Regarding the Library, Ms. Fallon stated that there are no updates. The trustees have heard the recommendation.

Setting of Future Meeting Dates

March 16, March 23, April 6, April 13, April 27
All meetings take place at 8:00 am in Room 4 of Town Hall

The CBC moved to adjourn the meeting at 9:28 a.m.

Respectfully submitted,

Rebecca Vose
Secretary