

2018 FEB -7 AM 9:15

MINUTES
TOWN OF BELMONT
BOARD OF SELECTMEN
SELECTMEN'S MEETING ROOM
Monday, October 16, 2017
7:00 PM

APPROVED
BOARD OF SELECTMEN
DATE: 02-05-18

CALL TO ORDER

A regular meeting of the Board was called to order in open session at 7:13 p.m. by Chair Jim Williams in the Selectmen's Meeting Room. Selectmen Mark Paolillo and Adam Dash were present. Interim Town Administrator Phyllis Marshall was also present, and Mr. Glen Castro.

Chair Williams turned to the first item on the agenda.

COMMUNITY ANNOUNCEMENTS

- **Recycling Event** – This event will be held on Saturday, October 21 from 9 am-1pm at the DPW Town Yard.
- **Belmont Veterans Remember** – The movie will be shown on Sunday, November 5 at 2:00 at the Town Hall.
- **Belmont Drives Electric** – The test drive event will be held on Sunday, October 29 at the Chenery Middle School from 12-3pm.
- **Documents are Online** – Board of Selectmen meeting documents are now online.
- **October is Breast Cancer Awareness Month** – Selectman Paolillo read some breast cancer statistics and wanted to call attention to the disease. which strikes one in eight women and is the second leading cause of death for women.

Executive Session: SEIU

The Board moved: To enter into executive session at 7:21 p.m. to discuss strategy sessions with union personnel or to conduct collective bargaining sessions or contract negotiations if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the Chair so declares. The Board will return to open session.

A roll call vote was taken: Chair Williams said aye, Selectmen Paolillo and Dash also said aye and the motion passed unanimously (3-0).

[The Executive Session proceeded. See separate minutes.]

Open Session

The Board moved: To exit Executive Session and Return to Open Session at 7:36 p.m. A roll call vote was taken: Chair Williams said aye, Selectmen Paolillo and Dash also said aye and the motion passed unanimously (3-0).

Board of Survey – Frontage Road

The Board moved: To convene as Board of Survey at 7:36 p.m.
The motion passed unanimously (3-0).

Mr. Glenn Clancy, Director of Community Development, and Mr. Steve Wheelwright, applicant appeared before the Board to renaming Frontage Road to Hinckley Way. Mr. Clancy noted that all of the paperwork is in order for this request. Mr. Wheelwright stated that the address for the LDS Temple of 86 Frontage Road does not work in Google map search and explained the historical relevance of the requested name Hinckley Way to the LDS Church.

Chair Williams and Board members expressed their support for this change, as it will make it easier for people to find the church.

Ms. Marshall stated that all the paperwork is in order.

The Board moved: To change the name of Frontage Road to Hinckley Way, from where the state highway ends (on the westerly limit) to Park Ave (on the easterly limit).
The motion passed unanimously (3-0).

Resume as Board of Selectmen

The Board moved: To resume as Board of Selectmen at 7:48 p.m.
The motion passed unanimously (3-0).

ACTION BY CONSENT

Sidewalk Assessment Report Presentation

Mr. Jay Marcotte, Director of DPW, and Mr. Jim Fitzgerald, Mr. Benny Hung, and Ms. Andriunna Towl, from Environmental Partners, appeared before the Board to present and discuss the Sidewalk Assessment Report. Mr. Marcotte explained that \$50K was allocated to prepare an assessment for sidewalk conditions in Belmont.

Mr. Fitzgerald reviewed the Sidewalk Assessment Presentation and noted the purpose of the study, update the sidewalk database and identify the deficiencies or gaps in the current sidewalks. He then explained the Sidewalk Condition Index (SCI), which helps to rate the sidewalks from 0-100. He reviewed the technology used in rating the sidewalks, as well as how the inventory, material, width, and overall conditions are rated. He provided more detail on “ramp” inventory (rated good, fair, poor), which measures width, slope, landing depth, obstructions, ADA compliance, etc.

Mr. Fitzgerald explained the Priority Ranking (PR), which indexes the utilization. People are most likely to walk about a half mile from their homes to a destination. Town-owned sidewalks are approximately 97 miles. 72% percent of Belmont’s sidewalks received a “good” score, while 17% received fair and 5% received a poor. 56% of the sidewalks do not have curbing.

Mr. Fitzgerald showed a map of the sidewalks in need. He then explained the project selection process. He touched on the Capital Improvement Plan (CIP) considerations for future planning

The Board then asked questions and offered comments concerning the study. Mr. Marcotte noted that there is a yearly sidewalk budget (\$200,000). Selectman Paolillo stated that this study will be helpful in prioritizing which sidewalks should be repaired first. He noted that, since the roads have improved under the Pavement Management Plan, it is time to revisit the need for sidewalks. He requested that roads, sidewalks, and curbing be considered together going forward. He suggested that there be interdepartmental coordination in assessing which roads, curbs, and sidewalks in order of priority.

Mr. Clancy, Director of Community Development, approached the table. He explained that sidewalks are addressed when a road is paved. He reminded everyone of the history and funding that led to the current policy and practice for curbing installation.

Chair Williams offered that the public may be surprised to learn how well the sidewalks fared in the ranking process. He noted that the Trapelo Road sidewalks were done by the state. The planting of trees needs to be considered along with sidewalks. He noted that sidewalk issues related to Bartlett Ave. will be on the agenda for the next Board meeting.

Sign Bylaw Update/Designee – Glenn Clancy, Community Development Director

Mr. Glenn Clancy, Director of Community Development, remained before the Board to discuss the sign bylaw update. Mr. Clancy noted that the bylaw was drafted by the Planning Board and passed Town Meeting in April. The bylaw relating to Sandwich Board signs currently falls on the Board or their designee. Mr. Clancy requested that the Director of Community Development be named the designee.

The Board moved: To designate the Director of Community Development to approve sandwich board signs as part of the general bylaw.

The motion passed unanimously (3-0).

Mr. Clancy spoke about signs displayed on Belmont Center track at the bridge on Concord Avenue in response to comments shared by Chair Williams. **Handicap Parking Space Request – 57 Raleigh Road**

Mr. Clancy remained with the Board to discuss the request for a handicapped parking space on Raleigh Road. The Traffic Advisory Committee held a public hearing and reviewed the request. He informed the Board that these requests come in periodically, and that the Board oversees this type of signage. He explained the scenario on Raleigh Road, noting why it is challenging for the applicant and supported by the Traffic Advisory Committee for action by the Selectmen

The Board moved: To approve the request to place a handicap parking restriction on Raleigh Road.

The motion passed unanimously (3-0).

Belmont High School Building Committee (BHSBC) Update

Mr. Bill Lovallo, BHSBC, Chair and Superintendent Phelan, appeared before the Board to provide a BHSBC update. Mr. Lovallo explained the schedule of events that is laid out by the MSBA. He noted that the design team was put in place this past summer. He explained the Preliminary Design Program (PDP) process, the educational program, and the grade configuration conversation. He noted that the Board of Selectmen will also need to review and vote on certain sections.

Chair Williams requested access to the updates of the reports as the sections are assembled. Chair Lovallo agreed to provide that information and will inform the Board through Ms. Marshall.

Ms. Marshall noted that, when the BHSBC meets with the SC, it will be useful to have a Board member at those meetings. Selectman Paolillo noted that the BHSBC is competent and Selectman Dash sits on this committee, therefore the Board will rely on the expertise of the Committee to prepare the appropriate package and Selectman Dash's updates to keep the Board informed.

Lottery Conditions for Star Market

Mr. Steve Duran, Store Director of the Belmont Star Market, appeared before the Board to discuss lottery conditions for Star Market.

Ms. Marshall summarized that the Board voted recently to reconsider their previous ruling concerning liquor and the selling of lottery tickets. Star Market would like to resume selling lottery products and if approved by the Board, then the Selectmen need to modify the "statement of conditions" for the existing liquor license held by Star Market to reflect the provision to allow lottery sales. The Lottery Commission supported the request by Star Market and confirmed the standing of Star Market to comply with Lottery Commission Regulations. The sale of tobacco products will still be prohibited.

The Board moved: To revise the lottery conditions that the sale of Massachusetts Lottery products is no longer prohibited effective October 17, 2017. The sale of tobacco, however, is still prohibited.

The motion passed unanimously (3-0).

Vote to Approve Special Town Meeting Warrant for November 13, 2017 at 7:00 P.M.

Ms. Marshall reviewed the articles on the warrant. They are as follows:

- *Article 1 - Reports*
- *Article 2 - Revolving Funds*
- *Article 3 - Modular Classrooms at the Burbank*
- *Article 4 - Schematic Design and Building Committee Formation for Short-term Solutions for the DPW and Police Station*
- *Article 5 - Schematic Design and Library Building Committee Formation*
- *Article 6 - Citizen's Petition regarding Planning Board Appointments*

The Board moved: To approve the November 13, 2017 STM Warrant consisting of the six Articles reviewed by Ms. Marshall.
The motion passed unanimously (3-0).

Discussion Related to Open Meeting Law (OML)

Ms. Ellen Cushman, Town Clerk, appeared before the Board to discuss the OML changes. Chair Williams noted that the Belmont Board of Selectmen is committed to honoring the process, procedure, spirit, and law of the OML guidelines and expects all boards, commissions, and committees to do the same. Ms. Cushman explained her role in overseeing the OML compliance in Belmont by working with the Chairs of our public bodies. The Attorney General has issued new OML guidelines, which closed some loopholes. Mr. George Hall, Town Counsel, has prepared an advisory for Belmont on subcommittees. Ms. Cushman has distributed the Open Meeting Law Guide 2017, Mr. Hall's Advisory, and the methods of posting meetings and minutes to all members of boards, committees, and commissions and department heads. She also explained the process by which Minutes are reviewed and submitted, indicating that her office will be advising Chairs of the missing minutes for their committees.

The Board discussed issues relating to the OML guidelines.

Proclamation for Retired Firefighters

The Board moved: To approve the Firefighter Proclamation.
The motion passed unanimously (3-0).

Selectman Paolillo read the names of the retiring firefighters:

- Assistant Chief Davison
- Captain Pizzi
- Captain Mooney
- Lt. Corsino
- Lt. Wilcinski
- Firefighter Reilly
- Firefighter O'Brien
- Firefighter Papadinis
- Firefighter Lynch

The Board signed the Proclamation.

QUESTIONS FROM TOWN RESIDENTS

[There were none.]

Chair Williams noted that each Selectman will hold office hours, at different locations, in order to be available to residents. He discussed the new policy about having people contact the Town

Administrator before regarding residents' questions. If a resident wants a question addressed, he/she must call the TA Office before noon on the day of the meeting. Selectman Dash suggested that the agenda item should be changed to "Comments from Town Residents" – therefore the Board will not feel compelled to answer direct questions. Chair Williams stated that he would prefer that residents call the TA Office ahead of time. He said he does not want Board meeting time used up by resident questions.

Town Administrator's Report

Ms. Marshall deferred her report.

Approval of Meeting Minutes

- April 3, 2017 Regular Meeting

The Board moved: To approve the meeting minutes of 4-3-17.
The motion passed (2-0-1).

- April 10, 2017 Regular Meeting
- April 24, 2017 Regular Meeting
- April 24, 2017 Executive Meeting

The Board moved: To approve the above noted meeting minutes.
The motion passed unanimously (3-0).

- May 1, 2017 Regular Meeting
- May 3, 2017 Regular Meeting
- May 8, 2017 Regular Meeting
- May 15, 2017 Regular Meeting
- May 22, 2017 Regular Meeting
- May 22, 2017 Executive Session

The Board moved: To approve the above noted meeting minutes.
The motion passed unanimously (3-0).

- June 5, 2017 Regular Meeting
- June 7, 2017 Regular Meeting

The Board moved: To approve the above noted meeting minutes.
The motion passed unanimously (3-0).

- June 13, 2017 Emergency Meeting

The Board moved: To approve the meeting minutes of 6-13-17, as amended.
The motion passed (2-0-1).

- June 16, 2017 Regular Meeting
- June 26, 2017 Regular Meeting
- June 29, 2017 Regular Meeting

The Board moved: To approve the above noted meeting minutes.
The motion passed unanimously (3-0).

- June 19, 2017 Regular Meeting

The Board moved: To approve the meeting minutes of 6-19-17.
The motion passed (2-0-1).

- July 17, 2017 Regular Meeting
- July 17, 2017 Executive Session

The Board moved: To approve the above noted meeting minutes.
The motion passed unanimously (3-0).

Chair Williams acknowledged Ms. Marshall for her excellent work on the meeting minutes.

NEXT MEETINGS

Monday, October 30, 2017 at 6:00 p.m. Selectmen's Meeting Room Town Hall
Monday, November 6, 2017 at 7:00 p.m. Selectmen's Meeting Room Town Hall

The Board moved to adjourn the meeting at 9:23 p.m.



Ms. Phyllis Marshall, Interim Town Administrator