

**BELMONT WARRANT COMMITTEE MEETING MINUTES**  
**JUNE 12, 2019, 7:30PM**  
**CHENERY MIDDLE SCHOOL, LARGE COMMUNITY ROOM**

2019 SEP 12 AM 9:48

Present: Chair Slap, Members Alcock, Dionne, Helgen, Lubien, Rickter, Schreiber and Weis.

Selectman Caputo. Town Administrator Garvin

Members Absent: Doyle, Fallon, Halston, McLaughlin, Read.

The meeting was called to order at 7:32pm by Chair Slap. The order of the agenda was revised to first take up the Reserve Fund request, followed by the Q3 financials update.

### **I-Review Facilities Department Reserve Fund Transfer Request**

Lubien summarized that the Public Services Subcommittee had met to review the request for ~\$185k, a result of unforeseen capital needs and cost overruns on energy consumption. The transition process to the new Facilities Director had factored into some of the cost overruns. The Subcommittee evaluated that the request met the necessary criteria and had voted unanimously to approve.

Steve Dorrance (Director, Facilities) was present and elaborated on the request: certain contracts (e.g. cleaning) had come in higher than expected due to implementing appropriate cleaning standards; other contracts (e.g. generator maintenance, controls) were not in place, leading to unforeseen costs; increased utilities costs were largely result of one unit at the DPW garage that was not working properly; capital request was to address urgent problems with the roofs at both the Beech Street Center (~\$50k) and Town Hall (~\$20k).

*Motion (Lubien): Approval of the Reserve Fund Transfer Request in the amount of \$185,105 to the Facilities Department for fiscal year 2019. (Motion passed unanimously)*

### **II-Review FY19 Q3 Reports**

TA Garvin provided highlights:

#### Revenue

- Overall, tracking on target. Still waiting for PILOT money to come in, e.g. Belmont Light.
- Over collection for ambulance receipts this year, due to the number of calls.
- Focus on building undesignated fund balances in advance of another round of school borrowing.

#### Expenses

- Selectmen's expenses will be low compared with prior years.
- Legal expenses also down, reflects a different approach by Town Administrator.
- Facilities budget stands out as being high, hence the Reserve Fund Transfer request.

- Expected that the Free Cash projected number will hold.

School Committee Liaison Crowley had passed along questions from Weis regarding the School Q3 numbers discussed at the previous meeting; there had been a coding error that explained some of the anomalies in the revolving fund numbers. Chair Slap would circulate an updated report, as well as a response concerning a question about buybacks.

### III-Approve minutes

- April 3, 2019:  
*Motion (Member Helgen): To approve the April 3, 2019 minutes. Motion passed by acclamation.*
- May 6, 2019:  
*Motion (Member Lubien): To approve the May 6, 2019 minutes. Motion passed by acclamation; Member Schreiber abstained.*
- May 22, 2019: Chair Slap provided a clarification with respect to Article 12, noting that the Selectmen's salaries remained unchanged.  
*Motion (Member Helgen): To approve the May 22, 2019 minutes, as amended. Motion passed by acclamation.*
- May 29, 2019: Member Weis and Selectmen Caputo were absent; Member Schreiber was in attendance.  
*Motion (Member Helgen): To approve the May 29, 2019 minutes, as amended. Motion passed by acclamation.*
- June 5, 2019:  
*Motion (Member Dionne): To approve the June 5, 2019 minutes. Motion passed by acclamation; Member Weis abstained.*

### IV-Reflections on 2018-2019 Warrant Committee work / ideas for 2019-2020

The Committee discussed the following points:

- Need to get the budget numbers earlier, was difficult to put together the WC Report. Coordinate more effectively with Town Administrator, certain documents didn't always line up.
- Warrant Committee Report feedback. Sense is that there is no need to shorten, people were largely happy with current format. Used as a reference document, people pick up what they are interested in. Good exercise for the Committee to work through the analysis for the various sections.
- Increased involvement with the budget process is advisable. TA Garvin tried to initiate engagement this year for meetings with department heads, however better coordination necessary this time around.
- Financial Task Force II (FTFII) and potential FY21 override:
  - o Budget process will be starting earlier this upcoming year, likely September. Possibility of a dual budget.

- Need to be realistic about scope of what the WC can take on with respect to advising – focus on certain departments?; provide context of comparisons with similarly situated towns, e.g. school enrolment comparison?.
- Engagement of the WC with the FTFII is needed, WC can provide expertise to the Selectmen and FTFII.
- Involvement with the redesign of the budget book, given that WC are high priority users.
- WC should provide expertise/context for the Minuteman issue that is coming to a head again in the fall. The WC has already put a lot of work into analyzing the issue. From a practical perspective, necessary to understand new cost structure for non-member towns.
- Working group structure:
  - Modelling is transitioning to the FTFII, perhaps no longer needed.
  - Pension/OPEB/Debt is important. Proposal to invite Town Treasurer Carman to be more active participant.
  - Property tax working group still completing report. Important long-term issue, this group should review its scope but continue its work in the future.

## V-Updates from BOS and liaisons

Caputo updated from the Board of Selectmen:

- Extenet had agreed to withdraw both pole petitions for the 5G antennas; it was expected they would work with the Town and resubmit down the road.
- The School Committee and Board of Selectmen both voted unanimously to explore an RFP process for a public-private partnership for a new skating rink. Currently establishing an informal working group to advise Town Staff in the process of drafting the RFP.

Dionne updated from the Community Preservation Committee:

- In the process of updating the Community Preservation plan.
- Considering policy changes re: expectations for private fundraising associated with Town-owned projects – e.g. would do away with requiring private fundraising for playgrounds. Will be seeking public input on the proposed changes.

## VI-Updates from subcommittees and working groups

### General government subcommittee

Minutes:

- March 22, 2019:  
*Motion (Member Dionne): To approve the March 22, 2019 minutes of the General Government Subcommittee. Motion passed; Alcock abstained.*
- March 26, 2019:  
*Motion (Member Alcock): To approve the March 26, 2019 minutes of the General*

- Government Subcommittee. Motion passed; Dionne abstained.*
- April 22, 2019:  
*Motion (Member Dionne): To approve the April 22, 2019 minutes of the General Government Subcommittee. Motion passed.*

## **VII-Adjournment**

*Motion (Member Dionne): To adjourn. Motion passed.*

Submitted by  
Christopher S. Henry