

**MINUTES  
TOWN OF BELMONT  
BOARD OF SELECTMEN  
SELECTMEN'S MEETING ROOM  
Monday, November 21, 2011  
7:00 PM**

**CALL TO ORDER**

A regular meeting of the Board was called to order in open session at 7:00 pm by Chair Jones in the Selectmen's Meeting Room. Selectmen Firenze and Paolillo were present. Acting Town Administrator Richard Kelliher and Assistant Town Administrator Kellie Hebert were present.

**QUESTIONS FROM TOWN RESIDENTS**

[There were none.]

**ACTION BY APPOINTMENT**

**Open Session**

Chair Jones informed the Board that it would immediately move into executive session.

**Executive Session**

*The Board moved:* To enter into executive session at 7:05 (regarding Session MGL Ch 30A, S 21) to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against a public officer, employee, staff member or individual of Town of Belmont Police Department.

The Board will also discuss how to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel, specifically health care for union personnel and pay raises for non-union personnel.

The Board will return to open session.

A roll call vote was taken and the motion passed unanimously (3-0).

[Insert executive session notes?]

**Return to Open Session**

*The Board moved:* To return to open session at 8:10 pm.  
The motion passed unanimously (3-0).

### **Vote on the Special State Primary Election Warrant for December 13**

Ms. Ellen O'Brien Cushman appeared before the Board to discuss the special state primary election, which is scheduled for December 13, 2011. She explained the purpose of the warrant, which enables the primary to happen at the usual precincts in Belmont.

*The Board moved:* To establish the special state primary election warrant for December 13, 2011.

The motion passed unanimously (3-0).

The Board signed the warrant.

### **Discussion of Elected Officials Salaries for Budgetary Purposes**

Ms. Diane Crimmins, HR Director, appeared before the Board to discuss the salaries of elected officials (the Treasurer and Town Clerk) for budgetary purposes. She noted that the town consultant redrafted the Town Clerk position to determine internal equity. She said the consultant put some wage information together and compared it to the Warrant Committee's data. The consultant recommended that the Town Clerk position should be a Grade 18. Selectman Paolillo asked what the current Town Clerk salary is (\$62,400). He noted that the Town Clerk is currently in the Grade 13 pay range. Selectman Firenze noted that some of the Grade 18 criteria do not apply for elected officials. Ms. Crimmins replied that the body of the job description is rated by its duties and responsibilities. The Board discussed the mid-point (market rate) distinction.

The Board noted that, while it is TM's role to determine the salaries of elected officials, it was noted that perhaps TM has in the past used an inappropriate methodology to do so. The Board can, however, make a recommendation to TM. Ms. Crimmins informed the Board that the consultant recommended a starting salary of \$65,000 for the Town Clerk position.

Chair Jones summarized the history of this position and salary setting at TM for the new Acting Town Administrator.

### **Committee Discussion on Membership: Vision 21**

Mr. Tim Bowman, Vision 21 Chair, appeared before the Board to discuss committee membership. He distributed a handout and requested that the Board consider appointing Mr. Doug Jon as the new member of the Vision 21. Selectman Firenze said that the Vision 21 group has moved in various directions – directions where there are other appointed bodies charged with working on those issues. He used the budget as an example. He said that this Board needs to give specific direction to this committee on

where it should focus its efforts. Mr. Bowman said that the group wants to add value to certain areas where there is “white space.”

Regarding the budget process, Bowman noted that it was more about civic engagement than about altering the budget process. He said he wanted the groups who are in power to hear from the general citizenship. He noted that Vision 21 did its best to keep this Board apprised of its undertakings. He said perhaps there could be more effective ways to communicate directly with the Board.

Selectman Firenze said he would like the Board to have more say in setting Vision 21’s agenda. He said the Envision Belmont conference (which focused on the budget process) was held on such a date that no one from the Warrant Committee could even attend. Mr. Bowman replied that the Chair of the WC did not acknowledge any communications regarding this event.

Mr. Bowman suggested that the Vision 21 committee put together its agenda for the year ahead and then the Board can give its feedback on the proposed agenda.

Chair Jones opted to do the Vision 21 appointments on December 5. It was noted that there are two openings on the committee.

Ms. Jennifer Page approached the Board and spoke to the establishment of *Sustainable Belmont*, a subcommittee of Vision 21. She said one of Vision 21’s charges pertained to care and attention to the environment. Regarding Meet Belmont, she said that she and Ms. Sara Oaklander will meet with the Board about to discuss that event at a later date.

### **Committee Appointments: Education Scholarship Committee**

*The Board moved:* To re-appoint Mr. Floyd Carman to the Education Scholarship Committee.

The Board discussed that Mr. Carman is an ex-officio member of this committee. Selectman Paolillo removed his motion, since it was unclear if ex-officio members are appointed by the Board or are placed by state statute.

The Board will revisit this appointment on December 5.

### **Energy Committee – Annual Report Presentation**

Mr. Roger Colton, Co-Chair of the Energy Committee, appeared before the Board to present the Annual Report. Mr. Colton highlighted some of the areas the Energy Committee has worked on this past year: Electricity/Heating, and Transportation. He also touched upon the Stretch Code, Net Metering, solar systems, and the resource handbook for energy savings.

Regarding transportation, Mr. Colton noted that Mr. Clancy (Town Engineer) and Mr. Ian Todreas (Energy Committee Co-Chair), have created a pamphlet that identifies bike routes throughout town. He noted that state money was obtained to install bike racks throughout town. Mr. Colton noted that Belmont is in line to receive a \$50K state grant for the new substation. He also apprised the Board of the solar panel efforts in Belmont. He highlighted the fiscal and energy savings that could result from using solar panels for the town over a 20 year period.

### **Ad Hoc Committee on Town Meeting (TM) Communication – Update and Discussion**

Mr. Roger Colton and Mr. Bill Greene, Co-Chairs of the Ad Hoc Committee on TM Communication, appeared before the Board to give an update. (Additional members of the committee were present and approached the Board as well.) Mr. Green noted that the committee is working on its final recommendations regarding improving TM communication. The bottom line, he said, is that the calendar needs to be altered. He said there are two warrants being submitted to TM that deal with the committee's recommendations.

The first warrant suggests that the annual TM start date be moved away from school vacation week in April. The warrant moves the date to the beginning of May or on the fifth Monday in April. The second warrant requires that the budget materials are handed out to TM members two weeks prior to TM.

Selectman Paolillo said he would like to hear from Ms. Ellen O'Brien Cushman. Ms. Cushman said that she agrees with two week advance for budget materials. She suggested that the practice of the League of Women Voters and WC informational meeting be held earlier by one week so it won't be on April vacation. She said this would be as effective as a by-law change without changing the by-law.

Regarding non-budget warrant articles, Mr. Bowman said he would like the warrant closed earlier. He said this would allow more time for discussions to happen. Mr. Colton added that more time allows for precinct caucuses to meet, discuss the articles, and raise relevant questions.

The Board discussed these two warrant articles.

### **Discussion and Vote Regarding Beech Street Center Equipment Shed Site**

The Board discussed that the Center's trash needs to be moved indoors, as the residents have had concerns with the outside trash. Therefore, the tools will need to be moved outdoors (to make space for the trash receptacles) and placed in a new shed. The cost of the tool shed (which will hold the tools/equipment) will be \$3,000. It was unclear if the neighbors or the ZBA are aware of this proposal.

Chair Jones proposed to hold off voting on this until December 5.

## **Acting Town Administrator's Report**

Mr. Kelliher reported on the following items:

- He noted that his welcome has been very positive.
  - He said he will begin to meet with the Department Heads this week.

## **ACTION BY CONSENT**

### **BOS to Approve Meeting Minutes of April 25, May 2, August 15, and September 12, 2011**

*The Board moved:* To approve the BOS meeting minutes for the dates noted above.

The motion passed unanimously (3-0).

Selectman Firenze asked Mr. Kelliher to give his input on the length of the minutes. He said he believes some editions are too long.

## **OTHER**

### **Selectman Firenze Other:**

- Representative Brownsberger has offered his feedback on changing the Primary dates (as requested by the Town Clerk).
- Playground issue – Chair Jones said that the town has responsibility for the Joey's Park playground at the Winn Brook school. He said the town and school department are awaiting advice from the experts on what needs to be done to that playground. He added that the newly combined maintenance department should decide if the playgrounds are safe, not the school PTAs. Selectman Paoillo asked about the Butler playground. Chair Jones said it is unclear at this point, but that the Superintendent is working on it.

The Board moved to adjourn the meeting at 9:55 pm.

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Richard Kelliher, Acting Town  
Administrator