

**RECEIVED  
TOWN CLERK  
BELMONT, MA**

DATE: March 25, 2021  
TIME: 10:38 AM

**Minutes**

**Town of Belmont**

**Select Board**

**Virtual Meeting on Zoom**

**Monday, October 19, 2020**

**7:00pm**

Approved by  
the Select Board on

11/4/2021

**CALL TO ORDER:**

A meeting of the Select Board was called to order at 7:00pm by Chair Roy Epstein. Vice Chair Tom Caputo and Select Board member Adam Dash were present.

**COMMUNITY ANNOUNCEMENTS:**

- There is an opening on the Belmont Housing Authority. Temporary position until Spring 2021.
- Cook's Corner October 29<sup>th</sup> at 1pm – Pumpkin dumplings. Contact dana for more information/virtual program beech street center
- Outdoor 6<sup>th</sup> annual Veterans Breakfast at 9am
- "Ask a pharmacist" November 9<sup>th</sup> at 2pm virtual beech street center

**APPROVAL OF MEETING MINUTES**

None.

**QUESTION/COMMENTS FROM TOWN RESIDENTS**

Nurit Baytch joined the call. She had emailed the Town Administrator's Office a Cambridge emergency order and asked if Belmont was planning to pass a similar order to give tenants right to refuse entry of landlords for non-essential entry and to show apartments to potential renters.

Epstein replied that they were not yet and asked if Wes Chin was on the call to help address the question.

Chin joined the call and confirmed that there was no regulation in effect. The state had put out protocols for showings of apartments, which included socially distancing requirements.

Garvin further clarified the order, which also placed a moratorium in evictions during this time.

Epstein told Baytch that the issue could not be addressed that weekend, but that the Town Administration and Select Board would continue to look into what the Town could do.

**ACTION BY CONSENT:**

**COVID-19 Update**

Wes Chin reminded the public to continue wearing face masks. Chin clarified that the Town discouraged the use of neck gaiters and bandanas.

Chin also reminded the public that it was important to be vigilant around any symptoms and to air on the side of caution, and stay home, even if symptoms are thought to be just a cold.

Chin shared the Town's graphic on celebrating Halloween 2020, which highly suggested that people celebrated from home. Chin said that if members of the public did go out to celebrate, to be respectful of those not celebrating, to not go to indoor gatherings, and to avoid any large groups. Chin also clarified that bowls of candy were not recommended, but instead that spread out options, such as a table or cookie sheet would be a safer option.

**Discussion and possible vote on recommendations from the Transportation Advisory Committee (TAC):  
Traffic Calming Recommendations for Village Hill Road and Rutledge Road**

Glenn Clancy and Dana Miller joined the call to present TAC's findings on Village Hill Road and Rutledge Road.

Clancy shared that the new Traffic Calming Policy had been used to evaluate traffic calming study requests on the two roads. Village Hill Road met the criteria for speeding and cut-through traffic, which meant the process for Village Hill Road would move forward. Clancy had sent a recommendation to TAC, which deliberated and recommended to put a turn restriction off of the nearby access road between 7am-8am and 5pm-7pm Monday-Friday. Clancy said that traffic was coming off of Ross Road at high speeds, and that the recommendation was to place a 25 MPH sign where the roads met. Clancy welcomed public feedback and interaction to ultimately find the best solution.

Epstein asked for clarification around the speeding criteria. Clancy further explained how safe speeds were determined.

Dash and Caputo asked questions about the sign replacement and enforcement. Clancy explained that the Belmont Police Department usually had an officer monitoring changed areas in the weeks following implementation.

Dana Miller fully endorsed Clancy's summary of the Village Hill Road study and project.

**[Open public comment]**

- *Sumner Brown*: Said that traffic had been generally calm during the pandemic.
  - o Clancy answered that Brown was definitely correct, but that traffic would eventually return to its previous height, and that getting ahead of the traffic problems would be important, especially in cases such as those discussed, with good pre-pandemic data.
  - o Miller pointed out that there was a built-in evaluation to TAC projects after implementation.

**[Close public comment]**

Clancy began explaining the Rutledge Road request and recommendation. Analysis was done on Rutledge Road between Park Avenue in Clifton Street in the middle of November. The analysis reached the criteria for volume. The recommendation was a left turn restriction from Park Avenue onto Rutledge Road from 7am-9am and a restriction on left turns from Clifton Street onto Rutledge Road between 4pm-6pm Monday-Friday. A sign warning of those restrictions would be placed ahead of the turns. It was also recommended to place a "No Access to Route 2W" in that area.

Epstein asked Clancy further methodological questions about the data and recommendation.

Dash and Caputo expressed support for the approach and recommendations.

Miller again endorsed Clancy's summary. Miller also reported on the prior public hearing, which had seen many comments from residents about the surrounding areas, which would have to be addressed after further studies of the greater neighborhood.

**[Open public comment]**

- *Barry Lubarsky (253 Rutledge Rd)*: Expressed appreciation for the traffic calming policy and work TAC and Clancy had already done. Lubarsky asked how the changes would be accurately evaluated due to the dampening of normal traffic due to the pandemic.

- Clancy ensured that no evaluations would be made to assess the success of the implemented measures while traffic was still dampened. Clancy also addressed the direct impact on the local residents
- *Don Hafner (232 Rutledge Rd)*: Expressed his appreciation for TAC and Clancy's hard work and cooperation with the neighborhood. Hafner expressed concern that the left turn restriction from Park Avenue should be between 7am-10am. Hafner also said that speeding was a problem on Rutledge Road, throughout the day.
- *Lois Pines (Rutledge Rd)*: Shared that the neighborhood had been discussing the speeding problems over at least a few prior years and that she was appreciative of the assistance the Town had provided. Pines spoke about the speeding risks and problems she had experienced.
- *Kathy Keohane*: Asked about "Local access only" signs she had seen in other cities.
  - Dash explained that those signs were related to COVID-19 changes to provide socially distant outdoor spaces to residents.

[Close public comment]

Epstein summed up his thoughts on the recommendations, which were positive, and he felt that they needed to move forward and make further adjustments after initial implementation and its results.

Dash and Caputo agreed, and Dash noted that TAC would continue to evaluate and make updates after COVID, if necessary.

Epstein gave the possibility of delaying the implementation of the recommendations until traffic returned to normal. Dash said he supported implementation now and allowing commuters to get used to the changes.

*Motion: Effective Immediately - To adopt the TAC's recommendation regarding right turn restrictions from Route 2 Access Road to Village Hill Road, Dorset Road and Ross Road, 7:00 am to 8:00 am Monday through Friday and 5:00 pm to 7:00 pm Monday through Friday. Remove the Do Not Enter sign on Village Hill Road at Ross Road. (Vote passed 3-0)*

*Motion: Effective Immediately - To adopt the TAC's recommendations for left turn restriction from Park Avenue to Rutledge Road from 7:00 am to 9:00 am Monday through Friday; Left Turn restriction from Clifton Street to Rutledge Road from 4:00 pm to 6:00 pm Monday through Friday. Place a No Access to Route 2 West sign at the intersection of Clifton Street and Prospect Street. In addition, temporarily place an electronic sign board at the intersection of Clifton Street and Prospect Street indicating there is no access to Rutledge Road from Clifton Street between the hours of 4:00 pm to 6:00 pm Monday through Friday. (Vote passed 3-0)*

#### **Accept Grant Award for the Public Purpose of Planning and Operationalizing Safe and Secure Election Administration in Belmont from the Center for Tech and Civic Life, in the amount of \$11,700.50**

Town Clerk Ellen Cushman joined the call. She explained that the Town had applied for and received the grant to make proper arrangements for residents to vote safely for the early voting period and for the November 3<sup>rd</sup>, 2020 election. Cushman noted that she was quite grateful for the grant.

*Motion: To accept the grant of \$11,700.50 awarded to the Town of Belmont from the Center for Tech and Civic Life for the purpose of planning and operationalizing safe and secure election administration in the Town of Belmont for 2020. (Vote passed 3-0)*

#### **Vote and Sign Warrant for November 3, 2020 State Election**

Cushman explained that by law, at least 14 days before the election, the Select Board has to vote to call the election. For the upcoming election, Town of Belmont voters will vote at their regular voting precincts, 1-8. Cushman listed all the positions for election on the ballot and also the three ballot questions: Ballot Question One which people are calling the Right to Repair, Ballot Question Two is Rank Choice Voting and Ballot Question Three is a District Specific question by initiative petition regarding an initiative for 100% renewable energy use within the next two decades.

*Motion: To sign the Commonwealth of Massachusetts Warrant for the 2020 state election to be held November 3, 2020 and the form is provided to us (Vote passed 3-0)*

#### **Discussion and possible vote to appoint an Acting Human Resources Director**

Garvin noted that Jess Porter was leaving Belmont at the end of October, the position would need to be filled temporarily as soon as possible.

Garvin requested that Shawna Healey be appointed Acting Human Resources Director, effective October 30<sup>th</sup>, 2020. Garvin noted that the Town could have initial discussions with Belmont Schools about combining the Town and School Human Resources Departments.

Shawna Healey joined the call and said she was excited to take on the opportunity. Garvin clarified that there was a posting for a Human Resources generalist position to help out the Department.

*Motion: To appoint Shawna Healey as Acting Human Resources Director, effective October 30<sup>th</sup>, 2020. (Vote passed 3-0)*

#### **Town Administrator Goals**

Jess Porter joined the call and explained the goals and document that were sent out to be discussed.

Dash suggested that a COVID-19 management related goal be added to the document. Caputo suggested adding a goal that addressed the Town Administrator's office support of the Select Board's planning and evaluation related to a potential override. Epstein suggested adding an explicit goal about managing the contract negotiation process. Caputo also asked if more specificity and metrics be added, which Garvin and Porter agreed could be added. Garvin, Porter, and the Select Board further discussed the listed goals.

#### **Committee Appointments to the Structural Change Impact Group Committee and Website Renewal Committee**

##### Structural Change Impact Group Committee

Epstein said that Adam Dash was the appointee for the Select Board member position.

Jon Marshall joined the call. The Warrant Committee had recommended Anne Helgen and Paul Rickter. Vision 21 recommended Andrew Pikilingis. Other committees were planning to recommend a member at following meetings. Four town residents had applied for the four town resident positions.

*Motion: To appoint Anne Helgen and Paul Rickter as Warrant Committee members to the Structural Change Impact Group and Aaron Pikilingis as a Vision 21 member of the Structural Change Impact Group. (Vote passed 3-0)*

Dash suggested that the town residents for both the Structural Change and Website Renewal Committees might be asked to be on a committee that they could be best suited for, to get all four good applicants on a well suited committee. Caputo supported Dash reaching out to the applicants.

*Motion: To appoint Mark Paolillo and Joe Bernard on the Structural Change Impact Group Committee as town residents. (Vote passed 3-0)*

*Motion: To appoint Matthew Gasbarro on the Structural Change Impact Group Committee as town resident (Vote passed 3-0)*

##### Website Renewal Committee

Epstein listed the member positions from the charge and what appointments were still needed. Economic Development Committee was going to reach out for a business owner to apply. Vision 21 will recommend an applicant after their next meeting.

*Motion: To appoint the following to the Website Renewal Committee: The Town Treasurer or their designee, The Town Clerk or their designee, The Town Administrator, or their designee, Margaret Decker from the Information Technology Department, Paul Roberts from the Information Technology Advisory Committee (Vote passed 3-0)*

The Disabilities Access Commission had two applicants that expressed interest for the Website Renewal Committee, Patricia Groves and Michael Lanza. Dash supported both applicants but thought one could be appointed to the Structural Change Impact Group. It was agreed to table the decision until the next meeting so the applicants could be contacted. Dash supported Ian Rosenblum for the resident member as he has a good IT background. Epstein decided to table this discussion to a future meeting.

#### **Executive Session**

*To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel*

*Motion: To enter executive session at 9:04pm (Vote passed 3-0)*

#### **Town Administrator Contract Renewal**

Porter explained the specifics of the new Town Administrator contract. The contract would run until January 2024. Garvin was granted an additional week of vacation time, there was a provision to sell up to 80 hours of vacation buyback each year, and her new starting salary on July 1<sup>st</sup>, 2021 would be \$190,500.

Epstein lauded Garvin for her work ethic and endorsed the contract. Caputo and Dash echoed Epstein's statement.

#### **FY22 Budget Planning Process and Public Input Meeting Discussion**

Garvin explained that the idea of a public input meeting was discussed regarding the FY22 override and where we would be in case there was not a successful override and how we could engage the public. Jon Marshall joined the discussion. Contact was made with the Collins Center about how to lay this out to the public and to strategize the best way to relay information and how to get the best possible insight from the residents about their thoughts on the override. Discussions are on going with the Collins Center and the two leads from that establishment on the best process forward to facilitate the public meetings.

#### **SELECT BOARD COMMITTEE LIAISON REPORTS**

Dash had a report on the Long Term Capital Planning Committee. Their first meeting was held and officers were elected. Jenny Fallon was elected Chair, Dash was elected Vice Chair and Melinda Huang was elected Secretary. There was discussion about what the committee would try to accomplish and their goals.

Caputo had a report on the High School Building Committee. He participated in a tour and remarked how terrific everything looked. Caputo also noted that the project continues to be largely on budget and time.

Epstein had a report on the Community Path Project Committee. The Committee is continuing to meet. They are still awaiting boring samples on the soils around Alexander Avenue by the tracks. Timing of the project and submission of the design were discussed.

Dash also had a report on the Community Preservation Committee. Preliminary applications were received for the first round in April. They are: 1. Phase 1 Consulting Services for Restoration at Payson Park.

2. Tennis Court Expansion at Winnbrook, 3. Right of Way and Acquisition Funds for the Community Path,  
4. Funds set aside for the Belmont Housing Trust to replenish the 250,000 that was reappropriated from the permanent housing work to the emergency rental assistant program.

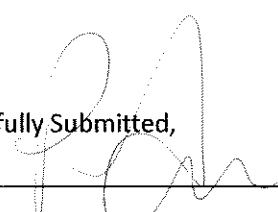
#### ADJOURNMENT

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

#### Next Meeting:

- October 26, 2020 at 7PM

Respectfully Submitted,



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PATRICE GARVIN, Town Administrator