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**MINUTES
TOWN OF BELMONT
CAPITAL BUDGET COMMITTEE
Town Hall Conference Room 4
Thursday, March 23, 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 Anne Marie Mahoney.

Members Present: Chair Mahoney, M. Patricia Brusch, Raffi Manjikian (PB), Jenny Fallon (WC), and Susan Burgess-Cox (SC)

Also Present: Phyllis Marshall, Interim Town Administrator

Members Absent: Sami Baghdady (BOS) and Rebecca Vose

Chair Mahoney began by reviewing the agenda.

Approval of Minutes

The minutes of March 2, 2017 will be approved at the next meeting.

IT Requests

Dave Petto, IT Director, began by noting that it's time to update the fiber network. The first step is for an assessment study and mapping of the current fiber hub. The assessment study will help to determine conduit space. Two quotes are in for this work. Once this step is complete, the next step will concern the design phase, followed by the construction phase. The high school and library will probably come online during the construction phase. The demands on the network, he said, have become great.

Steve Mazzola, IT Director for the Schools, explained the complexity of the fiber loop planning as it relates to mapping and upgrading the system. He and Mrs. Brusch touched on the new high school project and how it relates to this endeavor. Ms. Marshall noted that the complexity of the mapping is what is driving the need for a consultant.

The second request, continued Mr. Petto, is to replace the Prince Street "switch-gear" that services several buildings (Butler, Waverley Fire Station, etc.). The Internet connection is not nearly robust enough for the area it serves.

Chair Mahoney asked about the request for additional data storage. Mr. Petto stated that he is currently ok for data storage.

Fire Department Requests

Fire Chief David Frizzell began by introducing the fire fighters who are applying for the Assistant Fire Chief position. Concerning the capital requests, he began with the cardiac monitor. The next two requests are staff vehicles, which are used by the Chief and the Assistant Chief. The vehicles are used for ten years and are then passed down to the Fire Prevention division. Chief Frizzell explained that higher costs are what prevents him from pursuing hybrid vehicles. The last request is to replace the squad truck, which is used to plow snow around the stations. He explained how an older DPW vehicle is re-commissioned to the Fire Department.

The issue of oil spills was briefly discussed. Mrs. Brusch raised the issue of the large equipment requests, which are expensive to upgrade. She wondered if there would be a way to put aside funding for these requests via a stabilization fund or creative bonding, etc.

Police Department Requests

Police Chief Rich McLaughlin began by noting that the network switches need to be replaced, at a cost of \$35,000. The second priority is to replace the Netclock system (\$12,500); this system helps synchronize all times to GPS time. There is a five-year projection for other requested capital items. Ms. Fallon raised the topic of the need for a new police station, noting that some issues will need to be tended to in the near future – women’s locker facilities, for example. Ms. Marshall spoke to the planning process, which takes into consideration the short-term fixes versus longer-term fixes for the police station (and also the library). The Chief noted that capital items are placed on a cycle and that this requires both long- and short-term planning. Some of the prioritizing, he said, is dictated by state mandates.

The CBC discussed balancing the immediate needs of the facility with the need for a new Police Station. Questions around spending money now on immediate needs versus waiting for the new building were explored. If the new building is ten years away, how will the elevator, the cell block, the female locker facilities, and other safety issues be dealt with in the meantime? This and other questions were discussed.

Other Capital Budget Requests [and Bonding]

Chair Mahoney raised the issue of the bonding and leasing of past capital projects. Mrs. Brusch requested that a list of the projects that are still being paid out of the capital budget be generated. This will help monitor the spending.

Update: Major Capital Projects Working Group (MCPWG)

Chair Mahoney noted that the group meets on Fridays. It has been focusing on the Police Station and the DPW. “*Creative Temporary Solutions*” is a topic/concept that is being explored, e.g., building a structure like the Underwood Pool bathhouse for the DPW that could house employee toilets, showers, break and locker space as well as offices. Ms. Marshall discussed the planning process for the more temporary fixes, noting the permanent fix (a new facility) may be 10 years

out. A “mini Master Plan” will be created. The MCPWG understands that the short-term solution is not intended to be the final solution.

Capital Projects Update: Library

Chair Mahoney stated that the Library would like to have a Building Committee established (and this will require funding). Ms. Fallon added that the fundraising component plays into this request, as well. The fundraising initiative for the Library was explored. Chair Mahoney noted that there will be a Fall Town Meeting in which this topic (establishing a Library Building Committee) can be explored.

The conversation above dovetailed into a discussion relating to the need to develop an Asset Management Plan. This plan would be town-wide and would involve a dozen buildings.

CPA Projects – Vote

[This agenda item was postponed to the April 6 meeting.]

Setting of Future Meeting Dates

April 6 (Facilities – which includes Library and Schools – and a vote on the CPA projects)

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 9:47 a.m.

Respectfully submitted,

Anne Marie Mahoney, Chair