

**MINUTES  
TOWN OF BELMONT  
BOARD OF SELECTMEN  
SELECTMEN'S MEETING ROOM  
Monday, June 4, 2012  
7:30 PM**

**CALL TO ORDER**

A regular meeting of the Board was called to order in open session at 7:35 pm by Chair Paolillo in the Selectmen's Meeting Room. Selectmen Jones and Rojas were present. Interim Town Administrator Kellie Hebert was present.

**QUESTIONS FROM TOWN RESIDENTS**

[There were none.]

**ACTION BY APPOINTMENT**

**Permanent Audit Committee Update**

Treasurer Floyd Carman and members from the Permanent Audit Committee appeared before the Board to provide an update of the yearly audit from the Permanent Audit Committee.

Chair Paolillo informed the Permanent Audit Committee that the Board met earlier in the evening with the Light Board.

Mr. Ernie Fay, Chair of the Permanent Audit Committee, reviewed the Permanent Audit Committee's function, specifically noting that an audit is undertaken every year. He said that Belmont's financial statements were reviewed, that the audit went smoothly, and that the financial team did a commendable job working with the auditors. He then reviewed the audit of the Light Department's financial statements, which also went well.

In each case, the auditors issued an "unqualified opinion" about the state of the finances.

The Board briefly discussed the audit findings.

*The Board moved:* To approve the June 30, 2011 financial statements.  
The motion passed unanimously (3-0).

*The Board moved:* To approve the December 31, 2011 Light Board financial statements.  
The motion passed unanimously (3-0).

**ACTION BY WRITING**

## **To Approve the ALS Contract with Professional Ambulance and Oxygen Service, Inc.**

Fire Chief Frizzell appeared before the Board to discuss the ALS contract. He began by reviewing what has occurred in the past eight years with regard to ALS. He noted that there was an ALS study group, but that no decisions were made as a result of those findings. He noted that there has not been a contract in place for the past few years. He said he developed a "Request for Response" and received proposals from two vendors: Armstrong (Arlington) and PRO EMS (Cambridge). He informed the Board that while the financial arrangements were quite different among the two proposals, the actual services to be provided were similar. He explained how the proposals were reviewed. There was a submittal review team that included himself, Captain DeMarco the Fire Department's EMS Coordinator, Kellie Hebert, Town Administrator, and Chitra Subramanian, Town Accountant. He said Belmont will contract with one vendor, PRO EMS, however, the Town will benefit from the services of both vendors since there has been a recent collaboration agreement between PRO EMS and Armstrong Ambulance since each of the companies excel in different areas.

Belmont will contract directly with PRO EMS. PRO EMS will provide emergency Advanced Life Support services and will also provide secondary backup for emergency Basic Life Support services. He explained the various services that will be provided by PRO EMS, including personnel training, enhanced billing capabilities and better technology to capture emergency dispatch data and in-field public health and statistical data.

He then explained the positive financial implications of the new contract. He noted that the new contract will change the current model now being used to collect revenue for ALS Services. A projection was completed using one year of actual response data and applied the new model. The Town currently receives about \$69,608 in net revenue for ALS services provided by Armstrong Ambulance. Under the new model, PRO EMS will be responsible for ALS services. The Town will pay a fixed rate of \$525 for each ALS transport. The new net revenue would have totaled about \$73K. Given this analysis, there should be a modest increase to revenues for the Town. The enhanced ALS services, training and other features will enhance the current contract model that has been in place for many years.

He stated that the new contract term will be for 1 year with four 6-month renewals. This term structure allows the Town to make decisions about whether the Town will provide ALS services by the Fire Department staff. This contract will be implemented on July 1, 2012 and that the resident who dials 911 will not notice any dramatic changes, except perhaps the company name on the ambulance responding to their emergency.

The Board briefly discussed the financial implications of the proposal. Ms. Hebert noted that the new vendor will have improved technology to capture billing data and improve collections. Chair Paolillo noted that the new service can provide meaningful data to

research the costs and benefits of providing ALS services in house, and potentially bring new revenues to the Town. The Board then discussed how to move forward on studying ALS. Ms. Hebert will research the issue and report back to the Board with recommendations to move forward.

*The Board moved:* To approve the Contract between the Town of Belmont and the Professional Ambulance and Oxygen Service, Inc. to provide Advanced Life Support and other ancillary Emergency Medical Services to the Town of Belmont. This contract will be for an initial period of one year commencing July 1, 2012. The motion passed unanimously (3-0).

The Board signed the contract.

### **Permanent Town Administrator (TA) Deliberation and Vote**

Chair Paolillo informed the Board that earlier in the day he asked Ms. Crimmins (Belmont's Human Relations Director) if references had been received from either of the two candidates. He said Ms. Crimmins informed him that references were not received by the Town from the candidates. The services were provided by the Collins Center as part of the search and Screening Committee process. Selectman Jones noted that references tend to be fairly innocuous as a result of potential litigation. Chair Paolillo said that a summary of the references has been requested by the Board. Selectman Jones said that he does not believe that there will be any valuable information forthcoming. Selectman Rojas suggested that the references be contacted directly.

The Board discussed the issue of references. Chair Paolillo said that perhaps the Board could meet next week having read the report from the Collins Center and having had Ms. Crimmins call references and report on the information gleaned from the calls.

The Board will meet Monday, June 11 at 8:00 a.m. to make a decision.

### **Belmont Center Parking Plan Update and Farnham Street Parking Issues**

Mr. Jay Szklut appeared before the Board to provide an update on the Belmont Center parking plan, specifically as it relates to Farnham Street.

Chair Paolillo noted that the employee parking in the Center impacts the Farnham Street issue. Mr. Szklut agreed that these issues are linked. He said the Town is hiring a consultant to provide assistance in advising on the parking situation and to assess the possible installation of new meters in the Center. He reviewed what is being proposed for Farnham Street: the two-hour parking ban and the "no parking here to corner" signs. He said additional signage (on Farnham) would be helpful.

Mr. Szklut said that he will meet with many employers in the Center regarding the parking changes that are forthcoming. He said employers will need to be educated on

permits, meters, and parking restrictions for employees. He said that there are still many parking/signage issues that need to be worked out but the plan is moving forward.

*The Board moved:* To approve the two-hour parking restrictions and “no parking from here to corner” on Farnham Street.

Mr. Rosales, a Farnham Street resident, said that the residents would prefer less signage *and* less parking. He said if the signs become unnecessary (as a result of a change in Center parking for employees), he will request to have the signs removed. The Board agreed with this.

The motion passed unanimously (3-0).

### **Town Administrator’s Report: Minuteman Feasibility Study**

Mr. George Hall, Town Counsel, and Mr. Jack Weis, Minuteman Representative, appeared before the Board to discuss the Minuteman Feasibility Study and the borrowing authority of Minuteman vis a vis the MSBA. Mr. Hall said that he has reviewed the draft letter regarding the borrowing. He said Minuteman has no legal authority to go forward with the study. Selectman Jones said he would like to see Belmont acting on behalf of a group of towns, and not just itself.

Mr. Weis noted that a letter was sent to Minuteman from Belmont last fall. The letter included four other member towns and expressed serious concerns about the study.

Mr. Hall said it should not be Belmont’s goal to affect the MSBA decision, but rather to inform them that this project may not be ready to receive its support.

The Board then discussed the issue of “right-sizing” and the cost implications of various size options. Also discussed was the fact that non-member towns do not contribute to the capital expenses yet send students to the school. Mr. Weis said that member towns do not want to subsidize non-member towns any more than they have to.

Chair Paolillo said that, over time, various things at Minuteman will fail, and that the 16 member towns will be on the hook for these repairs. He said that a renovation may make sense.

The letter will be hand-delivered by Mr. Hall.

### **Town Administrator’s Report: Solar Installations**

Ms. Hebert briefly reviewed the status of the Solar Initiative by the Schools and the current RFP process. Mr. Hall to gave a brief update on the matter stating that he reviewed a draft RFP and that his colleague spoke with Mr. Colton. Mr. Hall reviewed the process followed by the Town of Acton. He noted that changes would need to be made to the RFP, but that it will cost the town about \$5K in legal fees for his office to re-

write the document. Ms. Hebert explained that she is seeking the Selectmen's support to help fund this legal expense. The Board gave its support to this project. Ms. Hebert will contact Dr. Kingston to inform him of the Board's support and the referral to Town Counsel.

### **Common Victualler's License**

#### ***Subway (BGGB Belmont LLC) New Establishment at 59A Leonard Street***

Mr. Christopher Cho appeared before the Board to discuss the Common Victualler's License for Subway. Mr. Cho said he hopes to open in early July.

*The Board moved:* To approve the Common Victualler's license for Subway as noted above.

The motion passed unanimously (3-0).

### **Long Term Financial Planning (Board Discussion on Approach and Construction of This Planning Process)**

Chair Paolillo said that he would like to briefly discuss the topic of long-term financial planning, noting that it was a positive budget season. He said that the collaborative efforts and the numbers played a key role. However, he said, a long-term financial plan would be helpful. He noted that he would like to meet again with the School Committee as well as with the community (e.g., TM members). He said that the new TA would of course play a role in this process.

The Board discussed possible approaches in moving forward with long-term financial planning, including the introduction of the new TA to the Precinct caucuses. The Board agreed that this is likely to move forward in early fall.

### **ACTION BY CONSENT**

#### **Appointment of James Tortola as Town Constable**

*The Board moved:* To appoint Mr. James Tortola as Town Constable.

The motion passed unanimously (3-0).

#### **Vote to Accept the Donation from Mr. Carl Barron to the Police Department in the Amount of \$1,500**

Chair Paolillo thanked Mr. Barron for his continued generosity to the Police Department.

*The Board moved:* To accept the donation from Mr. Carl Barron to the Police Department in the amount of \$1,500.

The motion passed unanimously (3-0).

## **Liquor Licenses**

### ***License to sell Wine at the Belmont Farmer Market Turtle Creek Winery, PO Box 601, Lincoln, MA 01773***

*The Board moved:* To approve the license request for Turtle Creek Winery as noted above.

The motion passed unanimously (3-0).

### ***One Day Liquor License Kitchen on Common, 442 Common Street Wine and Malt – Wine Tasting Dinner – July 2, 2012***

*The Board moved:* To approve the license request for Kitchen on the Common as noted above.

The motion passed unanimously (3-0).

## **ACTION BY WRITING (continued)**

### **To Approve Contract with Asplundh Tree Expert Co. for Tree Services**

*The Board moved:* To approve the contract with Asplundh Tree Expert Co. as noted above.

The motion passed unanimously (3-0).

The Board signed the contract papers.

### **To Approve Contract with Ace Restoration Company, Inc. for Building Envelope Repair Project**

Chair Paolillo reviewed the combined contracts.

*The Board moved:* To approve the Ace Restoration Company's contract as noted above.

The motion passed unanimously (3-0).

The Board signed the contract papers.

### **To Approve Contract with E.H. Perkins Construction, Inc. for 2012 Pavement Management Project**

Selectman Jones reviewed the roads that are slated for repairs.

*The Board moved:* To approve the contract with E.H. Perkins Construction, Inc. for 2012 Pavement Management Project as noted above.

The motion passed unanimously (3-0).

The Board signed the contract papers.

**To Approve Contract with Umbro & Sons Construction Corp. for Sewer & Storm Drain Repairs and Improvements**

Selectman Jones reviewed the bids, noting that Belmont is using the lowest bidders.

*The Board moved:* To approve contract with Umbro & Sons Construction Corp. for Sewer & Storm Drain Repairs and Improvements as noted above.  
The motion passed unanimously (3-0).

The Board signed the contract papers.

**Town Administrator's Report (continued)**

Ms. Hebert reported on the following items:

- Summer Hours – Summer hours for Town Offices will begin June 22 and continue through Labor Day. Offices will close on Fridays at 1pm to help reduce utility costs and to conserve energy.
- Committee Appointments – She reviewed the appointments that are on schedule for nominations (as a result of vacancies). She noted that letters will be sent out to members. Chair Paolillo noted the committees (PB, ZBA, etc.) that he would like to hear from the Chairs. Ms. Hebert said she will schedule the appointments with Selectman Liaisons at a near-future meeting (June 18).
- She is meeting with the Community Bike Path Committee soon.
- BOS Summer Meetings – Ms. Hebert asked about the frequency of the meetings. The Board discussed possible summer dates.
- Office Hours – Does the Board wish to hold office hours once a month, she asked? They replied yes.

**Next Meeting**

Monday, June 11, 2012 at 8:00 a.m.

The Board moved to adjourn the meeting at 9:47 pm.

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Ms. Hebert, Acting Town Administrator