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Minutes
Town of Belmont
Board of Selectmen
Town Hall Auditorium
Monday, November 5, 2018
7:00pm

APPROVED
BOARD OF SELECTMEN
DATE: 01/07/2019

CALL TO ORDER:

A regular meeting of the Board of Selectmen was called to order at 7:01pm by Chair Adam Dash. Vice Chair Mark Paolillo and Selectmen Tom Caputo were present. Town Administrator Patrice Garvin was present.

COMMUNITY ANNOUNCEMENTS:

- The Town-wide traffic study results will be presented at the upcoming Traffic Advisory Committee meeting on Thursday November 8th at 7pm in the Homer Building, Third Floor.
- Election Day is tomorrow, November 6th. Polls are open from 7am-8pm. Rides to the polls are available from 9am-6pm through the League of Women Voters.
- *Joining the Circle: A Panel Discussion on Restorative Justice* will be held on November 15th, 7-9pm at the First Church in Belmont.
- *Belmont Beech Street Craft Fair* will be held at the Beech St. Center on November 17th from 9am-3pm.
- Veteran's Day exercises will be held on November 9th as November 11th is on a weekend.
- The Fourth Annual Thanksgiving Food Drive is from November 5th to 16th. Human resources for the Town will be accepting donations for the Belmont Food Pantry.
- The mayor of Tallahassee, Florida, Andrew D. Gillum, sent a thank-you note to Belmont for providing assistance from Belmont Light to aide in recovery efforts related to Hurricane Michael.

COMMENTS FROM TOWN RESIDENTS:

[There were none]

ACTION BY CONSENT:

Executive session: To consider the purchase, exchange, lease or value of real property if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

Motion: To enter executive session. (Vote passed 3-0)

Motion: To leave executive session. (Vote passed 3-0)

High School Traffic Working Group Update, Memorandum of Understanding and Recommendations

[A. Dash recused himself because he lives on Goden St.; M. Paolillo took over as acting Chair] G. Clancy joined the meeting. M. Paolillo stated that the document was now called a 'Memorandum of Agreement' (MOA), and explained that the language of the MOA had been finalized among the various stakeholders: the Board of Selectmen, the High School Building Committee, the Planning Board, the Traffic Advisory Committee, and the High School (HS)

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Traffic Working group. He read the MOA, which outlined how each stakeholder would work to address traffic issues related to the new 7-12 School. The HS Traffic Working Group had voted to sign the MOA; T. Caputo and G. Clancy were both supportive.

Motion: To authorize the Board of Selectmen representative to the High School Traffic Working Group to sign the Memorandum of Agreement. (Vote passed 2-0)

M. Paolillo and G. Clancy reviewed three additional recommendations of the HS Traffic Working Group stemming from its October 25th meeting. T. Caputo felt that some of the recommendations were piecemeal, and asked whether there would be an overall comprehensive design for the school and surrounding areas that would take into account the various proposed measures of the working group. G. Clancy explained that some of the issues were specific to the design of the intersection at Goden/Concord, and that the designer would need to prioritize recommendations from the HS Traffic Working Group in the design; other recommendations would require collaboration with the High School Building Committee and its designer.

Motion: That the Board of Selectmen explore the preservation of existing parking conditions on Lower Goden Street. (Vote passed 2-0)

Motion: That the Board of Selectmen place a priority on preserving and maintaining the median, including the trees on the median, on Concord Avenue. (Vote passed 2-0)

Motion: That the Board of Selectmen identify and support primary walking routes to the High School and incorporate these routes into any transportation plans. (Vote passed 2-0)

[A recess was called to allow time for Chair A. Dash to return.]

[A. Dash returned to the meeting.]

Town Meeting Warrant – Discussion and Positions Taken

A. Dash recommended to defer a vote on the citizens' petition that would extend the marijuana moratorium, as the Planning Board was meeting on Thursday to take up the matter. Jeffery Wheeler (Senior Town Planner) joined the meeting to discuss the zoning related articles.

Article 3, South Pleasant St. Overlay District: J. Wheeler explained that this area had been on the radar of the Planning Board since 1996. Currently, it was the only area of town zoned LB2, which allowed for automotive uses. The article would add uses currently zoned for Waverly Square (LB1), including retail, restaurants, offices, etc. In addition, in response to the Housing Production Plan, the overlay would also allow for age-restricted and assisted living.

T. Caputo asked if the Planning Board had any expectations with regard to the impact on tax revenue.

J. Wheeler replied that, in general, the change would be revenue neutral at worst; further, any potential developer would need to submit a fiscal impact study to the Planning Board for its consideration.

Motion: To recommend favorable action on Article 3. (Vote passed 3-0)

Article 4, adult-use recreational marijuana zoning: J. Wheeler summarized the work of the Planning Board to write the Article during the 18 month moratorium period. The Planning Board considered State regulations and what other communities had done, as well as engaged in an extensive public consultation process. The area will allow for up to 2 retail marijuana stores and no other types of marijuana-related industries. T. Caputo clarified the distinction between the South Pleasant St. Overlay district and the retail marijuana district; the former would be a subset of the latter. J. Wheeler added that the designated 16 acres provided sufficient space for up to 2 retail stores to be established. A. Dash commended the Planning Board for its great work on such a contentious issue.

Motion: To recommend favorable action on Article 4. (Vote passed 3-0)

Article 5: The Board's off-cycle CPA application for design funds for the Alexander Ave. underpass, in the amount of \$400k.

Motion: To recommend favorable action on Article 5. (Vote passed 3-0)

Article 6: Anne Marie Mahoney (Chair, DPW/Police Building Committee) explained that the article was a housekeeping matter. The wording of the original article that appointed the Building Committee mistakenly did not allow for it to enter into contracts or pay bills, beyond the design phase. She would provide an update at Special Town Meeting.

Motion: To recommend favorable action on Article 6. (Vote passed 3-0)

Article 7: The proposal for a reduction in the interest rate for the Senior Tax Deferral program from 8% to 4.5%, to take effect in fiscal year 2020.

Motion: To recommend favorable action on Article 7. (Vote passed 3-0)

Article 2: Related to appropriation of funds for the new 7-12 building project, for which the debt exclusion vote would take place tomorrow (November 6th).

Motion: To recommend favorable action on Article 2, contingent on the passage of the debt exclusion. (Vote passed 2-0; A. Dash recused himself)

Discussion and Possible Approval of the Smartmeter Installation Contract

Jay Marcotte (Director, DPW) and Mark Mancuso (Manager, DPW Water Division) appeared before the Board. J. Marcotte gave background information on the Smartmeter project. He had previously sought approval this past August for contracts to purchase the hardware and software components of the Smartmeters; now he was seeking approval for 3 separate contracts that would facilitate installation.

With the assistance of Weston and Sampson, DPW went out to bid at the end of August for an installer, and four bids were received. Bay State Wind Supply was the lowest bidder, had

previously worked with Weston and Sampson, their previous work checked out, and M. Mancuso was also familiar with the company. J. Marcotte requested approval for an installation contract with Bay State Wind Supply, with installation starting in January 2019 and taking 18 months to complete.

Motion: To approve the Smartmeter Installation Contract with Bay State Wind Supply Company for an amount not to exceed \$980,397. (Vote passed 3-0)

Discussion and Possible Approval of Consulting Services Contract with Weston and Sampson

J. Marcotte explained that Weston and Sampson currently works with the Town on water main projects and has also consulted on earlier stages of the Smartmeter project. Their task would be to administer the installation contract from start to end, including tying into the existing water system.

T. Caputo asked why DPW was engaging a consultant vs hiring a full-time employee. J. Marcotte replied that based on his experience in Everett, dedicated expertise and resources were necessary to manage the project in order to meet the 18 month time-frame. A. Dash added that it is a discrete project with a fixed end date.

Motion: To approve the consulting services contract with Weston and Sampson for an amount not to exceed \$187,800. (Vote passed 3-0)

Discussion and Possible Approval of Using a Sole Source Distributor for Purchase of Water Meters

Finally, J. Marcotte stated that the existing water meters are at the end of their life-span and needed to be replaced in conjunction with the Smartmeter hardware installation. No other in-state supplier could offer a meter which allows for the Smartmeter device to be integrated, hence why the contract was sole source. M. Mancuso clarified that not all meters needed replacing, only those with a life-span over 10 years.

Motion: To approve the purchase of water meter bodies from the Stiles Company for a price not to exceed \$340,648. (Vote passed 3-0)

Discussion and Possible Approval of Town Asset Naming Policy

A. Dash explained that the Town had accepted in donation a sign for Pequossette Park from the Eagle Scouts, only to realize that the legal name was actually 'Pequossette Playground'. This led him to realize that the Board did not have a policy in place governing the naming of Town assets under the purview of the Board of Selectmen.

P. Garvin highlighted recent changes to the draft of the policy, including a clarification that the Board would determine whether a public hearing was warranted. The Board reviewed the naming criteria outlined in the proposed policy.

A. Dash desired to clarify the issue of who has the final say in the naming of assets under the control of a given committee, board, or commission for e.g. does the Library Board of Trustees have authority to name Library assets? P. Garvin said that Town Counsel had advised that the

relevant board, committee, or commission should have the final say. T. Caputo proposed a revision to the policy to reflect this sentiment.

Gail Mann (Secretary, Board of Library Trustees) stated that the change proposed by T. Caputo had addressed the concern she had come to the meeting to address.

Motion: To adopt the Town Asset Naming Policy, as amended. (Vote passed 3-0)

Discussion for Request for Permission to Install Pequossette Park Sign

Motion: To change the name of Pequossette Playground to Pequossette Park. (Vote passed 3-0)

Motion: To give permission to install the Pequossette Park sign donated by the Eagle Scouts. (Vote passed 3-0)

Incinerator Site Discussion -- Possible Vote to Fund Feasibility Study

A. Dash explained that as a follow-up to the public forum the Board needed to decide whether to fund a feasibility study to assess the potential option for an anaerobic digester, since the Board does not have expertise in this area. M. Paolillo felt the Board had a fiduciary duty to run down this option in order to make an informed decision. T. Caputo agreed, but expressed disappointment that it was not possible to get a ballpark estimate of the potential economic benefit. He inquired whether the proposed feasibility study could address the economic question as a first priority. However, G. Clancy explained that it was necessary to first establish whether the site was suitable, and the priorities laid out by the consultant made sense.

[A. Dash invited public comment.]

Robert Kennedy (Town Meeting Member, Precinct 3): Advocated that the feasibility study take into account: 1) increases in population density over time, the implication being that open space will become increasingly scarce and valuable; 2) how increased traffic from development would affect surrounding streets, including his neighborhood, which has access to the Town only via Mill St. This causes difficulties currently, with respect to access to the neighborhood during peak traffic hours.

Phil Thayer (Town Meeting Member, Precinct 6): Expressed concern about additional costs resulting from increased truck traffic associated with an anaerobic digester facility. G. Clancy said that pavement management techniques could be implemented so that costs could be redirected back to the user of the site.

Joanna Tzouvelis: Asked whether Belmont Light had provided estimates of the economic impact of a potential solar farm option. She did not understand why the Board could allocate funds for a feasibility study but not for additional 'yield-to-pedestrian' signs across town.

Motion: To approve the contract with Langdon Environmental LLC to conduct a feasibility study for an anaerobic digester at the former incinerator site, in an amount not to exceed \$8,250. (Vote passed 3-0)

Discussion and Possible Signature of Letter of Support for State Environmental Bond Funding for the Amelia Earhart Dam

Many surrounding communities had signed the letter of support to install a fourth pump at the dam for resiliency, given that severe weather can cause the river to back up into these communities, including Belmont.

Motion: To approve the signature for a letter of support for State environmental bond funding for the Amelia Earhart Dam. (Vote passed 3-0)

Sign Letter of Agreement from Philip May Revocable Trust Regarding Library Donation

A. Dash explained the agreement would bind the Town to utilize the funds as specified by the terms of the will, to be used for the Library. A. Dash confirmed with P. Garvin that the letter had been vetted by Town Counsel.

Motion: To sign the letter of agreement from Philip May Revocable Trust regarding Library donation. (Vote passed 3-0)

Approve Request from Lions Club for Parking Exclusion for Their Annual Christmas Tree and Wreath Sale

Motion: To approve the request from Lions Club for parking exclusion for their Annual Christmas Tree and Wreath Sale. (Vote passed 3-0)

Transportation Advisory Committee Appointments

A. Dash suggested to delay the appointments due to the fact that the Traffic Advisory Committee would be holding a meeting this coming Thursday, in which the results of the Town-wide traffic study would be presented. It was agreed to leave open the application process for the Transportation Advisory Committee to the end of the month.

P. Garvin and G. Clancy clarified that the presentation on Thursday would be very technical and data focused, and that a narrative report summarizing the findings would be delivered in January. M. Paolillo expressed that he would like the consultants to give a presentation directly to the Board, in addition to the presentation to the Traffic Advisory Committee, which could take place in the New Year.

Set 2019 Calendar Year Board of Selectmen Meeting Schedules and Office Hours

The Board agreed on the following meeting dates: January 7, 28; February 4, 25, with a joint Warrant Committee / School Committee meeting on February 12 for presentation of the budget books; March 4, 18; April 1, 15, with the Board of Selectmen organizational meeting on April 3; May 13; June 10, 24.

M. Paolillo noted for the public that the Board generally meets the first and third Monday of each month, excepting holidays or other unavoidable conflicts.

Discussion and Vote on Food Pantry Memorandum of Understanding

P. Garvin was still waiting for comments from Town Counsel. A. Dash made two comments: 1) include financial consideration (\$1) to make it legally binding 2) specify that opening hours would avoid late Monday night hours and election days.

While the MOU was being finalized, P. Garvin requested approval from the Board to allow the Belmont Food Pantry to start moving some items into storage.

*Motion: To allow the Belmont Food Pantry to begin moving inventory into Town Hall.
(Vote passed 3-0)*

TOWN ADMINISTRATORS REPORT:

P. Garvin reviewed the Town Administrator's Report:

- The ban on plastic bags for retailers goes into effect in 2019. Information will be distributed in Belmont Light bills and any questions should be directed to DPW.
- A detailed schedule for the 2020 operating budget process was shared. The final budget will be distributed to the Board on February 12, 2019.
- Town Hall trick-or-treat event was very successful, and lots of kids attended.

BOARD OF SELECTMEN COMMITTEE LIAISON REPORTS:

T. Caputo provided an update on the Minuteman School, stating that Belmont will no longer be a member as of July 1, 2020. He recalled that the School Superintendent had recommended utilizing the Minuteman School as the preferred option for vocational training, however, as a non-member, if enrollment increases then Belmont may be excluded from this option down the road.

T. Caputo has been collaborating with the School Department and the School Committee on the Ice Rink project. An update will be presented at Special Town Meeting. Recent efforts would likely result in an RFP process beginning in December/January, as well as public consultation events upcoming.


APPROVAL OF MEETING MINUTES:

- *May 21, 2018 regular session.*
- *May 22, 2018 regular session.*
- *September 28, 2018, regular session:* A. Dash noted a minor error.
- *October 1, 2018 regular session.*
- *October 1, 2018 executive session.*

Motion: To approve the collection of meeting minutes as discussed, with amendments to the September 28, 2018 minutes. (Vote passed 3-0)

ADJOURNMENT:

Motion: To adjourn. (Vote passed 3-0)

 Respectfully Submitted,

Patrice Garvin, Town Administrator