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**MINUTES  
TOWN OF BELMONT  
BOARD OF SELECTMEN  
SELECTMEN'S MEETING ROOM  
Thursday, March 12, 2015  
8:00 AM**

APPROVED  
BOARD OF SELECTMEN  
DATE: 4-6-2015

**CALL TO ORDER**

A meeting of the Board (working session) was called to order in open session at 8:12 a.m. by Chair Rojas in the Selectmen's Meeting Room. Selectmen Baghdady and Paolillo were present. Town Administrator David Kale and Assistant Town Administrator Marshall were also present.

The purpose of this meeting is to interview Department Heads concerning the FY16 budget.

Chair Rojas reviewed the agenda, noting which department heads the Board will meet with this morning.

**ACTION BY APPOINTMENT**

**Ms. Ellen Cushman, Town Clerk (TC)**

Ms. Cushman, Town Clerk, appeared before the Board to provide a departmental budget overview. Ms. Cushman began by highlighting what the TC's Office does, what it is planning to do in FY16, and its capital needs.

The department primarily focuses on the residents of the town. There were over 16,000 "people visits" in the past year. It also oversees the legislative work of the town (helping to plan and execute Town Meeting) and it oversees all of the town's elections.

She reviewed the use of the CPA project allocation, the new electronic voting devices (for TM), the technology advances of the office, as well as the collaborative work with the School Department to do residency verifications. She noted that meeting minutes (from various committees across town) do need to be posted in a more timely fashion. Currently only 54% of committees are posting minutes on a regular basis. She is working with the committee chairs to expedite the process.

Ms. Cushman then reviewed the upcoming elections, and also noted the work that is being done on business licensing.

Regarding capital needs, she informed the Board that the current voting machines may need to be updated at some point in the future. She then reviewed the budget numbers, which have basically remained the same. There is some savings as a result of fewer elections this year.

The Board thanked Ms. Cushman for the efficiency of the TC's office.

**Mr. Dave Petto, Information Technology (IT)**

Mr. Petto, Director of IT, appeared before the Board to provide a departmental budget overview. Mr. Petto began by reviewing the functions of the IT department, which is to provide technological support to all of the town departments. While IT does not make money, it serves to save the town money. He explained briefly what is meant by storing information, data, and various systems "in the cloud". He noted that the Board's email will need to be updated.

Mr. Petto reviewed the Geographic Information System (GIS) system and the data recovery system (which is cloud-based) – both of which are money saving. He then explained a recent experience with a computer virus.

Regarding capital requests, he stated he is aware of the IT requests from the departments (Facilities, Fire, and Police) who have made them. The IT department itself is not making any requests. He will oversee those requests and any implementation of new hardware.

Mr. Kale then explained the salary line items which pertain to hiring outside individuals on a temporary basis from a service. Regarding staffing, the current five FTEs needs to be maintained.

The Board thanked Mr. Petto for his report.

**Ms. Diane Crimmins, Human Resources (HR)**

Ms. Diane Crimmins, HR Director, appeared before the Board to provide a departmental budget overview. Ms. Crimmins began by stating that her budget is basically level-funded. She reviewed the department's accomplishments, e.g., various contract negotiations and settlements. She noted the training sessions that will occur for staff.

Challenges include implementing health care changes and keeping non-union employees moving (salary-wise) after they reach the mid-point. The Board briefly discussed the process of determining salary increases, post mid-point.

The Board thanked Ms. Crimmins for her report.

**Mr. Gerry Boyle, Facilities**

Mr. Gerry Boyle, Facilities Director, Mr. Fred Domenici, Buildings Manager for the School Department, Ms. Cindy Papa, Administrative Assistant, and Mr. Kevin Looney, Buildings Manager, appeared before the Board to provide a departmental budget overview.

Mr. Boyle began by noting that, while the school and town facility departments are combined, the budgets remain separate. The plan, offered Mr. Kale, is to create a combined budget in the near future. The Superintendent, explained Mr. Boyle and Mr. Kale, requested more time to understand the operations of the facilities departments overall. Functionally, Mr. Kale said, it is one department; the accounting details however, remain separate. The Board discussed this

point and expressed their desire for one budget for the combined facilities department.

Mr. Boyle reviewed the functions of the Facilities Department, the staffing structure, and the budget fluctuations. The Board discussed the department's capital requests as well as Green Communities grant opportunities.

Regarding innovations, Mr. Boyle noted that several maintenance bids were combined for the town and school – which saved money.

Budget increases are due to salary needs and utilities.

The Board discussed the need for Mr. Boyle to be kept abreast of department capital requests, especially as they relate to building improvements.

The Board thanked the Facilities Department.

#### **Daniel Dargon, Assessors**

Mr. Daniel Dargon, of the Assessor's Office, appeared before the Board to provide a departmental budget overview. Mr. Dargon began by reviewing the budget. He noted that the budget is up because in FY16, the Town will undergo a Department of Revenue triennial audit year review of its property values and related practices and procedures. He noted that salary increases are included in the FY16 budget as well. He then reviewed the department's work, which includes exemptions, abatements, and home inspections.

The Board briefly discussed the home inspection process.

Regarding new growth, Mr. Dargon said he hopes to have an adjusted number by May or June. Selectman Paolillo raised the concern that the adjusted new growth number will come to light too late to be factored into the FY16 budget. The Board agreed to revisit this topic with the entire Board of Assessors.

Mr. Dargon stated that the auto excise tax census is increasing.

The Board thanked the Mr. Dargon for his work on behalf of the Assessor's Department.

#### **Glenn Clancy, Community Development/Planning**

Mr. Glenn Clancy, Town Engineer and Director of Community Development, appeared before the Board to provide a departmental budget overview. Mr. Clancy began with the department's accomplishments. He specifically noted the work done concerning the Belmont Center Reconstruction Project. He reviewed the bidding process for the project.

He then reviewed the Trapelo Road project. The project will need to be coordinated with the Cushing Village development, especially with regard to the utility and curbing work. Mr. Kale provided a brief Cushing Village update. He noted that the project is moving forward and he

offered details on the sale of the parking lot and the parking plan during the construction phase.

Mr. Clancy summarized other departmental endeavors:

- Stormwater bylaw
- Snow removal bylaw – The month of February was very challenging with regard to residential snow removal. Selectman Paolillo raised the topic of adding resources to the CD department. Mr. Clancy agreed that it's been difficult to meet the expectations of the community.
- Planning Division – Mr. Wheeler's position is becoming strained with implementing the General Residency's bylaw.
- Online permitting
- Uplands – The foundation permit has been issued. Mr. Clancy reviewed the process going forward.

The Board thanked the Mr. Clancy for his work on behalf of the Community Development Department.

#### **Jay Marcotte, Public Works, including Recreation**

Mr. Jay Marcotte, DPW Director, Mr. Mike Santoro, Assistant DPW Director, Mr. Michael Bishop, Water Division, and Ms. June Howell, Recreation Department, appeared before the Board to provide a departmental budget overview. Mr. Marcotte began by noting that there are no major budget changes. Mr. Kale added that the staffing is level. Gas prices were locked in at a low rate. The Recreation Department budget has small staffing increases to cover extended hours this summer at the Underwood pool.

Regarding accomplishments, Mr. Santoro raised the topic of the transfer of leadership from Mr. Peter Castanino to Mr. Jay Marcotte – which has gone well.

Mr. Marcotte reviewed aspects of the department that run well. He especially noted how well the snow and ice removal team has worked. Mr. Kale noted that the snow and ice removal budget is significantly over budget (\$750K) due to the unprecedented amounts of snowfall.

Mr. Marcotte updated the Board on the Underwood Pool project, Joey's Park, the Harris Field complex, the trash contract, pothole work, the Grove Street playground master plan, and Stormwater challenges. He then discussed the Green Community grant and work that the Highway Division has undertaken.

The Board briefly discussed the pothole repair process, the street lighting rate increases, and the pipe replacement plan.

The Board raised the issue of the FTF's recommendations concerning the organization of the Recreation Department. Ms. Howell raised the issue of staffing changes with regard to the retiring Sport Program coordinator.

The Board thanked the Mr. Marcotte (and colleagues) for their work on behalf of the Department of Public Works.

**Break** – The Board took a brief recess.

### **Chief Richard McLaughlin, Police Department**

Chief McLaughlin, Assistant Chief MacIsaac, and Officer Dan MacAuley (911 Operations Manager) appeared before the Board to provide a departmental budget interview. Chief McLaughlin began by reviewing the FY16 budget. He thanked the Board for its support on implementing the School Resource Officer.

He reviewed some of the department's successful programs:

- Gun Buy-Back Program
- Drug Take-Back Program
- Crisis Intervention Teams
- Canine Program – Officer Grim

Chair Rojas asked about the budget reduction. Mr. Kale explained the contributing factors: the retirement of senior officers and health care adjustments.

Challenges for the department include the number of personnel and maintaining the level of service provided to the community. He raised the issue of the condition of the police station – which, at 80 years old, is neither modern nor efficient. Officer MacIsaac explained some of the ways in which the antiquated building hinders the efficiency of the department.

Chief McLaughlin discussed the issue of cyber security. It was noted that more staffing would certainly help with this issue.

The Board thanked Chief McLaughlin and his colleagues for their work on behalf of the Police Department.

### **Ms. Chitra Subramanian, Accounting**

Ms. Subramanian, Town Accountant, appeared before the Board to provide a departmental budget overview. Ms. Subramanian began by thanking the Board for her reappointment and for the Board's and Mr. Kale's support with regard to the additional staffing.

The small budget increase is due to step increases for staff and for additional staff hours, including some training hours. The department, she said, is meeting its goals and objectives, free cash certification, submission of reports to Warrant Committee, setting the tax rate, audit reports, and the OPEB precinct meeting.

She then reviewed departmental goals: GASB, further collaboration with other departments, enterprise fund accounts, and going paperless.

The Board thanked Ms. Subramanian for her work on behalf of the Accounting Department.

**NEXT MEETINGS**

Monday, March 16, 2015 at 7:00 p.m.	Board Meeting
Tuesday, March 17, 2015 at 8:00 a.m.	Department Head Meetings
Friday, March 20, 2015 at 3:15 p.m.	Precinct Meeting (Beech Street Center)
Monday, March 30, 2015 at 7:00 p.m.	Precinct Meeting (Beech Street Center)
Wednesday, April 8, 2015 at 7:00 p.m.	Board Meeting

The Board moved to adjourn the meeting at 11:36 a.m.

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Mr. David Kale, Town Administrator