

2020 JAN 16 AM 9:00

**BELMONT WARRANT COMMITTEE MEETING MINUTES
DECEMBER 11, 2019, 7:30PM
CHENERY MIDDLE SCHOOL, LARGE COMMUNITY ROOM**

Present: Chair Slap, Members Alcock, Fallon, Halston, Helgen, Lubien, McLaughlin, Read, Rickter, Schreiber and Weis.
School Committee Liaison Crowley.
Select Board Chair Caputo. Town Administrator (TA) Garvin

Members Absent: Cragg, Dionne, Doyle, Gonzalez

The meeting was called to order at 7:33pm by Chair Slap.

I-Approve minutes

- October 30, 2019: There was a spelling mistake. Chair Slap also proposed a minor clarification.
Motion: To approve the October 30, 2019 minutes, as amended. Motion passed by acclamation.
- November 13, 2019: Correction to the date of the Minuteman vote (October 30).
Motion: To approve the November 13, 2019 minutes, as amended. Motion passed by acclamation.
- December 4, 2019:
Motion: To approve the December 4, 2019 minutes. Motion passed by acclamation.

II-Detailed Free Cash report over the last 3-5 years

Garvin shared a spreadsheet she had prepared showing breakdowns of revenue and department-by-department expenses, rolled into a summary table showing where Free Cash had been spent over the last five fiscal years. The numbers had been put together recently, therefore Garvin hadn't had the chance to investigate drivers of large variances. Chair Slap suggested WC members review the document and forward any questions to take up at the next meeting.

III-Discussion of Warrant Committee report format

As the budget process had started earlier this year, there was additional opportunity to anticipate changes/improvements to the WC Report for the upcoming year.

- McLaughlin pointed to importance of having numbers consistent with what is presented in the Town budget.
- Narratives should be re-introduced into the budget book; previously they had been taken from the annual report and considered a different time frame than the fiscal year, which was an issue.
 - o Fallon commented on the usefulness of the opportunities section in the

narratives.

- Given the early budget process, Weis suggested subcommittees could move forward with scheduling meetings with departments, leaving ample time for the writing of the report.

Chair Slap noted materials were due May 1 to the Town Clerk.

IV-Reports from Select Board, Town Administrator, School Committee, and liaisons

Caputo updated from the Select Board:

- Selection of Assistant Police Chief MacIsaac as the new Police Chief; contract negotiations currently underway.
- Joint School Committee / Select Board meeting January 7 to approve the Rink RFP and lease.
 - o School Superintendent Phelan was currently leading a process to prioritize the athletics facilities west of Harris Field, due to a request to reconsider the elimination of tennis courts from the campus. A final decision on the requirements for athletic fields on the site would be made by January 7, and was required to clarify to potential developers what facilities/fields to plan for - this was needed to finalize the RFP.
- From the Financial Task Force II:
 - o Established a biweekly meeting schedule going forward.
 - o Finalized the charge of the Long Term Capital Planning Committee, resolving some outstanding concerns of the Capital Budget Committee.
 - o Next step is to work towards finalizing the 5 year forecast model.

Schreiber updated from the Belmont Middle and High School Building Committee:

- Meeting this morning to finalize list of add alternates – form of bid protection, i.e. items are left out in case bids come back high; if estimates are correct, can bring things back in, in the order as prioritized by the Committee.
- Chair Lovallo was pleased with the number of pre-qualification bids submitted.
- Project would be out to bid soon.

Crowley updated from School Committee:

- The Finance Subcommittee was meeting next Tuesday, with participation from the WC Education Subcommittee – go over budget development, plus Q1 report.

V-Adjournment

Motion (Member McLaughlin): To adjourn at 8:07pm. Motion passed.

Submitted by
Christopher S. Henry