

*Town of*  
**Belmont**  
MASSACHUSETTS



**2013 ANNUAL REPORT**



# 2013 Annual Report

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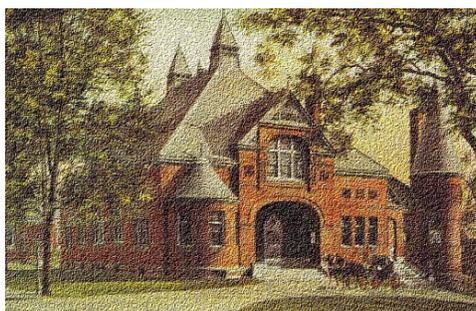


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## TOWN PHONE LISTING BY DEPARTMENT

Department:	Number: (617)
Town's Main Phone Line	993-2600
<u>ACCOUNTING</u>	993-2620
<u>ASSESSORS</u>	993-2630
<u>BUILDING SERVICES</u>	993-2640
<u>COMMUNITY DEVELOPMENT</u>	993-2650
<i>BUILDING</i>	993-2664
<i>ENGINEERING</i>	993-2665
<i>PLANNING</i>	993-2666
<i>PLUMBING</i>	993-2662
<i>INSPECTION LINE</i>	993-2663
<u>COUNCIL ON AGING</u>	993-2970
<u>CREDIT UNION</u>	993-2790
<u>FIRE DEPT</u>	993-2200
<i>Fire Prevention</i>	993-2210
<u>BELMONT HOUSING AUTH</u>	484-1411
<u>EMERGENCY MANAGEMENT</u>	993-2260
<u>HEALTH</u>	993-2720
<i>VETERANS AGENT</i>	993-2725

Department:	Number: (617)
<u>HUMAN RESOURCES</u>	993-2740
<u>INFORMATION TECH</u>	993-2750
<u>LIBRARY</u>	993-2850
<u>LIGHT</u>	993-2800
<u>POLICE</u>	993-2501
<i>Traffic Division</i>	993-2530
<u>PUBLIC WORKS</u>	993-2680
<i>Snow Emergency Hotline</i>	993-2698
<i>Parks</i>	484-2538
<i>Cemetery</i>	993-2710
<i>Recreation</i>	993-2760
<i>Water</i>	993-2700
<u>RETIREMENT</u>	993-2792
<u>SCHOOL DEPT</u>	993-5400
<u>SELECTMEN</u>	993-2610
<u>TOWN CLERK</u>	993-2600
<u>TREASURERS</u>	993-2770
<u>PARKING CLERK</u>	993-2770



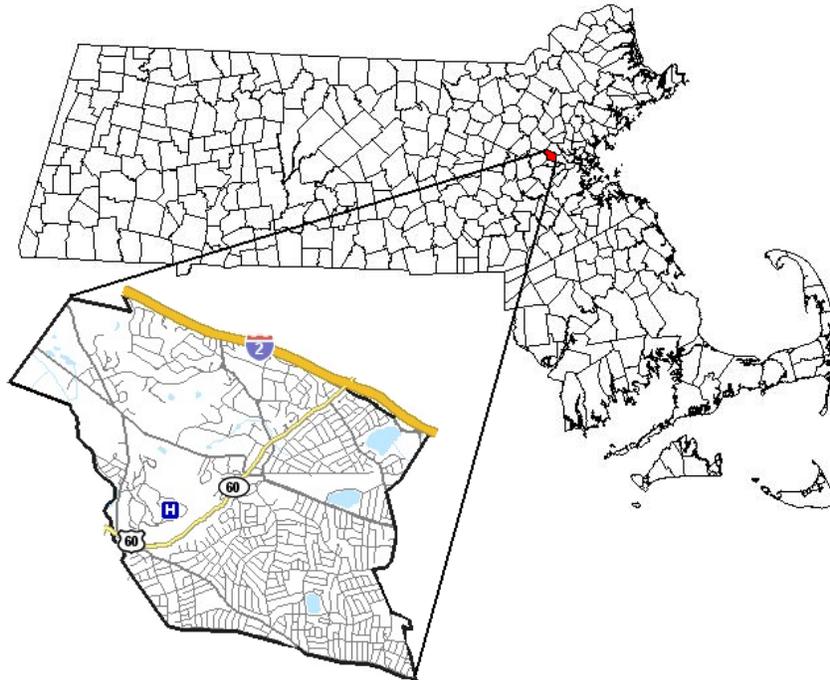
Belmont Town Hall  
455 Concord Avenue  
Belmont, Massachusetts 02478

Board of Selectmen and Town Administration  
Office general E-mail: [selectmen@belmont-ma.gov](mailto:selectmen@belmont-ma.gov)

Town Website: [www.belmont-ma.gov](http://www.belmont-ma.gov)



**COMMUNITY PROFILE:**



**LOCATION:**

The Town of Belmont is suburban community located in heart of the Greater Boston Metropolitan Area. Known to longtime residents as “The Town of Homes”, Belmont is a primarily residential community located in close proximity to the region’s economic centers. A part of Middlesex County, Massachusetts, Belmont is situated on Cambridge’s western border and is just 8 miles from Downtown Boston. The Town is also bordered by Watertown, Waltham, Lexington and Arlington.

**HISTORICAL:**

First Settlers	1639
Town Incorporated	1859

**GEOGRAPHIC LOCATION:**

Latitude	42° 23’ 46”
Longitude	71° 10’ 33”

**ELEVATION ABOVE SEA LEVEL:**

High Point	341.2 feet
Low Point	6.8 feet

**AREA DATA:**

Area in Square Miles	4.655
Total Acreage	2,978.95
Land Surface Acreage	2,946.40
Water Surface Acreage	32.55

**REAL ESTATE IN FY13:**

Real Estate Valuation (total)	\$	5,361,777,401
Personal Property	\$	43,888,150
Total Valuation	\$	5,405,665,551
FY13 Tax Rate per Thousand	\$	13.33

**POPULATION:**

Federal Census, 1970	28,285
Federal Census, 1980	26,100
Federal Census, 1990	24,720
Federal Census, 2000	24,194
Town Census, 2010	26,170
Town Census, 2013	24,336

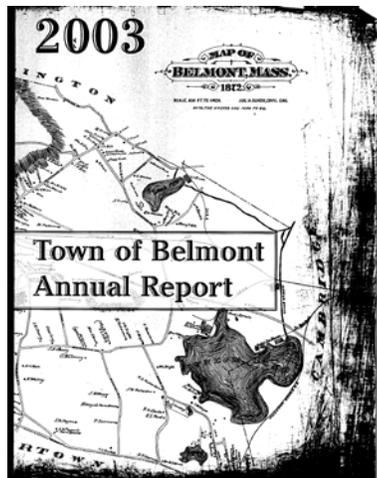


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### HISTORY OF BELMONT:

*By Richard Betts; Town Historian*

Settlement in the area that now includes Belmont began in 1630, when Sir Richard Saltonstall and approximately 40 families separated from the first settlers of the Massachusetts Bay Colony and moved inland to start an agricultural community. Originally called Pequosette after the local Indian tribe, the name of the new town soon changed to Watertown. In 1638, by order of the General Court, Watertown paid the Pequosette Indians the sum of 13 pounds, 7 shillings and 6 pence for the land.



The original settlement spread inland extensively into the present towns of Watertown, Waltham, Weston, Lincoln, and parts of Cambridge and Belmont. In 1738, Waltham seceded from Watertown, and the future Belmont was now part of three towns.

In 1805, Frederick Tudor began cutting ice on Fresh Pond. As his business grew, he decided to build a railroad from his wharves in Charlestown to Fresh Pond. This line was built about 1843.

With the railroad so near, the citizens of Waltham clamored to have it extended to their village which was granted and the line ran through what was to become the Town of Belmont. The railroad made the purely agricultural community available for residences of well-to-do Bostonians. Settlements centered around Wellington Station (now Belmont Center), Waverley Station, and Hill's crossing station.

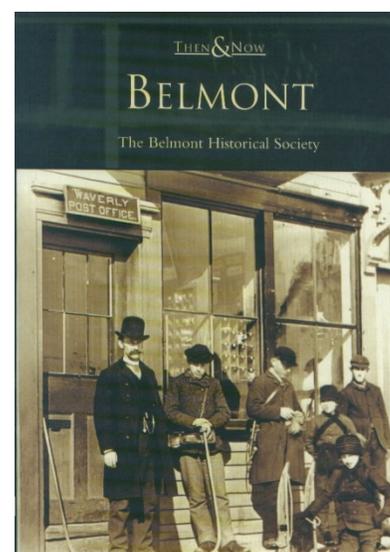
Those settlements grew into villages, but local government arrangements were annoying because citizens had to go to Watertown, Waltham, or West Cambridge (now Arlington) to vote and attend town meetings. A group of about 1,000 people joined together in the early 1850's and announced their desire to form a separate town. One of the most enthusiastic advocates was John Perkins Cushing, the largest taxpayer of the proposed town, who gave generously and openly to the incorporation expense on the condition that it be named after his 200 acre estate "Bellmont."

The towns of Watertown, Waltham, and West Cambridge fought the proposed creation of a new town, but in the end the battle was won and on March 18, 1859 the Town of Belmont was born. Of the then total area of 5 square miles, 2.26 were taken from Watertown, 0.67 from Waltham, and 2.82 from West Cambridge. The population was 1,175 of whom 170 were registered voters and 325 were school children. The new town was a widespread collection of fruit farms and market gardens. Produce from Belmont farms was sold at Faneuil Hall market. Specialties included celery, tomatoes, cucumbers, berries, and small fruits. In fact, "Belmont" became a term of distinction indicating quality and large size.

The original town included a part of present day Cambridge including half of Fresh Pond. Because of a controversy over a slaughter house erected in Belmont on the banks of the pond which was the drinking water supply for Cambridge, 0.89 square mile of Belmont was annexed in 1880 to that city.

This left Belmont with a total area of 4.676 square miles. Minor adjustments due to various Route 2 widenings makes the total area 4.655 square miles today.

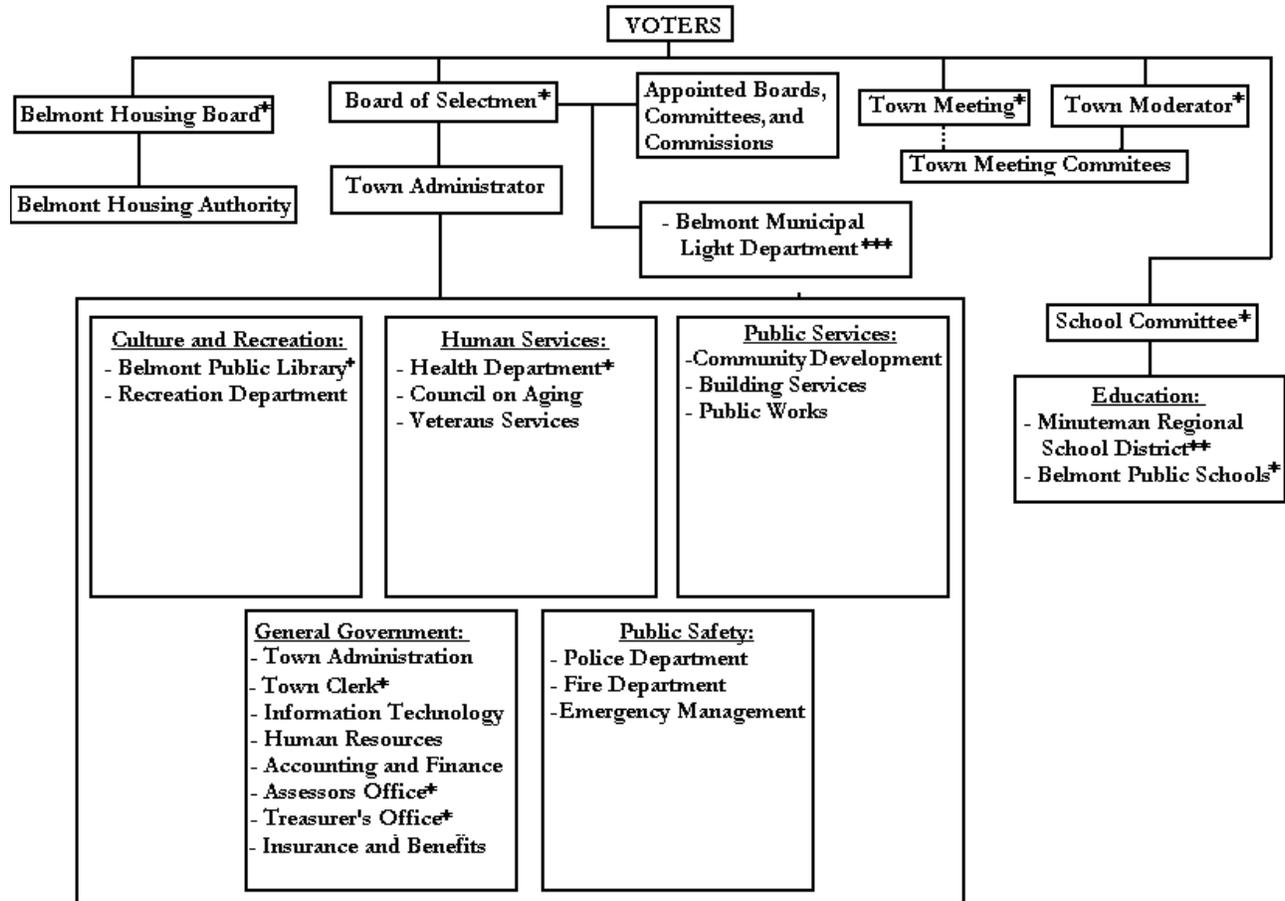
In the 1900's, the large number of artists, authors, educators, physicians, and scientists moving to the town doubled its population. As a result, the farming community disappeared. Belmont today, with a population of 25,349, is almost entirely residential and is known as "*The Town of Homes.*"





**GOVERNMENT ORGANIZATION:**

Below is an organizational chart which classifies departments with regard to budget function which differs in some cases from reporting structure. Elected Department Heads and Boards identified with an asterisk and maintain management authority over their respective departments. Department Heads who are elected include the Town Treasurer and the Town Clerk. Departments with elected management Boards include the Cemetery Division, Health Department, Assessors Office, and Belmont Public Library. Please note that space restrictions prevent all appointed committees and boards from being listed independently but they derive power from their appointing authority.



Notes:

\* Elected directly by the voters in annual Town elections. When in reference to a Department, the Department Head or Board is elected and has management authority over the department, placement on this chart only reflects budget function.

\*\*Regional Organization of which Belmont is a Member Community. Governed by a Committee on which Belmont has representation.

\*\*\* Department in which the Board of Selectmen acts as the managing board.



## 2013 Annual Report

### ELECTED OFFICIALS:

#### Board of Selectmen:

Mark A. Paolillo, Chair	2016
Andres T. Rojas, Vice - Chair	2015
Ralph T. Jones, Selectman	2014

#### School Committee:

Laurie Graham, Chair	2014
Kevin Cunningham	2014
Anne Lougee	2015
*Pascha Griffiths	2015
**Lisa Fiore	2014
Laurie Slap	2016
Elyse Shuster	2016

\*Resigned 2013, seat filled by appointee

\*\*Appointed until 2014 Town Election

#### Board of Assessors:

Robert P. Reardon, Chair	2014
Martin B. Millane Jr., Vice - Chair	2015
Charles R. Laverty III, Secretary	2016

#### Board of Cemetery Commissioners:

Alexander E. Corbett, III, Chair	2014
Ellen O'Brien Cushman, Vice - Chair	2015
William J. Chemelli, Secretary	2016

#### Board of Health:

Donna S. David, Chair	2014
David B. Alper, Vice - Chair	2015
Deirdre Houtmeyers	2016

#### Board of Library Trustees:

Matthew Lowrie, Chair	2015
Mark Carthy, Vice - Chair	2016
Mary Keenan, Secretary	2014
Matthew Sullivan	2014
Elaine Alligood	2015
Sarah Phillips	2016

#### Housing Authority:

Charles R. Laverty III, Chair	2016
Donna Brescia, Vice - Chair	2015
Donald Becker	2014
Gloria Leipzig	2016
Leo J. Saidnawey, State Appointee	

#### Town Clerk:

Ellen O'Brien Cushman	2016
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#### Town Treasurer:

Floyd S. Carman	2014
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#### Town Moderator:

Michael Widmer	2014
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#### State Representative:

David Rogers	2014
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#### State Senator:

William N. Brownsberger	2014
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**TOWN MEETING MEMBERS:**

**AT-LARGE:**

Town Treasurer:

Floyd S. Carman 184 Brighton St

Town Clerk:

Ellen O'Brien Cushman 38 Scott Rd

Town Counsel:

Anderson and Kreiger, LLP

Chairman, Board of Selectmen:

Mark A. Paolillo 42 Pilgrim Rd

Town Moderator:

Michael J. Widmer, 126 Gilbert Rd

State Representative:

David M. Rogers 18 Richard Ave  
Cambridge

**PRECINCT ONE:**



Alcock, John P.	42 Madison St
Bishop, Carolyn J.	7 Orchard St
Borelli, John A.	290 School St
Carey, John B.	124 Orchard St
Carey, Susan Andrea	124 Orchard St
Carthy, Mark	21 Stone Rd
Crawford, James L.	22 Locust St
Dash, Adam	12 Goden St
Donohue, Anne E.	175 Goden St
Doyle, Christine M.	15 Cedar Rd
Fallon, Jennifer M.	30 Richardson Rd
Freidberg, Karen	43 Douglas Rd
Gavin, Mary	12 Long Ave
Golding, Helen E.	18 Louise Rd
Hayes, Jocelyn C.	5 Colonial Ter
Libenson, Michael D.	74 Hillcrest Rd
Lind, Katherine A.	68 Fairmont St
Lohmar, Trish	35 Concord Ave #2
Mahoney, Anne Marie S.	24 Goden St
Matzko, Claudia	35 Oak St
McCarthy, Theresa F.	82 Lincoln St
McClain, Gretchen	87 School St
McGaw, Eloise See	23 Louise Rd
McGaw, Robert E.	23 Louise Rd
Miranda, Barbara E.	22 Myrtle St
Muson, Holly Hart	29 Louise Rd
Ogilby, Lydia Phippen	306 Washington St
Paulsen, Frederick S.	90 School St
Poole, Adriana	53 Louise Rd
Pullen, Lucy J.	83 School St
Reppucci, Nancy Madanian	21 Emerson St
Staton, James H.	92 Long Ave
Teebagy, Joan	154 Washington St
Tenney, Yvette J.	70 Bow Rd
Tomczyk, Stephen	47 Hamilton Rd
Weis, John J.	30 Chenery Ter

**PRECINCT TWO:**



Aitken, Leslie	70 Evergreen Way
Banker, James	79 Scott Rd
Banker, Michele	79 Scott Rd
Berger, Rachel J.	33 Stella Rd
Bing, Edward A.	86 Juniper Rd
Brown, W. Sumner	35 Ross Rd
Brusch, M. Patricia	52 Radcliffe Rd
Corbett, Julia	48 Stella Rd
Counselman, Eleanor F.	42 Crestview Rd
DeNovellis, Vincent	35 Clifton St
DeStefano, Joseph G.	25 Somerset St
Dreier, Katharine E.	11 Howells Rd
Gammill, James F.	19 Dorset Rd
Geiger, Ronald H.	27 Stella Rd
Helgen, Anne K.	243 Marsh St
Huang, Caroline Bing-Yen	39 Howells Rd
Hurley, David	20 Birch Hill Rd
Jones, Ralph T.	26 Prentiss Ln
Keohane, Kathleen	19 Rutledge Rd
Lynch, William	10 Dorset Rd
Magni, Peter R.	140 Radcliffe Rd
Malliris, Evanthia K.	618 Pleasant St
Masucci, Sara M.	5 Scott Rd
McAlpin, John B.	59 Winter St
McLaughlin, Robert E.	81 Wellesley Rd
McSwain, Judith A.	35 Ross Rd
Millane, Noreen M.	56 Radcliffe Rd
Moustakas, Demetri T.	367 Pleasant St
Ostayan, Karnig	35 Lantern Rd
Pew, Elizabeth W.	27 Wellington Ln
Robotham, John	19 Scott Rd
Robotham, Suzanne H.	19 Scott Rd
Scali, Joseph A.	19 Prospect St
Scali, Maryann	19 Prospect St
Skolnick, David C.	14 Crestview Rd
Weeks, Julia H.	585 Concord Ave



# 2013 Annual Report

## PRECINCT THREE:

PRECINCT 3  
TOWN OF BELMONT, MA



Alcorn, Anthony J.	172 Waverley St
Allen, Anne C.	580 Concord Ave
Allison, Liz	69 Pinehurst Rd
Barton, Julie T.	16 Charles St
Bass, Suzanne	530 Concord Ave
Blamphin, Carlee	79 Brookside Ave
Chase David R.	14 Waverley Ter
Cohen, Martin L.	21 Dunbarton Rd
D'Andrea, Mark M., Jr.	97 Waverley St
Dieckmann, John T.	47 Lorimer Rd
Friedman, Bonnie	16 Hay Rd
Goodman-Belkadi, Ariane	12 Woodland St
Hamann, Charles M.	6 Meadows Ln
Hegarty, Margaret	267 Waverley St
Jansen, Ann M.	59 Lorimer Rd
Kennedy, Mary K.	11 Lorimer Rd
Kennedy, Robert V.	11 Lorimer Rd
Klimasmith, Elizabeth M.	17 Edward St
Kruse, Janet M.	13 Grant Ave
Madden, Richard K.	707 Pleasant St
Manjikian, Raffi M.	12 Pearl St
Mayer, John H.	194 Orchard St
McVay, Christine Marie	109 Brookside Ave
Moore, Martha	331 Waverley St
Murphy, Maria L.	36 Stanley Rd
Oteri, Lisa	31 Waverley Ter
Page, Jennifer A.	15 Stanley Rd
Palmer, Diane N.	69 Waverley St
Sarno, Judith Ananian	30 Waverley Ter
Sarno, Robert L.	30 Waverley Ter
Stanton, Vincent P.	32 Royal Rd
Sullivan, Lucia Kegan	9 B St
Sullivan, Michael F.	30 C St
Tomford, Heli	72 Pinehurst Rd
Vose, Rebecca S.	48 Clark St
Wolman, Marc	17 Woodland St

## PRECINCT FOUR:

PRECINCT 4  
TOWN OF BELMONT, MA



Baghdady, Sami S.	14 Loring St
Baghdady, Samir S.	92 Walnut St
Bakeman, Helen E.	92 Lexington St
Brown, Judith L.	18A Davis St
Chemelli, William J.	11 Ripley Rd
Clark, Charles L.	150 White St #2
Coté, Marion E.	37 Burnham St
Cunningham, Kevin M.	20 Chandler St
Dillon, William	137 White St
DiTommaso, Coralie N.	38 Jeanette Ave
Drueding, Albert	20 Davis St
Engerman, David	17 Ridge Rd
Flewelling, David R.	36 Sycamore St
Flewelling, Sheila M.	36 Sycamore St
Frizzell, David M.	30 Thayer Rd
Frizzell, Linda A.	30 Thayer Rd
Gates, Lucia E.	11 Agassiz St
Hansen, Conor T.	10 Chandler St
Hovsepian, Jirair M.	44 Chandler St
Kazarian, Henry V.	22 Banks St
Keefe, Brian	195 Lexington St
Lawrence, Philip W.	68 Agassiz Ave
Mahon, Anne	19 Alma Ave
Messenger, William G.	84 Lexington St
Occhino, John B.	18 Hull St
Occhino, Sandra M.	18 Hull St
Pazzanese, James G.	177 Lexington St
Powelstock, David	23 Alma Ave
Rono, Nathaniel A.	28 Loring St
Sacco, Rosario A.	133 White St
Schmidt, Elizabeth B.	59 Lexington St
Smith, Sara W.	71 Bartlett Ave
Swift Hart, Johanna	92 Hull St
Webster, David M.	18 Holt St
White, Joseph P.	14 Maple Ter

## PRECINCT FIVE:

PRECINCT 5  
TOWN OF BELMONT, MA



Asadoorian, Arto N.	40 Slade St
Becker, Claus C.	20 Poplar St
Becker, Donald L.	35 Horne Rd
Bloore, Suzanne W.	37 Hastings Rd
Bowman, G. Timothy	74 Horace Rd
Brown, Devin B.	54 Horne Rd
Carlini, Stephan W.	31 Horne Rd
Carlson, Nancy A.	12 Poplar St
Coakley, Joanne E.	95 Horace Rd
Connolly, Joseph F.	31 Hammond Rd
Cruz, Ana Helena Silvia	38 Winslow Rd
Doblin, Lynn J.	3 Francis St
Donham, Thayer	77 Hammond Rd
Ellard, Janice M.	12 Horace Rd
Fay-Richard, Sandra	95 Bay State Rd
Feins, Judith D.	71 Bay State Rd
Fine, Howard Mark	88 Bay State Rd
Graham, Laurie A.	673 Belmont St
Kassaraba, Ellen	43 Hastings Rd
Kassaraba, Myron	43 Hastings Rd
Lombarbo, Francis A.	209 Trapelo Rd
O'Connor, John M.	35 Upland Rd
Olson, Tommasina Anne	10 Bay State Rd
Plunkett, Robert W.	66 Horace Rd
Polcari, Lynne Cook	44 Hastings Rd
Pollock, John W.	383 Common St
Pollock, Lois J.	383 Common St
Rojas, Andres T.	72 Drew Rd
Rundle, Wendy L.	17 Poplar St
Steinert, Heidi Lodish	123 Gilbert Rd
Sullivan, John P.	72 Palfrey Rd
Wagner, Mark D.	21 Hastings Rd
Widmer, Jeanne	126 Gilbert Rd
Wright, Pegeen	61 Hammond Rd
Wrubel, Roger P.	165 Slade St



PRECINCT SIX

PRECINCT 6  
TOWN OF BELMONT, MA



Alper, David B.	1 Oak Ave
Becker, Kimberly	15 Warwick Rd
Bowe, John J.	20 Elizabeth Rd
Chin, William D.	261 Payson Rd
Colton, Roger Duane	34 Warwick Rd
Donner, Tara	47 Payson Rd
Dukas, Theodore	236 Payson Rd
Edrington, April	19 Elizabeth Rd
Epstein, Roy	34 Cushing Ave
Feinleib, Judith F.	87 Oakley Rd
Gibson, Elizabeth	15 Oakley Rd
Hirsch, Marcie S.	64 Old Middlesex Rd
Johannet, Suzanne	45 Warwick Rd
Jordan, Virginia	34 Lawndale St
Kaiser, Jacqueline	30 Hurd Rd
Kazanjian, Edward A.	355 School St
Kazanjian, Mary Ann	355 School St
Kirrane, Julia M.	23 Lawndale St
Klionsky, Stephen H.	196 Payson Rd
Kobayashi, Richard M.	47 Stults Rd
Kosiba, Henry J.	35 Jackson Rd
Larson, Teri	16 Preble Gardens Rd
Lougee, Anne	34 Warwick Rd
Mooney, Jeanne R.	60 Oak Ave
Oates, Linda N.	302 Payson Rd
Reardon, Robert P.	73 Van Ness Rd
Reardon, Robert P. Jr.	73 Van Ness Rd
Saper, Brian S.	16 Old Middlesex Rd
Samuels, Joel M.	18 Bellevue Rd
Shuster, Elyse B.	29 Van Ness Rd
Singler, Judith R.	53 Selwyn Rd
Slap, Laurie R.	95 Long Ave
Smith, Eric A.	44 Pequossette Rd
Smith, Michael A.	40 Warwick Rd
Thayer, Philip K.	39 Oak Ave
Whitmer, Peter	41 Hurd Rd

PRECINCT SEVEN

PRECINCT 7  
TOWN OF BELMONT, MA



Armstrong, Edward Price	34 Grove St
Betts, Richard B.	20 Woods Rd
Blatt, Julia	27 Skahan Rd
Callanan, Margaret M.	21 Sargent Rd
Cohen, Robert F.	31 Audrey Rd
Coutinho, Carmen	23 Woods Rd
Coutinho, Paul J.	23 Woods Rd
Drevins, Joan A.	61 Betts Rd
Eysenbach, James M.	219 Washington St
Eysenbach, Margaret	219 Washington St
Grob, Elizabeth Pannier	21 Betts Rd
Haines, Marcia L.	360 School St
Harris, Garrett J.	21 Hartley Rd
Hiatt, Shon	98 Shaw Rd
Hill, Laura	10 Harley Rd
Jacoby, Henry D.	106 Grove St
Jacoby, Martha Hughes	106 Grove St
John, Thomas Douglas	3 Livermore Rd
Knight, Kurtis Lee	265 Washington St
Kundrot, Steven A.	101 Fairview Ave
Lockett, Deborah S.	112 Dalton Rd
Looney, Paul	406 School St
Lowrie, Katherine B.	74 Shaw Rd
Lowrie, Matthew B.	74 Shaw Rd
Meier, Shelagh E.	82 Betts Rd
Mello, Michael	22 Hartley Rd
Mohr, Glen	281 Washington St
Moyles, Carol A.	27 Betts Rd
Owens, John C.	10 Anis Rd
Rathle, Mario	566 School St
Riley, Timothy M.	133 Dalton Rd
Ruvolo, Donna	36 Choate Rd
Schafer, Penelope H.	161 Lewis Rd
Sorenson, Brett C.	30 Woods Rd
Titus, Susan R.	26 Livermore Rd
van Geel, Alexandra	64 Livermore Rd

PRECINCT EIGHT

PRECINCT 8  
TOWN OF BELMONT, MA



Allen, Monte	88 Farnham St
Baskin, Kathleen M.	73 Munroe St
Brosnan, Kevin P.	31 Tobey Rd
Bunyon, Carolyn	50 Albert Ave
Cella, David A.	29 Broad St
Corbett, Alexander E., III	114 Alexander Ave
Cowing, Kathleen	278 Cross St #1
Emello, Deborah	254 Claffin St
Ferrante, Anthony A.	15 Westlund Rd
Foley, Michael J. Jr.	8 Bradford Rd
French, Frank E. III,	45 Dean St
Goldenberg, Anne Covino	36 Stearns Rd
Haber Kisin, Idith	115 Oliver Rd
Irion, Melissa Ann	132 Dean St
Kochem, Christine W.	21 Jason Rd
Kochem, Robert C.	21 Jason Rd
Lambert, Anne-Marie	79 Chilton St
Mahoney, Michael James	27 Dean St
Massidda, Douglas J.	123 Cross St
Matson, Douglas	33 Sandrick Rd
Mercier, Donald H.	96 Cross St
Napoli, Frances B	229 Channing Rd
Oaklander, Sara	88 Farnham St
Read, Lynn Peterson	62 Munroe St
Richard, Edwin A.	76 Dean St
Rickter, Paul C.	119 Cross St
Rittenburg, Ann M	42 Farnham St
Roberts, Paul F.	54 Cross St
Rosales, Deborah M.	48 Farnham St
Rosales, Stephen B.	48 Farnham St
Schreiber, Ellen F.	49 Sandrick Rd
Smith, Mark P.	73 Chilton St
Stratford, Scott D.	97 Alexander Ave
Swift, Anne H.	76 Tobey Rd
Taylor, Cynthia	315 Channing Rd
Zevitas, Katherine	302 Cross St



## 2013 Annual Report

### **BOARD OF SELECTMEN:**

**Chair:** Mark A. Paolillo

**Vice - Chair:** Andres T. Rojas

**Selectman:** Ralph T. Jones

### **Town Administration Office Staff:**

**Town Administrator:** David J. Kale

**Assistant Town Administrator:** Kellie A. Hebert (thru 9-2013)

**Budget Analyst:** Glen Castro

**Administrative Coordinator:** Adrianna D'Andrea

**Public Information Specialist:** Robert P. Reardon Jr.



Office of the Board of Selectmen

### **Board's Purpose and Duties:**

The Office of the Board of Selectmen and Town Administrator is responsible for the oversight and general direction of the Town's delivery of municipal services, and all matters not otherwise provided for by law or specified in the Town's By-Laws.

The Board of Selectmen is comprised of three (3) elected members who serve in a part-time capacity and receive a small annual salary for their service.

The Selectmen appoint a full-time Town Administrator to serve as the Town's Chief Administrative Officer and to manage the daily operations of the Town on behalf of the Board.

The Board oversees many aspects of town business, including the preparation of the annual budget and the Warrant for Town Meeting, approval of local licenses, making committee appointments, setting town policies and overseeing the management and delivery of municipal services. The Board of Selectmen convene regularly throughout the year, typically biweekly on Monday evenings, to discuss policy issues; to set agendas for itself and the Town Meeting; to resolve disputes; to issue licenses; to establish ad hoc committees; to make appointments to existing boards and committees; and to develop a budget recommendation for Warrant Committee consideration and Town Meeting approval. Although the Town's governing structure is fragmented (e.g., many independent, elected boards and officials), the Board of Selectmen is the primary entity that has the structure and ability to identify issues of Town-wide importance that can be translated into operational goals or placed on the legislative warrant for Town Meeting consideration and approval. It is the Board of Selectmen that creates the official Warrant for the Town Meeting.

Many hours of staff and management support are provided to the Board of Selectmen to fulfill the Town's legal duties and to oversee the delivery of town services in the most efficient and effective way possible. The Town Administrator's Office coordinates the following activities under the authority of the Board of Selectmen:





processing Town license applications; working with the Chairman of the Board of Selectmen to set the Board's meeting agendas; preparing the "agenda packet" for each member of the Board of Selectmen; compiling background information for each agenda item to ensure efficient and effective meetings; processing the actions of each Selectmen's meeting; tracking requests from residents for Town information, tracking and processing insurance claims against the Town; preparing all materials for the smooth and efficient flow of the Town Meeting; facilitating the preparation and consolidation of the Town's operating budget; formulating a budget recommendation to the Board for their consideration and approval as the Executive branch of Town government.

### **Summary of Activities and Accomplishments:**

- Hired a new Assistant Town Administrator and new Facilities Director in order to finalize Consolidated Town/School Facilities Management Department.
- Produced a balanced FY14 Town Budget proposal. The Budget Development process continued the collaborative efforts between Town and School Administrators and the elected officials.
- Established the Financial Task Force to develop a long-term financial and capital improvement plan.
- Coordinated Town Meeting and Special Town Meeting preparation and logistics with Town Clerk, Town Moderator, Department Heads and Chairs of Committees/Commissions including preparation of schedule, warrant, articles, motions, and presentation slides.
- Worked with the Underwood Pool Building Committee in its development of a recommendation to the BOS on a new Underwood Pool.
- Continue to realign department staffing, functions, and responsibilities in Town Administrator's office to better serve citizens, Departments, Boards and Committees.
- Coordinated renewal of over 50 Common Victualler Licenses and 18 Liquor Licenses, which included streamlining the process by working with other departments. for 2014.
- Coordinated and expanded outreach for facility rentals in Town Buildings.
- Streamlined the appointment process of residents to various committees and Boards by the BOS.
- Coordinated a second Request for Proposal (RFP) process for disposition of town land on Woodfall Road, which resulted in two bids. Negotiations are underway to finalize a Purchase and Sale Agreement.
- Monitored the work of the Community Path Advisory Committee to solicit feedback from the public on various options as part of this on-going effort to develop final recommendations.
- Implementation of Advanced Life Support (ALS) services was completed in September 2013.
- Began the process to upgrade the Town's webpage to a new platform to improve appearance and functionality.
- Provided support to the Logan Airport Noise Advisory Committee.
- As part of a working group, including the Cable TV Advisory Committee, coordinated the franchise renewal process with Comcast.
- Provided input and attended meetings with other Town officials regarding the Minuteman Building Project, restructuring of the current Regional Agreement and new Intergovernmental Agreement.
- With other Departments, provided support for the Joey's Park Project which was completed in the fall 2013.
- Coordinated the notification and other communications to residents and implementation of the recently enacted Demolition Delay and Residential Sidewalk Snow Removal Bylaw approved by Town Meeting in November 2013.
- Approved the process on the development of a possible State application for Belmont to become a "Green Community".
- Assisted in the selection of the designer for improvements to the Harris Field Complex. Funding was approved by Town Meeting in November 2013.
- Coordinated project proposals for the Community Preservation Act Committee's review.
- Collaborated with MassDOT to begin work on the Trapelo Road Reconstruction Project.
- Coordinated "Precinct Meetings" to update Town Meeting Members on issues facing the Town



## ***2013 Annual Report***

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- Worked with Belmont Center Business Association and neighborhood to provide information & needed feedback on the Belmont Center Utility Project, which was mostly completed in 2013.
- Worked with Belmont Municipal Light Department and other Town Departments on the coordination and implementation of a new computer server for the Light Department.
- Restructured leadership roles in the Community Development Department to improve service delivery.
- Provided information and testimony to legislative committees on the three “home rule” petitions regarding retail and restaurant liquor licenses and town governance, which were enacted in January 2014.
- Assisted in the development of state legislation and provided testimony to legislative committees regarding the transfer of the Incinerator Site to the Town, which was approved in January 2014. This will allow final negotiations to begin with the State Department of Capital Asset Management and Maintenance.

### **Goals for 2014:**

- Financial Task Force completes a long-range financial and capital plan in collaboration with the School Department.
- Implement a strategic planning process and coordinate goal-setting sessions with the Board of Selectmen and Department Heads.
- Complete Sale of town-owned land on Woodfall Road.
- Complete the Comcast Franchise License negotiations and award another 10-year contract.
- Complete negotiations with State to finalize conveyance of the Incinerator site to the Town.
- Review Green Communities Application to the State.
- Review a Housing Production Plan.
- Award new restaurant and retail liquor licenses.
- Begin construction of the Belmont Center Project and finalize Parking Management Plan for Belmont Center.
- If approved, construct and open a new Underwood Pool.
- Complete Community Path Process to allow design process to move forward.
- Finalize decisions on Minuteman Vocational School construction project, new district agreement and inter-governmental agreement.
- Investigate Stormwater Enterprise Fund Model.
- Continue to develop and maintain controls on health care costs.
- Investigate, develop and maintain regional opportunities.
- Investigate opportunities for department efficiencies, technology improvements, service enhancements and potential new revenues.
- Continue to improve communications with the public through enhancements to the Town’s website.
- Revise the Committee/Commission Handbook.
- Continue to make improvements to the Public Budget Document.
- Implement rules and regulations for the Stormwater Bylaw.

Respectfully Submitted,

Mark A. Paolillo, Chair  
Board of Selectmen



### **BELMONT PUBLIC SCHOOLS:**

**School Committee Chair:** Laurie Graham

**School Committee Secretary:** Anne Lougé

### **School Committee Members:**

Kevin Cunningham

Lisa Fiore

Elyse Shuster

Laurie Slap

### **School Department Administration Staff:**

**Interim Superintendent of Schools:** Thomas S. Kingston, PhD

**Assistant Superintendent for Curriculum and Instruction:** Janice Darias

**Director of Finance, Business, and Operations:** Anthony DiCologero

### **Annual Report of the School Committee:**

The Belmont Public Schools, the School Committee, and the Belmont community are jointly committed to educating Belmont's children measured against the highest standards for achievement. The community prides itself in the fact that its school system continues to rank among the top-performing districts in the Commonwealth.

The district's success is a tribute not only to its students but also to the teachers, staff, parents, and citizens of Belmont who create an environment that nurtures and encourages that success. With a commitment to teaching and learning, the Belmont Public Schools strive to nurture the intellectual, social, and personal development of each student and to create a dynamic community of lifelong learners who contribute to the common good and are of service to others.

The School Committee is responsible for developing policies that support this mission. The School Committee is also charged with the duty of ensuring, with the Board of Selectmen, the Warrant Committee, and the citizens of Belmont, adequate funding for the schools, and with appropriate expenditures of that funding.

The School Committee is responsible for recruiting, hiring, and evaluating the performance of the superintendent of schools. Within the new Massachusetts Educator Appraisal System, the Committee provides a comprehensive annual review of the superintendent's performance in light of the rubrics promulgated by the state and in consideration of the performance goals agreed upon between the superintendent and the committee. The superintendent serves as the committee's chief executive officer and educational advisor. The superintendent is the educational leader for the school system and provides administrative leadership for all school staff in operational matters and in proposing and implementing policy changes. Day-to-day operation of the school system is the responsibility of the superintendent, together with school principals and other administrative staff members.

In October the School Committee conducted its annual evaluation of the Superintendent for school year 2012-2013. Dr. Kingston provided the committee with his self-assessment; each committee member performed an independent evaluation, and input was sought from BPS staff and members of the community. Dr. Kingston was evaluated on four standards: Instructional Leadership, Management and Operations, Family and Community Engagement, and Professional Culture. He received an overall assessment of 3 (proficient). He also was evaluated on three goals in



## ***2013 Annual Report***

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Student Achievement, Professional Practice, and a District-Wide goal (Implementation of Strategy), receiving an overall assessment of 2.6 (progressing)

In October of 2013 the School Committee appointed a 10 member screening committee to review applications and conduct initial interviews for the position of Superintendent of the Belmont Public Schools. In November, three candidates were moved forward to the Committee for consideration: Dr. Anne McKenzie, Mr. John Phelan, and Mr. Andrew Stephens. Each candidate came to Belmont for a day and met with students, staff, the school committee, and the community for interviews and open discussion. At a meeting on December 9, Dr. McKenzie and Mr. Phelan were chosen as the two finalists. Following second interviews on December 11, the School Committee met on December 17 and voted to offer the position of Superintendent to John Phelan with a starting date of July 1, 2014. An initial three-year contract has been agreed to, and the School Committee looks forward to working with Mr. Phelan when he takes over the reins from Dr. Kingston.

At its August 2013 retreat, the Committee reviewed progress made against the district's three-year strategic plan. The three broad goals that drive the strategy follow, and they correspond to the three goals the Committee drafted in February 2012 to guide its own work.

### ***To prepare all students for college, career, and life-long learning through***

- a balanced and healthy school experience,
- continuity of curricula aligned with Commonwealth and community standards,
- support for educators to experiment and innovate, and
- clear articulation of instructional models.

### ***To support continuous improvement and overall programmatic and fiscal stability by***

- engaging administrators, teachers, students, and community stakeholders in generally accepted practices of long-term strategic planning.

### ***To ensure that students receive instruction from consistently highly qualified educators who pursue continuous improvement of their art by***

- hiring well-prepared and diverse professionals,
- sustaining continuous professional development by means of clear and coherent plans, and
- implementing a successful educator evaluation system in line with new Commonwealth standards.

In April of 2013, Elyse Shuster was elected to serve on the School Committee for a three-year term, and Laurie Slap was re-elected to a second term. At the organizational meeting following Town election, Laurie Graham was selected by the School Committee to serve as chair and Anne Lougée as Secretary. In August, Pascha Griffiths resigned from the School Committee; and following a request for letters of interest from those interested in being appointed to fill out the remainder of the year, Lisa Fiore was selected by a joint vote of the Board of Selectmen and the five remaining School Committee members.





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### Bargaining Teams:

Unit	Unit Name	SC Rep	Contract
Unit A	Teachers / Licensed Staff	Cunnigham, Graham, Slap	8/31/2014
Unit B	Administrators (Directors, Asst Prin)	Lougeé, Shuster	6/30/2014
Unit C	Secretaries	Graham, Shuster	8/31/2014
Unit D	Education Support Aides	Cunningham, Fiore	6/30/2014
AFSCME	Custodians/Cafeteria Workds	Slap, Lougée	6/30/2014
Superintendent		Graham	6/30/2014

### Foundation for Belmont Education:

The Foundation for Belmont Education (FBE) raises funds in support of enrichment and innovation in the Belmont Public Schools. Founded in 1993 by citizens who wanted to ensure the continued excellence of the school system, the FBE awarded \$187,616 to the Belmont Public Schools in FY2013.

During 2013, the FBE funded a pilot program to enhance learning through new teaching techniques and technology in the Belmont Schools. This program, piloted by BHS teacher, Jeff Shea, in three of his 10<sup>th</sup> grade Honors American History classes, explored the benefits of a 1:1 model using iPads. Based on the success of this pilot program, the FBE plans to launch an Innovative Teaching Initiative for FY2014. This four-year, \$450,000 initiative will support innovative teaching by supplying funding for both the tools and practices that help teachers to provide more enriching and engaging instruction. The initiative will expand the 1:1 model by rolling out iPads to the 9<sup>th</sup> grade at the high school as well as providing three classroom sets of iPads for use in the 8<sup>th</sup> grade science classes at the Chenery. In addition, the FBE has set up a fund to provide professional development for teachers seeking opportunities to learn and hone innovative teaching techniques for their classrooms.

The FBE raises funds in several ways. Many residents and families support the FBE's Annual Appeal, which helps to fund various programs. The Youth Spelling Bee for Grades K-6 is an annual fall event, drawing 640 children. It's a fun family day designed to showcase the children's spelling skills. Every March, the FBE holds its annual Spring Fundraiser and Auction, which has become a much-anticipated community event. With the support of businesses and residents, this event raised more than \$165,000 last year. Additionally, there were more than 700 STAR Awards (Staff and Teacher Appreciation and Recognition) purchased by students and their families to honor and thank Belmont educators and staff for their outstanding contributions to their children's education.

In total, the FBE has awarded more than \$2.4 million to the Belmont Public Schools in the form of 540 awards for Learning Excellence Grants, Professional Development support, and large-scale special initiatives. The commitment and generosity of the FBE and its volunteers along with the many families and businesses who contribute to the FBE each year enable the Belmont Public Schools to offer many programs that would otherwise be impossible to undertake.



The School Committee and system teachers and administrators are very grateful for the ongoing support of the Foundation for Belmont Education.

**School Advisory Councils:**

As a result of the 1993 Education Reform Act, School Advisory Councils have been established at each of Belmont's schools. The Advisory Councils have taken an active role in addressing policy issues at the site level. Members of the 2013-2014 School Advisory Councils include the following:

<b>School</b>	<b>Teacher Representatives</b>	<b>Parent Representatives</b>	<b>Community Representatives</b>
Burbank	Tricia Clifford, Chair Vicky O'Regan Janet Flaherty	April Edrington Julia Coelho Antonella Casale Christa Bauge	Suzanne Alcock
Butler	Michael McAllister, Chair Brian Bisceglia-Kane Jennifer Pressey	Laura Vanderhart Peter Rosenmeier Crate Herbert Lucia Sullivan	Open
Wellington	Amy N. Spangler, Chair Lindsey DeBello Becky Reilly Kendra Nnyanzi Maggie Roler	Rachel Garber John Mathias Kate Ascione	Lynn Finley
Winn Brook	Janet Carey, Chair Robin Morrison Kim Elson Melissa Crough	Kristine Armstrong Anne Bauer	Jane Murphy Lyn Bodmer
Chenery Middle School	Kristen St. George, Chair Karen Duff Cecile Moskowitz Peter Tausek Katherine Lobo Jonathan Hartunian	Lyn Bodmer, Co-Chair Sheila Cavanaugh Donna Allen Nick Iahnuzzi James Williams	Phyl Solomon Nancy Forbes
Belmont High School	Dan Richards, Chair Stacie Ross Lisa Hurtubise Martha Reagan Joshua Streit	Susan Johnson Launa Johnston William Messenger	Diane Palmer

**Programs and Instruction:**

In 2013 the Belmont Public Schools remained committed to universal access to the highest quality curriculum for all students as well as universal proficiency. This is accomplished through the support, by means of professional development, for the educators of the Belmont Public Schools. We have established three primary means to achieve this goal: professional development meetings led by Principals, Directors, and Curriculum Specialists focusing on district and school strategic initiatives; Professional Learning Teams (PLTs), educators working together on a targeted area of need to improve learning for all students; and professional development courses, seminars, workshops, and study groups led by BPS educators and partner organizations. A detailed listing of these offerings can be viewed on the Professional Development web site for the Belmont Public Schools at this address:

<http://www.belmont.k12.ma.us/bps/Staff/Professional-Development>.



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### Assessment:

This annual report on the results of standardized testing in the Belmont Public Schools includes information on standardized tests which students took as a result of state mandate and student choice during the 2012-2013 school year.

Student Choice	SAT Reasoning Test SAT Subject Tests ACT Advanced Placement (AP)	Multiple Administration Dates
Grades 3, 4, 5, 6 7, 8, 9, 10	Massachusetts Comprehensive Assessment System (MCAS)	Spring (March-June)

The testing schedule for Belmont students continues to be challenging. Students participated in the SAT Reasoning Test and the SAT Subject Tests. Belmont students also participate in the ACT program, but at a rate lower than that in the SAT program. Student involvement in Advanced Placement testing is very strong. In addition, Belmont participated in the administration of the Massachusetts Comprehensive Assessment System (MCAS). The State testing program involved students in grades 3 through 10. Assessments in English/language arts and mathematics are administered in Grades 3, 4, 5, 6, 7, 8, and 10; assessments in science are administered in grades 5, 8, and 9. Passing scores on the grades 9 and 10 assessments are a requirement for high school graduation.

Belmont High School students also participate in the Preliminary Scholastic Achievement Tests. This test is the basis for the National Merit Scholarship Program. This year six Belmont High School students were named semifinalists in the 2014 Merit Scholarship Competition. In addition, there were 28 commended students.

### SAT (2012-2013):

#### *The SAT Reasoning Test:*

The SAT Reasoning Test encompasses three areas: critical reading, mathematics, and writing. Each section is scored on a scale ranging from 200 to 800, resulting in a total possible score of 2400. In the writing portion, students have to take a position on an issue and use reasoning and examples to support the position. There is also a multiple choice section where students are asked to identify sentence errors, improve sentences, and improve paragraphs. The critical reading portion has both short and long reading passages. The test no longer includes analogies, but sentence completion questions remain. The College Board reports that the math section includes topics from third-year college preparatory math and includes such topics as exponential growth, absolute value, functional notation, and negative and fractional exponents. The total testing time for the SAT is 3 hours and 45 minutes.

#### *Student Results:*

The SAT report summarizes information for seniors, who took the SAT Reasoning Test at any time during high school through June 2013. If a student took the test more than once, the most recent score was used. Belmont's combined overall mean is 1789, a decrease of 24 points from last year. The state overall mean increased by 2 points from the previous year; the national mean remained the same as last year.



Two hundred fifty four BHS seniors (99% of the class of 2013) reported SAT Reasoning Test scores. In Belmont, the critical reading mean is 70 points higher than the state mean and 89 points higher than the national mean. The mathematics mean for Belmont is 73 points higher than the state mean and 88 points higher than the national mean. Belmont's mean for the writing test was 69 points higher than the state mean and 90 points higher than the national mean. The combined mean for Belmont students was 212 points higher than the state mean and 267 points higher than the national mean.

For the 138 students who took 380 SAT Subject Tests *and* the SAT Reasoning Test, the mean SAT critical reading score was 640 and the mean SAT math score was 666. The writing test mean for these students was 639. Rigorous academic programs continue to correlate with higher SAT scores. These students had a combined overall mean score of 1945, 180 points higher than the overall mean for all Belmont High School students who took the SAT Reasoning Test.

### 2013 Results:

Overall MEAN	Belmont Public Schools	State	National
Critical Reading	585	515	496
Mathematics	602	529	514
Writing	578	509	488
<b>Combined</b>	<b>1765</b>	<b>1553</b>	<b>1498</b>

### ACT (2012-2013):

The ACT consists of curriculum-based tests of educational development in English, mathematics, reading, and science designed to measure the skills needed for success in first year college coursework. This battery of tests takes 2 hours and 55 minutes. An optional writing test measures skills in planning and writing a short persuasive essay. The writing test takes 30 minutes.

The English test focuses on editing and revising skills. The mathematics test consists of problems found in Algebra I, Algebra II, and Geometry. The reading test focuses on reading comprehension questions using a variety of passages. The science test draws on biology, chemistry, earth/space, and physics. The ACT is scored on a scale of 1 to 36, with 36 being the highest possible score.

### *Student Results:*

The ACT report summarizes information for seniors who took the ACT any time during high school through spring 2013. One hundred seven BHS seniors (42% of the class of 2013) reported ACT scores. Students receive four scores, one for each section of the test. According to ACT, student scores should be compared to the ACT College Readiness Benchmark scores which, are the minimum scores needed on ACT subject-area tests to indicate a 50% chance of obtaining a B or higher or about a 75% chance of obtaining a C or higher in the corresponding credit-bearing college courses. The ACT equates their tests to such college courses as English Composition, Algebra, Social Sciences, and Biology.



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### 2013 Results:

	<b>ACT College Readiness Benchmark</b>	<b>BHS Average Score</b>	<b>State Average Score</b>	<b>National Average Score</b>
<b>English</b>	18	25.4	23.8	20.2
<b>Mathematics</b>	22	25.9	24.4	20.9
<b>Reading</b>	22	25.9	24.4	21.1
<b>Science</b>	23	24.8	23.2	20.7
<b>Composite</b>	N/A	25.6	24.1	20.9

### Advanced Placement:

The Advanced Placement Program offers 34 discipline-based examinations. These exams consist of multiple choice and open response questions. The examinations are graded on a 5-point scale. Most of the nation's colleges and universities award credit for grades of 3 or higher. The values of an Advanced Placement Program are many. First, AP courses offer a standard curriculum that is used across the country and acknowledged throughout the world for its quality and rigor. Second, the AP curriculum tends to raise the quality of curriculum throughout the entire high school. Finally, the AP courses at Belmont High School are aligned with university standards and expectations.

<b>Year</b>	<b>Students participating in AP program</b>	<b>Exams taken by the participating students</b>	<b>Subject areas of the exams</b>	<b>Percentage of scores of 3, 4, or 5</b>
<b>2002</b>	255	488	21	88%
<b>2003</b>	290	545	21	89%
<b>2004</b>	298	601	23	89%
<b>2005</b>	317	682	26	86%
<b>2006</b>	321	650	22	90%
<b>2007</b>	362	839	26	87%
<b>2008</b>	392	818	25	89%
<b>2009</b>	391	802	28	93%
<b>2010</b>	415	820	23	95%
<b>2011</b>	378	746	23	94%
<b>2012</b>	386	836	21	94%
<b>2013</b>	414	838	22	93%



In 2013, Belmont High School students took Advanced Placement Exams in 22 areas:

Studio Art-2D Design	Studio Art-Drawing	English Lit + Comp	European History	Macroeconomics
Microeconomics	Psychology	US History	Calculus AB	Calculus BC
Statistics	Biology	Chemistry	Environmental Science	Physics B
Physics C: Electricity and Magnetism	Physics C: Mechanics	Chinese Language	French Language	Latin: Vergil
Spanish Language	Music Theory			

*AP Scholar Awards:*

Belmont High School students are well represented in the AP Scholar Awards Program.

- The AP Scholar Award was granted to 71 students who received grades of 3 or higher on three or more AP exams
- The AP Scholar with Honors Award was granted to 37 students who received an average grade of at least 3.25 on all AP Exams taken and grades of 4 or higher on four or more of these exams.
- The AP Scholar with Distinction award was granted to 77 students who received an average grade of at least 3.5 on all AP Exams taken and grades of 3 or higher on five or more of these exams.
- The National AP Scholar Award was earned by 18 students. This award is granted to students who receive an average grade of at least 4 on all AP Exams taken and grades of 4 or higher on five or more of these exams.

In total, 203 AP awards were earned by BHS students in 2013.

**Massachusetts Comprehensive Assessment System (MCAS):**

During the 2012-2013 school year, Belmont students in grades 3, 4, 5, 6, 7, 8, 9, and 10 participated in various disciplined based tests as part of MCAS. A review of the results of the 2013 administration of the MCAS indicates an overall positive performance for Belmont students. Belmont students are meeting the learning standards of the State Curriculum Frameworks.

Individual school reports, system wide data, and state scores allow for a comparison of the percentage of Belmont students in each of four performance levels with the statewide percentages in each performance level. At all grade levels and in all subject areas, the percentage of Belmont students who scored at advanced and proficient levels was higher than the statewide percentages in the same performance categories.





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### MCAS Test Administration for 2012-2013

Grade Tested In 2012-2013	YOG	Current Grade In 2013-2014	# Tested	Subject Tested
10	2015	11	277 279	English Math
9	2016	10	310	Physics
8	2017	9	294 295 293	English Math Science
7	2018	8	319 319	English Math
6	2019	7	299 298	English Math
5	2020	6	329 329 329	English Math Science
4	2021	5	310 311	English Math
3	2022	4	340 343	Reading Math
Total MCAS Tests Administered in 2013			5,274	

Students in grades 3 through 8 and 10 participate in English and math testing. A science test is administered in grades 5, 8, and 9 or 10.

All students must pass a science, English, and math test in order to graduate with a high school diploma. According to statutes, all students must meet or exceed the proficient scaled score of 240 in English and math, and the needs improvement scaled score of 220 in science. Those who score between 220 and 238 on the English and math tests must also fulfill the requirements of an Educational Proficiency Plan (EPP) in order to meet the state Competency Determination Graduation Requirement. The EPP is developed by the Belmont High School administration and guidance counselors to document student progress and completion of this requirement. The history and social science high school MCAS test has been put on hold as a result of current state budget constraints.

English Language Learners participate in the MCAS. In addition, all ELL students are assessed annually with the ACCESS test. This is a new test adopted by Massachusetts in the 2012-2013 school year. It measures students' English language proficiency and progress in learning English in the four domains of reading, writing, listening, and speaking across all content areas.

*Note: Based on their achievement on the MCAS exams, ninety-one seniors (34%) in the class of 2013 are eligible to receive a John and Abigail Adams Scholarship, entitling them to four years of free tuition at a University of Massachusetts campus or at participating Massachusetts state or community colleges.*



**Yearly Comparison of Combined Percentages of Student Performance at Advanced and Proficient for MCAS**

Grade	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
3 Reading	83%	84%	82%	80%	79%	82%	81%	85%	82%	86%	77%
3 Math	NA	NA	NA	76%	80%	84%	85%	85%	82%	85%	83%
4 English	74%	78%	75%	80%	82%	78%	75%	82%	84%	80%	83%
4 Math	60%	67%	68%	65%	74%	73%	72%	75%	69%	73%	78%
5 English	NA	NA	NA	84%	85%	87%	85%	84%	88%	83%	86%
5 Math	NA	NA	NA	66%	74%	79%	76%	75%	82%	84%	81%
5 Science	82%	81%	68%	74%	71%	71%	70%	73%	72%	71%	67%
6 English	NA	NA	NA	90%	88%	91%	86%	91%	94%	91%	89%
6 Math	72%	76%	65%	69%	78%	73%	78%	83%	85%	83%	84%
7 English	91%	89%	86%	86%	91%	94%	91%	92%	93%	97%	93%
7 Math	NA	NA	NA	62%	74%	76%	77%	80%	76%	78%	80%
8 English	NA	NA	NA	92%	92%	97%	96%	96%	93%	95%	98%
8 Math	74%	72%	76%	70%	70%	80%	75%	77%	79%	79%	87%
8 Science	68%	73%	64%	60%	62%	74%	68%	78%	71%	78%	80%
9 Physics	NA	NA	NA	NA	87%	88%	93%	95%	94%	95%	92%
10 Chem	NA	NA	NA	NA	51%	78%	73%	58%	NA	NA	NA
10 English	84%	90%	91%	90%	91%	97%	95%	94%	98%	99%	97%
10 Math	74%	85%	91%	88%	96%	95%	94%	96%	95%	96%	95%

**Assessment and Accountability:**

The Massachusetts Department of Elementary and Secondary Education annually measures each district's and school's progress toward ensuring that all students reach proficiency according to the standards of the federal Elementary and Secondary Education Act.

The overall data for Belmont and its schools continues to show the positive results of well-aligned curricula, high quality instruction, and high expectations for all students. We are very pleased to report that all Belmont schools met their gap-narrowing goals, and earned Level 1 status, resulting in a Level 1 designation for the district as well.

The annual Progress and Performance Index (PPI) measures a district's, school's, or subgroup's improvement towards its own target over a two-year period on up to seven indicators: narrowing proficiency gaps in English/Language Arts, mathematics, and science; student growth in English/Language Arts and mathematics; and the annual dropout rate and graduation rate for high schools. The cumulative PPI measures trends by averaging the annual PPIs of the most recent four year period, weighting recent years the most. The cumulative PPI is reported on a 100-point scale, and a score of 75 or higher is needed to demonstrate that a school is making progress toward narrowing proficiency gaps.

In 2013, all schools met the target for students in the aggregate, earning PPIs between 80 and 100. The performance of students in the subgroups is measured at Chenery Middle School and Belmont High School. The high school subgroups have been consistently meeting the target, and this year, we are very proud to report that the performance of the students in the subgroups at Chenery Middle School also met the target. This improvement moves the school and therefore the district to the Level 1, or highest, designation.



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Also included in the chart below is a new feature of the accountability system, school percentile, a number between 1 and 99, which indicates the school's performance relative to all other schools in the Commonwealth that serve the same or similar grades.

Here is a summary of the information for each of Belmont's schools:

School	Cumulative PPI*	Accountability and Assistance Level	School Percentile
Burbank Elementary School	All students 100	Level 1	98
Butler Elementary School	All students 80	Level 1	93
Wellington Elementary School	All students 93	Level 1	90
Winn Brook Elementary School	All students 100	Level 1	96
Chenery Middle School	All students 100 Subgroups 75	Level 1	97
Belmont High School	All students 100 Subgroups 97	Level 1	97
District	All students 99 Subgroups 73	Level 1	n/a

One of the provisions of the accountability system is a requirement that a percentage of Title I funding be used to target the areas of greatest need. These funds are supporting an afterschool program to provide additional support to the lowest achieving students at the middle school. Title I funding is also supporting a graduate course for teachers to develop math instruction in grades K-8.

For more information on assessment and accountability information for the district and schools, go to the MCAS/NCLB information on the Belmont Public Schools web site: <http://www.belmont.k12.ma.us/mcas/>.

### **Business and Finance:**

#### *Budget*

At the Annual Town Meeting, the members approved a general fund school budget for FY13 of \$43,068,492. However, supplementing this Town appropriation were federal and state grants totaling \$3,034,265. The School Department also offset a portion of its operational expenses through user fees. In FY13, \$3,137,693 was charged to fee-based revolving accounts to cover operational areas including preschool, all-day kindergarten, food service, athletics, fine and performing arts, student activities, building rentals, and community education.

Contractual salary raises, increased utilities charges, medical insurance costs, and mandated increases in student services are the main items driving increased costs in the budget. Nonetheless, the Belmont Public Schools continue to provide outstanding value for Belmont and its citizens. According to the most recent information from the state Department of Education, Belmont's per-pupil expenditure from all funding sources is \$12,259, considerably below the state average per pupil expenditure of \$13,636.

The School Department has made great efforts to reduce costs wherever possible, including membership in purchasing collaboratives and competitive bidding for many services. Perhaps our most important cost-saving venture, the



LABBB Collaborative, achieves substantial cost savings by pooling resources with Lexington, Arlington, Bedford, Burlington to administer special-needs programs that would be far more expensive in other settings, while providing a high level of service for our students. We also participate in collaborative bidding for office and school supplies, as well as for custodial and food services items, through the TEC Collaborative. For utilities, Town and School departments are part of a multi-community collaborative bid for fuel oil advertised by the Brookline Purchasing Office. Since the majority of our school buildings are heated by natural gas, the School Department is part of a collaborative bidding process for natural gas through the EDCO Collaborative.

### *Building Maintenance*

The School Department's FY13 operating budget included \$1,835,503 (\$796,664 for the maintenance of buildings and grounds, plus \$1,038,839 for custodial services for the care and upkeep of school facilities. In addition, Town Meeting approved a Capital Budget of \$419,500 for school projects. Capital projects focused on the heating, ventilation, air conditioning (HVAC) systems and components; building envelope repairs, and information technology network switching equipment replacement.

### *Belmont High School Project*

At a Special Town Meeting in November 2003, the Town voted to appropriate \$90,000 for design services for the development of a Master Plan for future renovations to Belmont High School. The intent of developing the Master Plan was to identify and prioritize necessary renovations while waiting for a comprehensive renovation some time beyond 2010. The architectural firm of Design Partnership of Cambridge, Inc. was hired to work with the *Superintendent's Advisory Council on the Future Needs of Belmont High School*.

In April 2007, a *Second Superintendent's Advisory Council on the Future Needs of Belmont High School* was formed. The Second Advisory Council reviewed the status of the entire Master Plan in light of the most critical needs to maintain the school. It was decided that the construction of new science labs and some significant work on the infrastructure head-end of the heating and electrical systems were the highest priority. Most of these needs had been scheduled to be met in Phase I of the four-phased Master Plan. Treating a modified Phase I as a stand-alone project, the Second Advisory Council asked the architect to cost out this one portion of the Master Plan. The analysis showed that a modified Phase I, including a new Science Wing, would cost \$22,290,000 if bid in March 2009. A revised Statement of Interest was then approved by the School Committee to file with the MSBA for future funding once the Wellington School is approved. This statement of Interest has been revised annually and is still on the MSBA's list of eligible projects for future funding.

In consequence of the NEASC Accreditation Site Visit (New England Association of Secondary Schools and Colleges), the high school building has been cited as deficient; and NEASC has put the high school on "warning" status for retaining accreditation. While the action may have little practical consequence, it is one more incentive for the Massachusetts School Building Authority to give approval for a renewed feasibility study to renovate and expand Belmont High School. The superintendent has formed a new advisory committee to provide counsel and to review a revised Statement of Interest that will be submitted to MSBA in April 2013. The MSBA did not invite Belmont to participate in a project for Belmont High School in 2013. The School Department and the Town will submit a Statement of Interest in 2014.



## ***2013 Annual Report***

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### **Conclusion:**

In 2013, as in years past, Belmont has every reason to be proud of its schools and its students. The schools operate efficiently, with minimal administrative overhead; the teaching staff and administrators are excellent, highly trained, and dedicated.

All contracts have been negotiated through the 2013-2014 school year. In cooperation with the Belmont Education Association, the administration has worked through an oversight board to implement the new comprehensive educator appraisal system. The board meets regularly to review progress and to discuss and implement any modifications that it deems necessary.

Respectfully submitted,

Laurie Graham, Chair  
Belmont School Committee

Thomas S. Kingston, PhD, Interim Superintendent  
Belmont Public Schools

### **BOARD OF ASSESSORS:**

**Chair:** Robert P. Reardon, C.A.E.

**Vice - Chair:** Martin B. Millane, Jr.

**Secretary:** Charles R. Lavery, III, Esq.

### **Appointed Staff:**

**Assessing Administrator:** Daniel A. Dargon, Jr., M.M.A.

**Assistant Assessing Administrator:** Maryanne Knorr, A.A.S

### **Purpose and Duties:**

The Assessors' Office is responsible for administering Massachusetts property tax laws effectively and equitably and for producing accurate and fair appraisals of all taxable property. In Belmont, the property tax contributes over 68% of the town's operating budget. Taxable property includes not only real estate, but business personal property as well.

### **Summary of Activities and Accomplishments:**

The Assessors held regular bi-monthly meetings, and met on a weekly basis during the busy tax-billing periods, and at other such times, as requested, had conferences and meetings with taxpayers, interested citizens and various Town Boards, Officials and the Board of Selectmen.

Members of the Board and office staff attended schools, classes and conferences sponsored by the Department of Revenue, International Association of Assessing Officers, Massachusetts Association of Assessing Officers and the Middlesex County Assessors Association, in an effort to maintain their proficiency in the administration of the office and the appraisal and maintenance of real and personal property for assessment purposes.



The Board of Assessors voted to issue an actual real estate tax bill for Fiscal Year 2014, with a tax rate of \$13.50 per thousand, in December 2013, to ensure proper financial management for the Town by avoiding unnecessary borrowing costs.

The assessed value tax roll for the Town of Belmont contains 8,251 real property accounts and 505 personal property accounts with an annual total assessed value of \$5,481,015,161.00 for Fiscal Year 2014.

The office staff processed approximately 674 transfers of real and personal property, of which approximately 46% of the transfers were determined “valid” sales. There were 20,974 motor vehicle excise tax bills with a total excise tax of \$2,996,727.09 committed to the Tax Collector. A total of 896 motor vehicle excise tax bills with a value of \$91,067.92 were abated, 173 applications for statutory exemptions were granted resulting in \$266,974.90 being exempted.

The Annual Town Meeting appropriated \$105,354,074.24, leaving \$2,510,908.68 non-appropriated to be raised for the total revenue of \$107,864,982.92 required for the operation of Town Government. Estimated receipts and available funds totaled \$33,871,278.24, leaving \$73,993,704.68 to be raised by taxation.

The Board successfully defended 2 overvaluation appeals before the Massachusetts Appellate Tax Board. The Board of Assessors continued the real and personal property re-inspection program as part of the computerized mass appraisal system, otherwise known as the “CAMA” system. During 2013, the Board of Assessors continued updating the existing CAMA system with regards to all property information: building permits, building plans, sketches, images, living area, as well as all other assessment information. Personal Property accounts have also been updated with regards to assessment of furniture and fixtures, equipment and machinery, and inventory. The re-inspection program provided an increase in assessed value of \$55,492,780.00 in new growth for an increase in tax levy of \$739,719.00 for Fiscal Year 2014. The Assessing Administrator continued visiting homes that sold for Fiscal Year 2015, for sales that occurred between January 1, 2013 and December 31, 2013 in order to verify the sale date, sales price and validity of the sale in person. The continual updating of the computer system of the Assessors Office allows for improved working conditions and public access. The Board also updated the property record information on the Town’s Web site to make data, pictures and sketches available on line.

The Board will continue with an equalized value program. All building, plumbing and electrical permits, and occupancy certificates, will continue to be monitored for possible adjustments in value. Sales ratio studies will be monitored as part of the equalization program in preparation of the Fiscal Year 2015 reappraisal.

The Board of Assessors also provided technical assistance to the Board of Selectmen on matters relating to the potential acquisition and sale of public land. The expertise of the Board and staff saves the cost of real estate appraisal services which would otherwise be required in such matters.

The Town of Belmont’s Board of Assessors Office holds many designations by individual members of the Board and staff. These designations include: one Certified Assessment Evaluators (CAE) and one Administrative Assessment Specialist (AAS), awarded by the International Association of Assessing Officers (IAAO), one Massachusetts Accredited Assessor (MAA) and one Certified Massachusetts Assessor (CMA), awarded by the Massachusetts Association of Assessing Officers (MAAO), as well as numerous other professional designations from both the public and private sectors.



## ***2013 Annual Report***

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In April, the Town witnessed the retirement of Charles R. Lavery, Jr., as a Member of the Board of Assessors. Charles R. Lavery, III, was elected as a Member of the Board of Assessors. Robert P. Reardon was re-elected as Chairman of the Board, with Martin B. Millane, Jr., as Vice Chairman, and Charles R. Lavery, III, as Secretary.

In May, Daniel A Dargon, Jr., was appointed to fill the vacant position of Assessing Administrator. Mr. Dargon was formerly the Chief Assessor for the Town of Framingham, which he held for 5 years, and had previously been the Administrative Assessor for 11 years, also for the Town of Framingham.

Respectfully Submitted,

Robert P. Reardon, C.A.E., Chair  
Board of Assessors

### **BOARD OF CEMETERY COMMISSIONERS:**

**Chair:** Alexander E. Corbett, III

**Vice-Chair:** Ellen O'Brien Cushman

**Clerk:** William J. Chemelli

### **Staff Liaisons:**

**Director of Public Works:** Peter J. Castanino

**DPW Cemetery Division Manager:** Joseph M. Urciuolo

### **Committee's Purpose and Duties:**

We are a three member, elected, volunteer board whose responsibilities include the oversight of the Belmont Cemetery and the Highland Meadow Cemetery. The staff of Belmont Cemetery has been organized as a division of the DPW since 2003, virtually dedicated to cemetery operations, though our highly skilled employees are often utilized by other divisions (water and highway) particularly for their expertise in backhoe operations. Peter J. Castanino, Director of the DPW, regularly attends our meetings and contributes valuable expertise and operational assistance.

### **Summary of Activities and Accomplishments:**

Of the 129 total interments at our two cemeteries, 33 (26%) were non-residents of the town, to whom extra fees were assessed, totaling \$19,500. Total fee receipts for both cemeteries were \$155,128, including all grave openings, foundations, disinterments, non-resident fees, overtime charges, annual planting program interest, memorial tree program interest, canopy rentals and genealogy studies as compared with \$118,253 for 2012. Also during 2013 the Police Monument at the front of the





## 2013 Annual Report



Belmont Cemetery was cleaned, turned and a Policeman's Prayer was added to the back on the monument. It looks fantastic and I would like to personally thank the Belmont Police Department for their assistance in getting this project completed!



Although new burial lots for traditional interments have not been available at the Belmont Cemetery on Grove Street since 1988, 90 interments were made to existing lots in 2013, including 24 cremations (27%), which compares with 285 in 2012, including 28 cremations (10%). Five years after its opening, lot sales at Highland Meadow Cemetery continue to be steady, totaling \$2,505,300. Lot prices remain unchanged since opening and are similar prices to lots at the most prestigious private cemeteries. In 2013, 37 interments took place at Highland Meadow, including seven cremations (19%) compared to 32 interments and six cremations (19%) during 2012. Total Highland Meadow Cemetery interments are 196, of which 39 are cremations (21%). Lot sales in 2013 totaled \$191,200, of which 50% must be reserved for Perpetual Care.

### **Goals for 2014:**

- Fund the Perpetual Care Account at 50% of cemetery lot sales – ongoing.
- Prepare/plan for future cemetery phases – the original master plan maps future phase alternatives, funding will be addressed after the Perpetual Care Fund is fully and properly financed.
- Working closely with the DPW, continue to examine better, more cost-efficient ways to operate in 2014 while still fulfilling the perpetual care and management obligations for each cemetery - continue with new efforts underway.
- Annual planting program. Enrollments continue at Belmont Cemetery, particularly appealing to older residents.
- Continue tree planting program and enhance landscape areas at Belmont Cemetery and Highland Meadow Cemetery.

Respectfully submitted,

Alexander E. Corbett, III, Chair  
Board of Cemetery Commissioners



## 2013 Annual Report

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### **BOARD OF HEALTH:**

**Chair:** Donna S. David, R.N., M.N.

**Vice - Chair:** David B. Alper, D.P.M.

**Board Member:** Deirdre Houtmeyers, R.N., M.S.

### **Health Department Staff:**

**Director:** Stefan Russakow, M.A., R.S.

**Assistant Director:** Angela Braun, R.S.

**Animal Control Officer & Veterans Services Officer:** John Maguranis

**Public Health Program Assistant & Clerk of the Board:** Maria Reddington

**LICSW, Youth & Family Services Coordinator:** Janet Amdur

**Public Health Nurse:** David Neylon, R.N., CIC, REHS,



**Public Health**  
Prevent. Promote. Protect.

### **Purpose and Duties:**

The primary purpose of the Belmont Board of Health is to protect Belmont citizens and visitors from disease, injury and environmental health hazards. This purpose is realized through a broad collection of State and Federal health mandates and suggested activities based on epidemiologic research and national statistics. The duties of the Board of Health, as represented by the Health Department Staff, include education of the public on disease prevention, health issues, health services, and health promotion, enforcement of public and environmental health mandates, and monitoring of conditions and trends in order to eliminate health disparities.

The Belmont Board of Health continues its historical regional collaboration efforts to *maximize services to the community* in areas such as hazardous waste, mosquito control, tobacco control and prevention of youth access to tobacco, public health based emergency preparedness and public health nursing services. Belmont and Arlington continue to share services of the Sealer of Weights and Measures. Belmont and Lexington continue to share a Public Health Nurse position. We continue to explore other opportunities for future collaborations both regionally, and interdepartmentally. This year, the Department was able to save on replacement vehicle costs by replacing the department vehicle, with a used four wheel drive SUV from the Department of Public Works. The Health Department also sponsored and provided training to an intern to assist staff in low level inspections and assessments.

Food sanitation is keystone of our inspectional services and one of the most important activities of the Health Department because of the potential for serious foodborne illness. There are 82 full service food service establishments in Town. This figure does not include retail food stores, catering establishments, bakeries and schools, mobile canteen trucks, etc. Between one and three inspections are done at each of these establishments throughout the year depending on the relative risk of the operation and their level of compliance. Ice cream trucks, mobile food trucks, church halls and temporary food service events add approximately thirty additional inspections. Over 200 food service inspections are done each year. This does not include unannounced drop in visits and complaint investigations. There were four food establishment closures this year and five new food service businesses opened. There were 14 food establishment plan reviews performed. This included major and minor renovation projects of existing establishment and new restaurants. The Farmers' Market continued to be an asset to the community, but does require regular Health Department oversight. Volunteers and non-profit organizations are subject to food safety regulations when they are serving food to the public during temporary food events, Organizers frequently reach out to the Department for advice as part of the permitting process. For example, this year, the Department contributed guidance



and inspectional service to the dedicated volunteers of the Joey's Park rebuild project who prepared and organized meals for hundreds of volunteer workers over the course of several days. Over 50 "waivers" were issued to community groups, including the schools, for events during which food was served. These events are low risk operations, bake sales, potlucks or combinations of all of these and the waiver process gives the Health Department an opportunity to make sure that the food operation is as safe as possible.

Food service inspections do not consist of focusing entirely on enforcement. Education of the food service worker is a key factor in successful compliance and prevention of food borne illness. A newsletter to food service establishments is published twice each year primarily to remind them of compliance issues that are encountered through the inspection program. This year also marked the second year that the Health Department utilized a "cloud" based inspectional reporting and tracking program called the Digital Health Department. This program allows the inspector to have all the previous inspectional data at his or her finger tips during an inspection and allows the inspector to prepare reports and attach photographs to inspections in the field and to e-mail reports back to the office in real time. The program is valuable in complaint investigations as well. Non criminal violation notices (tickets) were given in several cases. There were hearings conducted for code non-compliances with several establishments and meetings attended to discuss food service in several proposed new food service facilities.



The Health Department, under the authority of the State Sanitary Code, 105 CMR 410.000 Minimum Standards of Fitness for Human Habitation, responds to residents' complaints concerning possible health and safety violations in rental housing. After an inspection is done, an Order Letter is written to the property owner. The Health Department frequently facilitates negotiations between tenants and landlords, so that violations can be corrected as quickly as possible. Cases are occasionally resolved after court intervention. There were 25 new housing complaints requiring inspections and orders to correct violations.

In addition to housing complaints, the Department responded to and took action on over 150 additional complaints that included inappropriate garbage/rubbish storage and disposal, air quality concerns, electric sanding, rodent problems, food and general safety issues. 2013 brought with it an unusual increase in nuisance complaints, mainly regarding rodents and trash. In response, the Board of Health is requesting additional funds in the FY 15 budget to add a seasonal environmental investigator position to the staff to take on the additional work load. The Department is also responsible for inspecting 2 bodywork establishments, 8 day camps, and 7 swimming pools at 6 sites. This year the Department was involved with the undertaking of future plans for the renovations of the High School Higginbottom Pool and possible replacement of the Underwood Pool. The Health Department performs "drop in" visits to all day camps and pool sites throughout the summer. The Board of Health promulgated amendments to the existing tobacco regulations and has begun the process to adopt new animal control regulations. Lastly, there are two facilities with biotechnology permits in Belmont.



## ***2013 Annual Report***

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The Board of Health is responsible for subsurface sewerage systems in the town, under the Department of Environmental Protection's (DEP) regulations, commonly known as "Title 5." Soil testing, review of plans and oversight of construction are responsibilities of the Health Department. As properties are renovated or replaced, a significant number of them are connecting to Town sewer.

As in the past year, the demand for Flu vaccine has decreased markedly as physicians and commercial pharmacies received the vaccines much earlier in the year than local health departments. Due to this marked decrease in demand for annual flu vaccine, the Belmont Health Department only administered 50 flu shots at the seasonal flu clinic this year. The department offered one flu clinic to one of the most highly susceptible populations, the elderly, and also offered flu vaccinations for pre-school/day car personnel. The Department also offered state supplied shingles vaccines by appointment to qualified residents. .

The Department licenses 20 tobacco sales establishments that are monitored for compliance during food retail inspections and with underage tobacco/nicotine compliance checks. The department continues a partnership with the health departments in Arlington, Brookline, Newton and Watertown to maintain a full time individual to provide educational information and perform compliance checks at establishments selling tobacco in the five towns. This individual frees up department staff so they may focus on other environmental and inspectional activities.

The Animal Control Officer logged over 3546 miles as he patrolled the parks, streets and conservation areas of the Town. A total of 67 animals were put on and released from quarantine. 28 wild animals were rescued, while 3 wild animals were euthanized usually due to severe injuries. The ACO made 228 home visits; was dispatched by the Police Department 61 times and 68 times by the Health Department staff. 26 dogs and 27 cats were reported lost/missing to the ACO or Health department. All but one dog was either found and returned to the owner by the ACO, or found by their owners. The ACO continued to be very active throughout the State giving 18 presentations regarding coyotes to residents, legislators, schools and other towns and municipalities. 3 bats, 2 domestic cats and one dog were submitted to the State lab for rabies testing; all were negative. Belmont again participated in the statewide push to vaccinate pets by holding a rabies clinic for dogs and cats on the first Saturday in April, a total 52 dogs and cats were vaccinated and many of those also received microchips to aid in locating the animals if lost. A total of 525 animal related voice mails were received, 3 Hearings for dangerous dogs were held and the Animal Control Officer participated in Town Day and Meet Belmont.

In order to maximize services to the residents of Belmont, the Youth and Family Services Coordinator spends 20 hours per week providing social work based services to the residents while assigned to the Council on Aging at the Beech Street Center. The Youth and Family Services Coordinator also spent considerable time working with families and children in need. This position continues to provide individual and family therapy, case management, and crisis intervention services to provide support to Belmont families. Basic necessities such as food and housing have become an increasingly high priority and the Youth & Family Services Coordinator works closely with community groups such as the Salvation Army and the Affordable Shelter Fund to help with these needs. The number of families in need and the complexity of the needs are ever increasing. The Girls' Group continues to be a very positive experience for participants. The Youth & Family Services Coordinator along with the Director is a member of the School Department's Health Advisory Committee. In addition to providing limited clinical intervention and support to Belmont families, the Youth and Family Coordinator creates and implements several social programs and projects. These stimulating community activities, such as the Giving Tree, Golden Shoes, and Art Contest, to name a few, draw a larger range of intergenerational participants that add to the quality of life in Belmont.



Belmont continues its participation in the Minuteman Hazardous Products Facility located in Lexington. Eight towns comprise the core group operating the facility, although it is open to all towns with either the town or the resident paying the fee. It was also open to small businesses again this year, and the Health Department did send information to possible small quantity generators identified in the community. Belmont continues to pre-register through the Health Department office to insure that the program stays within its budget and approximately 20-25 families participate in each collection. Informal surveys indicate that as many as one third of the participants from Belmont are participating for the first time. The site continued to be open seven Saturdays and one Sunday, April through November. Since the State promulgated legislation requiring towns to consider needles, syringes and lancets a special waste and remove them from the general solid waste stream, Belmont has been on the forefront of providing facilities for residents to dispose of their “sharps” for a modest fee and in a convenient location. The Department also offers convenient mercury, NiCad battery and, button batteries drop off program for residents 12 months a year, to keep used mercury from entering the environment.

Belmont is one of approximately 25 cities and towns that comprise the East Middlesex Mosquito Control Project. It has been in existence since 1946 with Belmont being one of the original five towns. Each city and town contributes funds towards the overall maintenance and administration of the District and then additional funds cover specific services provided to each community. Mosquito control specific to Belmont includes adult mosquito surveillance by trapping, helicopter Bti (*Bacillus thuringiensis* var. *israelensis*) application in a small area of Beaverbrook Reservation and catch basin larval control. Because the land area of Belmont is quite small, one benefit of the Town's support of the District is the mosquito control activities actually carried out in adjacent towns with large areas of wetlands.

The threat of West Nile Virus, carried primarily by container-breeding mosquitoes, continues to affect the workload of the Health Department. This year there was one instance of a “positive” mosquito collection in Belmont and the threat level for WNV was raised in Belmont as well as the other towns in the area. There were no reported cases of West Nile Virus in our town. There were very few reports of dead birds this past summer. As in the past year, East Middlesex Mosquito Control conducted all of the catch basin larval control this year.

Emergency preparedness continues to be an important aspect of the Health Department's work. Work on a Regional Emergency Planning Committee (REPC) in conjunction with the Fire and Police Departments and the DPW continued. The Health Department continued to facilitate the Emergency Planning Group involving many Town departments and concentrates on emergency planning from a local government viewpoint. Participation in the Public Health Region 4b group not only encourages collaboration with surrounding communities but also allows the Health Department to receive some grant money to assist in emergency planning. A community emergency preparedness update was sent in the electric light bills this spring. There are ongoing trainings for Medical Reserve Corps. volunteers throughout Region 4b year round.

Cable TV and the local newspaper continued to be used to share information concerning programs, clinics and health education. Participation in the Massachusetts Health Officers' Association (MHOA), the Massachusetts Environmental Health Association (MEHA), the Regionalization Working Group and the Massachusetts Association of Health Boards (MAHB) helps insure that the Department has the most current information for Belmont's residents. This year the Board of Health also explored opportunities to broaden our abilities to disseminate public health education and recent public health news by utilizing social media. A facebook page was made and updates are posted during most business days



## ***2013 Annual Report***

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### **Veteran's Services:**

In 1946, the Massachusetts legislature created the Office of Veterans' Services and formalized Chapter 115 of the *Massachusetts General Laws*. The mission of the Department of Veterans' Services is to advocate on behalf of all Veterans, and to provide quality service and benefits to those Veterans and their dependents in need of emergency financial and/or medical assistance. The Town of Belmont, through the Board of Selectmen's appointment of the Veterans' Services Officer, continues to demonstrate its concern and compassion for those men and women who have served our Country with honor.

The Veterans' Services Officer is normally the first individual a Veteran or dependent contacts for advice and assistance. Being a Veteran does not mean benefits are automatic. The eligibility to receive entitlements from the Department of Veterans' Services and Veterans' Affairs must be determined and proven in accordance with strict State and federal laws, rules and regulations. Benefits are intended to be temporary in nature and not full time permanent support.

2013 was the tenth full year that the Veterans' Services Officer operated out of the Health Department. In addition to on-call and "emergency requests for service, regular office hours are from 10 AM to 12 PM on Wednesday mornings. In addition to providing general support to those veterans who inquired during the course of 2013 the VSO and other Health Department staff members also planned and participated in many events honoring our Veterans such as the Memorial Day Parade, Veterans' Day and Flag Day ceremonies, and school visitations. The Veterans Service Officer also attended state sponsored training twice, continues to have monthly meetings with the Veterans of Foreign Wars and twice a month with the American Legion insuring strong communication between all Veterans and this office, and established an American Legion Rider Chapter in Belmont. The Veterans' Services Officer replaced over 1,825 flags at the two Town cemeteries; assisted 3 veterans with Chapter 115 benefits; reviewed 3 applications for benefits, 12 home visits, 16 office visits from veterans seeking assistance, 29 veteran related voice-mail, Participated in a VA Research Program, assisted the Wilmington, MA VSO with the "Local Hero's" event and received a donation from the AMVETS Commander of 100 aluminum flag holders.

### **Goals for 2014:**

The primary goal of the Belmont Board of Health is to protect the Belmont community through a variety of public health activities outlined by the guiding framework of the ten essential public health services and as further described in this annual report. Some of the Public Health goals to be undertaken in 2014 are as follows.

1. Identify the health service needs of Belmont by, monitoring and assessing community health problems.
2. Continue to increase utilization of technology to deliver health services, such as using the digital health department for environmental health inspections and investigations, the MAVEN epidemiologic reporting system to report and track communicable diseases cases, and use of social media to disseminate public health news and education.
3. Develop written policies that support improved community health planning and efforts that are aligned with the needs assessment.
4. Participate in the development of a mental health crisis intervention response plan.
5. Initiate a Town wide community sanitation education program to raise awareness and educate residents of the increasing number of nuisance conditions, such as trash and debris, rodent issues, and unkempt properties.
6. Expand assistance and linkages of resources to residents and veterans who require counseling and or resources to acquire necessities in order to maintain an acceptable and safe lifestyle.



7. Develop, and implement intergenerational social programs and community involvement projects to promote charitable contributions, healthy lifestyles, and improved mental health.
8. Reduce and prevent the occurrence of disease through an active flu vaccine administration program, mosquito borne disease larvaciding and education program, and investigation of reportable communicable diseases.

This annual report would not be complete without mentioning two significant changes that took place this year within the Board of Health. After over twenty years on the Board of Health, Robert M. Eisendrath, M.D. retired from his position. After fourteen years as the Clerk of the Board Ms. Ellen O'Doherty, the Public Health Program Assistant retired also. Many thanks and gratitude goes out to Dr. Eisendrath and Ellen for their priceless dedication to the Town of Belmont and the Health Department. The Board welcomed Deirdre Houtmeyers, R.N., M.S. to the Board and Ms. Maria Reddington as our new Public Health Program Assistant. Lastly the Board of Health members underwent a training and were recertified by the Massachusetts Association of Health Boards

### CASES OF REPORTABLE DISEASES BY YEARS 2005-2013

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Animal Bites	7	6	2	26	12	33	7	20	14
Campylobacter	11	7	13	9	6	8	9	5	5
Chicken Pox	2	15	6	3	1	8	9	5	0
E Coli:0157:H7				3	0	0	0	0	1
Giardiasis	1	2	3	6	3	3	0	1	0
Hepatitis	2	1	2	1	3	12	4	7	8
Latent TB					2	2	18	17	12
Lyme	5	14	9	18	9	13	12	14	10
Pertussis	3	1	6	4	4	0	0	0	1
Salmonellosis	1	3	2	4	8	7	6	3	5
Shigellosis	1	0	3	1	0	1	0	2	0



## 2013 Annual Report

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### Cancer Deaths 2013

Breast	4	Prostate	5
Lung	14	Colon	3
Stomach	1	Pancreas	8
Ovary	3	Remaining Sites	16
		<b>Total</b>	<b>54</b>

Breakdown by age and gender available in the Health Department. This total will not correspond to the total under "All Cancers" in the death statistics below because this total includes more than the primary cause of death.

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### DEATHS OF BELMONT RESIDENTS 2013

Heart Disease	36	All Cancers	53
Cerebrovascular Disease	11	Pneumonia & Influenza	10
Chronic Obstructive Pulmonary Disease	4	Diabetes Mellitis	2
Liver Disease/Cirrhosis	1	Atherosclerosis	6
Accidents, Suicides Poisonings, Violence	2	Alzheimers/Dementia	53
Birth Injuries, Newborn Infections, Congenital Malformations	0	All Other Causes	33

Deaths recorded in the Town Clerk's office as of 1/16/2014

**TOTAL DEATHS**

211



2013 Permits and Licenses Issued

Animal Permits	24	Temporary Dumpsters	261
Bakery Registrations	3	Rubbish Disposal Permit	33
Biotech Licenses	2	Septage Hauler Permits	6
Burial Permits	124	Swimming Pool Licenses	6
Day Camp Licenses	6	Tanning Facilities	1
Dumpster Annual	59	Tobacco Permits	22
Farmer's Market Permits	17	Installers Permit, Title V	0
Food Permits	142	Review Septic Plan	0
Food Waivers	24	Hazardous Waste Registrations	149
Funeral Director Licenses	7	Church Hall Licenses	16
Mobile Canteen Licenses	7		

HEALTH DEPARTMENT RECEIPTS THROUGH 12/31/2013

Animal Permits	560.00
Burial Permits	1210.00
Citations, Animal	1575.00
Citations, Dumpster	0.00
Citations, Nuisance	50.00
Citations, Food Service	950.00
Citations, Tobacco	700.00
Citations, Abrasive Blasting	50.00
Sharps Containers & Disposal Fees	247.00
Day Camp	1075.00
Dumpster Permits	12575.00
Food Establishment Permits	17782.00
Food Service Seminars	260.00
Milk Licenses	110.00
Mobile Food Trucks	600.00
Frozen Dessert	0.00
Food Service Plan Review	1225.00
Flu Clinic Receipts	390.24
Late Fees	1150.00
Funeral Director Licenses	300.00
Rabies Clinic	450.00
Rubbish Haulers	2400.00
Swimming Pools	600.00
Septage Haulers Permits	700.00
Tanning Facilities	75.00
Tobacco Sales Permits/grants	<u>3300.00</u>
<b>Total</b>	<b>\$45,884.99</b>

Respectfully Submitted,

Stefan Russakow MA, RS, Director  
Belmont Health Department



## ***2013 Annual Report***

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### **BOARD OF LIBRARY TRUSTEES:**

**Chair:** Matthew Lowrie

**Vice – Chair:** Mark Carthy

**Secretary:** Mary Keenan

### **Board Members:**

Matthew Sullivan

Elaine Alligood

Sarah Phillips

### **Library Administration Staff:**

**Director:** Maureen Conners

### **Snapshot of Library Usage:**

- Library patrons borrowed 545,232 items - a 1% increase over last year
- Reference staff answered 38,760 reference questions – a 3% increase over last year
- 14,391 children, teens and adults attended 443 Library sponsored programs – a 13% increase in attendance
- Library patrons checked out 12,808 downloadable audiobooks and eBooks – an 11% increase over last year
- Public Internet and online research computers were used 23,117 times
- Museum passes provided 2,472 visits to area museums for families and individuals
- Volunteers provided 2,100 service hours to support Library programs and services
- Library website had 390,269 views – a 10% increase over last year
- 6,131 people attended 250 meetings held at the Library – an 18% increase in attendance
- 14,391 people attended 443 library sponsored programs held at the Library – a 13.8% increase in attendance and a 16% increase in the number of programs over 2012

### **Staffing:**

We would like to recognize the excellent services that the Library staff provides every day - checking out materials, answering reference questions, helping with the computers, processing new materials, shelving materials, and maintaining the building. Their commitment and dedication make it possible for the Library to offer such a wide range of services and programs for the community to enjoy.

In September, Reference Librarian Charles Odell retired after twenty-five years of service in the Reference Department. Megan Maultsby resigned in September after eight years of service in the Circulation Department as a Library assistant. Megan now works as a call-in substitute.



### **Fun Activities:**

**A Friendly Challenge** - In January 2013, the Arlington Library Director, Ryan Livergood, challenged Belmont's Library Director, Maureen Connors, as well as a few neighboring libraries to see who could register the most new Library cards during the month of February (percentage increase over February 2012). The other libraries included Lexington and Somerville. Belmont was the smallest among these libraries but the community was up to the challenge. The objective



of the challenge was to reach out to citizens who did not already have a Library card. All new Library card holders were automatically entered in a raffle to win a prize and a chance to win the grand prize, which was an eReader purchased by the Friends of the Belmont Public Library. Belmont placed second by increasing Library card holders by 186% compared to February 2012. Somerville took first place with a 320% increase.

**Love your Library** - "Fifty Shades of Chocolate" was the theme for National Library Month. April was a month filled with chocolate surprises and plenty of chocolate themed events. Families shared their favorite brownie recipes in the "Best of Belmont Brownie Bake-off". The Children's Room partnered with local business *A Chocolate Dream* to offer a program of books and chocolate. The program called "Marshmallows, Oreos, Pretzels, Oh MY!" began with a story and ended with a sweet finish. Children were not the

only ones enjoying chocolate. The Young Adult Department held a "Teens Cook with Chocolate" program conducted by chef Brian Sway and the Adult Department held a "Cooking with Chocolate" program presented by Liz Barbour.

**Bingo!** - The Library held its first Adult Summer Reading Program called Beach Read Bingo! Participants picked up a Beach Read Bingo Card and once they completed five squares in a row - horizontally, vertically, or diagonally they were entered in a raffle to win a great prize. The prizes ranged from beach bags filled with goodies to gift cards to local restaurants. The prizes were funded by the Friends of the Belmont Public Library.

**MaKey MaKey** - The librarians taught a series of four MaKey MaKey classes, turning everyday objects like bananas and play dough into touchpads. Makey Makey is a simple invention kit for doing art, engineering and everything in between. A total of seventy-five children and adults ranging in age from 10 to 92 years old, attended these inventing workshops. Some children even began to explore Scratch programming, a simple computer programming language developed at MIT media lab.

### **Expanding Digital Services – iPads, Netbooks, OverDrive and more:**

**iPads & Netbooks** - Last year the Library introduced three iPads with educational games for use in the Children's Room. These iPads have been very popular with both kids and parents. The Library continues to offer educational games on two Early Literacy Stations as well.

The Library has introduced five small laptops (known as netbooks) into the Reference Room. Patrons can now borrow these netbooks for use anywhere on the main floor and balcony. The netbooks allow patrons to find a cozy spot anywhere in the Library to work, rather than being restricted to the Internet stations in the Reference Room.



## ***2013 Annual Report***

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Teaching Technology to Patrons - The Library continued to offer walk-up and one-on-one appointments on OverDrive, the eBook and eAudiobook platform. The librarians worked with over forty five patrons, providing hands-on instruction on tablets and eReaders. To prepare for these trainings the staff has continued to practice with an assortment of mobile devices running a variety of platforms including iOS, Android, Windows, Nook and Kindle.

The Library expanded the technology training to include training on Zinio, the Library's digital magazine subscription, new apps for book lovers, and FaceBook. A total of 134 Tech workshops were offered in 2013.

Kindle update - This past year the adult Kindles continued to be popular, circulating 373 times. Many patrons have also been coming into the Library with their own devices. The number of eBooks and audiobooks downloaded from the Library's OverDrive offerings has continued to grow in leaps and bounds. We saw an eleven percent increase in the total number of digital books checked out this past year, up to 12,808 total checkouts in 2013 compared to 11,440 in 2012. With these numbers Belmont continues to be ranked in the top third of Minuteman libraries in terms of OverDrive eBook and audiobook circulation.

Resident Lists Digitized - The Library was able to digitize for free the Belmont Resident Lists from 1911 to 2009 thanks to the Boston Public Library and Digital Commonwealth. Digital Commonwealth partnered with the Boston Public Library to help facilitate the digitization of older documents. Boston Public Library also received a two year grant from the state for the digitization project. Belmont's Resident Lists are now posted in the Internet Archive and can be found using this link <http://archive.org/details/belmontpubliclibrary>.

Windows 7 - The Library continues to migrate all the computers to Windows 7.

### **Continuing shift to more digital resources:**

Databases and Reference eBooks – To provide more convenience for patrons, the Library has purchased more of its new reference materials in electronic rather than print format. These eBooks are available anywhere and anytime, even for students doing research at 10 PM the night before a paper is due. Belmont residents can click on the titles in the catalog, enter their Library card number, and instantly open these eBooks right in their Internet browser.

The Library added new titles to the Gale Virtual Reference Library, including eBooks on all the branches of US government; primary sources in American history; the well-respected Worldmark Encyclopedia of Nations; fresh material on alternative energy and space science; as well as business sources for adults on management, innovation, green industries, and e-commerce. We also added primary sources in colonial America and the Revolutionary War to our Salem Press Online collection, along with literary criticism on genres (dystopia and fantasy) and American authors from F. Scott Fitzgerald to Cormac McCarthy.

In expanding the collection of online databases, librarians focused on the general interests of our adult patrons. The Library purchased a subscription to the Consumer Reports website (even more up-to-date than the magazine) and to Boston Consumer Checkbook, which evaluates plumbers, tailors, auto repair shops, and other service providers. Another big hit has been Zinio, a platform for reading magazines on your computer or mobile device; our subscription of 75 magazines includes National Geographic, the Economist, Us Weekly, Newsweek, Martha Stewart Living, Astronomy, Yoga, PC World, and more.

Over the years, the genealogy database Ancestry Library Edition has built up a strong and loyal following; this year, the Library added another genealogy database, Heritage Quest, which unlike Ancestry allows remote access so patrons can



do their research at home. The Library also added the database Universal Class, which offers non-credit but structured classes, complete with homework, tests, and instructor feedback, on hundreds of topics from planning or photographing weddings to mastering Excel, Adobe Illustrator, or Dreamweaver. Another newly-added database, Safari Books Online, Consumer Technology Collection, features books on digital photography, home audio/video, computing and home networking, and video gaming. Library staff is monitoring usage statistics for all these databases to best match electronic resources to the needs and interests of Belmont patrons.

One Book One Belmont - In June the Library began behind-the-scenes organizing for another community-wide read, One Book One Belmont (OBOB), which the Library has been spearheading approximately every 18 months. For our fifth OBOB, staff explored new releases and suggestions from the audience at author Tom Perrotta's talk at OBOB 2012, at which about half of the audience completed evaluation forms

From staff recommendations, the OBOB 2014 Planning Committee, made up of representatives of the Library and Town departments and commissions and chaired by Emily Reardon, selected Nathaniel Philbrick's *Bunker Hill: A city, a siege, a revolution*. Winner of the 2013 New England Book Award for Nonfiction, Bunker Hill offers a fresh perspective on the bloodiest battle of the Revolutionary War and the events and personalities that made it inevitable. Nathaniel Philbrick will speak at the Beech Street Center at 7:30 PM Tuesday, May 6.

### **More Adult Programming:**

The Library offered a variety of adult programs throughout 2013. The ever popular Music on Saturday series presented a free hour of music one Saturday a month from January through May. Musicians from Belmont's own Powers Music School kicked off the series in January with "A Little Swing and Other Things" performed by The Jim Doran Quartet.



In February, Constantine Finehouse of "The Keyboard Ad Extremum" played virtuosic Romantic piano music of the 19th century. In March the Klezwoods, Boston's Euro-Balkan jazz-infused klezmer rockers, performed traditional music of the Jewish, Eastern European and Arabic cultures with a modern edge. The Keyboard Ad Initium – featuring Akiko Sato, harpsichord, Laura Gully, baroque violin, and Heloise Degrugillier, recorder/traverso performed in April. This ensemble beautifully presented the delicate nuances of the early keyboard instruments of the 17th and 18th centuries. The Music Series ended in May with a terrific performance by "Sliding Through the Ages with the Solstice Sackbuts," a musical trombone tour-de-force through the centuries up to today's foot-tapping songs.

Flowers in January - The Pastel Art of Georgia O'Keeffe was the subject of this art class "How to Pastel Paint Flowers." In this fun pastel painting workshop for adults, Mr. Maichack provided insights into O'Keeffe's life and painting methods, demonstrated how to use pastels (as participants followed along), and coached participants as they attempted their own pastel paintings in O'Keeffe's style, with the focus on flowers. Mr. Maichack provided all materials, including professional grade paper and hundreds of pastels. Every adult, whether a novice painter or not, went home with a lovely work of art.



## 2013 Annual Report

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In November the Library offered two financial planning programs. The first program was “Planning for the Costs of Education.” This program covered the whys and hows of planning for the cost of education without endangering your retirement. The second program offered was “Estate Planning: Introduction to the Essentials.” This program explained how critical estate planning is and discussed ways to ensure that what is important to you happens when you are not around. In December, the Library hosted “Holiday Dessert Tasting and Recipe Swap.” What a great way to prepare for the Holidays! Several recipes were shared and posted on the Library’s website.

### **Book Discussions:**

The Library book discussion groups were popular in 2013. The Belmont Book Discussion group, led by Librarian Corinne Chan, met every other month. The discussions are open to everyone with about ten core members who come prepared for literary discussions and exploration of topics prompted by the books chosen. This year the books discussed were: *The Plague of Doves* by Louise Erdrich, *The Immortal Life of Henrietta Lacks* by Rebecca Skloot, *The Tiger’s Wife* by Tea Obrecht, *Silent House* by Orhan Pamuk, *The Sense of an Ending* by Julian Barnes, and *The Language of Flowers* by Vanessa Diffenbaugh.

Librarian Miriam MacNair led the Senior Book Discussion Group at the Beech Street Center. Among the books discussed in 2013 were the following titles: *A Farewell to Arms* by Ernest Hemingway, *The Great Gatsby* by F. Scott Fitzgerald, *Emma* by Jane Austen, *The Country of the Pointed Firs* by Sarah Orne Jewett, and *The House of the Seven Gables* by Nathaniel Hawthorne. The book discussion group participants enjoyed lively and stimulating discussions.

2013 was an excellent year for Books and Bites, the book review series featuring presentations by local residents, Belmont Public Library staff, and authors. The series is coordinated by Librarian Miriam MacNair.

Highlights of Books and Bites in 2013 were four author programs featuring writers from New England. On April 8th, author and New Hampshire resident Edie Clark discussed her book *The Place He Made*, a memoir of her life with her husband Paul Bolton, a carpenter from New Hampshire. On May 13th, author and Maine resident Jane Brox spoke on her book *Five Thousand Days Like This One: An American Family History*, a finalist for the National Book Critics Circle Award in nonfiction. In this book, Brox interweaves the story of her family farm in Dracut, MA and the larger social history of the Merrimack Valley. On November 18th, author and Western Massachusetts resident George Howe Colt discussed his book *Brothers: George Howe Colt on His Brothers and Brothers in History*, winner of the 2013 Massachusetts Book Award for Nonfiction. *Brothers* is both a memoir of growing up in suburban Massachusetts and a biographical exploration of famous brothers in history. On December 9th, author and Belmont resident Julie Wu discussed her debut novel *The Third Son*. Set in Taiwan and America, the book is both a love story and a dramatic saga of political upheaval and sibling rivalry. Attendees at all of these Books and Bites author programs enjoyed the authors’ discussions of their books and the opportunity to speak one-on-one with the authors.

### **Professional Development:**

To keep up with the many rapid changes in libraries and resources, the reference staff attended a wide variety of workshops and webinars (online presentations). They heard about the latest hot books through webinars on mysteries, first novels, sci-fi/fantasy, teen fiction and nonfiction, and book club picks. They attended workshops and webinars to learn how to download OverDrive eBooks and audiobooks onto many different devices; to read magazines online with our new Zinio subscription; to use apps to access the Gale databases (such as Biography in Context and Literature Resources Center) on mobile devices; and to get the most out of gmail in advance of switching to a different email system. They explored such topics as the future of eBooks and databases, using Twitter for Library outreach, collection



development and weeding, helping patrons with the Massachusetts Health Connector website, and using the Census Bureau's American Factfinder website.

Staff attended the Massachusetts Library Association annual meeting; the Digital Commonwealth annual conference; and the Massachusetts Library System forum "Making Change – Transformation and Creativity in Libraries." They also attended a series of vendor presentations on Library services platforms (Sierra, Evergreen, and Polaris) to provide feedback to the Minuteman Library Network (MLN), which was selecting a new Library automation system as well as a new "discovery" interface that should make it easier for patrons to find multiple types of formats and materials. The new system will be implemented in 2014.

As in the past, reference staff continued to participate in the interest groups and task forces that MLN hosts to enable professionals from different libraries to share ideas, with Technology Librarian Emily Smith serving as Vice Chair of the New Technology and Innovations Working Group and Reference Librarian Corinne Chan continuing to co-chair the Local History Interest Group. Young Adult Librarian Ellen Girouard attended meetings of the Eastern Massachusetts Book Review Committee and the newly-formed Metrowest Teen Roundtable, which include members from outside MLN.

### **Friends of the Belmont Public Library:**

The Friends of the Belmont Public Library continued to provide strong support for the Library in 2013. The Friends sponsored many Library programs, including the Music on Saturday series, Books in Bloom, and the Library Friends Author Series. The Library Friends Author Series, coordinated by Jennifer Altshuler, featured the following programs: Author Larry Tye discussed his book *Superman: The High-Flying History of America's Most Enduring Hero*, author Megan Marshall discussed her book *Margaret Fuller: A New American Life*, author Meg Luken Noonan discussed her book *The Coat Route*, and author Kathleen Spivack discussed her book *With Robert Lowell and His Circle*.

The Library Friends Annual Book Sale in October was very successful, as was the Friends' Everyday Book Sale.

The Friends continued to fund the Library's popular Museum Pass Program. In 2013, the Library added Fruitlands Museum in Harvard, MA and Orchard House in Concord, MA to its list of museum passes for the public. An additional set of New England Aquarium passes was also added. The Museum Pass Program offers free and discount passes to many museums and parks. The passes circulated a total of 2,472 times in 2013.

### **Young Adults Year in Review:**

The Belmont Public Library's commitment to the young adult population was evidenced again in 2013 by the wide variety of programs and resources available for students in grades seven through twelve. From Financial Aid Seminars to volunteer opportunities to activities for fun, the Library provided enrichment for Belmont youth both during and after school hours, with over 800 patrons attending 35 programs in the Library, representing an increase of over 50% in participation. The Young Adult Librarian also visited 300 students at the middle school.

Young Adult author visits continued in 2013 with three well-attended events. Award-winning local favorite Julie Berry introduced her new YA novel in September, and additional author events bookmarked the beginning and ending of the summer reading program. Over 100 patrons attended these events, and more author events are planned for the coming year.



## ***2013 Annual Report***

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The Babysitting workshops were again a popular draw, with three classes scheduled in March, May & November. Each class was filled to capacity. New programs introduced this year included Walkalong Gliders, a Comic-making workshop, and a Teen Financial Planning Program.

Homework & Hot Chocolate sessions for middle schoolers continued to grow in popularity with regular scheduling on the first Wednesday of each month.

The Teen Tech Program enjoyed another successful year, with the newly revamped format. Teens worked one-on-one with individual Library patrons on a variety of specific topics that included OverDrive and eReaders, and FaceBook. Twelve teens participated over the summer helping out 47 patrons, and additional appointments were offered later in the year. Sign-up was again facilitated by online registration, with many patrons registering from their smartphones.

Throughout the year, teens have continued to help their community by volunteering their time, energy and expertise at the Library. The Belmont High School “Days of Service” brought ten student volunteers to the Library. These students helped with integrating the paperback and hardcover fiction collections, providing a single point of access for fiction authors, and easing the continuity of series fiction. Other volunteer efforts included a girl scout troop decorating the YA room, and BHS seniors helping out throughout the Library during the annual Senior Day of Service.

### **New Initiatives:**

YA also participated in the enthusiastically received Makey Makey series, scheduled on four early release days in November and December. In conjunction with the Walkalong Glider program, the YA Department is interested in and committed to providing more STEM (science, technology, engineering, and mathematics) programming for Belmont patrons. Plans are underway to collaborate with Einstein’s Workshops to offer STEM programming in 2014.

Though not a completely new initiative, 2013 saw the return of the seventh & eighth grade book group. This had been tried in the past two years with little success, but is going strong this year with a core group of eight committed readers.

Incorporating the interest in writing evidenced by the YA author events, and last year’s middle school writing seminars, a series of three Teen Writing Workshops was held over the summer. Seventy-three students attended. Four teenaged authors continued to meet monthly during the school year to discuss their personal writing projects.

With the goal of better serving the Belmont High School population, a collection of BHS textbooks is now available for circulation within the Library. After an initial purchase of ten textbooks, the demand supported the purchase of an additional 11 books. Currently, all major subject areas are covered, and much appreciated by both parents and students.

### **Summer Reading:**

In June, Young Adult Librarian Ellen Girouard visited the Chenery Middle School and presented the Summer Reading Program to eight sixth and seventh grade classes, and hosted two visiting sixth grade classes at the Belmont Public Library. Over 260 students were introduced to the Summer Reading Program with these outreach efforts.

Over 110 teens signed up online for the Summer Reading Program, a slight increase from the 90 participants of 2012, and a quadrupling of 2011’s 25 registrants. The Summer Reading Program was supplemented with biweekly trivia contests, which included both walk-in and online participation. Answers were submitted by over 100 teens, with overlap from the Summer Reading Program, but with a number of unique responders as well.



Voices from the Middle, a drama workshop for grades five through eight, involved twelve middle school performers, and provided community service hours for four high school drama students. This series of interactive workshops ran for four weeks over July and August, with a final performance attended by 45 family members and friends.

### **Jane Gray Dustan Children's Room:**

2013 was an exciting year in the Jane Gray Dustan Children's Room. The Children's Department began three new outreach projects, instituted two new programs, and expanded our digital learning resources to include three iPad stations.

Outreach - The outreach efforts began in the summer with five weekly visits to the Recreation Department's "KIDS" Camp at the Wellington School. The Children's Librarian gave an hour-long presentation which included stories,



information about the Library, and a craft. All campers were given a coupon to be redeemed in the Children's Room. Approximately 25% of the kids made a trip to the Library to pick up their pencil case of school supplies. The summer outreach efforts also brought the Children's Librarian to the Belmont Farmers' Market for monthly preschool storytimes running June through October.

The year concluded with outreach to the Butler School. In November, the Children's Librarian presented storytimes for both the Kindergarten and first grade classes at their school. The Librarian also worked with the first grade teachers to sign up students for Library cards. As with the camp, the Librarian provided the kindergartners with a coupon redeemable at the Library. About 30% of the students returned to pick up their pencil case and sign up for a Library card. The Library is eager to see all three of these partnerships continue next year, as well as continue to grow new ones.

Two new monthly programs began in the new year: Lego Club and Saturday Sing-Alongs. Lego Club is offered for students in grades K-3. Popular with both boys and girls, members drop in to build individually or collaboratively original designs or suggested themes, while browsing and borrowing the Library's Lego books. The well-attended Saturday Sing-Alongs, presented by a variety of children's musicians, attract working parents who cannot attend our weekday events. Both of these new programs have become part of our established programming.

With the popularity of apps and eBooks increasing, the Library expanded its services to include iPads in the Children's Room. These mounted tablets loaded with apps and books for various ages augment our pre-existing PC based Early Learning Literacy Stations. The touch screen technology of the new iPad is easier than a mouse for preschool children, while the new technology has lured older children to practice math skills and explore the world through an interactive 3D globe.

### **Special Events:**

The Children's Department was awarded a grant from Massachusetts Humanities to present their Family Adventures in Reading (FAIR) program to the Belmont community. FAIR brings together school-age children and their families to enjoy entertaining and thought-provoking presentations of outstanding picture books which highlight a variety of



## ***2013 Annual Report***

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cultural traditions. Eighteen families attended the six week program held in March and April. The grant money allowed the Library to hire professional storyteller Diane Edgcomb to facilitate each of the 90 minute sessions. Parents praised the program for encouraging critical thinking and providing the opportunity to discuss concepts such as courage and fairness through literature. Children were thoroughly enthralled by Ms. Edgcomb's performances.

The year ended with a bash! The Children's Room hosted a New Year's Eve celebration on December 31 at a family friendly time. Festivities began at 10:30 a.m. with children decorating party masks. At 11:00 a.m., Acoustic Brazil performed Brazilian-inspired music as well as sing-along favorites. Following the performance we counted down to "midnight" with a ginger ale toast at 12:00 Noon. Over 100 families rang in the New Year at the Library. Since it was a day off for many, we were pleased to see mothers and fathers, as well as grandparents and other extended family members attend the event. It was wonderful to bring so many community members together to celebrate the New Year.

### **School-Age Children:**

In addition to Lego Club, programming for school-aged children included the popular book discussion groups. A monthly meeting is held for both third and fourth graders, and fifth and sixth graders. Vacation week programs included Sounds of the Rain Forest by musician Ricardo Froto (February Break) and Animal World Experiences (April Break).

### **Pre-School Children:**

Regular programming for young children included: Infant Lapsit, Storytime for 1's, our extremely popular Storytime for 2's and 3's, offered at two different times, Storycraft for 4's and 5's, and weekly Friday playtimes. In addition, the Jane Gray Dustan Trust continued to fund the always popular sing-alongs of Julie Goetze and Liz Buchanan, who each performed monthly at the Library, the Music and Movement classes offered by Rubi Lichauco twice a month, and now the Saturday Sing-Along Series.

### **Summer Reading:**

Registration for Dig into Reading! began on June 17 and over the course of the summer, 764 children, ranging in ages from three to twelve, participated.

Programming followed the same winning format as in previous years. Movies for preschoolers were shown every Tuesday at 12:00, while performers of all types visited on Wednesdays at 2:00 and on Thursdays at 10:30. The Wednesday programs were geared toward our older children, while the Thursday programs were for our younger participants. The Summer Reading performances were funded by Jane Gray Dustan Trust. Highlights included: Mike the Bubbleman and the Boston Hoop Troop. We were also pleased to host renowned storytellers Davis Bates and Roger Tincknell with funding through a grant from the Belmont Cultural Council. The Friends of the Library generously supported the summer reading program by providing funding for the prizes, which were again purchased locally at The Toy Shop of Belmont.

We continued our "Genre Challenge" incentive this year, encouraging children entering grades four through six to read books from seven different genres. This continued to be an exciting option for older children, and the Pizza Party for those who completed the challenge was well-attended and greatly enjoyed, and included Bingo played with candy as chips, and board games.



### **Technical Services:**

In 2013, the Minuteman Library network introduced the Quick Click Acquisitions Software. This software streamlined the process of creating bibliographic and order records for purchases placed with vendors (Ingram Book and Midwesttape). The implementation of Quick Click has had a positive effect on the department's workflow.

During 2013 several thousand items (books, periodicals, audiovisuals. etc.) were added to the Library's collections. Among these were 10,389 Books and 2,582 audio-visual items.

**Volunteers** - Twenty adults in 2013 gave 1131 hours and 68 students gave 970 hours to the Library for a total of 2101 volunteer hours. The student community service hours counted towards the forty hours required for Belmont High School graduation. The Library volunteers helped shelve books and straighten shelves, unpacked delivery bins, helped weed books from the collection, made home deliveries, and gave book reviews at "Books and Bites."

**Grant** - In 2013 there was one last attempt to save the \$7.5 million grant for a new Library. The Board of Library Trustees' proposal was to have the new Library built on the existing Library site since the School Committee had voted not to transfer the land. After a hearing with the Massachusetts Board of Library Commissioners (MBLC), the MBLC denied the Library Trustees' request. The refusal by the state to allow the change effectively ended the hope of the Library Trustees to construct a state-of-the-art Library to replace the nearly half-century old structure at 336 Concord Ave, in this grant round, and therefore, for the near term.

Respectfully submitted,

Matthew Lowrie, Chair  
Board of Library Trustees

### **HOUSING AUTHORITY:**

**Chair:** Charles R. Laverty, III

**Vice-Chair:** Donna Brescia

**Secretary:** Donna Hamilton

### **Committee Members:**

Donald Becker  
Gloria Leipzig  
Leo J. Saidnawey

The Belmont Housing Authority manages a total of four state-aided public housing developments that include Belmont Village, Sherman Gardens Apartments, Waverley Oaks Apartments, and Clark Lane. Belmont Village is the authority's family and veteran's housing development that was originally built in 1950 and has a total of 100 apartments that include fifty two-bedroom and fifty three-bedroom apartments. The elderly/handicapped developments include Sherman Gardens Apartments which was built in 1971 and has a total of 80 one-bedroom apartments and Waverley Oaks Apartments which was built in 1976 and has a total of 74 one-bedroom apartments. The authority also owns a



## ***2013 Annual Report***

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two-family accessible home that was built in 1988 and provides housing with a 24-hour support staff for eight people with physical and developmental disabilities.

In addition to the state-aided conventional housing programs, the authority also administers two rental assistance programs that include 47 Federal Section 8 Housing Choice Vouchers and 1 Massachusetts Rental Voucher. Both rental assistance programs provide rent subsidies to private landlords on behalf of income eligible households. In accordance with an approved contractual agreement, the Dedham Housing Authority continues to handle the day-to-day operations for the Section 8 Voucher Program.

During 2013, the authority implemented a number of capital improvement projects that included the completion of an electric service upgrade to replace underground wiring for twenty-one buildings at Belmont Village. The project was approved by Town Meeting and \$147,000.00 was appropriated through the Community Preservation Act. The other projects included the replacement of roofs at Waverley Oaks Apartments and Clark Lane.

In 2014, the authority plans to replace the roofs at Sherman Gardens Apartments, complete the replacement of front entrance steps at Sherman Gardens Apartments, and begin site work on Clark Lane that will include addressing drainage issues, replacement of pavers and railings, ramp repairs, and rear deck replacement. The authority is also again applying for CPA funds for further electrical upgrades that will include interior wiring at Belmont Village.

Respectfully submitted,

Charles R. Laverty, III, Chair  
Belmont Housing Authority

### **TOWN CLERK'S OFFICE:**

**Department Head:** Ellen O'Brien Cushman, Town Clerk

**Assistant Town Clerk:** Meg Piccione

### **Purpose and Duties:**

The Town Clerk's Office gathers, records and communicates governmental vital information in a timely manner and is the first point of contact for most resident/agency inquiries as well as a point to begin the complaint process. The Town Clerk's Office consists of three programs:

- **Town Clerk:** Responsible for creating, registering and maintaining official Town records, including births, deaths, marriages, businesses, pets, meetings and filings of governmental bodies, and is the point of contact for Town residents, and local, State and federal agencies.
- **Elections & Registrations:** Responsible for running elections and management of the Town census of voters and residents in compliance with local, State and federal laws and verifying residency for inquiring agencies.
- **Legislative:** Responsible for the managing Town Meeting through the elected Moderator, submitting votes to the Attorney General, Department of Revenue and other State agencies, maintaining contact information for and official communications to Town Meeting Members



### **Summary of Activities and Accomplishments:**

- *Customer Interactions:* Interacted successfully with 18,498 visitors to the Town Clerk's office, per daily door-count data for calendar 2013, many for a fee but most not. Telephone calls and emails are of course not included in this number. Town Clerk's Office revenue for FY13 of \$87,000 is earned by our fees, the average of which is \$20 (exclusive of the pet licenses); this translates into approximately 5490 paid transactions, up from 4900 and \$84,000 in FY12 (exclusive of the pet licenses). Assistant Town Clerk Meg Piccione, and staff members Nancy Casale and Daniel Cane continue to prove themselves up to the challenge, displaying extraordinary customer service talent, technology savvy, boundless energy and innovative thinking.
- *Codification of the Town's General Bylaws:* Successful vote by Town Meeting and acceptance by Attorney General of reorganization and recodification of all of the General Bylaws of the Town of Belmont, concluding a two year project.
- *Town Meeting Actions:* Successful acceptance by the Attorney General of nine amendments/additions to the General and Zoning Bylaws, among more than fifty-five articles acted upon by Town Meeting.
- *New Computer Databases and Indices of Town Records:* The Town Clerk staff members have continued to create indices and databases of the Town records, this year including the decisions of the Zoning Board of Appeals and the Planning Board, and residency verifications for school, as well as a GIS-based database for underground fuel tank registrations,. In addition, we have made all local campaign finance reports and individual Town Meeting Member attendance available on the Town website and continue to add to the index of Town Meeting votes we created for FY13.
- *Voter Registration Archive:* In FY14, we finally finished a two year voter registration reorganization project consisting of more than 30,000 voter records, accomplished with the assistance of 24 student volunteers from Belmont High School who performed more than 230 hours of community service labor.
- *Electronic Distribution of Town Meeting Materials:* For Annual Town Meeting in 2013 we began to rely upon the electronic distribution of Town Meeting materials to Town Meeting Members, exercising the Special Legislation and Bylaw amendments passed last year. Of the 294 members, all but ten currently receive documents via email.
- *Trained Election Poll Workers.* A multi-year program to recruit and train election poll workers has reached our final goal of 100 people, allowing us to assign poll workers to precincts for part-day shifts, giving us more flexibility in the event of an emergency cancellation.
- *Special Elections:* December 2013 concluded a series of Special State Elections to fill State and Federal seats. Between September of 2012 and December of 2013, there were seven elections, understandably contributing to voter and staff election fatigue.

### **Goals for 2014:**

- For Annual Town Meeting of 2014, we anticipate the initial use of our electronic voting system at Town Meeting, made possible by a vote of the Annual Town Meeting and generous donations from anonymous Town Meeting Member(s) amounting to more than \$23,000.
- We have begun work on our CPA-funded \$100,000 project to digitize and preserve Belmont's vital records, going out to bid for the project at this writing.
- During FY15, the Town Clerk's Office will continue to create electronic indices of our records to increase accessibility by our staff and the public in general to allow faster response time on research requests and requirements. We will continue to use the Town Clerk staff expertise to develop and populate the databases.
- The State Ethics Law continues to be a drain on our personnel, accounting for every employee and volunteer as he/she moves through the compliance process, even with our new database system. We continue to refine the tools and procedures we use to keep this data current.



## 2013 Annual Report

- During FY2015, the Commonwealth Department of Public Health will begin utilizing the newest of the Vitals Information Partnership module for deaths, requiring training and attention to become proficient.
- We continue to examine and evaluate additional opportunities to make information and applications available on the website and look forward to the implementation of the Frequently Asked Questions on the website.

<u>Vital Statistics for Belmont</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
• # Births	296	287	259	263	278
• # Deaths	186	201	233	213	223
• # Marriages License Issued	103	113	117	115	107

- **Town Clerk Fees Collected Calendar 2013** \$89,500
- **# of Transactions for which fees were collected** 5967 at an average transaction fee of \$15
- **# Pet Licenses Issued 2013** 1527 Dogs & 866 Cats

Respectfully Submitted,

Ellen O'Brien Cushman  
Town Clerk

### **TOWN TREASURER'S OFFICE:**

**Elected Treasurer, Collector, and Parking Clerk:** Floyd S. Carman

#### **Treasurer's Office Staff:**

**Assistant Treasurer and Assistant Collector:** Daniela Boccia

**Payroll Technician:** Mary Ehler

**Administrative Assistant:** Iwona Gosz

**Real Estate Technician:** Michael Trainer

**Excise Technician:** Richard Arria

**Accounts Payable:** Cindy Papa

The Treasurer/Tax Collector Office has responsibilities to oversee the Town investments, cash management, and revenue collection activities, manage the issuance of General Obligation Bonds, prepare and file debt service compliance reports and administration of payroll and employee benefits. They also directly support the Parking Clerk, Permanent Audit Committee, Capital Endowment Committee, Town of Belmont Scholarship Fund Committee, Community Preservation Committee, Belmont Employees Credit Union and Belmont Cultural Arts.

A few of the accomplishments for FY13 were as follows:

- **COMMUNITY PRESERVATION COMMITTEE SUPPORT:**
  - The Community Preservation Comprehensive Plan was written and approved June 2013.



- **FY 2013 ISSUED DEBT:**

- BMLD Project: \$14 Million (Short-Term)
- Water Bond: \$0.5 Million
- MWRA Sewer Bond: \$1.6 Million

- **Miscellaneous Accomplishments:**

- The Town continues to maintain its AAA rating being reaffirmed April 2013. All of the continuing financial/debt disclosures were prepared and filed on time. Working along with Town Accountant received unqualified opinion on our FY2013 Town Financial Statements. All FY 2012 and prior year audit comments were cleaned up. Final audit presentation was made to the Towns Permanent Audit Committee January 8, 2014.

### **Treasury Management:**

The balance of General Fund earnings \$155,945 decreased by \$8,652 from the previous years. The FY13 weighted annual interest rate was .40%. Our cash flow continues to be steady with a 99.0% tax collection rate.

### **Debt Management:**

As of 6/30/13 the current year Net Debt Service Cost was \$6,695,604 with total outstanding debt remaining of \$55,952,230. This represents ten projects which include Chenery Middle School, Wellington Elementary School, Town Hall Complex, Fire Station, BHS Athletic Field, Communication Tower and Town Water/Sewer projects. The Town has \$66,030,579 in authorized but not issued debit remaining. It is anticipated these debt authorizations will be issued in calendar year 2014.

### **Tax Collection:**

The Town continues to enjoy a high collection rate, 99.0% for FY13. A number of properties are delinquent with back taxes and the appropriate tax title taking documents were filed to establish a lien and protect the Town's interest in collecting delinquent taxes. Taxpayers experiencing financial hardship are encouraged to consult with the Board of Assessors to determine eligibility for deferrals and exemptions as options to allow them to remain in their homes. While properties in deferral accrue interest on outstanding taxes at 8% annually, overdue tax and lien amounts incur 14% interest and 16% when in tax title. All taxes, liens, and accrued interest are ordinarily collected when the property is sold or refinanced.

### **Parking Clerk:**

The parking revenue for FY13 was \$139,280.

Respectfully submitted

Floyd S. Carman  
Treasurer, Tax Collector, and Parking Clerk



**TREASURY MANAGEMENT  
TREASURER BOOK BALANCE FISCAL YEAR 2013  
GOVERNMENTAL FUNDS**

**Checking Accounts**

Treasurer/parking Tickets	Bank of America	80133858	\$	326,622.82	
Treasurer	Belmont Savings	0751002250		2,864,716.49	
Parking Coin	Belmont Savings	0751002315		708.99	
Library	Belmont Savings	0751002263		1,037.35	
Athletic	Belmont Savings	0751002276		578.46	
School Lunch	Belmont Savings	0751002289		3,398.24	
School On Line Fee Payment	Century	21491380		76,499.98	
Treasurer/lockbox	Century	24988		974,855.57	
Light/Water Lock Box	Century	24821		300,079.89	
Town of Belmont/Ambulance	Century	21734216		23,072.47	
Recreation	Century	21491895		83,045.24	
Town Clerk On Line	Century	21492085		4,484.76	
	Petty Cash			1,400.00	
	Return Checks			165.00	\$ 4,660,665.26

**Investment Accounts**

Investment	Belmont Savings	0130002402		6,594,968.41	
Investment	Investors Capital	6BB-538031		248,185.48	
Investment/ Vendor Payment	CENTURY	66199204		870,300.84	
Payroll Account	Citizens	1137490699		1,000,840.06	
Investment/ Federal/State Grants	Citizens	1132180500		3,262,937.48	
Highland Meadow Cemetery	MMDT	44273159		201,231.39	
Investment	MMDT	44202174		4,335,808.21	
Investment	Leader Bank	260014399		5,068,687.72	
Certificate of Deposits	Cambridge Sav Bank	211371120		7,304,860.51	28,887,820.10

**Performance Bonds**

Omnipoint Tower	Citizens	1135699175		7,149.12	
X/M Satellite Tower	Citizens	1135699183		5,106.66	12,255.78

**Capital Endowment Fund**

Cash Equivalents	Ameriprise	232546408001		26,039.85	
Equities				1,964,169.80	
Fixed Assets				1,350,123.15	
					3,340,332.80

**Stabilization Fund**

Investors Capital	6BB-538056			6,915.46	6,915.46
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**Sped Stabilization Fund**

Morgan Stanley	593-057562			250,574.56	250,574.56
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**Belmont Cultural Council**

Investors Capital	6BB-538056			1,953.82	1,953.82
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**CPA**

Morgan Stanley	593057563			1,997,447.74	1,997,447.74
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**Clark House Moving Deposit**

Belmont Savings	0130004359			2,969.55	2,969.55
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**Belmont Light Transfer Station**

Belmont Savings	0751004876		\$	6,431,314.38	6,431,314.38
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Sub Total Governmental Funds					\$ 45,592,249.45
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TREASURY MANAGEMENT  
 TREASURER BOOK BALANCE FISCAL YEAR 2013  
 FIDUCIARY FUNDS

**Student Activity Fund**

High School - Savings	Belmont Savings	0130002364	\$	146,117.37	
High School - Checking	Belmont Savings	0751002292		55,137.51	
Chenery School- Savings	Belmont Savings	0130002372		29,017.18	
Chenery School- Checking	Belmont Savings	0751002302		2,659.59	\$ 232,931.65

**Scholarships**

Various Scholarships (34)	Investors Capital	6BB-538056		559,772.74	485,230.65
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**Library Funds**

Library Gift Fund	Investors Capital	6BB-538056		171,128.41	
Michael E. Deluty	Investors Capital	6BB-538056		15,517.26	
Katharine W. Atkins	Investors Capital	6BB-538056		21,944.40	
Margaret Wrisley	Investors Capital	6BB-538056		18,984.42	
Ester Burdick	Investors Capital	6BB-538056		12,359.32	
Blanche Howe Jenney	Investors Capital	6BB-538056		16,728.31	
Jane Gray Children Education	Investors Capital	6BB-538056		589,920.92	
Library Capital Building Fund	Investors Capital	6BB-538056		24,504.92	
Dustan Library Bequest Fund	Investors Capital	6BB-538056		310,941.83	1,182,029.79

**Cemetery Funds**

Cemetery Annual Planting	Investors Capital	6BB-538064		109,201.82	
Cemetery Perpetual Care	Investors Capital	6BB-538064		1,607,027.14	1,716,228.96

**Other Trust Funds**

Scholarship Check Off	Investors Capital	6BB-538056		271,692.34	
Education Check Off	Investors Capital	6BB-538056		104,518.30	
Senior Center Check Off	Investors Capital	6BB-538056		7,224.80	
General Check Off	Investors Capital	6BB-538056		9,798.43	
Local Law Enforcement	Investors Capital	6BB-538056		22,721.03	
Carl Barron Fire Grant	Investors Capital	6BB-538056		2,369.93	
Marian Mugar Police Kitchen Fund	Investors Capital	6BB-538056		6,085.21	
Maria Tellier Scholarship Fund	Investors Capital	6BB-538056		74,542.09	498,952.13

OPEB Fund	Morgan Stanley	593057564		1,380,863.18	1,380,863.18
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Health Employer	MMDT	44274454		5,828,478.80	
Health Employee	MMDT	44274447		1,453,619.02	7,282,097.82

Housing	Morgan Stanley	593058766		24,615.30	24,615.30
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**ENTERPRISE FUNDS**

Light Depreciation Fund	Investors Capital	6BB-461549		1,179,064.74	
Light Rate Stabilization Fund	Investors Capital	6BB-461358		913,073.42	
MWRA I/I Study & GIS Loan/Grant	MMDT	44223006		11,074.66	
MWRA Interest Free Loan	MMDT	44208494		32,383.11	
Water Fund	TDBankNorth	8246080901		2,619,937.97	
Sewer Fund	TDBankNorth	8246080919		2,619,790.94	
NESWEC- Land Fill	MMDT	44273076	\$	3,373,544.62	10,748,869.46

Sub-Total Fiduciary and Enterprise Funds **23,551,818.94**

**Total Governmental, Fiduciary and Enterprise Funds as of 6/30/2012 \$ 69,144,068.39**



# 2013 Annual Report

## TREASURY MANAGEMENT RECAP OF SCHOLARSHIP ACTIVITY FOR FISCAL YEAR 2013

<i>(For Belmont High School Students)</i>	BALANCE 7/1/2012	DONATIONS	INCOME	EXPENDITURES	BALANCE 6/30/2013
Ruth Acorn	\$4,881.62		\$117.76	\$200.00	\$4,799.38
Richard Allen Learning Center	2,473.92		54.30	500.00	2,028.22
Guy & Madeline Arno	7,193.09		174.80	200.00	7,167.89
Edmund B. Bakon	22,050.58		530.61	1,000.00	21,581.19
William Bettencourt	28,921.08		706.34	500.00	29,127.42
Lillian Blacker	26,785.18		658.08	1,000.00	26,443.26
Richard Burnham	5,486.17		132.67	200.00	5,418.84
Charles Crisafulli	4,246.75		98.28	400.00	3,945.03
Cosmo DeStefano	1,768.41	300.00	42.20	200.00	1,910.61
Dennis Fitzpatrick Book Award	3,316.88	50.00	82.64	0.00	3,449.52
Brendan Grant	43,637.81	50.00	1,016.17	4,500.00	40,203.98
Paul D. Hanson	2,934.24		69.70	200.00	2,803.94
Malcolm Hecht	34,507.77		844.75	500.00	34,852.52
Paul Kelly	18,854.56		462.54	200.00	19,117.10
Teddy Lee & Donald Ray	7,407.45		180.07	200.00	7,387.52
Duncan Lyons	6,163.58		149.38	200.00	6,112.96
Joseph D McNeill	7,625.80		181.42	500.00	7,307.22
Clyde Meyerhoefer	2,994.37		67.13	500.00	2,561.50
Alice Nahabedian	6,198.23		146.25	500.00	5,844.48
John Olin	6,539.60		158.67	200.00	6,498.27
Phi Beta Kappa Book Award	1,314.16		32.39	30.00	1,316.55
Reid Family Scholarship	13,313.91		321.77	500.00	13,135.68
Brian & Shaun Riley	70,894.48		1,735.86	1,000.00	71,630.34
William Ruanne	9,416.04		225.59	500.00	9,141.63
Patricia Saia	6,562.60	500.00	146.78	1,000.00	6,209.38
Howard Sharpe	7,035.71	300.00	174.50	200.00	7,310.21
Norma Lee Shaw	1,131.91	200.00	23.87	500.00	855.78
John Sullivan	19,459.92		478.39	2,000.00	17,938.31
Westlund Family Scholarship	14,113.20	250.00	344.87	500.00	14,208.07
Carl Westphal	54,907.33		1,341.36	1,000.00	55,248.69
Mary E. Whitney	41,016.41		998.60	1,000.00	41,015.01
Friends of Belmont Wrestling	6,772.95		163.08	300.00	6,636.03
Belmont Women's Rotary	2,173.19		50.93	200.00	2,024.12
<b>TOTAL</b>	<b>\$492,098.90</b>	<b>\$1,650.00</b>	<b>\$11,911.75</b>	<b>\$20,430.00</b>	<b>\$485,230.65</b>



**DEBT MANAGEMENT  
DEBT SERVICE COST  
AS OF 6/30/2013**

Description of Debt	Bonded Amount	Issue Year	Year of Payment	Principal Paid	Interest Paid	P& I Total due
Title V Loans	\$ 60,160	2001	12 of 19	\$ 3,191		\$ 3,191
BHS Athletic Field and Track	2,200,000	2004	10 of 10	220,000	\$ 4,125	224,125
Town Hall Complex	11,950,000	2004	10 of 20	600,000	271,860	871,860
Communication Tower	126,000	2005	9 of 10	10,000	900	10,900
Fire Station Construction	10,000,000	2005	9 of 20	500,000	271,750	771,750
Fire Station Construction	2,030,000	2007	7 of 20	100,000	57,425	157,425
Concord Avenue Land	780,000	2007	7 of 19	40,000	21,290	61,290
HVAC-School	600,000	2010	4 of 5	120,000	5,400	125,400
Senior Center	3,310,000	2010	4 of 17	195,000	90,768	285,768
Chenery Refinanced	5,455,000	2010	4 of 6	1,075,000	87,375	1,162,375
Wellington School	26,700,000	2010	3 of 25	730,000	943,787	1,673,787
<b>Subtotal</b>	<b>\$ 63,211,160</b>			<b>\$ 3,593,191</b>	<b>\$ 1,754,680</b>	<b>\$ 5,347,871</b>
MWRA Water Bond	\$ 650,000	2005	9 of 10	\$ 65,000		\$ 65,000
GOB Sewer Loan	2,479,000	2008	6 of 20	125,000	\$ 79,044	204,044
MWRA Water Bond	714,000	2009	5 of 10	71,400		71,400
MWRA Sewer Bond	375,430	2010	4 of 5	75,086		75,086
MWRA Water Bond	872,000	2010	4 of 10	87,200		87,200
MWRA Water Bond	988,785	2011	3 of 10	98,879		98,879
MWRA Water Bond	988,785	2012	2 of 10	98,879		98,879
MWPAT	7,226,667	2012	2 of 20	302,825	145,736	448,561
MWRA Water Bond	1,000,000	2013	1 of 10	100,000		100,000
MWPAT	1,579,600	2013	1 of 20	64,880	33,264	98,144
<b>Subtotal</b>	<b>16,874,267</b>			<b>1,089,149</b>	<b>258,044</b>	<b>1,347,193</b>
<b>TOTAL</b>	<b>\$ 80,085,427</b>			<b>\$ 4,682,340</b>	<b>\$ 2,012,724</b>	<b>\$ 6,695,064</b>



**DEBT MANAGEMENT  
TOWN OUTSTANDING DEBT**

	Principal Outstanding 6/30/2011	Principal Outstanding 6/30/2012	Principal Outstanding 6/30/2013
Chenery Middle School	\$ 4,330,000	\$ 3,275,000	\$ 2,200,000
Title V Loans	28,434	25,244	22,032
BHS Athletic Field and Track	440,000	220,000	-
Communication Tower	30,000	20,000	10,000
Fire Station Construction	975,000	150,000	-
Concord Avenue Land	560,000	520,000	480,000
Fire Station Construction	1,505,000	1,400,000	1,300,000
HVAC-School*	360,000	240,000	120,000
Senior Center	2,920,000	2,725,000	2,530,000
Wellington Elementary School	26,015,000	25,310,000	24,580,000
Town Hall Complex	7,150,000	600,000	-
Fire Station Construction	5,525,000	850,000	-
Town Hall / Fire Station Debt Refunding		9,956,000	11,450,000
MWRA Water Bond	3,271,092	3,849,734	3,328,378
MWRA Sewer Bond	9,416,925	11,059,016	9,931,820
<b>TOTALS</b>	<b>\$ 62,526,451</b>	<b>\$ 60,199,994</b>	<b>\$ 55,952,230</b>

**DEBT MANAGEMENT  
DEBT AUTHORIZED BUT NOT ISSUED  
AS OF 6/30/13**

Description of Debt Authorization	Year	Amount	Amortization Period
Fire Station Construction	2004	\$ 115,398	20 years
School Remodeling	2007	57,074	5 years
Wellington School	2009	2,811,107	10 years
Water	2011	1,977,000	10 years
Sewer Surface Drain	2011	2,300,000	20 years
Water	2012	3,650,000	20 years
Belmont Municipal Light Plant	2012	53,700,000	25 years
Vehicles	2013	1,420,000	10 years
<b>TOTAL AUTHORIZED NOT ISSUED</b>		<b>\$ 66,030,579</b>	



**SUMMARY OF TAX COLLECTOR'S REPORT  
JULY 1, 2012 TO JUNE 30, 2013**

**Real Estate, CPA & Personal Property Taxes**

Commitment	Real Estate	69,631,207.49
Commitment	CPA	914,602.24
Commitment	Personal Property	591,113.58
Total	Commitment	<b><u>\$71,136,923.31</u></b>

Collection	Real Estate	67,477,540.63
Collection	CPA	872,998.81
Collection	Personal Property	530,006.48
Refund	Real Estate	-94,747.62
Refund	CPA	-602.30
Refund	Personal Property	-2,386.35
Abated	Real Estate	1,468,862.56
Abated	CPA	34,288.14
Abated	Personal Property	59,583.19
Uncollected	Real Estate	779,551.92
Uncollected	CPA	7,917.59
Uncollected	Personal Property	3,910.26
Total		<b><u>\$71,136,923.31</u></b>

**Real Estate Tax collected for Previous Years in**

FY13 **\$628,763.28**

**Real Estate & Tax Deferred Interest and Fees Collected in**

FY13 **\$170,805.79**

**Tax Title Interest and Fees Collected in**

FY13 **\$192,858.32**

**Tax Deferred Taxes**

Opening Balance 07/01/12	629,351.39
Plus FY 13 New Tax Deferred Taxes	86,914.87
Less Paid Tax Deferred in FY13	<u>-56,216.76</u>
<b>Outstanding Balance as of 6/30/13</b>	<b>\$660,049.50</b>

**Tax Title Taxes**

Opening Balance 07/01/12	830,858.48
<b>Plus New Tax Title in FY13</b>	515,333.75
Less Paid Tax Title in FY13	<u>-252,308.01</u>
<b>Outstanding Balance as of 6/30/13</b>	<b>\$1,093,884.22</b>



**SUMMARY OF TAX COLLECTOR'S REPORT  
JULY 1, 2012 TO JUNE 30, 2013**

**Motor Vehicle Excise Tax**

<b>Total Commitment</b>	<b><u>\$2,708,689.55</u></b>
Collections	\$2,456,938.75
Refunds	(17,146.90)
Abated	71,957.34
Uncollected	<u>196,940.36</u>
<b>Total</b>	<b><u>\$2,708,689.55</u></b>

**Committed Motor Vehicle Excise Tax in Fiscal Year 2013 for Previous Years:**

FY12	\$318,871.81
FY11	
FY10	

**Motor Vehicle Excise Tax collected for Previous Years in:**

FY13	\$466,737.18
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**Motor Vehicle Excise Tax Fees Collected for Previous Years in:**

FY13	\$21,984.00
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**Motor Vehicle Excise Tax Marking Fees Collected in:**

FY13	\$10,160.00
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**Uncollected Motor Vehicle Excise Tax for Previous Years:**

FY12	\$25,724.23	
FY11	\$14,064.48	
FY10	\$13,177.76	
FY09	\$9,158.06	
FY08	\$11,094.35	
FY07	\$10,368.25	
FY06	\$11,587.25	
FY05	\$11,461.27	
FY04	\$14,149.19	
Prior to 2003	\$141,314.08	\$222,310.21



**SUMMARY OF TAX COLLECTOR'S REPORT  
JULY 1, 2012 TO JUNE 30, 2013**

**Parking Fines**

Outstanding Parking fines as of 07/01/2012	\$443,641
New Parking Tickets Issued in FY13	154,616
Less Payments FY13	<u>-139,280</u>
<b>Outstanding Parking fines as of 06/30/2013</b>	<b><u>\$458,977</u></b>

**Handicap Parking Fines**

Outstanding HP Fines as of 7/1/2012	\$10,575
New Parking Fines Issued in FY13	5,400
Less Payments FY13	<u>-3,950</u>
<b>Outstanding HP Fines as of 6/30/2013</b>	<b><u>\$12,025</u></b>

**SUMMARY OF TAX COLLECTORS REPORT  
BELMONT REAL ESTATE AND EXCISE  
CHECK OFF TAX BILL DONATIONS  
July 1, 2012 to June 30, 2013**

	<u>Number</u>	<u>Amount</u>
Senior Center	102	\$ 2,271.65
Education	87	4,958.91
Scholarship Fund	79	1,309.28
General Fund	63	1,121.03
Capital Endowment	58	1,915.00
<b>TOTAL</b>	<b>389</b>	<b>\$11,575.87</b>



## 2013 Annual Report

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### **CAPITAL ENDOWEMENT FUND:**

#### **Capital Endowment Fund Advisors:**

Dalton J. Avery  
Jonathan B. Treat  
Ernest E. Fay  
S. Warren Farrell, Jr.  
James F. Gammill

#### **Ex-Officio and Liaisons:**

Andres Rojas, Ex-Officio Board of Selectmen  
Floyd S. Carman, Ex-Officio  
John J. Olohan, Ameriprise Financial Services, Inc.

### **Overview and Activities:**

The Capital Endowment Fund was established to fund and facilitate innovations in town government and to assist with long range capital planning. This fund was enacted by the state legislature and signed into law by the Governor of the Commonwealth in April of 1995.

\$2,000,000 was received from the proceeds of the sale of Belmont's cable system. An additional \$943,949.24 was appropriated into the fund by Town Meeting in 2001. All proceeds from the voluntary tax bill check-off for capital projects are deposited into this account.

#### **Capital Endowment Fund Activity**

Opening Balance 7/01/2012	\$3,077,440
Tax Check-Off Donations by 72 Residents	1,915
Withdrawal	-100,000
Income Earned	<u>360,978</u>
<b>Closing Balance 6/30/2013</b>	<b>\$3,340,333</b>

#### **Capital Endowment Fund Asset Allocation As of 6/30/2013**

Cash /Money Funds	\$26,040
Fixed Income	1,350,123
Equities	<u>1,964,170</u>
<b>Closing Balance 6/30/2013</b>	<b>\$3,340,333</b>

Respectfully submitted,

Floyd S. Carman, Town Treasurer



**MODERATOR APPOINTEES**

**Bylaw Review Committee:**

Charles Hamann  
Mark Thurber  
Raymond Miyares  
Ellen O'Brien Cushman *Town Clerk*

**Capital Budget Committee:**

Chitra Subramanian *ex-officio Town Accountant*  
Rebecca Vose  
John Conte  
Mark Paolillo  
Michael Battista  
Anne Marie S. Mahoney  
Patricia Brusch

**Electronic Voting Committee:**

Anne Marie Mahoney  
David Petto  
Ellen O'Brien Cushman  
George Hall  
Mark Paolillo  
Mary Ann Scali

**Highland Meadow Cemetery Building Committee:**

Alexander Corbett  
Ellen O'Brien Cushman  
William Chemelli

**Minuteman High School Committee Member:**

Jack Weis

**Permanent Building Advisory Committee:**

Patricia Brusch  
Joel Mooney  
William Shea  
William Lovallo  
Robert McLaughlin  
Stephen Sala

**Underwood Pool Building Committee:**

Kristine Armstrong  
David Kane  
Adam Dash  
Noreen Millane  
Joel Mooney  
Anne Paulsen  
Stephen Sala  
Ellen Schreiber  
James Smith

**Warrant Committee:**

William Lynch  
Robert Sarno  
Roy Epstein  
Noreen Millane  
M. Patricia Brusch  
Elisabeth Allison  
Sami Baghdady  
Robert McLaughlin  
Elizabeth Grob  
Adam Dash  
Raffi Manjikian  
Michael Libenson  
Anne Helgen  
James Gammill  
Mark Paolillo *ex officio BOS*  
Laurie Slap *ex officio School Committee*

**Wellington School Building Committee:**

John Bowe  
Patricia Brusch  
Heidi Sawyer  
Mark Haley  
Mary McHugh  
Joel Mooney  
William Lovallo  
Lucy Pullen  
Amy Wagner  
Joseph Barrell  
Ike Papadopoulos  
Laurie Graham  
Eric Smith  
Tony DiCologero



## ***2013 Annual Report***

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### **BYLAW REVIEW COMMITTEE:**

**Chair:** Charles M. Hamann

### **Committee Members:**

J. Raymond Miyares

Mark Thurber

Robert E. McGaw

### **Ex-Officio Members:**

Ellen O'Brien Cushman, Town Clerk

### **Purpose and Duties:**

The principal function of the Bylaw Review Committee is to review proposals for General Bylaw changes. It is not charged with the task of proposing substantive changes on its own. If requested by the Selectmen or another Town Board or officer, the Committee will assist in drafting amendments or additions to the General Bylaws that are proposed for inclusion in the Warrant for any Town Meeting. The Committee is also charged with the duty of reporting to the Town Meeting any recommendations it considers appropriate on any article in a Town Meeting Warrant that proposes an amendment or addition to the General Bylaws. In recent years the Committee has also assisted Belmont citizens in refining their proposed amendments to the Bylaws

### **Summary of Activities and Accomplishments:**

In 2013 the Committee had a full plate. It reviewed and, in most cases refined, many additions to the Bylaws of greater or lesser complexity. It also undertook a comprehensive recodification of the Bylaws with the aim of rationalizing their organization. In the course of doing so, it proposed changes to a few bylaws required to bring them into conformity with the General Laws.

Changes to the Bylaws included (1) an amendment of the bylaw relating to the Capital Budget Committee requiring that its report be delivered to Town Meeting members at least fourteen days prior to consideration; (2) an amendment to the bylaw pertaining to the Historic District Commission, adding a subsection establishing the Richardson Farm Historic District; (3) an amendment under the bylaw relating to the Selectmen broadening the powers of the Police Chief (the so-called "strong Police Chief" amendment); (4) an amendment to the bylaw relating to the operation of the Town Meeting authorizing, subject to the availability of electronic voting devices, electronic voting on matters coming before it; (5) a new bylaw requiring criminal history background checks before the grant of licenses for certain occupations to applicants for those licenses; (6) a comprehensive storm water management and erosion control bylaw; (7) a demolition delay bylaw; and (8) a residential snow removal bylaw requiring residents to remove snow and ice from sidewalks in front of their homes within a certain time frame. The Committee also provided assistance to a Belmont citizen in drafting a bylaw regulating yard sales, which was narrowly rejected by Town Meeting.

### **Committee Make-Up and Membership:**

At the start of the year the Committee learned that Bob Gallant had resigned as a member. Bob was the last remaining member from the original Bylaw Revision Committee established in 1980 to reorganize the Bylaws as they existed at that time and was then appointed to serve on the Bylaw Review Committee in 1984, serving continuously until his resignation in 2013. Over the course of the years he contributed mightily to the work of the Committee. He volunteered to update the published version of the Bylaws in a timely fashion, which he did unfailingly. Through his



activities on the Committee and many others working for the betterment of Belmont Bob exemplified the model public citizen. Bob McGaw, nominated by the Town Moderator to serve on the Committee as Bob's replacement, made valuable contributions to the Committee's work. Lastly the Chair should give special recognition to Ellen Cushman, Town Clerk and our ex officio member. Ellen has worked tirelessly to keep the Committee on track in attending to its work.

Respectfully submitted,

Charles M. Hamann, Chair  
Bylaw Review Committee

### **CAPITAL BUDGET COMMITTEE:**

**CHAIR:** Anne Marie S. Mahoney

**SECRETARY:** Rebecca Vose

<b>COMMITTEE MEMBERS:</b> Anne Marie S. Mahoney	2016
John Conte	2015
Rebecca Vose	2014

<b>EX-OFFICIO MEMBERS:</b> Michael Battista	Planning Board
M. Patricia Bruschi	Warrant Committee
Anne Lougee	School Committee
Andres T. Rojas	Board of Selectmen
(replacing Mark Paolillo)	

### **COMMITTEE'S PURPOSE AND DUTIES:**

The Capital Budget Committee (CBC) consists of three members appointed by the Moderator and representatives from the Board of Selectmen, School Committee, Warrant Committee and Planning Board. The CBC is charged with determining what capital requests from department heads will be recommended for funding each year, using money allocated by the Selectmen for capital needs. The CBC determines what projects or purchases will be leased and/or bonded and oversees each department's five year capital plans. The Committee meets almost weekly during budget season and as needed during the rest of the year.



### **SUMMARY OF ACTIVITIES AND ACCOMPLISHMENTS:**

(Please see *FY2014 Capital Budget Committee Report to Belmont 2013 Annual Town Meeting* for more detailed information.)

For Fiscal 2014 the Capital Budget Committee received \$5,800,000 in requests from Town department heads and the School Department. The CBC was allocated \$1,222,000 to spend plus \$785,700 in enterprise funds; \$799,764 in Chapter 90 roads funds; \$1,189,000 from the 2001 override for roads. From February through May the Committee interviewed department heads and the Town Treasurer to collect information on all of the requests as well as to explore opportunities for leasing and bonding some large items such as fire



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fighting vehicles and the Harris Field replacement project. In anticipation of the June sessions of Annual Town Meeting the CBC voted on a list of requests to recommend to Town Meeting for funding.

The CBC recommended that a \$1,420,000 bond be approved for the purchase of a ladder truck, a fire engine, and a school vehicle. The CBC agreed to fund a feasibility study for the Harris Field but to defer a recommendation on replacement until a Special Town Meeting in November. The CBC approved expenditures of enterprise and state funds for road, sewer and water repairs and equipment. The CBC recommended \$1,222,000 million for capital purchases and projects including: conversion and rehabilitation of snow fighters; public safety equipment; school security; high school pool improvements and parking lot paving; Town Hall window replacement. The Committee made a special effort to honor its long term commitment to multi-year projects such as the uni-vent replacement at the high school and the on-going building envelope work. Many other worthy projects and necessary equipment could not be funded. This year \$1,189,000 million was allocated from the 2001 override for road paving projects.



At the Special Town Meeting in November, the CBC recommended bonding \$960,000 for replacement, repairs, and improvements to the Harris Track and Field complex on Concord Avenue.

From the summer of 2012 through the spring of 2013 the Capital Budget Committee met regularly to create a set of criteria for prioritizing major capital projects in the Town. These projects are: The Department of Public Works buildings, the Police Station, Belmont High School, the main Library, the Paul White Field House and skating rink and the Underwood pool. The goal was to create a tool to both objectively and subjectively evaluate the remaining projects so that the Board of Selectmen could determine an order and a funding mechanism for addressing these projects. (The Underwood Pool has since moved forward as an approximately \$4.6 million project which will be presented to the voters for a debt exclusion on April 1, 2014.) For each facility the criteria included questions about the core mission; usage; safety, condition and requirements; cost and funding; synergy with other projects; scope and location; new construction versus renovation. It is the hope of the CBC that this tool will lead to a comprehensive approach to accomplishing these capital projects in a timely and fiscally responsible way.

### **GOALS FOR 2014:**

The CBC will continue to lobby for comprehensive planning for major capital projects. The Committee will also continue to make a case of much higher funding for the capital requests the Committee receives. Right now the Town is funding only 20% of the items referred to the Committee. And, in order to fund some of those items we rely on lease/purchase and bonding agreements. When the CBC looks at the five year projects from each department it is clear that the Town will never catch up to what the departments truly require to function effectively in their service of the residents of the Town.

Respectfully submitted,

Anne Marie S. Mahoney, Chair  
Capital Budget Committee



**COMMITTEE ON ELECTRONIC VOTING AT TOWN MEETING:**

**Chair:** Michael J. Widmer

**Secretary:** Ellen O'Brien Cushman

**Committee Members:**

George Hall, Town Counsel  
Anne Marie Mahoney, Chair- Capital Budget Committee  
Mark Paolillo, Chair – Board of Selectmen  
David Petto, Director of Information Technology  
Maryann Scali , Town Meeting Member Precinct 2

**Committee's Purpose and Duties:**

To explore the possibility of using electronic voting at Town Meeting.

**Summary of Activities and Accomplishments:**

After research and several meetings, the Committee issued a report and recommended that Town Meeting adopt a bylaw to enable electronic voting at Town Meeting. Town Meeting voted to support the Committee's recommendation. In support of this recommendation, the Town received a generous donation by anonymous donors funding the capital necessary as well as anticipated operating expenses for three years.

**Goal for 2014:**

- Successfully implement electronic voting at Town Meeting.

Respectfully Submitted,

Michael J. Widmer, Chair  
Committee on Electronic Voting at Town Meeting

**HIGHLAND MEADOW CEMETERY BUILDING COMMITTEE:**

**Chair:** Ellen O'Brien Cushman

**Commissioners:**

Alexander E. Corbett, III  
William Chemelli

**Committee Make-Up:**

The Highland Meadow Cemetery Building Committee in 2013 consists of three members – Chairman Ellen O'Brien Cushman, Alexander E. Corbett, III, Charles Laverty, III from the Board of Cemetery Commissioners. Mr. Laverty retired from the Board was replaced by new Commissioner William Chemelli.

**Project Overview:**

Highland Meadow Cemetery opened in 2007, after 41 years of waiting, 19 years after the last lot at Belmont Cemetery was sold and after 13 years of planning, design and negotiating. With strong lot sales continuing, and total revenue



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surpassing \$2.5 Million, there is much pride, however some additional issues require attention, ongoing maintenance issues of the landscape walls and the maintenance plan to keep the Chip Seal roadway pebble finish fresh.

### **Committee Activities:**

We are still working within the Town Meeting appropriation total of \$1,060,000. Green Acres Landscape and Construction, the cemetery construction contractor, has filed a lawsuit disputing their contract termination and the Town has filed a countersuit to ensure these contract items are completed to contract spec and satisfaction. We continue to work with special Town Counsel on the matter and at the end of 2013, anticipate court resolution in early 2014.

Respectfully submitted,

Ellen O'Brien Cushman, Chair  
Highland Meadow Cemetery Building Committee

### **PERMANENT BUILDING COMMITTEE:**

**Chair:** Patricia Brusch

**Secretary:** Steve Sala

### **Committee Members:**

William Lovallo  
Robert McLaughlin  
Joel Mooney  
William Shea

### **Committee's Purpose and Duties:**

The purpose of the Permanent Building Committee is to provide a resource for, and to give advice to, all building committees in town. In addition, the Permanent Building Committee oversees all building projects with a projected cost of \$50,000 or greater, and reviews all projects with a projected cost below \$50,000. Most of the members of the Permanent Building Committee are appointed by the Moderator and one member is appointed by the Board of Selectmen.

### **Summary of Activities and Accomplishments:**

In 2013 there was one building project that was "front burner" and several others that are in the "clean-up" stages.

Following a feasibility study of the Underwood Pool, the 2013 Annual Town Meeting approved a Building Committee be formed to rebuild the outdoor Underwood Pool. This committee began its work in late summer and Joel Mooney and Steve Sala serve on the committee as representatives of the Permanent Building Committee. The current plan is for the schematic design to be completed in time for a debt exclusion referendum in April of 2014.

Bob McLaughlin, Bill Lovallo, and Bill Shea continue to work with Town Counsel and the Board of Selectmen to resolve issues outstanding from the Fire Station project.



Bill Lovallo and Pat Brusch along with the rest of the Wellington Building Committee worked to resolve issues concerning night time noise caused by the rooftop heating units. In July the town issued a permanent certificate of occupancy for this building. The committee will continue to work with the neighbors on the noise issues.

### **Goals for 2014:**

Pat Brusch continues to work with the school department in the quest to have the Mass. School Building Authority approve the Belmont High School as a project that will be funded by the Authority. While the project was not funded in 2013, it is hoped that it will receive approval in 2014.

Respectfully Submitted,

Patricia Brusch, chair  
Committee Name

### **UNDERWOOD POOL BUILDING COMMITTEE:**

**Chair:** Anne Paulsen

**Vice-Chair:** Adam Dash

**Secretary:** Ellen Schreiber

### **Committee Members:**

Christine Armstrong  
David Kane  
Joel Mooney  
Stephen Sala  
James Smith

### **Purpose and Duties:**

The Underwood Pool Building Committee was established by the 2013 Annual Town Meeting and appointed by the Moderator to hire a design team and present a plan and timetable to rebuild the 102 year old municipal pool and oversee construction of a new pool complex.



### **Summary of Activities and Accomplishments:**

The Committee commenced work in August, 2013. Meeting nearly weekly, the Committee first hired Pinck & Co, an Owner's Project manager, as required by state law, and also, BH&A, a pool architectural firm. The Committee then solicited ideas for a new pool complex at public meetings and through an on-line survey. Using this information, the Committee and Design Team developed schematic plans for the new pool and bathhouses for presentation to the public in



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February 2014. The town voted to support a debt exclusion for the pool at the 2014 annual Town election by a margin of 62%.

### **Goals for 2014:**

The Committee will continue to work with town committees and the Design Team to complete building plans for the new pool, bathhouses, and landscaping. After bids are received from contractors, the Committee, in September, will begin the construction process. The pool complex should be ready for town use in July, 2015.

Respectfully Submitted,

Anne M. Paulsen, Chair  
Underwood Pool Building Committee

### **WARRANT COMMITTEE:**

**Chair:** Michael Libenson

**Vice - Chair:** Bob Sarno

**Secretary:** Roy Epstein

### **Committee Members:**

Liz Allison  
Pat Brusch  
Adam Dahs  
Jenny Fallon  
Jim Gammill  
Elizabeth Grob  
Anne Helgen  
Raffi Manjikian  
Bob McLaughlin  
Greg Mennis  
Bob Sarno (Vice-Chair)

### **Ex-Officio and Liaisons:**

Mark Paolillo, Board of Selectmen  
Laurie Slap, School Committee

### **Committee's Purpose and Duties:**

The Warrant Committee (many towns use the label "Finance Committee") consists of fifteen members appointed by the Town Moderator for staggered three-year terms. One representative from the Board of Selectman and one from the School Committee serve as ex-officio members. The Warrant Committee elects its officers: Chair, Vice Chair and Secretary.



The Town By-Laws give the Warrant Committee responsibility for reporting and making recommendations to Town Meeting on any article that involves the appropriation of money. The most significant is the annual Town budget. The Warrant Committee also reports on any matter that in the Committee's judgment significantly impacts the Town's financial interest. In addition, the Warrant Committee reviews and approves all requests for transfers from the Reserve Fund. Established by Town Meeting, the Reserve Fund is designed for use for emergency expenditures that arise during the course of the year.

### **Summary of Activities and Accomplishments:**

In 2013, the Warrant Committee worked with the Board of Selectmen, the School Committee and various town and school departments to present a FY2014 budget to Town Meeting. This work included the annual Warrant Committee Report on the Town Budget, a 50-page document that summarizes and analyzes the budget for Town Meeting Members. The recommended budget for FY2014 was approved as presented. In addition, we reported to Town Meeting on a number of other warrant articles.

### **Goals for 2014:**

As is typically the case, the preeminent responsibility of the Warrant Committee is to report on the FY2015 Town budget. The Warrant Committee does so through the work of a series of subcommittees, namely: Education, General Government, Human Services, Public Safety, and Public Works – with additional liaisons to the Capital Budget Committee, the Financial Task Force, and the Minuteman School Committee.

The Warrant Committee has also established an updated template for data gathering for the various appropriations and Warrant Articles that it evaluates. Specifically, with regard to each applicable initiative, the Committee is investigating: 1) answers to important clarifying questions, 2) financial impact, such as the effect on operating revenues and costs, and, 3) economic impact, including growth, distribution / equity, and efficiency effects on the Town. The Warrant Committee has used this approach this budget season to evaluate the seven projects recommended by the Community Preservation Committee and will do so for all projects coming before Town Meeting where a Warrant Committee recommendation is appropriate.

Respectfully Submitted,

Michael Libenson, Chair  
Warrant Committee

### **WELLINGTON SCHOOL BUILDING COMMITTEE:**

**Chair:** Mark Haley

**Vice - Chair:** Patricia Brusch

### **Committee Members:**

Joseph Barrell, Board of Selectmen Liaison  
John Bowe, Treasurer  
Laurie Graham, School Committee Chair  
William Lovallo  
Heidi Sawyer, Wellington Parent Liaison  
Eric Smith



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### **Ex-Officio and Liaisons:**

Amy Spangler, Principal, Wellington School  
Gerry Boyle, Director of Facilities  
Anthony DiCologero, School Department Liaison  
Fred Domenici, Facilities Department Liaison  
Donna Pini, School Department  
Ara Yogurtian, Office of Community Development

### **Committee's Purpose and Duties:**

The Wellington School Building Committee is a temporary committee appointed by the Town Moderator and authorized under Article 6 of the February 7, 2005 Town Meeting to build a new Wellington School.

### **Summary of Activities and Accomplishments:**

The new Wellington School opened in September 2011. The project architect was Jonathan Levi and Associates in association with Burt Hill/Stantec. The construction team was Skanska USA, and the Owners Project Manager was PMA Consultants. Since that time, the Wellington School Building Committee has been working to complete the project. During the winter and spring of 2013, the Committee focused on resolving exterior noise issues through screening and baffling of rooftop units, followed by testing by the Committee's acoustic consultant, Acentech and a neighborhood meeting in April. The Committee also sought to complete outstanding punch list items, and Skanska worked on those items during the school breaks. The Committee made presentations to the Planning Board based on this work, and the Planning Board granted site plan approval. The permanent Certificate of Occupancy for the Wellington School issued on July 7, 2013, and in September 2013, the MSBA issued its Commissioning Certificate of Completion. During the fall, the Committee focused on MSBA reimbursement, interior sound isolation issues and other outstanding items. In February 2014, the Boston Society of Architects (BSA) awarded three Design Awards to the Wellington School: the first, Educational Facilities Design – K-12, the second, Honor for Design Excellence and the third, the Harleston Parker Medal, which is the most prestigious Award bestowed by the BSA for design.



### **Goals for 2014:**

The Committee will work to obtain MSBA reimbursement and completion of remaining project matters.

Respectfully Submitted,

Mark Haley, Chair  
Wellington School Building Committee



**SELECTMEN APPOINTEES:**

**Belmont Emergency Management (BEMA):**

Leo Saidnaway  
Rick Nohl  
David Frizzell  
Angus Davison  
Bob Reardon Jr.

**Belmont Media Center Board of Directors:**

Carole Yelverton

**Cable Television Advisory Committee:**

Mark Carthy  
Myron Kassaraba  
Jonathan Green

**Community Path Advisory Committee:**

Brian Burke  
Jeffrey Roth  
John Dieckmann  
Joseph Noone  
Kevin Sullivan  
Edward Price Armstrong  
Amy DeDeo  
Cosmo Caterino  
Tommasina Olson  
Vincent Stanton Jr.  
Charlie Conroy

**Community Preservation Committee:**

Joseph DeStefano *Planning Board*  
Floyd Carman  
John Owens *Recreation Commission*  
Margaret Velie *Conservation Commission*  
Paul Solomon  
Andres Rojas *Park Commissioners*  
Gloria Leipzig *Housing Authority*  
Anne Marie S. Mahoney  
Lisa Harrington *Historic District Commission*

**Conservation Commission:**

Margaret Velie  
James Roth  
David Webster  
Tino Lichauco  
Jeffrey North  
Miriam Weil

Charles Chiang  
Mary Trudeau *Conservation Agent*

**Constables:**

David Benoit  
Donna Feeley  
Thomas Maguire  
Phillip Richmond  
James Tortola  
William Chemelli  
Richard Picceri

**Council on Aging:**

Ethel Hamann  
Matthew Dumont  
Tommasina Olson  
Theodore Dukas  
Michael Cahalane  
Chao-Qiang Lai  
Judy Singler  
Joel Semuels  
Penelope Schafer  
Maryann Scali  
Jim Staton

**Cultural Council:**

Alin Gregoria  
Jirair Hovsepian  
Ken Stalberg  
Christine Sandvik  
Anne Quirk  
Rebecca Richards  
Hannah Loomis  
Charles Tairsheng Chiang  
John Baboian  
Anne Shullenberger-Levy  
Jan Hankin  
Naomi Ellenberg - Dukas

**Disability Access Commission:**

Nancy Donald  
Janet MacDonald  
Mark Clark  
Joseph Hanley



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### **Economic Development Advisory Committee:**

Erik Rhodin  
Edmund Starzec  
Joseph DeStefano  
Anthony Leccese  
Tommasina Olson  
Lalig Musserian  
Keith Andre *Belmont Savings Bank*

### **Education Scholarship Committee:**

Floyd Carman  
Robert Sullivan  
Wega Firenze  
Leslie Aitken  
Carol Cohen *Ex-Officio School Dept.*  
Daniella Boccia *Ex-Officio Treasurers Office*

### **Energy Committee:**

Christine McVay  
Ian Todreas  
Andrew Healy  
Tony Barnes  
Jacob Knowles  
Roger Colton  
Jan Kruse  
Peter Castanino *ex-officio Town*  
Fred Domenici *ex-officio school*  
Glenn Clancy *ex-officio Town*  
Stephen Mazzola *ex-officio school*  
Lauri Mancinelli *BMLD*

### **Historic District Commission:**

Michael Smith  
Peter Guinness  
James Smith  
Jacob Cohen  
Arleyn Levee (Landscape Architect)  
Joseph Cornish (Historical Society)  
Theresa McCarthy (Realtor)  
Edward Bing *Alternate Member*  
Lauren Meier *Alternate Member*  
Lisa Harrington *Alternate Member*  
Lydia Phippen Ogilby *Member Emeritus*  
Richard Cheek *Member Emeritus*

### **Housing Trust:**

Gloria Leipzig  
Helen Bakeman  
Alisa Gardner-Todreas  
Ann Verrilli  
Ann Silverman  
Jensen G. Lozano  
Judith Feins  
Charles Laverty III *ex-officio Housing Authority*  
Charles Clark *ex-officio Planning Board*

### **Human Rights Commission:**

Jirair Hovsepian  
Edie Stringfellow  
Barbara Watson  
Paul Solomon  
Carl Brauer  
Rachel Rennard  
Fran Yuan  
Daniel Vernick  
Nan Donald

### **Land Management Committee for Lone Tree Hill:**

Ellen O'Brien Cushman  
Jeff North  
Harlan Carere  
Michele Gougeon *McLean Hospital*  
Andy Healy *McLean Hospital*  
Tom Grimble *McLean Hospital*  
Steve Kidder *McLean Hospital*  
Wesley Ward *Trustees of Reservations*  
Steve Sloan *Trustees of Reservations*

### **Information Technology Advisory Committee\*:**

James Berets (School)  
David Goldberg (Library)  
Paul Roberts (School)  
Jonathan Green (School)  
Philip Lawrence (School)  
Duane Bronson  
Charles Smart  
Daniel Ellard  
John Lochavichan

*\*also appointed by School Committee and Library Trustees*



### **Local Emergency Planning Committee:**

David Frizzell (Fire)  
Richard McLaughlin (Police)  
Edward Corsino (Fire)  
Leo Saidnaway (BEMA)  
Stefan Russakow (Health)  
Andrew Healy (McLean)  
Angus Davison (Fire)  
Fred Domenici (School Dept)  
Peter Castanino (DPW)  
Andrew Healy (McLean)  
Bob Reardon Jr. (Media Rep)  
James Palmer (BMLD)  
Robert Gad (Secretary)  
James MacIsaac (Police)  
Rick Nohl (BEMA / Fire)  
Angela Braun (Health)  
Michael Santoro (DPW)  
Craig Spinale (BMLD)

### **Logan Airport Community Advisory Committee:**

Myron Kassaraba  
Bob Reardon Jr. *Alternate Member / Staff Liason*

### **MBTA Advisory Board:**

Mark A. Paolillo  
Bob Reardon Jr. *Alternate Member*

### **Metropolitan Area Planning Council:**

Francisco Torres

### **Municipal Light Department Advisory Board:**

Robert Forrester  
Ashley Brown  
Gretchen McClain  
Patricia DiOrio  
Mark McVay  
Steve Klionsky *Alternate Member*  
Vacancy *Alternate Member*  
*Appointed by Light Board*

### **MWRA Advisory Board:**

Peter Castanino  
Michael Bishop *Alternate Member*

### **Parking Clerk:**

Floyd Carman

### **Permanent Audit Committee:**

Robert Keefe  
Ernest Fay  
Frank Caruso  
James Finn  
Mark Paolillo *ex-officio BOS*  
Floyd Carman *ex-officio Treasurer*  
Chitra Subramanian *ex-officio Accountant*

### **Planning Board:**

Joseph DeStefano  
Karl Haglund *Associate Member*  
Charles Clark  
Sami Baghdady  
Elisabeth Allison  
Michael Battista  
Jeffrey Wheeler *ex-officio*  
Andres Rojas *ex-officio*

### **Property and Casualty Insurance Advisory Committee:**

Christopher Monaco  
John Borelli  
June Roberts  
Joseph Hanley

### **Recreation Commission:**

Anthony Ferrante  
Lynn Findlay  
Katy Bonnan  
David Kane  
Jensen G. Lozano  
Ann Bere  
Mark Paolillo *ex-officio BOS*  
June Howell *Recreation Dept. Liaison*

### **Registrars of Voters:**

Robert McGaw (Democrat)  
Stanley Dzierzerski (Republican)  
James Staton (Democrat)  
Ellen O'Brien Cushman; Town Clerk (Unenrolled)



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### **Shade Tree Committee:**

Lucia Sullivan  
Laura Simmons  
Charles Tairsheng Chiang  
Ruth Foster  
DeNee Reiton Skipper  
Peter Castanino *ex-officio*  
Tom Walsh *ex-officio*

### **Traffic Advisory Committee:**

Joseph Griffin  
Peter Curro  
Linda Nickens  
Dana Miller  
Tommasina Olson  
Laurence MacDonald  
Matthew Sullivan  
Donald Mercier  
Glenn Clancy *ex-officio*  
Mark Paolillo *ex-officio BOS*

### **Vision 21 Implementation Committee:**

Doug John  
Paul Solomon  
Jennifer Page  
Mary Power  
Donald Mercier  
George Durante  
Natalie MacLean Leino

### **Water Advisory Board:**

Frank French  
Joseph Barrell, Jr.  
William Shea

### **Zoning Board of Appeals:**

William Chin  
David Iaia, *Associate Member*  
James-Ryan Fagan  
Craig White, *Associate Member*  
Demetrios Zarkadas  
John McManus, *Associate Member*  
Eric Smith  
Nicholas Iannuzzi  
Mark Paolillo, *ex-officio BOS*



### **CABLE TELEVISION ADVISORY COMMITTEE:**

**Chair:** Jonathan B. Green

#### **Committee Members:**

Mark Carthy  
Myron Kassaraba

#### **Ex-Officio and Liaisons:**

Chester R. Messer, Chair of the Board of Directors, Belmont Media Center  
Jeffrey Hansell, Executive Director, Belmont Media Center  
David Petto, Director of Information Technology, Town of Belmont  
Steve Mazzola, Director of Technology, Belmont Public Schools

### **Committee's Purpose and Duties:**

The Cable Television Advisory Committee advises the Selectmen in their role as Issuing Authority when negotiating the cable TV franchise agreements with the Town's cable TV providers (currently Comcast and Verizon).

### **Summary of Activities and Accomplishments:**

The Committee began the process for negotiating the Comcast cable TV franchise renewal agreement, which is due to expire in October 2014.

### **Goals for 2014:**

To successfully negotiate the Comcast cable TV franchise renewal agreement and advise the Board of Selectmen on possible courses of action.

Respectfully Submitted,

Jonathan B. Green, Chair  
Cable Television Advisory Committee

### **COMMUNITY PATH ADVISORY COMMITTEE (CPAC):**

**Chair:** Jeffrey Roth

**Vice - Chair:** John Dieckmann

#### **Committee Members:**

Price Armstrong  
Brian Burke, Sr.  
Cosmo Caterino  
Charlie Conroy  
Amy DeDeo  
John Dieckmann  
Joseph Noone





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Tommasina Olson  
Jeffrey Roth  
Vincent Stanton  
Kevin Sullivan

### **Ex-Officio and Liaisons:**

Jeffrey Wheeler, Community Development  
Board of Selectmen

### **Committee's Purpose and Duties:**

The CPAC and its charge and mission were established by the Belmont Board of Selectmen. The CPAC, which is a temporary committee, has been organized to identify potential locations for a proposed Community Path that can be utilized for recreation, exercise, and transportation. The Community Path is intended to be a shared-use resource for walkers, joggers, bicyclists, in-line skaters, and other non-motorized forms of mobility. A Community Path would connect Belmont into a growing network of walking and cycling routes around Boston.

A Community Path could provide a range of possible benefits, such as increased options for commuting to work and school, mitigation of traffic congestion, opportunities for improved public health, and improved access to local businesses. The Committee was tasked to identify, assess, and rank the evaluation criteria for recommending possible Community Path land parcels and routes for consideration by the Board of Selectmen.

The CPAC is also charged with gathering all pertinent information related to this potential Path. The CPAC is working to identify issues, concerns and benefits, and report final recommendations for next steps in a written report to the Board of Selectmen for future action by the Town.

The primary mission and responsibilities for the CPAC are summarized in the following list of items:

- Gather and review all relevant existing studies and reports that could provide useful information to the Board of Selectmen regarding the Community Path.
- Assess potential benefits and positive impacts for each potential segment of a shared-use path in the Town.
- Outline all concerns and issues related to a Community Path in the Town of Belmont.
- Provide and rank evaluation criteria useful for evaluating potential routes for a Community Path.
- Communicate, solicit input, and involve the Belmont community with the CPAC's work.
- Deliver a report of final recommendations with proposed next steps to the Board of Selectmen for the Town's consideration and future action.

### **Summary of Activities and Accomplishments:**



The CPAC has regularly held public working meetings in 2013. These meetings generally occurred on a bi-monthly schedule. The Committee met 23 times during the 2013 calendar year for these regular Wednesday night meetings. Meetings included agendas and minutes, which are generally posted to the CPAC webpage after each meeting.

A Community Path Public Forum was held on Feb. 27th, 2013. This was the first Public Forum that the CPAC organized. It was a charette-type structure, where the community was invited to provide the CPAC with route recommendations, route ideas, and questions. Map visuals were provided. A

Selectmen attended this meeting. It was widely attended by the public. All the questions and comments that the CPAC received during this Public Forum were responded to and posted publicly to the CPAC webpage.



An online Community Path Questionnaire was performed in the spring of 2013 by the CPAC using the SurveyMonkey website. This Questionnaire asked about the Community Path support level, possible trail features, how a Path would be used, and the “rail-with-trail” concept (i.e, trail segments adjacent to a railway with a safety barricade between the two). There were also open-ended questions that elicited over 1000 written responses. CPAC performed significant publicity and outreach to the community for this Questionnaire. The Questionnaire received over 1,500 responses during a 3-month period from Feb. to May 2013. Paper copies were also available for submission, and the CPAC received a small number of them. One trend in this Questionnaire's results was the strong general support for a Community Path, with over 89% of the respondents saying they supported development of a Community Path. Other themes from the Questionnaire were the strong community interest in off-road paths that are separated from traffic intersections and driveways. In addition, the results revealed the desire for a Path that connects to transit centers, to town centers and amenities, and to other Paths close to Belmont (e.g., Minuteman Bikeway). Furthermore, the general “rail-with-trail” concept was favorably received. All of the survey results, including summaries of the open-ended comments, were posted publicly to the CPAC webpage.

As requested by neighbors on Channing Road, a more specific questionnaire was also distributed in December 2013 to all potential abutters in Belmont for any of the possible Path routes. The questionnaire asked questions about desired access to the Path, impact on property values, and desired approaches for privacy buffers and screenings. The questionnaire was due in January, and analysis of the results was performed in 2014. 332 residents were directly mailed this survey, which included self-addressed stamped return envelopes to return the survey, together with a notice inviting the potential abutter to a future Jan. 22, 2014 Public Forum specifically hosted by the CPAC and Selectmen for potential abutters.

The CPAC also met with a number of stakeholders throughout the 2013 year, including potential abutters, the Belmont Fire Department, the Belmont Police Department, the Department of Public Works, the Belmont Housing Authority, the MBTA, the Conservation Commission, and Town Engineering. Both the Fire Chief and Police Chief attended CPAC meetings to answer questions about how an off-road Path might be designed to provide emergency responder access. The Fire Chief and Police Chief also answered questions about how path-user safety and adjacent homeowner safety might be addressed in Belmont if a Community Path is built.

Status updates on the CPAC's work were presented to Board of Selectmen on Monday July 15th, 2013 and Monday October 28th, 2013. Both briefings included summaries of the CPAC's past and ongoing tasks, as well summaries of future projects. The CPAC invited feedback and direction from the Selectmen on the Committee's work at these status updates, and used this feedback to guide future work.

The CPAC held a casual Bike Ride on Oct. 13th, 2013. The community was invited by the CPAC to tour local trails and sites in Belmont, Cambridge, and Arlington. It was a family-friendly event, and was 7-miles long. This was the second annual Bike Ride event that CPAC organized. Five of the 11 CPAC members attended this Bike Ride. This year's Bike Ride took place shortly after the new trail from Brighton Street to Alewife and the Alewife Reservation Wetland Restoration Project were both completed, so the Bike Ride toured these new cycling and walking facilities.

The CPAC spent considerable effort identifying, evaluating, and analyzing potential Community Path routes for Belmont, per the charge given to the CPAC. This included generating a comprehensive set of evaluation criteria to be applied to each route, with numerical rankings and scorings for each criteria. The route identification process was a comprehensive task that took into account feedback from the community, in terms of what people wanted in a Community Path. The potential routes generated included maps, descriptions, and high-level details. As requested by residents on Channing Road, the CPAC included many other potential route options, such as various possible options utilizing Concord Ave. and an option using Channing Road itself. These routes were all evaluated and scored, and feedback from the community was further used to help determine which routes to focus on and which to defer.



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The CPAC spent several regular public meetings responding to questions, concerns, and issues raised by potential abutters along Channing Road. These topics discussed included environmental contamination, parking, crime, drainage, fire and police access, costs, “rail-with-trail” studies and examples, real-estate values, privacy, and security. All issues were discussed using fact-based research and reports that CPAC members gathered and reviewed. Examples of best practices from other communities on how these questions were addressed were also offered.

In Nov. 2013, the CPAC applied for Community Preservation Act (CPA) funding to support an engineering feasibility study for a Pedestrian/Bicycle Connection Between Belmont High School and Winn Brook neighborhood. Through CPAC's extensive engagement with residents of the Town, it became clear that the Town should further consider an underpass between the Winn Brook neighborhood and the open spaces surrounding Belmont High School (BHS). Approximately 75 students currently cross the train tracks on a daily basis to get to school. This has created an ongoing safety hazard for both students and the MBTA, especially since the train speeds will be increased there in the future. A below-grade connection would provide students and residents a safe crossing of the Fitchburg rail line, and address this persistent hazard of children crossing the tracks to get to school. This potential underpass would also provide access to a Community Path, regardless of where the Path is situated.

While this underpass idea has been talked about for many years in Belmont, the feasibility and design details of such an underpass have remained largely unknown. The objective of this project was to undertake engineering work to determine if a feasible design exists, and to estimate possible construction costs. Such information was intended to further inform the public discussion about whether and how Belmont might realize a safe pedestrian connection between Winn Brook and the High School. Unfortunately this funding was not approved.

The CPC was helpful and supportive to the CPAC through this application process, and the feedback was instructive. The underpass concept is still being pursued as a route access point by the CPAC, due to strong interest in addressing public safety along the rail-line, and due to the fact that an underpass would provide a Community Path access point no matter which side of the tracks a Path is built on.

Finally, all relevant CPAC documents for 2013 were maintained for public viewing in an up-to-date fashion on the CPAC webpage. This includes agendas, minutes, and all other pertinent documents that the CPAC reviewed in 2013. This webpage can be found at the link below:

**[http://belmont-ma.gov/Public\\_Documents/BelmontMA\\_BComm/CPAC/CPAC](http://belmont-ma.gov/Public_Documents/BelmontMA_BComm/CPAC/CPAC)**

### **Goals for 2014:**

The CPAC's goals for 2014 include the following items listed below:

- Hold a second Public Forum for Potential Abutters of all the possible Community Path routes.
- Continued engagement with stakeholders on potential route options.
- Help facilitate how to move forward with an engineering feasibility study for potential Community Path route segments in Belmont.
- Deliver a CPAC Final Report to the Selectmen.
- Hold a third Public Forum to read out the recommendations by the CPAC to the Belmont community.
- Conclude the CPAC's work; offer help as needed in establishing a permanent committee to follow on the work of the temporary CPAC.

Respectfully Submitted,

Jeffrey Roth, Chair  
Belmont Community Path Advisory Committee



### **COMMUNITY PRESERVATION COMMITTEE:**

**Chair:** Paul Solomon

**Vice - Chair:** Anne Marie Mahoney

**Clerk:** Floyd Carman

#### **Ex-Officio and Liaisons:**

Joseph DeStefano, Planning Board Appointee  
Anthony Ferrante, Recreation Commission Appointee \*  
Lisa Harrington, Historic District Commission Appointee  
Gloria Leipzig, Housing Authority Appointee \*\*  
Andres Rojas, Board of Parks Commissioners Appointee  
Margaret Velie, Conservation Commission Appointee

\*John Owens stepped down as the Recreation Commission Appointee in November 2013.

\*\*Donna Brescia's term as the Housing Authority Appointee ended on June 30, 2013.

### **Committee's Purpose and Duties:**

The Community Preservation Committee (CPC) was formed to evaluate the community preservation needs of Belmont and make recommendations to Town Meeting as part of the annual budget process. The CPC is responsible for reviewing applications for funding under the Community Preservation Act (CPA). The CPA fund is a powerful resource that can be used to maintain the character of Belmont, but doing so requires active members of the community to sponsor CPA eligible projects. With this in mind, the CPC encourages Belmont residents to spearhead their own community-based projects that uphold the integrity of our community.

### **Summary of Activities and Accomplishments:**

The CPC recommended that Town Meeting appropriate \$872,000 out of the full \$2,035,163 in available funds for nine projects in Belmont's first year of awarding grants under the Community Preservation Act (CPA). As required by CPA funding criteria, each of these projects addressed one of the following community asset categories: community housing, historic preservation, and open space/recreational land.

#### **Community Housing**

- *Belmont Village Electric Service Upgrade (Underground Wiring)* - \$147,000 to replace all of the existing direct buried underground electric services to twenty-one buildings, with new conductors installed in new underground conduits at Belmont Village. The underground cables had not been replaced since the development was originally built in 1949. The project was completed as of November 13, 2013.

#### **Historic Resources**

- *Building Survey & Investigation of the 1853 William Flagg Homer House* - \$10,000 to conduct a professional building survey and investigation of the interior and exterior envelope of the 1853 William Flagg Homer House. 75% of the work had been completed as of January 8, 2014.
- *Town Hall Concord Ave Door Remediation* - \$72,000 to renovate the three Town Hall exit doors facing Concord Ave. These doors were not restored during the first two Town Hall renovations. This project will use the



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requested funds to complete the remaining restoration of Town Hall, as well as reducing energy costs to the Town by making the doors more weather-tight.

- *Comprehensive Cultural Resources Survey of Belmont* - \$115,000 to create a town-wide survey and inventory of historic properties, neighborhoods and other historic resources in Belmont.
- *Preserving and Digitizing Belmont's Vital Records* – Up to \$100,000 to hire a suitable vendor to conduct and prepare a Conservation Survey in order to determine the best approach to conserving original vital records of births, deaths and marriages in Belmont. The funds that remain after this survey is completed will be used to scan and preserve the most critical volumes.

### Open Space / Recreational Land

- *Intergenerational Walking Path Plan at Clay Pit Pond* - \$20,000 to engage the services of a Registered Landscape Architect to design a fully accessible walking/fitness trail to rehabilitate, restore and preserve the existing paths and landscape at Clay Pit Pond.
- *Irrigation Improvements at Rock Meadow Community Gardens* - \$10,000 to improve and expand the existing water supply system servicing 137 garden rental plots within the Community Gardens at Rock Meadow. The improved irrigation system will address leakage issues, variations in water pressure, and the need for additional spigots.
- *Joey's Park Rehabilitation* – Up to \$100,000 to rebuild Joey's Park using a combination of public and private funding sources. The construction was done through a community build, with members of Play By Design acting as construction supervisors and volunteers acting as crew and laborers. The majority of work was completed as of November 13, 2013.
- *Underwood Park (Plan and Design)* – Up to \$298,000 to fund the design for rebuilding the Underwood Pool and possibly a multi-purpose athletic field, using the results of the Feasibility and Preliminary Design Study that has already been funded by the Town.

In addition to overseeing the first year of Belmont's CPA grant application process—in which all nine recommended projects received Town Meeting approval—the CPC also made efforts to draft the Community Preservation Plan. Completed in August 2013, the Plan acts as a guiding document for the CPC and will be updated annually to address any relevant changes to CPA legislation and Town procedures.

### Goals for 2014:

The CPC will be recommending seven projects for funding to the 2014 Annual Town Meeting. In preparation for Town Meeting, the CPC will convene with a number of advisory boards and hold a public forum with the League of Women Voters to vet any questions or concerns the community may have regarding the seven FY14 CPA projects. Throughout the year, the CPC will continue to monitor the progress of approved projects to ensure they are completed on time and within their allotted CPA budgets.

Respectfully Submitted,

Paul Solomon, Chair  
Community Preservation Committee



### **CONSERVATION COMMISSION:**

**Chair:** James Roth

**Vice - Chair:** David Webster

#### **Committee Members:**

Charles Chiang  
Margaret Velie  
Faustino Lichauco  
Jeffrey North  
Miriam Weil

#### **Ex-Officio and Liaisons:**

Mary Trudeau; Part-Time Conservation Agent

### **Introduction:**

The Conservation Commission is an appointed Town board responsible for the implementation of the Massachusetts Wetlands Protection Act (WPA), a state law that is administered primarily by municipalities throughout the Commonwealth. While the regulation of activities within the jurisdiction of the Wetlands Protection Act is the primary function of the Commission, the Conservation Commission is also the responsible agent for Conservation lands in Belmont, and spends a great deal of time and energy in promoting and sponsoring the stewardship of Rock Meadow. With the considerable assistance of an active group of volunteers, the Commission also runs the Victory/Community Gardens at the southern end of Rock Meadow, and provides over one hundred thirty low cost plots for the growing of produce, herbs or flowers.

### **Personnel:**

The Commission consists of seven (7) regular members. The members of the Commission commit to attending regular, monthly meeting of the Commission, as well as site visits to inspect each property subject to a wetlands permit. The Commission meetings are well attended, and the Commission notes that they continue to benefit from the participation of many well informed and interested Townspeople. Notices of meetings, agendas and meeting minutes are posted by the Town Clerk, and on the Town web site, and the Commission notes that all are welcome and participation encouraged.

Current Commission members are Charles Chiang, David Webster, James Roth, Margaret Velie, Faustino Lichauco, Jeffrey North and Miriam Weil. James Roth accepted the role of chairperson in 2012, and was re-elected in 2013. David Webster remains vice-chairperson. Margaret Velie also represents the Commission on the Community Preservation Act Committee, and Jeff North is a member of the Land Use Management Committee. Nancy Davis, another past member of the Commission, continues her work at Clay Pit Pond work days and this year participated in developing the scope of a proposal to develop new paths at Clay Pit Pond park. The Commission is grateful for her continuing presence and institutional memory.

The Commission has a part time agent, Mary Trudeau, who keeps regular office hours in the Homer Building, located at 19 Moore Street, in the Town Hall complex. As an agent of the Commission, Ms Trudeau is also empowered to monitor Applicant's activities, and to issue enforcement actions in connection with activities that violate the WPA. This has resulted in timely enforcement of the Act against activities that may have otherwise gone undetected. Her daily responsibilities include interacting with applicants, as well as being the interface between the Commission and



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residents. As the public face of the Commission, the Agent meets with applicants and assists them in preparing the documents they need to file. In doing so, she guides them through the often intricate process with skill and patience. This results in hearings that focus on substantive aspects of the application, rather than in addressing informalities in the application process. The Commission realizes the importance of providing assistance to property owners and potential property owners who must appear before us before conducting activities in wetland resource areas or buffer zones. We are dedicated to providing a clear understanding of the requirements under the WPA.

### **CPA Funded Projects:**

The Town of Belmont adopted the Community Preservation Act in 2013. The Commission submitted two proposals for grants through the Community Preservation Act. The first grant application was awarded \$10,000 dollars for the reconstruction of the irrigation system at the Community Gardens. This proposal will improve water pressure, and conserve water through the repair of leaks and spigots.

The second project was a grant application for the development of a Master Plan for an Intergenerational Walking Path at Clay Pit Pond. No construction was proposed in this application, and the proposal was awarded \$20,000 dollars to develop a Master Plan for future improvements. An RFP for this project will be done in the spring of 2014.

### **Land Management Activities:**

The Conservation Commission has been administering a federal grant funding to help carry out much needed maintenance and restoration activities of Rock Meadow. In the past year, the Commission administered funds from the WHIP Program, a cost sharing program that has allowed the Commission to enhance the value of Rock Meadow for a variety of grass land birds. This programs is summarized below.

### **NRCS Cost Share Program:**

As in recent years, much of the Commission's efforts have been towards the management of Rock Meadow, with the long term goal of restoring the traditional grassland character of the area. Several years ago, the Commission contracted with the Ecological Extension Service of the Mass Audubon Society to prepare a detailed ecological analysis of the meadow. This analysis, which was partially funded through Partners for Fish and Wildlife Service Program grant, represented the technical basis for the grant applications used to fund meadow restoration.

Based on the report, the Commission developed a formal maintenance and management plan for the Meadow. With this management plan in hand, the Commission applied to the USDA Natural Resources Conservation Service (NRCS) for a Wildlife Habitat Improvement Plan (WHIP) contract to fund a ten- year improvement program. WHIP is a voluntary program that encourages the creation of high quality wildlife habitats to support wildlife populations of local significance. The Commission worked with the NRCS to develop a wildlife habitat development plan, which ultimately became plan the basis of the cost-share agreement between NRCS and the Town.

The estimated cost of the ten year management plan was approximately \$79,000 dollars. The Commission received approximately \$50,000 dollars over the next ten years in NRCS funding for this project, leaving the Commission with a commitment of approximately \$30,000 dollars. The Commission sponsored a bill at Town Meeting to establish a revolving account with seed money (the \$30,000 dollars) for grant-sponsored activities. The bill was passed unanimously, and the account established.

The management/restoration project continues. This year, the Cost-Share program included mowing to reduce woody growth and to encourage the growth of native grasses and plants. Mowing will likely continue on an annual basis and



the restoration activities are being monitored by Mary Trudeau, the Conservation Commission's agent, as well as representatives of NRCS.

While the 2013 mowing was paid for through the WHIP Cost Share Program, the Commission used a combination of garden fee's and donations to fund the cutting in years not funded through the Contract. 2014 is not a funded year, and the Commission will need to generate mowing monies through Garden Fees. The Gardeners are also planning a fund raising effort to help with the mowing costs through the production and sale of Tee-shirts. As noted last year, the Commission has been working with the Land Management Committee to obtain better prices on mowing through coordinating contractor dates.

### **Victory gardens and Rock Meadow Activities:**

The Victory Gardens are located in the southeast corner of Rock Meadow, and provide plots for up to about 137 local gardeners. Although garden membership has fluctuated through the years, there is currently a waiting list of approximately 75 gardeners. While each plot is individually managed, the Commission provides water and compost to



the gardens and funds access and restoration of the path system. In 2013, the gardeners decided that the maintenance of safe access should be outsourced, and garden fees were used to hire Joe Finn to accomplish this task. Joe has also undertaken the mowing of walking paths in the Meadow, and does a spectacular job.

The Commission has used a portion of the garden funds to contribute to the maintenance and restoration of Rock Meadow. As the WHIP grant expires, this source of funding will be important in continuing the annual mowing of the meadow.

This year, Sandra Curro, a local grower worked with the gardeners to grow "blight resistant" tomatoes. Through the generosity of Sandra, each gardener was offered several plants for use in their garden. While the success was not uniform throughout the gardens, the program will continue this summer. Sandra has been an excellent compatriot, and her locally grown seedlings have been popular with the gardeners.

We had a fabulous eagle scout project conceived and executed by Owen Searles that resulted in the production of wooden tags identifying each of the garden plots. This effort saved hours of administrative time when assigning gardens and doing inspections.

The Commission, again, worked with volunteer farmer/manager Kathy Martin to run the garden program. Kathy has a newsletter for the gardens, keeps a website and maintains a fleet of lawnmowers and weed whackers. Through Kathy's tireless efforts, the path system has been reclaimed and the garden is much safer terrain. Bruce Westgate continues to





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actively assist in the management of the Victory Gardens, and is largely responsible for the beautifully mowed grasses at the east edge of the Gardens. The gardeners have been meeting monthly to assist with the management of the gardens. Programs that evolved this year included fence replacement and improved path maintenance.



An important component within the gardens is the volunteer contributions that allow for the continued operation of the program. In addition to the management skills of Kathy Martin, and the long term stewardship of Bruce Westgate, several gardeners were enormously helpful. In particular, Geno Volpe and Ed Ensor maintained the existing watering system, Stephen Pinkerton has been working to upgrade the system and provide better water pressure to the gardens. Maria Leza provided continuous eradication of invasive plant species within Rock Meadow and the gardens. Catherine Stahlberg worked with a local gardening supply store to obtain discounts

on gardening supplies, and has been active on the volunteer garden committee. Judy Otto worked on publicity and text for the garden; Amelia Fannin took over the monthly garden newsletter. Diane Bissaro took on the enormous task of updating the garden waiting list, and some of the administrative organization required to keep track of the garden registrations. David Mitchell coordinated efforts to create on site composting, and Glen was a tireless laborer providing assistance to many gardeners in a variety of well appreciated ways!

Joe Finn, a local birding expert, continued his Bluebird nesting work in Rock Meadow. Joe established and maintained over twenty bird boxes last summer, resulting in several nesting pairs and subsequent broods of Bluebirds. Joe is one of the volunteers who adds technical expertise and energy to the Commission's efforts to increase the value of Rock Meadow for wildlife habitat. His management of the mowing within the western meadow has resulted in healthy stands of grasses, and reduction of woody growth in this section of the meadow. Joe also managed the mowing of the paths, and maintained the brush cutter owned by the Commission, as well as doing the path mowing at Lone Tree Hill.

Karen LaCourse and Ezequiel Alvarez had bee hives at Rock Meadow. This is the fourth year of bee hives at the Meadow, and the gardeners feel that the increased pollination is helpful. This is a very exciting project and the 2014 year may have a third beekeeper and as many as six hives on the property.

While the USDA WHIP grant has provisions for the control of invasive plant species, we also have a local volunteer who spends hundreds of hours every year attacking the Bittersweet vines in Rock Meadow, and adjacent woodlands. Dr. Maria Leza has been tireless in her efforts to control the tenacious vines, and the results of her cutting program are visible in many corners of the Meadow. Dr Leza is a long time Community gardener and has mentored several new gardeners in the art of organic gardening.

There are several local volunteer organizations that contribute man power to Rock Meadow maintenance programs. Belmont Serves, the Belmont High School Community Service program and Temple Beth El of Belmont all offer work days that benefit the Town. Projects include control of invasive plant species; cleaning of trash and debris;



maintenance of drainage culverts and path maintenance and improvements. The Commission is grateful to these organizations for the valuable assistance provided.

### **Public Hearings:**

The Commission meets monthly to review applications for work within the jurisdiction of the Commission. Any project within one hundred feet of a wetland requires the review of the Conservation Commission and the issuance of a permit under the Massachusetts Wetlands Protection Act. The review and issuance of permits is time consuming, requiring extensive review of proposals, site visits and occasionally the use of experts to evaluate a particular project. This year the Commission reviewed proposals for additions to single family homes, demolition and reconstruction of single family homes.

Respectfully submitted,

James Roth, Chair  
Conservation Commission

### **CULTURAL COUNCIL:**

**Co-chairs:** Anne Quirk and Ken Stalberg

**Secretary:** Christine Sandvik

### **Committee Members:**

John Baboian  
Naomi Ellenburg-Dukas  
Jirair Hovsepian  
Anne Levy  
Rebecca Richards

### **Committee's Purpose and Duties:**

The Belmont Cultural Council (BCC), the local affiliate of the Massachusetts Cultural Council, annually awards small grants (usually between \$200 and \$500) to Belmont-oriented arts, humanities, and science projects that benefit schools, organizations, and individuals. It accepts grant proposals from early September through mid-October, researches and evaluates those proposals through the late fall, and then announces grants in January.

The Belmont Gallery of Art, an autonomous sub-committee of the BCC, presented seven art shows, including one featuring work by local students and another by local teachers. An estimated 2,000 visitors came to the gallery in 2013.

### **Summary of Activities and Accomplishments:**

In 2013, the BCC reviewed twenty-two grant applications for 2014 funding and awarded \$4650 in grant money to thirteen of those applicants. Among the approved proposals were: a music residency at Belmont High School, a dance performance at the Beech Street Center, and a faculty concert series at the Powers School of Music.



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### **Goals for 2014:**

The BCC, which receives nearly all its money from the state, hopes to increase its Belmont-based fund raising efforts. This year, as is true most years, some fine programs were partially funded or couldn't be funded at all.

Respectfully Submitted,

Anne Quirk, Co - Chair  
Belmont Cultural Council

### **DISABILITIES ACCESS COMMISSION:**

**Chair:** Janet H. MacDonald

#### **Committee Members:**

Nancy Donald  
Mark Clark  
Joseph Hanley

#### **Committee's Purpose and Duties:**

Calendar year 2013 began with two members on the Commission, Chair, Janet H. Macdonald and member Nancy Donald. The shortage of members was due to a lack of qualified applicants who that had expressed interest in being appointed to the commission. The Board of Selectmen as the appointing authority and their staff did a great deal of outreach during the year and recruited two new members, Mark Clark and Joseph Hanley.

We do work with local and state authorities on reviewing requests for variances for the Architectural Access Board of the Commonwealth and the Community Development Office of the Town of Belmont.

We also have a display at the annual Meet Belmont evening in August.

#### **Summary of Activities and Accomplishments:**

As was the case with 2012 there were no regularly scheduled meetings of the Disability Access Commission.

#### **Goals for 2014:**

In 2014 the Disabilities Access Commission hopes to work with the members who were newly appointed to bring them up to speed on the duties of our commission. Our hope is that these new members will allow us to better respond to and review concerns from the community. With additional vacancies remaining on the commission we will also continue to work with the Board of Selectmen to recruit and appoint qualified applicants.

Respectfully Submitted,

Janet H. MacDonald, Chair  
Disabilities Access Commission



**ECONOMIC DEVELOPMENT ADVISORY COMMITTEE:**

Although considered an active committee, as of April 25, 2014 the Economic Development Advisory Committee had not submitted an Annual Report.

**EDUCATION SCHOLARSHIP COMMITTEE:**

**Chair:** Floyd S. Carman

**Committee Members:**

- Leslie Aitken
- Robert Sullivan
- Carol Cohen
- Wega Firenze

**Committee’s Purpose and Duties:**

The Belmont Education Scholarship Committee was established under MGL 60 §3C by the April 1995 Town Meeting. The Education Scholarship Committee awards scholarships to residents of Belmont who are pursuing higher education. Awards are based on the applicants’ financial need, academic achievement, community involvement and school activities. The Committee also makes an annual award to the Belmont Public Schools. Funding is provided by Belmont Taxpayer’s contributions to the voluntary Education and Scholarship check-offs on Belmont’s real estate, personal property and motor vehicle excise tax bills.

**Summary of Activities and Accomplishments:**

The Town of Belmont Scholarship was awarded to the following recipients totaling \$3,600. Checks were mailed on 11/15/13 to be applied to the recipient’s second semester.

Recipient	College/University	City and State	Award Amount
EMILY G. SAVARESE	SKIDMORE COLLEGE	SARATOGA SPRINGS, NY	\$600.00
BRENDON J. SULLIVAN	WENTWORTH INSTITUTE	BOSTON, MA	600.00
LU JESSIE	WELLESLEY COLLEGE	WELLESLY, MA	600.00
JESSAMYN R. BIETTE	DICKINSON COLLEGE	CARLISLE, PA	600.00
VANESSA RAI	COLLEGE OF THE HOLY CROSS	WORCESTER, MA	600.00
GABRIELLA M. SHOCK	PEN COLLEGE OF TECHNOLOGY	WILLIAMSPORT, PA	600.00

**Activity Report for the Town of Belmont Scholarship Check-Off Fund for Fiscal Year 2013**

Opening Balance 7/1/12	\$ 269,668.69
Plus Tax Check-Off Donations	1,309.28
Plus Income Earned	6,583.19
Less Scholarship 2012-mailed December 2012	(4,800.00)
Less Helen Finnick Book Award	(200.00)
Less Dollar for Scholars Expenses	<u>(868.82)</u>
<b>Closing Balance 6/30/2013</b>	<b>\$ 271,692.34</b>

*In Fiscal Year 2013, seventy-nine residents contributed to the Town of Belmont Scholarship Check-Off Program.*



## 2013 Annual Report

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### Activity Report for the Town of Belmont Education Check-Off Fund for Fiscal Year 2013

Opening Balance 7/1/112	\$ 97,160.79
Plus Tax Check-Off Donations	4,958.91
Plus Income Earned	<u>2,398.60</u>
<b>Closing Balance 6/30/2013</b>	<b>\$ 104,518.30</b>

*In Fiscal Year 2013, eighty-seven residents contributed to the Town of Belmont Education Check-Off Program.*

Respectfully Submitted,

Floyd S. Carman, Chair  
Education Scholarship Committee

### **ENERGY COMMITTEE:**

**Co - Chairs:** Ian Todreas and Roger Colton

#### **Committee Members:**

Christine McVay  
Andrew Healy  
Tony Barnes  
Jacob Knowles  
Jan Kruse  
Peter Castanino *ex-officio Town*  
Fred Domenici *ex-officio school*  
Glenn Clancy *ex-officio Town*  
Stephen Mazzola *ex-officio school*  
Lauri Mancinelli *BMLD*

The Special Town Meeting held in the fall of 2009 voted to adopt a climate action policy committed to reducing greenhouse gas (GHG) emissions in the Town of Belmont by 80% by the year 2050. In furtherance of that commitment, Town Meeting voted also to create the Belmont Energy Committee.

The Energy Committee was appointed by the Board of Selectmen in the Spring of 2010 and began meeting in the Summer of 2010. The work of the Energy Committee in 2012 was devoted to work on electricity, transportation, and residential heating/cooling.

In the electricity area, the Energy Committee worked with the Belmont Public Schools to negotiate a contract with Broadway Electric, the developer selected to place solar panels on Belmont's Wellington Elementary school. The BPS signed that contract in June 2013. The Energy Committee then worked with the developer through the Fall of 2013 to obtain Planning Board approval to place solar panels on the Wellington.

In September 2013, the Energy Committee completed multi-year negotiations with Belmont Light on a new "energy efficiency" policy for the Town's municipal light department. This new and expanded policy represents an expanded



effort on the part of Belmont Light to invest in energy efficiency measures that will reduce utility costs and reduce air pollution emissions by reducing the need for electricity generation.

In the heating/cooling area, the Energy Committee continued its partnership with Sagewell, Inc. to promote MassSave energy audits to Belmont residents who heat with natural gas through the Town's Better Homes Belmont program. The Energy Committee also continued its collaboration with Belmont Light to fund an expansion of the energy audits program to homes heating with fuel oil. By the end of December 2013, the program had generated more than 1,200 energy assessment requests. Belmont's success resulted in a higher percentage of requests for home energy assessments than any other community in Massachusetts.

In the transportation area, the Energy Committee negotiated an agreement with the developer of Cushing Village to include innovation transportation alternatives in the Cushing Square development. The developer agreed to price the rental units in Cushing Village separately from the parking spaces associated with those units, so that tenants interested in using mass transit could choose not to own a car and not be forced to pay for the costs of auto ownership. The developer also agreed to enter into (and house) a bike-sharing program that would allow Belmont residents to rent bicycles to travel either around town or to Cambridge/Harvard Square in lieu of driving.

The Energy Committee also negotiated an agreement with the Cushing Square developer to plant 100 trees in Belmont neighborhoods, over and above the landscaping that was part of the development itself, to provide shade-tree cooling in the neighborhoods and to solicit other business participation in this shade tree cooling initiative.

Respectfully submitted,

Ian Todreas and Roger Colton, Co-chairs  
Belmont Energy Committee

### **HISTORIC DISTRICT COMMISSION:**

**Co - Chairs:** Michael Smith and Joseph Cornish

#### **Commission Members:**

Peter Gunness  
James Smith  
Jacob Cohen  
Arleyn Levee  
Theresa McCarthy  
Edward Bing *Alternate Member*  
Lauren Meier *Alternate Member*  
Lisa Harrington *Alternate Member*  
Lydia Phippen Ogilby *Member Emeritus*  
Richard Cheek *Member Emeritus*

During 2013 the Belmont Historic District Commission (HDC) was busy performing its dual role as the administrative body responsible for preserving the integrity of the Pleasant Street, Common Street and Richardson Farm Historic Districts and as Belmont's Historical Commission with the duty of advising the Town on how to protect and preserve its historic resources, especially its most significant older buildings and surviving landscapes.



## ***2013 Annual Report***

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Within the Pleasant Street Historic District, the Commission continued to assist both residents and Town administrators in preserving the historic character of their properties and in making appropriate alterations and additions when necessary. Numerous public hearings were held during the year to discuss and/or review plans for changes and additions and to cite historical precedents that might assist owners in designing these improvements.

In its capacity as the Town's Historical Commission, the Commission was involved in the following activities:

First, the Commission worked with the Planning Board toward amending a proposed Demolition Delay Bylaw that had been previously withdrawn from 2013 Annual Town Meeting. The HDC prepared a list of affected historic properties by researching the Massachusetts Historical Commission's Inventory of Belmont's Historic Cultural Resources. The revised article was presented again at the 2013 Fall Town Meeting where it passed. Immediately following the passage of the bylaw, the HDC and Planning Board worked together to draft notices to affected property owners advising them of an upcoming appeal process in 2014 to remove properties from the List of Significant Historic Buildings identified as part of the bylaw. The successful effort to enact a demolition delay bylaw is a follow-up to the Historic Preservation Elements of Belmont's Comprehensive Plan 2010-2020 wherein demolition delay was recommended as a key preservation strategy.

Second, HDC member Lisa Harrington remained active on the Town's Community Preservation Committee (CPC) having helped to lead a successful ballot initiative to have the Town adopt the Community Preservation Act (CPA), allowing Belmont to adopt a property tax surcharge with some level of state matching funds to be used to support open space, affordable housing, historic preservation and recreation uses. Ms. Harrington helped to develop articles for CPA funding, including consultant funding to update the inventory of Belmont's historic properties, passed at the annual 2013 Annual Town Meeting. Proposals were received from several consultants; and, final selection and beginning of the inventory process is scheduled to begin in early 2014.

Third, under the leadership of HDC Co-Chair Joseph Cornish, the HDC prepared documents for a new Richardson Farm Historic District. The proposed district contains three parcels of land owned by Lydia Phippen Ogilby. These parcels represent an intact portion of the Richardson Farm which has been in cultivation since 1634, when, as part of a land grant, King Charles I of England deeded the property to Abraham Hill, a direct forbear of Mrs. Ogilby. The proposed new Historic District was presented at the 2013 Annual Town Meeting where it was adopted by a unanimous vote of approval.

Fourth, the HDC continued working with owners and various stakeholders on a variety of projects including: (1) an historic plaque program in cooperation with the Belmont Historical Society; (2) renovation plans for the historic Upham House at McLean by Northland Development; (3) replacement of Town Hall windows and doors; (4) initial planning for a future School Street Historic or Conservation District; and (5) continuing efforts to find a site, user and funding for the historic Thomas Clark House.

Looking to the future, the Commission will (1) continue to work on the projects already underway and listed, in part, above; and, (2) develop a strategy for re-use of the historic Mill Street Barn; and (3) respond as rapidly as possible to all Massachusetts Historical Commission requests for comment on proposed construction projects that might affect Belmont resources listed on the Inventory of the Historic Assets of the Commonwealth.



Members also continue to serve as representatives of the Commission on other Town committees, including: Member Lisa Harrington who serves on the Community Preservation Committee; Chairman Emeritus Richard Cheek who serves as a member of the Friends of Benton Library; and, Member James Smith who serves on the Underwood Pool Committee.

Historic District Commission member Peter Guinness retired. We are very thankful for his outstanding service to the Town of Belmont and the HDC.

The Commission wishes to thank everyone who has helped to preserve Belmont's rich legacy of fine buildings, beautiful landscapes and other historic resources over the course of the year. We look forward to your continued advice and assistance in 2014.

Respectfully submitted,

Michael Smith, Co- Chair  
Joseph Cornish, Co-Chair

### **HOUSING TRUST:**

**Chair:** Alisa Gardner-Todreas

**Vice - Chair:** Helen Bakeman

**Secretary:** Jensen Lozano

**Committee Members:** Judith Feins  
Ann Silverman  
Ann Verrilli

**Ex-Officio and Liaisons:** Gloria Leipzig, Ex-Officio for Housing Authority  
Charles Clark, Ex-Officio for Planning Board

### **Committee's Purpose and Duties:**

Authorized by Town Meeting in 1999 and then created by the state legislature (Chapter 126 of the Acts of 1999), the Belmont Housing Trust is a local body appointed by and answering to the Belmont Board of Selectmen. The Trust's purposes are: (1) to investigate and implement alternatives for providing affordable housing for persons of low, moderate, and middle income; (2) to enhance the Town of Belmont, Massachusetts and lives of its residents, and so lessen the burdens of government, by promoting and undertaking the development and maintenance of affordable housing for the benefit of persons of low and moderate income; (3) to foster and promote community-wide interest and involvement in the problems associated with the under-development of affordable housing, and toward that goal, to sponsor and participate in public symposia and discussions involving governmental officials, real property developers, and community organizations and institutions; and (4) to assist parties in obtaining financial support for affordable housing projects from state and federal agencies, foundations and other sources; and by any other means, to



## ***2013 Annual Report***

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cooperate with, encourage, and contribute to the efforts of parties in the accomplishment of affordable housing purposes.

### **Summary of Activities and Accomplishments:**

The Belmont Housing Trust continues its relationship with Metro West Collaborative Development (MWCD), now a regional non-profit. An Innovations Grant from the Massachusetts Housing Partnership in 2009 had supported efforts to organize the MWCD. Helen Bakeman and Alisa Gardner-Todreas serve on the Board of MWCD and as such are their liaisons to the Trust.

In 2013, the Town designated MWCD as its Community Housing Development Organization (CHDO). Steve Laferriere, Housing Project Manager for MWCD, continues to work with the Trust by scoping out potential development projects in Belmont.

There were no financial transactions by the Housing Trust in 2013.

### **Housing Production Plan:**

In November 2011, MWCD received a grant through the Metropolitan Area Planning Council (MAPC) for technical assistance in developing Housing Production Plans. For Belmont to participate, the Town agreed to join the Sustainable Communities Consortium, which required no financial obligation. In March 2012, Trust members began meeting with MAPC to discuss the plan for developing a Housing Production Plan for Belmont. A public forum, co-sponsored by Town of Belmont Planning Department, Belmont Housing Trust, Vision 21 Implementation Committee, Metro West Collaborative Development, and the Metropolitan Area Planning Council, was held on Nov. 1, 2012. Trust members, with MAPC, and other Town entities are working on a draft, with a target completion date of spring 2014.

### **HOME Funds**

A significant milestone was reached in the cumulative total HOME funds obtained for the Town of Belmont since the Trust brought the Town into the federal program in FY03. In eleven years, this funding has totaled over \$1 million. Planning for future HOME fund uses is underway.

Waverley Woods, the award-winning development sponsored by the Housing Trust and completed in 2009, continued to provide high-quality rental housing for 40 families and individuals throughout 2013. Residents range in income up to 60 percent of the area median (the maximum allowed under tax credit rules). Although fully occupied, Waverley Woods always has an active waiting list. Those interested in an apartment there should call the management office for information: 617-209-2422.

### **Community Preservation Act**

On November 2, 2010, the Community Preservation Act was approved by the voters. It is expected that Belmont will have \$1 to 1.2 million; the state match is currently 26%. The Trust submitted a proposal for CPA funds in Nov. 2013 for First Time Homebuyer Assistance, which is currently expected to go to vote at the Spring 2014 Town Meeting.

### **Inclusionary Zoning**

In April 2012, members of the Trust began re-examining the current Inclusionary Zoning By-Law. Concerns were raised regarding the clarity of the language and some gaps in administrative procedures. After many months of work by



Trust members, Planning Board members and the Town, it was **approved unanimously** at the Spring 2013 Town Meeting. However, there was agreement to continue working on some aspects of the by-law.

### **Belmont Affordable Shelter Fund**

The Belmont Affordable Shelter Fund (BASF) is an initiative of the Belmont Housing Trust, but is a separate entity in partnership with the Family-to-Family project, a nonprofit homelessness prevention organization in the Boston area. This local crisis intervention fund is used to address situations in Belmont involving a threat to a family's ability to maintain adequate shelter due to an inability to pay. Completely supported by local contributions, 100 percent of the funds are distributed as benefits to Belmont residents. Contributions made to the Family-to-Family Project for BASF can be tax-deductible.

Applications for assistance are generally not made directly to BASF. Instead, the majority of people in need are identified by the social outreach workers in the Town of Belmont's Department of Health. Some persons are referred by the Belmont Council of Aging (COA), and others come to us from various clergy or faith institutions in Town. We thank Belmont Savings Bank for the free checking account it provides to BASF. And we thank the Belmont Lions Club for an amazing contribution based on their "tip jar" from their annual Christmas tree sale.

In the program year covering the 2012 – 2013 heating season through the beginning of the 2013 – 2014 heating season, BASF made 19 grants totaling more than \$4,100. Of those grants, roughly 51% went to pay electricity bills, and 41% went to pay past-due natural gas and fuel oil bills. One grant, totaling 8% of the grants made, was made in 2013 to make rent payments. Since January 2005, BASF has made nearly 180 grants totaling more than \$40,000.

Donations to BASF are needed now more than ever. Checks can be made out to Belmont Affordable Shelter Fund and mailed to BASF at 34 Warwick Road in Belmont. Or (to claim a tax-deductible contribution) they can be made out to Family-to-Family Project (writing BASF in the Memo line) and mailed to the same street address.

### **State Ethics Training**

In accordance with State legislation passed in 2009, each member of the Board of the Housing Trust is required to successfully complete on-line ethics training every two years and report to the appropriate Town official. All Board members received an email from the Town Clerk on Dec. 28, 2012 and completed the online training by April 5, 2013.

### **Annual Meeting of the Housing Trust**

According to the Housing Trust Bylaws, an annual meeting is to be held in July; this year's annual meeting took place on September 16, 2013, as we were awaiting new member appointments from the Board of Selectman. Elections were held for the officers of 2013-14. Alisa Gardner-Todreas was elected Chair, Helen Bakeman was elected Vice Chair, and Jensen Lozano as Secretary.

Respectfully Submitted,

Alisa Gardner-Todreas, Chair  
Belmont Housing Trust



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### **HUMAN RIGHTS COMMISSION:**

**Chair:** Barbara M. Watson

**Vice-Chair:** Carl M. Brauer

### **Committee Members:**

Julie Cicalese  
Nan Donald  
Jirair Hovsepian  
Regina O'Brien  
Rachel Rennard  
Paul Solomon, MD  
Daniel Vernick  
Fran Yuan

### **Liaisons:**

J. Peter Hoerr, Captain, Belmont Police Department  
Kathryn Bonifiglio, Belmont Against Racism

### **Committee's Purpose and Duties:**

The Human Rights Commission was established by the Board of Selectmen to advance the fair and equal treatment of individuals in Belmont and to create a mechanism for addressing concerns or incidents related to these issues. In particular, the Commission is charged to:

- Address the full range of discrimination in the areas of commerce, education, public accommodation, housing, employment, and access to municipal services
- Serve as a resource to the citizenry, the business community, and public agencies on issues regarding diversity and discrimination
- Give visibility to and increase awareness of issues related to diversity and discrimination through educational activities
- Assist the citizenry and town agencies in informally resolving disputes on issues relating to discrimination
- Receive allegations of violations of human rights laws and related legislation, and refer matters to relevant Town, State and Federal authorities for disposition of matters within their respective jurisdictions
- Report annually on its activities to the Board of Selectmen

### **Summary of Activities and Accomplishments:**

The Commission continued its outreach in the Belmont community. It added an e-mail contact to complement its phone line for residents to contact the Commission for assistance. Now in addition to being able to contact the Commission through its phone line, (617) 993-2795, residents may reach the Commission through its new e-mail address, [Belmont.hrc@gmail.com](mailto:Belmont.hrc@gmail.com). The Commission continued to send representatives to major Town events, such as Meet Belmont, to further its visibility and further educate others about the work it does in the community and it continues to share its informational materials at community sites, such as the library. The photo collage, "The Many



## 2013 Annual Report

Faces of Belmont,” which celebrates our residents’ diversity, created by Commission Member Fran Yuan, also appeared directly on the Town of Belmont’s homepage.

In 2013, the Commission again cosponsored Belmont’s Annual Martin Luther King, Jr. Community Breakfast (MLK Breakfast) in January, The Freedom to Marry Ice Cream Social in May, One Book One Belmont, and Belmont Against Racism’s Gay Straight Alliance Potluck. The Commission sought and received a proclamation from the Board of Selectmen honoring the victims of the Armenian Genocide in conjunction with the planned State House commemoration of the event.



During 2013, the Commission agreed to assume primary responsibility for the 2014 MLK Breakfast and began the planning for the breakfast, including soliciting a keynote speaker and other participants, and coordinating with the School Department and other Town agencies. It also began soliciting in-kind donations from our generous business and volunteer community.

In 2013, there were a number of transitions in the Commission, including the moving on of Julie Cicalese, Regina O’Brien and Rachel Rennard. We are grateful for their generous service to the Commission. The Commission is also grateful for the support it received in 2013 from the Office of the Board of Selectmen, including Robert Reardon, the Town Administrator, the Town Clerk, and the Superintendent and School Department, and the Commission’s liaisons, Captain Peter Hoerr and Kathryn Bonifiglio.



In addition, the Commission responded to a Beech Street Center request to help acquire and hang a World Map at the Center so that Center visitors can put a pin in the map to indicate where they are from.

### **Goals for 2014:**

The Commission intends to continue and expand its education and outreach activities, and will continue to respond effectively to inquiries and complaints received through the phone line and e-mail account. The Commission will again plan and coordinate the MLK Community Breakfast. The members take pride in helping continue the tradition of Belmont being an open and welcoming community to all.

Respectfully Submitted,

Barbara M. Watson, Chair  
Human Rights Commission



## ***2013 Annual Report***

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### **INFORMATION TECHNOLOGY ADVISORY COMMITTEE:**

Although considered an active committee, as of April 25, 2014 the Information Technology Advisory Committee had not submitted an annual report.

### **LAND MANAGEMENT COMMITTEE FOR LONE TREE HILL:**

**Chair:** Ellen O'Brien Cushman

**The Trustees of Reservations:** Wesley Ward / Steve Sloan

**Historic District Commission:** New Member needs to be named

### **Belmont Committee Members:**

Jeff North  
Harlan Carere

### **McLean Hospital Committee Members:**

Michele Gougeon  
Andy Healy  
Tom Grimble  
Steve Kidder

The McLean Land Management Committee, created by the Memorandum of Agreement between the Town of Belmont and McLean Hospital, consists of nine members (Chairman Ellen O'Brien Cushman, Jeff North, Harlan Carere from Belmont, Michele Gougeon, Andy Healy, Tom Grimble and Steve Kidder from McLean Hospital and Wesley Ward/Steve Sloan from The Trustees of Reservations, holder of the Conservation Restrictions. A new Historic District appointee has still not been named). The work of the Committee is funded by the McLean Open Space Maintenance Fund created by the McLean transaction, by the revenue from the cell tower in the inactive cemetery land as well as by generous grants from local land preservation/conservation groups; it is not funded by property tax.

During 2013, Lone Tree Hill and property enthusiasts benefited from the considerable skill, energy and passion of the volunteer trail crew from the New England Mountain Bike Association, who helped to complete two major projects: the rebuilding of the footbridge over the brook adjacent to the Red Maple Swamp, and the reconstruction of the "Old Coal Road" leading up from Pleasant Street, adjacent to the McLean Hospital property. The bridge project, initiated by student volunteer Julia Graham, is built with an arc high and long enough to limit debris from clogging the brook, a constant problem. The first phase of reconstruction of the "Old Coal Road", a long anticipated goal, expected to be complex, expensive and requiring heavy construction equipment, was accomplished by a partnership of Land Management Committee Members Tom Grimble and Andy Healy. McLean Hospital dedicated an experienced crew of workers and heavy equipment operators, as well as "reclaim" pulverized asphalt, recycled and donated by McLean. They were joined by the folks from the New England Mountain Bike Association and a few energetic volunteers and laid drainage pipe, created a drainage swale,





removed debris from the adjacent brook, and laid the new surface. Spring of 2014 will reveal the result.

The Belmont Citizens Forum selected Lone Tree Hill for their Earth Day volunteer project. The team of volunteers successfully picked up trash, and cut and removed invasive plant species.

Lone Tree Hill was also the fortunate to be selected by two Belmont Eagle Scout Candidates who planned and executed projects on the property. Eagle Scout Teddy Reinhardt-Ertman reopened the old farm gate trail leading from the pedestrian crosswalk on Concord Avenue to the Pine Allee, laying granite pavers to limit runoff and erosion from Concord Avenue. This new pedestrian entrance will be a primary trailhead for neighbors walking with pets on leash to avoid the cemetery entrance and accomplished one of our stated goals for 2013. Candidate Christian Cahoon has received approval to install bat houses on selected trees on the property, citing mosquito-eating benefits. We anticipate installation once the snow breaks. We are extremely proud of these young men and their projects and hope to inspire others to look to Lone Tree Hill for additional Eagle Scout opportunities.

Last but not least, the Judith K. Record Memorial Conservation Fund, through its members and leadership, continue their unbridled support of the activities on the property, both as volunteers and as a source of financing. Most recently they have volunteered to conduct a forestry study of the Pine Allee.

We continue to implement the overall goals, objectives and outline of work highlighted in the ecological management plans developed by BSC and Audubon Extension Service and trails plan prepared by Pressley Associates.

1. Assisted by The Trustees of Reservations, we continue to enforce conditions of the Conservation Restrictions and work more closely with abutting neighbors to ensure compliance and limit “bleed-over” effects both onto and from the property.
2. We continue to employ our budget strategy that helps us properly consider our one-time endeavors and repetitive costs.
3. Continue to restore and revitalize the meadows. In 2013, we again engaged the services of Jeff Collins of Mass Audubon to update our meadows maintenance/care plans and expect to receive the report early in 2014. Continue to restore meadows by mowing and selectively use herbicides, a plan incorporating recommendations.
4. Severe damage to the Pine Allee occurred in 2012 and 2013 caused by significant wind, ice and snow storms. Working with the Tree Warden, we contracted crews to cut and perform tree work in the Pine Allee, at a cost of \$9,000.
5. We were not successful in getting a Bylaw to Town Meeting for 2013 but are hopeful for 2014 to allow the Town to enforce the rules and regulations for the property.

We want more visitors to the property; drive to Mill Street and park in the lot, walk or bike to the property and enjoy the trails, the nature, the sunsets, the peace and the vistas ! Please “take a walk in the wild” at Lone Tree Hill, Belmont Conservation Land.

Respectfully Submitted,

Ellen O'Brien Cushman, Chair  
Land Management Committee for Lone Tree Hill, Belmont Conservation Land  
(formerly known as the McLean Land Management Committee)



## ***2013 Annual Report***

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### **MWRA ADVISORY BOARD:**

**Primary Representative:** Peter J. Castanino, Director of Public Works

**Alternate Representative:** Michael Bishop, Director of DPW Water Division

### **Overview:**

The Massachusetts Water Resource Authority (MWRA) was created by the Massachusetts Legislature in 1984 to succeed the interests of the Metropolitan District Commission to deliver safe drinking water and water for fire protection as well as to treat and dispose of wastewater from its member communities, all in conformance with applicable law and regulation. The same legislation that created the MWRA also created the Massachusetts Water Resource Authority Advisory Board to represent the interest of the sixty-one member communities. Each municipality is represented by at least one person on the Advisory Board. In my capacity as Director of Public Works I have been appointed to the MWRA Advisory Board and Michael Bishop, DPW Water Division Manager, has been appointed as the alternate representative by the Board of Selectmen to represent the Town of Belmont. MWRA provides wholesale water and sewer services to a total of sixty-one communities. Fifty-one communities purchase water supply services, and forty-three communities purchase wastewater transport and treatment services. Thirty-four communities purchase both. Approximately 2.5 million people, or 43 percent of the population of Massachusetts live and work in the communities that purchase water and/or wastewater services from MWRA.



MWRA provides water and sewer services to communities on a wholesale basis and then each community provides services to its customers on a retail basis. As a result, water and sewer fees include each customer's share of the community's MWRA water or sewer assessments plus the community's own cost of providing water or sewer services. The MWRA funds its operations and capital costs primarily through its member assessments and charges.

MWRA finances its Capital Improvement Program (CIP) primarily from issuing long-term general revenue bonds. Savings in capital costs are particularly important since every dollar cut from the capital budget saves approximately three dollars in future debt financing costs. The MWRA has adopted a policy whereby the term of bonds is matched to the life of the facility. In order to control costs to its member communities the MWRA has placed a cap on capital expenditures. Approximately 80% of the capital improvements have been required by court order of regulation. The significant debt service for the MWRA is expected to be 60 to 65% of the annual current expense budget for the foreseeable future.

The severe shortfall in state revenues in FY 2003 required the elimination of the entire previous State Debt Service Assistance level of \$52.9 M. In FY 2004 State Debt Assistance returned at a \$4.1 M level, FY 2005 at \$8.0 M, FY 2006 at \$9.6 M, FY 2007 at \$18.9 M, FY 2008 at \$17.25 M, FY 2009 and 2010 not funded, FY 12 at \$0.5 M and in FY 13 funded at \$1.0 M. The MWRA Advisory Board and staff continue to work with the state legislature and Governor's office to increase State Debt Service Assistance to help control debt service costs for the member communities. For FY 2014 Belmont's combined sewer and water assessment from the MWRA increased by \$312,365 over FY 2013, translating to a combined increase in sewer and water assessments by the MWRA to Belmont of 4.6%. Each community independently establishes retail sewer and water rates for its customers. By legislation, ratepayers and member communities are required to pay the full amount assessed against the respective communities by the MWRA.



In 2013 some noteworthy accomplishments for the MWRA Advisory Board have been:

### **Finance and Rates:**

- Successfully developed plan to hold FY14 wholesale assessments to 3.5%.
- Continue to work with the Authority to develop and implement a rate revenue requirement strategy that assures that rates are sustainable and predictable in the 3% to 3.99% range.
- Instituted a Rates Management Committee with the MWRA to review and develop Long-Term Rates Management Strategies. Committee consists of two Advisory Board members, two MWRA Board members and staff of the Advisory Board and the Authority. The Committee meets as needed working to best utilize reserve releases.
- Expanded eligible uses of the Local Water Pipeline Assistance Program.
- Successfully expanded the Local I/I Grant/Loan Program to include Phases 9 and 10 at \$80 million each.
- Kept next five-year cap at or below \$800 million. (\$200 million less than previous cap)
- Established a defeasance account that allows the Authority to pay down debt faster.

### **Operations:**

- Succeeded in unanimous community buy-in for a plan to review, analyze and completion of a wastewater metering upgrade.
- Revamp System Expansion Policies in order to expedite and expand revenue base. Hoping to sell an additional 9 million gallons per day. Actively working with Tri-Town (Braintree, Holbrook and Randolph), Southfield, North Reading and Ashland.
- Worked with the Authority to eliminate 36 positions identified in staffing study.
- Continue to engage EPA on language that will impact the Deer Island and Clinton National Pollutant Discharge Elimination Systems (NPDES) Permits. Pursuing stringent phosphorous local limits for Clinton to avoid major capital expenditure to plant.
- Voted to provide both Ashland and Hudson six-month emergency water supply connections.
- Forced DEP to agree to hold the MWRA harmless if co-digestion pilot study creates upset at Deer Island.
- Advisory Board achieved MWRA buy-in to future participation in co-digestion process only if it provides revenue for the MWRA.
- As a member of the Water Supply Protection Trust's Board of Trustees, actively participated in discussions relating to Finance and Watershed Protection, keeping DCR accountable. Trust meets quarterly. Actively pushed not to fund non-water supply dam projects.
- Successfully pushed for release of Quabbin Forestry Report.

### **Legislative:**

- Worked on 12 Bills for the Legislative Session. Meet regularly with Legislators / Legislative Caucus.
- Working with State Water Infrastructure Finance Commission to develop funding mechanisms for infrastructure needs.
- Serve on a broad-based committee of water/wastewater stakeholders to work on common agendas.
- Kept Debt Service Assistance line item alive; received \$1 million in the FY14 State Budget.
- Work closely with the MWRA Legislative Caucus, Massachusetts Municipal Association and Metro Mayors.
- Contracted the Collins Center at UMass Boston to undertake an analysis of the relationship between water/sewer infrastructure investment and economic growth. Report completed.

### **Office:**

- Revamped job descriptions and responsibilities of staff; eliminated Legislative Liaison position.
- Met with Advisory Board communities on a regular basis.



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### **Publications and Media:**

- Board of Directors Summaries (Monthly) – 100% Electronic
- News & Notes (Monthly) – 100% Electronic
- Water and Sewer Retail Rate Survey (Annually)
- Totally Revamped Website
- Follow Us On Twitter
- Follow Us On Flickr

Detailed information on a variety of additional related subjects as well as the Current Expense Budget and Capital Improvement Program is available online at [www.mwra.com](http://www.mwra.com).

Respectfully submitted,

Peter J. Castanino  
MWRA Advisory Board Member

### **PERMANENT AUDIT COMMITTEE:**

**Chair:** Ernest E. Fay

#### **Committee Members:**

Robert A. Keefe  
Frank A. Caruso  
James J. Finn, III

#### **Ex-Officio and Liaisons:**

Mark A. Paolillo, Selectmen's Representative  
Floyd S. Carman, Town Treasurer  
Chitra V. Subaramanian, Town Accountant

### **Committee's Purpose and Duties:**

The Permanent Audit Committee was established pursuant to Article 16 of the Town's General By-Laws. The Committee is charged with assisting the Selectmen in the selection of an independent auditor to perform an audit of the Town's financial statements, monitoring the work of the auditor, and participating in a review and discussion of the audit's results and findings.

Town By-Laws require that an audit be carried out not less than triennially. The Town, however, undertakes an annual audit to comply with federal regulations which call for an annual audit for recipients of certain federal funds. Additionally, it is essential that audits be completed in a timely fashion in order to meet annual bondholder required disclosures and help ensure the maintenance of the Town's Aaa credit rating, which is the highest rating category of Moody's Investors Service. The Town's credit rating has resulted in favorable rates and lower borrowing costs. The Aaa rating was last affirmed on April 17, 2013. The Town is 1 of 14 out of 351 cities and towns in the Commonwealth that have been assigned an Aaa rating by Moody's.



### **Summary of Activities and Accomplishments:**

The Town's general financial statements for the fiscal year ending June 30, 2013 were audited by Powers & Sullivan, LLC. The Town received an unmodified opinion on its financial statements. The Auditor's report on compliance for the major Federal Award Programs for the Town also expressed an unmodified opinion. Copies of these financial statements are included and may be obtained from the Town Accountant and they are posted on the Town Treasurer's web site.

The fiscal year 2013 audit was the third year of a three-year contract with Powers & Sullivan, LLC. The Committee expresses its sincere appreciation to Town Accountant Chitra Subramanian for her work, and to Town Treasurer Floyd Carman, who also serves as Clerk of the Committee. The Committee also thanks Selectman Mark Paolillo for his participation on this Committee as the Board of Selectmen's representative.

The financial statements of the Belmont Contributory Retirement System for the year ending December 31, 2012 were audited by Powers & Sullivan, LLC. Copies of these financial statements may be obtained from the Town Accountant, and they are posted on the Town Treasurer's web site.

The Municipal Light Department's financial statements for the year ending December 31, 2012 were audited by Goulet, Salvidio & Associates, PC. The Light Department received an unmodified opinion on its financial Statements. The financial statements for December 31, 2012 may be obtained from the Municipal Light Department and they are posted on the Light Department's web site. The Light Department has its own credit rating established with Standard & Poor's. The AA-/Stable rating was last affirmed on September 20, 2013. The Committee wishes to thank General Manager James Palmer, Department Accountant John Dunleavy (who stepped down on November 18, 2013) and Municipal Light Board Advisory Committee Members Robert Forrester and Ashley Brown for all of their hard work and participation. We welcome their new Finance Manager Maria Klubnichkina.

Respectfully Submitted,

Ernest E. Fay, Chair  
Permanent Audit Committee

### **PLANNING BOARD:**

**Chair:** Michael Battista

**Vice - Chair:** Elizabeth Allison

#### **Committee Members:**

Sami Baghdady  
Charles Clark  
Joseph DeStefano  
Karl Haglund, Associate

#### **Ex-Officio and Liaisons:**

Jeffrey Wheeler, Planning Coordinator



## ***2013 Annual Report***

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### **Committee's Purpose and Duties:**

The Planning Board, appointed by the Board of Selectmen, is comprised of 5 regular members and one associate member. One of the regular members is elected as Chair and another is elected Vice Chair.

The primary goal of the Planning Board is to protect and preserve the character and the quality of life that defines Belmont. The Board addresses issues that may affect the future of Belmont. These may include drafting zoning proposals, studying land-use patterns, reviewing traffic concerns, and evaluating specific development projects. The Board is responsible for holding public hearings on all zoning amendments as well as for applications for Design and Site Plan Review. The Board also makes interpretations of the Zoning By-Law at the request of the Inspector of Buildings.

### **Summary of Activities and Accomplishments:**

- Completed the Special Permit process for the Cushing Village development - three separate mixed use buildings consisting of 115 residential units with 38,340 square feet of commercial space. This will be the first significant commercial development to occur in Town in many years.
- Worked with the Historic District Commission to draft the Demolition Delay Bylaw, which was adopted at the 2013 Annual Town Meeting.
- With the threat of a law suit, worked with the Belmont Housing Trust to rewrite the Town's Inclusionary Housing zoning by-law, which was adopted at the 2013 Annual Town Meeting.
- Drafted a moratorium on the sale of medical marijuana, which was adopted by the 2013 Annual Town Meeting.
- Drafted a zoning by-law to encourage the preservation and redevelopment of religious and municipal buildings, which was adopted by the 2013 Annual Town Meeting
- Conducted Site Plan Review on a new academic building at the Belmont Hill School.
- Reviewed three modifications to the Wellington School Site Plan Approval: relocation of roof top mechanical equipment, mitigation of noise generated by the mechanical equipment, and installation of a solar energy system.

### **Goals for 2014:**

- In conjunction with the Historic District Commission, implement the Demolition Delay Bylaw
- Implement and provide oversight of the Cushing Village development
- Draft a zoning by-law to regulate medical marijuana dispensaries
- Draft a zoning proposal to address resident's concerns regarding the new construction of two-family homes occurring in the Waverley Square area.
- Review the Cushing Square Overlay District Zoning By-Law, work the neighbors and present revisions to Town Meeting.
- Work with the Belmont Housing Trust to review the Inclusionary Housing Zoning By-Law and present revisions to Town Meeting.

Respectfully Submitted,

Michael Battista, Chair  
Planning Board



### **PROPERTY AND CASUALTY INSURANCE ADVISORY COMMITTEE:**

Although considered an active committee, the Property and Casualty Insurance Advisory Committee did not have any regularly scheduled meetings during 2013 and therefore did not prepare an annual report.

### **REGISTRARS OF VOTERS:**

**Chair:** Robert E. McGaw

**Vice-Chair:** James Staton

**Committee Member:** Stanley Dzierzeski

**Ex-Officio Member:** Ellen O'Brien Cushman, Town Clerk

The responsibilities of the Board of Registrars include the following:

- Conducting the Town's annual listing of residents (census)
- Assisting in registration of voters
- Ensuring compliance with voting laws and procedures
- Supervising poll workers
- Determining validity of a ballot, when there is a questionable or ambiguous ballot cast or if a ballot is challenged
- Ensuring that all persons qualified to vote in Belmont are allowed to do so
- Deciding challenges to a person's right to vote
- Responding to allegations of election irregularities
- Deciding validity of signatures on petitions and nomination papers
- Conducting re-counts and hand-counts of ballots
- Counting overseas ballots
- Certifying election results

The Board of Registrars conducted five elections in 2013. Out of about 18,000 registered voters, the turnouts for each election were as follows:

April 2	Town Election	14%
April 30	Primary Election, State Representative	27%
June 25	Special Election, State Representative	38%
October 15	Special Congressional Primary	33%
December 10	Special Congressional Election	15%

In 2013, 913 new voters were registered. Voters requested 1755 absentee ballots in 2013, which is a 46% decrease over 2012, a presidential election year. The Town is proud to have 100 election workers, who were all re-trained and deployed in 2013. We have a continual need for more election workers, and if you are interested, please contact the Town Clerk's Office. To encourage more people to be poll workers, they can now work half a day (until recently, poll workers were required to work a full day—7 am to 8 pm).

Thanks to the leadership of Ellen Cushman, Town Clerk, and her industrious staff, Belmont's election process continues to be modernized and streamlined. Voter information is increasingly made available on the Town Clerk's website as we strive for more transparency and ease-of-access to laws, procedures, election issues, voting results, and issues to be presented to the Town Meeting.



## ***2013 Annual Report***

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REMINDER: Residents need to promptly return their annual census form. This allows the Registrars to know who is a resident and qualified to register to vote. Residents who failed to return timely their annual census forms, will be put on the inactive voting list.

The Board salutes its former chair William F. Hoffman, who resigned in 2013, and thanks him for his 17 years of faithful service on the Board. The Registrars welcome its newest member Stanley Dzierzeski, former Warden of Precinct 8. We also thank all of the staff in the Town Clerk's Office, for all their patient and carefully accurate assistance that they provide to make the elections successful. Their election duties are in addition to a host of other responsibilities and duties that they perform for the residents of Belmont.

GOALS FOR 2014: We hope to continue to recruit and train more poll workers, and continue to make the voting process easier, more transparent, and more efficient. We want to support the continuing efforts of the Town Clerk and her staff to update, verify and make available on the Town's website, the resident lists and the voting lists so that on election days, the records are accessible, accurate, and complete.

Respectfully submitted,

Robert E. McGaw, Chair  
Registrars of Voters

### **SHADE TREE COMMITTEE:**

**Chair:** Laura M. Simmons

**Secretary:** DeNee Reiton Skipper

### **Committee Members:**

Nancy Forbes  
Ruth Foster  
Lucia Gates

### **Purpose and Duties:**

The Shade Tree Committee is an advisory committee. Our duties are primarily the protection of public street trees in town. We work with the Tree Warden, Tom Walsh and the DPW Highway Division on choosing and planting new trees. We are also called on to help with projects that require advice and expertise that involve planting around public buildings, parks and other spaces like deltas. It is a requirement of the "Tree City U.S.A." that we have a Shade Tree Committee.

### **Summary of Activities and Accomplishments:**

We planted approximately 100 new trees to replace those lost to old age and storm damage. It is our objective to plant about 110% of the trees lost. We plant bare rooted trees which are less expensive and have a better survival and growth rate than trees that are balled and wrapped.

We celebrate Arbor Day with a planting of a larger and more special tree with children from our elementary schools alternating each year. Last year we planted several large trees as a part of the new playground at the Butler School.



We also advised on the plan for the new Joey's Park. We are helping with the possible planting plan for the Community Path.

### **Goals for 2014:**

Our objectives for the coming year in addition to our usual duties are to raise awareness of the importance of caring for our trees. We have regulations for the protection of public shade trees which are not always acknowledged. This is something we would like to change.

Respectfully Submitted,

Laura M. Simmons, Chair  
Shade Tree Committee

### **TRAFFIC ADVISORY COMMITTEE:**

**Chair:** Linda Nickens

**Vice - Chair:** Lawrence MacDonald

**Secretary:** Dana Miller

#### **Committee Members:**

Peter Curro  
Donald Mercier

#### **Ex-Officio and Liaisons:**

Glenn Clancy, PE. Director of Community Development  
Sergeant Benjamin Mailhot, BPD Traffic Division

### **Committee's Purpose and Duties:**

The Traffic Advisory Committee develops recommendations for the Board of Selectmen about all aspects of pedestrian, vehicular and bicycle safety and traffic management in the Town of Belmont. Committee members are appointed for three-year terms by the Board of Selectmen and meet on a monthly basis. Meeting times, agendas, and minutes are posted on the Town web site. The Town Engineer and a representative of the Belmont Police Department serve as ex-officio members of the Committee.

### **Summary of Activities and Accomplishments:**

The Committee addresses traffic and pedestrian safety concerns raised by Belmont residents and community groups, the Board of Selectmen, the Police Department, the Department of Public Works, and the Office of Community Development. The Committee meets with these Town constituents as well as with regional and State committees and officials. Committee tasks include, but are not limited to, providing a forum for residents to voice concerns and making recommendations to the Board of Selectman about ways to address these concerns; conducting public hearings; recommending signage for pedestrian, vehicular and bicycle safety enhancement; facilitating public education



## ***2013 Annual Report***

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concerning transportation safety issues; using professional traffic consultants to assist in the evaluation of specific roadways and intersections and the development of recommendations for improvements; refining roadway and intersection reconstruction projects to enhance pedestrian, vehicular and bicycle safety; considering solutions from other communities for application to traffic concerns in Belmont; developing long-term traffic strategies. The Chair and/or an appointed Committee representative attend meetings with regional officials relevant to traffic concerns within the Town of Belmont.

In 2013, the Traffic Advisory Committee was comprised of: Ms. Linda Nickens (Chairperson), Mr. Lawrence MacDonald (Vice Chairperson), Ms. Dana Miller (Clerk), Mr. Peter Curro, Mr. Dan Mercier, Ms. Tomasina Olsen, and Mr. Matt Sullivan. Mr. Glenn Clancy, PE; Sergeant Benjamin Mailhot, BPD; and Selectman Andy Rojas served as ex-officio members of the Committee. Among the concerns addressed by the Traffic Advisory Committee in 2012 were: cut-through traffic, traffic noise, and parking on Glenn Road, unsafe travelling conditions at the intersection of Sycamore Road and Lexington Street (despite previous remediation), a request for a truck exclusion on Marion Road because the road is narrow and the frequent commercial traffic blocks traffic), unsafe left-turn traffic onto Concord Avenue at the Mill Street-Concord Avenue intersection, moderate speeding on Goden Street, continuing traffic complications on School and Orchard Streets and at St. Joseph's Church related to pick-up and drop-off at the Wellington School, and speeding and pedestrian safety on Winter Street between Robinwood Road and Marsh Street.

The Committee held public hearings about most of these issues, authorized police department collection of data about traffic volume and speed, reviewed and analyzed the data and recommended remedies in most instances.

Respectfully Submitted,

Linda Nickens, Chair  
Traffic Advisory Committee

### **VISION 21 IMPLEMENTATION COMMITTEE:**

**Chair:** Tim Bowman

#### **Committee Members:**

Doug John  
Jennifer Page  
Mary Power  
Paul Solomon

#### **Ex-Officio and Liaisons:**

Mark Paolillo, Board of Selectman liaison



### **Committee's Purpose and Duties:**

From the Committee's mandate approved by the Board of Selectmen 12/7/09): "It shall be the responsibility of the Committee to facilitate, enable, and help the Town of Belmont realize the Working Vision adopted by the Town Meeting on April 23, 2001."

### **Summary of Activities and Accomplishments:**

The Committee continued to support the activities of Sustainable Belmont, a task force of the Committee. Sustainable Belmont sponsors monthly talks and discussions fostering a clean and energy efficient environment. Topics included: recycling, water distribution, sustainability and health, and many others. These sessions are open to the public and well attended.

The Committee continues to organize and implement the yearly Meet Belmont event, which it founded in 2003. Meet Belmont was initially designed to enable newcomers to town to become familiar with town departments, services, etc. However, the event also serves to bring long time residents into contact with their town officials, department heads and services.

The Committee began deliberations on methods to solicit the opinions of town residents on past progress and recommendations for future efforts toward achieving the Vision.

### **Goals for 2014:**

- Continue support for Sustainable Belmont
- Continue to sponsor and organize Meet Belmont, which will occur again in August, 2014.
- Create, distribute, and analyze the results of a survey of town residents asking for opinions on past progress and recommendations for ongoing efforts toward achieving the Town's Vision.
- Coordinate our activities with the Board of Selectmen and pertinent Town committees.

Respectfully Submitted,

Paul Solomon, Interim Chair  
Vision 21 Implementation Committee

### **WATER ADVISORY BOARD:**

**Chair:** Frank E. French

**Vice - Chair:** Joseph Barrell

**Clerk:** William Shea

The Water Advisory Board continues in its function to advocate and advise the Town on policies, operational management, the resolution of water and sewer billing disputes, financial practices and capital investments of the Water Division that will result in the sustained provision of high quality, reliable water service. We are annually challenged by the steadily increasing wholesale cost of water from the MWRA which comprises almost one-half of the Water Division budget, reinvesting in the water infrastructure while managing rates and providing quality, reliable service to our customers for both the supply of drinking water and fire protection.



## ***2013 Annual Report***

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In 2013 the Water Advisory Board continues to support the 30 year capital investment plan developed by the former Board of Water Commissioners and Water Division staff in 1995. This plan has increased our investment in our water system from \$647,000 to \$1.3M annually rising with inflation. This investment increase was necessary in order to meet the Capital Improvement Plan (Water Main Replacement Program) goal of replacing all unlined water main in the system within a period of 30 years. This is planned to be accomplished by utilizing no-interest loans from the MWRA and bonding capital expenses while striving to meet the goal of an annual water rate increase of about 5% or less. The Water Main Replacement Program continues and is now in the 18th year (of 30 years) with considerable progress made but there is still much work ahead as we replace an aging water distribution system. This program is a vital investment to meet the needs of our customers both now and into the future.

We express our sincere appreciation to the highly skilled and dedicated employees of the DPW Water Division for their efforts this past year.

Respectfully submitted,

Frank E. French, Chair  
Water Advisory Board

### **ZONING BOARD OF APPEALS:**

**Chair:** William D. Chin

#### **Committee Members:**

Nicholas A. Iannuzzi  
Demetrios “Jim” Zarkadas  
James-Ryan Fagan  
Eric A. Smith

#### **Associate Members:**

David Iaia  
Craig White  
John McManus

The Zoning Board of Appeals is the permit granting authority within the Town of Belmont and derives its jurisdiction from the Massachusetts General Laws, Chapter 40A. The Board meets on the first Monday of each month and more frequently when needed. Residents and businesses seeking relief in the form of a Special Permit or a Variance initiate most of the matters that come before the Board. Staff support is provided by the Office of Community Development.

There are five regular members appointed to the Board. During 2013 they were William D. Chin, Chairman, Nicholas A. Iannuzzi, Jr., Demetrios “Jim” Zarkadas, James-Ryan Fagan, and Eric A. Smith.



There are also three associate member positions on the Board. During 2013 they were David Iaia, Craig White, and John McManus, who succeeded Christopher N. Henry, when his term expired. The Board thanks Chris for his years of service.

The Board continued its policy to allow and encourage associate members to participate in hearings and deliberate, but not vote except in the absence of a regular member.

The demand by residents for more living and/or recreational space resumed its pre-2012 pace, as homeowners pushed the building envelope. Residential applicants exceeded the number of commercial, non-residential applicants by four-to-one.

As in prior years, the Board was aided by, and appreciates, the valuable and extensive help provided by the Town's Community Development Office. In particular, the Board thanks Jeffrey Wheeler, the Town's Planning Coordinator; and Leanne Fierro and Pauline Daniels, Administrative Assistants. The Board also thanks the other Town departments and boards that provide guidance and leadership on various occasions.

Respectfully submitted,

William D. Chin, Chair  
Zoning Board of Appeals



## 2013 Annual Report

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### **HUMAN RESOURCES:**

**Department Head:** Diane Crimmins

### **Program Responsibilities:**

The H.R. Department has been broke down into six primary areas of responsibilities.

- **Benefits Administration:** Consists of health, dental, and life insurance enrollments, deductions, bill processing, Cobra notices, and assistance for all Town, Schools and Light Department employees and retirees with these benefits.
- **Employee/Labor Relations:** Employment issues, personnel policies and questions, union contract compliance and interpretations for eight unions, grievance resolution, and collective bargaining of seven union contracts as well as bargaining health insurance benefit changes with the Public Employee Committee per new State law.
- **Recruitment:** Oversight of hiring and promotional processes across Town in compliance with internal polices, union contracts, and State/Federal hiring and wage law.
- **Employment Regulation Compliance:** areas include health insurance and benefit regulations, wage and hour matters, EEO regulations, FMLA, USERRA, Workers Compensation, unemployment benefits, CORI, ADA, FLSA, HIPAA, etc.
- **Informational assistance to citizens and external agencies:** provide information to citizens regarding employment opportunities, provide external agencies with Town data for surveys and regulatory information, respond to subpoenas, etc.
- **Pay and Position Classification:** administration and application of the union and non-union pay plans, updating of job descriptions, the rating of revised and new job descriptions.

### **Program Outcomes/Performance Indicators:**

The department indicators are primarily based on internal customer satisfaction, a credible and constructive relationship with labor unions which influence fair results and continue to minimize legal challenges and costs, as well as efficient administration of employee and retiree benefits for the Town and Schools.

### **FY14 Accomplishments:**

- H.R. successfully implemented the updated union and non-union pay plans for FY 14 with Payroll in a timely manner.
- H.R. was able to assist the Town Administrator in the hiring process for an Asst. Town Administrator as well as the placement of a Building Facilities Director under the new consolidated Town/School Department model.
- H.R. implemented the annual open enrollment and announced the changes to all School and Town employees and retirees, held an informational meeting with all vendors in attendance to provide information and respond to questions. H.R. also communicated and implemented the annual Medicare and supplemental plan increases for retirees.
- H.R. is working with the Town's Pay Consultant to validate non-union pay ranges by band width. H.R. has worked with the Town Administrator and the Employee Insurance Advisory Committee relative to the Heath Insurance Trust Funds and projecting potential FY 15 rate increases.
- H.R. successfully implemented a retiree pay all dental plan that enrolled 113 retirees.

Respectfully Submitted,

Diane Crimmins  
Director of Human Resources



### **INFORMATION TECHNOLOGY:**

**Department Head:** David Petto

#### **Purpose and Duties:**

The Information Technology Department has five primary responsibilities.

- *Desktop Services.* The Department provides Computer Help Desk, Printer, PC replacement and Mobile (laptop, tablet and smartphone) services for all Town Departments.
- *ERP System Administration.* The Department provides Enterprise Resource Planning (ERP) System administration for the Town's MUNIS system.
- *GIS and Database Administration.* This Department is responsible for maintaining the Town's Geographical Information System (GIS) and the several Databases developed by all Town Departments.
- *File Server and Communications Administration.* This Department maintains the Town's Email System (Exchange), systems security (anti-virus, anti-malware and encryption), Terminal services, Web services, File storage, Backup Systems and Virtual Machines.
- *Technical Training.* The Department is responsible for providing training in the use of a number of the Town's Systems, such as, Email, GIS and File Storage. Also, to provide training in proper security measures for protection of personal information for residents and staff.



#### **Summary of Activities and Accomplishments:**

- Completed Security Analysis and Acceptance of 'Cloud' Backup and Disaster Recovery System for the Network.
- Assisted in creating Independent Network for Belmont Light Department.
- Completed upgrade of OS (Operating System) for all Computers to Windows 7.
- Implemented new MassGIS LIII Parcel Standard in GIS.
- Replaced and Upgraded the TeleStaff Server at Fire Department. This server is for maintaining staffing requirements and keeping track of shift status records.

#### **Goals for 2014:**

- Complete Testing for moving ERP (MUNIS) System to 'Cloud'.
- Complete upgrade of Office Application of all Computers to Microsoft Office 2010.
- Evaluate, Test and Deploy Online training system for Windows 7 & and Office 2010.
- Install new SQL Database backup and maintenance configuration.
- Complete implementation of new 'Cloud' based Permitting System.
- Install new Intrusion Detection System (IDS) and Log File Management System on Network. This is part of our ongoing Security Upgrades to all systems.
- Test and Deploy 'Cloud' based password vault system to assist users in maintaining proper password security.
- Complete implementation of Mobile Device management system to allow multiple device types to access Town Network.
- Upgrade MUNIS system to latest version.
- Implement Employee Self Service and applicant Tracking Modules in MUNIS.

Respectfully Submitted,

David Petto

Town IT Director



## ***2013 Annual Report***

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### **TOWN ACCOUNTANT:**

**Department Head:** Chitra V. Subramanian

The financial statements for the year ended June 30, 2013 have been audited by the accounting firm Powers & Sullivan, CPAs and are located at the end of this report .

The following pages show the FY13 financial activities for all funds other than the General Fund.

It reflects the activities for the Community Preservation Operating and its Capital projects fund as well.

The Massachusetts Department of Revenue certified General Fund “Free Cash “as of July 1, 2013 at \$ 6,169,590.

The biennial OPEB study as of July 1, 2012 was completed and presentations were made to the Board of Selectmen as well as the Warrant Committee.

I would like to thank Frank Martin, Assistant Town Accountant and Paula Carroll, Accounts Payable Clerk for their role in keeping the department running smoothly.

Respectfully Submitted,

Chitra V. Subramanian  
Town Accountant



**TOWN OF BELMONT  
FY13 STATEMENT OF  
OPERATIONS  
ALL FUNDS Other than  
GENERAL FUND**

Description	Balance 7/1/2012	Revenue FY13	Expenditures FY13	Transfers FY13	Donations FY13	Balance 6/30/13
<b>COMMUNITY PRESERVATION FUND</b>						
<b>FUND BALANCES:</b>						
<b>OPEN SPACE /RECREATION FUND BALANCE</b>	\$ 87,792.85	\$ 108,300.00		\$ (196,092.85)		\$ -
<b>HISTORIC PRESERVATION FUND BALANCE</b>	87,792.85	108,300.00		(196,092.85)		-
<b>COMMUNITY HOUSING FUND BALANCE</b>	87,792.85	108,300.00		(147,000.00)		49,092.85
<b>UNDESIGNATED/UNALLOCATED FUND BALANCE</b>	594,414.02	1,158,767.68	(336,355.95)	(332,814.30)		1,084,011.45
						-
<b>2012 COMMUNITY PRESERVATION Surcharge</b>	<b>857,792.57</b>	<b>1,483,667.68</b>	<b>(336,355.95)</b>	<b>(872,000.00)</b>	<b>-</b>	<b>1,133,104.30</b>

<b>COMMUNITY PRESERVATION CAPITAL PROJECTS</b>						
<b>OPEN SPACE -</b>						
CLAYPIT POND	-			20,000.00		20,000.00
ROCKMEADOW IRRIGN	-			10,000.00		10,000.00
						-
<b>RECREATION -</b>						-
UNDERWOOD PARK	-			298,000.00		298,000.00
JOEY'S PARK	-			100,000.00		100,000.00
						-
<b>HISTORIC PRESERVATION -</b>						-
HOMER HOUSE SURVEY	-			10,000.00		10,000.00
TOWN HALL DOORS	-			72,000.00		72,000.00



## 2013 Annual Report

SURVEY- HISTORIC PROPERTIES	-			115,000.00		115,000.00
VITAL RECORDS	-			100,000.00		100,000.00
						-
<b>COMM HOUSING WIRING</b>						
-						-
COMM HOUSING WIRING	-			147,000.00		147,000.00
						-
<b>TOTAL - CPA CAPITAL PROJECTS</b>	-	-	-	872,000.00	-	872,000.00
<b><u>FUND BALANCES RESERVED FOR APPROPRIATION</u></b>						
INSURANCE. REIMB>\$20,000.	58,788.84	26,711.35				85,500.19
SALE OF CEMETERY LOTS	188,837.50	152,500.00		(110,700.00)		230,637.50
SALE OF TOWN OWNED PROPERTY	46,761.53					46,761.53
CAPITAL ENDOWMENT FUND	3,077,469.98	360,977.82		(100,000.00)	1,915.00	3,340,362.80
STABILIZATION FUND - GENERAL	6,748.93	166.53				6,915.46
CEMETERY PERPETUAL CARE FUND	59,110.58			37,593.10		96,703.68
KENDALL SCHOOL FIRE INSURANCE	3,042,955.02					3,042,955.02
PARKING METER RECEIPTS	95,460.46	76,328.02		(60,000.00)		111,788.48
ASH LANDFILL STABILIZATION FUND	4,190,192.41	10,343.90	(824,000.00)			3,376,536.31
	10,766,325.25	627,027.62	(824,000.00)	(233,106.90)	1,915.00	10,338,160.97
<b><u>TOWN GIFTS AND REVOLVING ACCOUNTS</u></b>						
COUNCIL ON AGING REVOLVING	12,312.45	80,210.30	(75,129.78)	380.78		17,773.75
YOUTH COMMISSION REVOLVING	939.39	1,787.00	(1,383.13)			1,343.26
CULTURAL COUNCIL REVOLVING	4,988.87	14,163.95	(12,122.04)			7,030.78
LIB REVOLVING - PRINTERS/LOST BOOKS	33,944.73	14,845.31	(23,985.55)			24,804.49
TOWN CLERK GIFT	57.19					57.19



## 2013 Annual Report

TREASURER DONATION	905.33					905.33
RCN TECHNOLOGY GRANT	25,339.50					25,339.50
CONSERVATION REVLV.- Rock Meadow GARDEN PLOTS	11,684.55	6,870.00	(8,920.05)			9,634.50
MCLEAN GIFT CONSERVATION	38,068.78		(480.00)			37,588.78
CROSSWALK/Roads GIFT - BELMONT	7,258.20					7,258.20
BENCHES FOR BELMONT	3.39					3.39
GIFT WOODLAND SEWER I/I	224,462.73		(62,933.79)			161,528.94
COUNCIL OF AGING GIFT	5,171.05	267.00	(1,257.57)	(380.78)	6,000.00	9,799.70
DONATION - POLICE DEFIBRILLATOR	3,751.74		(2,172.10)			1,579.64
BICYCLE RODEO DONATION	3,579.08				510.04	4,089.12
DONATION FIRE DEFIBRILLATOR	146.45					146.45
CERT TRAINING GIFT	530.37					530.37
FIRE SAFE GIFTS	6,030.58		(4,371.51)		1,500.00	3,159.07
OUTREACH WORKER - DONATION	3,077.53					3,077.53
PAPPAS FIT EQUIPMENT	9,914.16					9,914.16
PAPPAS GIFT - UNIFORMS	25.00					25.00
PAPPAS GIFT FIREARMS	281.48					281.48
POLICE DONATION - K9 PROGRAM	-		(14,613.32)		24,000.00	9,386.68
TRACK LTG HS GIFT	2,573.26					2,573.26
BARRON POLICE ACHIEVEMENT AWARD	6,816.18		(1,244.35)		1,000.00	6,571.83
VERIZON LIBRARY GRANT	0.11					0.11
LIBRARY GIFT ACCOUNT	4,953.94		(1,993.99)		2,971.00	5,930.95
LIBRARY ART COUNCIL DONATION - SHADE TREE	121.35					121.35
	4,470.55				3,000.00	7,470.55
UNDERWOOD POOL FUND	147.68					147.68
BOSTON FOUNDATION DONATIONS PLYGRDS	1,025.80					1,025.80
MEMORIAL TREE DONATIONS - CEMETERY	3,053.00					3,053.00



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PEQUOSETTE PLAYGROUND IMPROVE.	3,110.64					3,110.64
ENVIRONMENTAL FAIR	2,076.28					2,076.28
AUDITORIUM BALL	0.07					0.07
PLAYGROUND EQUIPMENT DONATIONS	3,347.86					3,347.86
MISC FIRE GIFT - CAPITAL	34.75					34.75
CULTURAL COUNCIL GALLERY GIFTS	2,851.33					2,851.33
ANIMAL CONTROL GIFT	1,344.91		(150.00)			1,194.91
ALS Study- Grant	190.18					190.18
YOUTH GIFT FROM DARE	69.07		(1,612.37)		1,608.00	64.70
REC DEPT GIFT ACCOUNT	1,944.48	6,624.00	(6,100.00)			2,468.48
VIDEO SURVEIL EQ GIFT	7,180.65					7,180.65
PINEHURST RD GIFT	500.00		(10.76)			489.24
ROCK MEADOW GIFT- CITIZEN FORUM	1,400.00					1,400.00
FRIENDS OF SENIOR CENTER - CAPITAL NEEDS	16,794.00					16,794.00
INSURANCE REIMBURSEMENT < \$20,000	23,902.32	29,920.94	(15,253.80)			38,569.46
INS PROCEEDS - CAMBRIDGE PLATING	143.64		(143.64)			-
RMV - PARKING HANDICAPPED	52,167.97	3,950.00	(216.00)			55,901.97
HISTORIC DISTRICT	10,227.37					10,227.37
CABLE TELEVISION- TRAFFIC MGT	40,000.00					40,000.00
CABLE TELEVISION - NEW EQUIPMENT	25,196.13	3,964.00				29,160.13
MCLEAN TRAFFIC MITIGATION	2,200.13					2,200.13
PLAN BD SITE PLAN REVIEW	3,500.00	1,700.00				5,200.00
CEMETERY. PLANNING & DEVEL COMM.	1,812.22					1,812.22
VISION IMPLEMENTATION COMM. GIFTS	945.00	2,309.00	(1,043.99)			2,210.01
PLANNING BD LEGAL ADS	1,726.66	4,820.00	(5,658.88)			887.78
WETLAND PROTECTION CONSERVATION	6,593.08	440.00				7,033.08



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BELMONT 150TH CELEBRATION	16,885.99					16,885.99
HUMAN RIGHTS COMMITTEE GIFT	94.12	80.00				174.12
MCLEAN LAND MANAGEMENT	17,619.85	14,383.02	(1,985.14)			30,017.73
PARKS ELECTRICITY GIFT	25.00					25.00
BOS RETIREMENT STUDY GIFT	5,000.00					5,000.00
BIKE RACK PARKING	(18,487.00)	18,487.50				0.50
GRANITE CURBING		95,539.00				95,539.00
BUS SHELTER - OAKLEY DEVELOPMENT		5,000.00				5,000.00
TOWN MEETING ELECTRONIC VOTING					26,500.00	26,500.00
SOLAR COLLECTORS	524.48					524.48
	<b>646,555.60</b>	<b>305,361.02</b>	<b>(242,781.76)</b>	<b>-</b>	<b>67,089.04</b>	<b>776,223.90</b>
<b><u>SCHOOL LUNCH PROGRAM</u></b>	<b>30,775.77</b>	<b>795,073.77</b>	<b>(798,785.31)</b>			<b>27,064.23</b>
<b><u>SCHOOL GIFTS &amp; REVOLVING ACCOUNTS</u></b>						
INSURANCE PROCEED OVER \$20,000 (School)	7,611.49	-		-	-	7,611.49
LOST BOOKS	6,539.79	5,275.43	(4,884.82)			6,930.40
BHS ATHLETIC REVOLVING	115,751.59	448,974.17	(533,433.64)			31,292.12
ADULT EDUCATION	19,267.21	54,856.50	(38,423.79)			35,699.92
TUITION - STUDENTS	115,457.11	302,171.90	(139,324.92)			278,304.09
SUMMER SCHOOL	59,408.09	38,420.00	(38,540.84)			59,287.25
SCHOOL BUILDING RENTALS	111,066.33	174,846.69	(125,397.05)			160,515.97
SATURDAY MUSIC PROGRAM	39,645.89	43,165.00	(38,751.32)			44,059.57
BUSING FEES	39,326.11	202,162.39	(202,403.12)			39,085.38
KINDERGARDEN TUITION	150,207.05	723,994.12	(617,813.80)			256,387.37
WELLINGTON SCHOOL-DONATIONS	8,336.00		(2,877.55)			5,458.45
SANTOS EXPENSE - BUTLER	312.92					312.92
BELMONT AGAINST RACISM	25,573.90	-	(18,385.39)		10,000.00	17,188.51



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BELMONT SAVINGS DONATIONS	10.24					10.24
WINN BROOK DONATE	4,664.08	-	(1,000.00)		232.85	3,896.93
FTECH TRAINING MANAGEMENT	1,136.59					1,136.59
BELMONT SPED ADV COUNCIL	834.98		(432.17)			402.81
BURBANK SCHOOL DONATION	150.82	-				150.82
CHENERY MIDDLE SCHOOL DONATION	1,946.44			-		1,946.44
COMMISSIONED MUSIC WORK	1,345.45					1,345.45
DONATIONS - BELMONT HS	300.00					300.00
SCHOOL GENERAL DONATION (NOT TREAS.)	7,637.98	-	(9,872.29)		21,446.00	19,211.69
WELLINGTON SCHOOL-TECH	542.70					542.70
CONCORD CONSORTIUM	15.00					15.00
BURBANK MAEVE GOULDING DONATION	390.50	-	(747.29)		1,275.00	918.21
HS CURB CUTS & WHEELCHAIR GIFT	4,067.35					4,067.35
INSTRUMENTAL MUSC REVOLVING	16,227.32	110,500.00	(103,570.80)			23,156.52
BHS FINE & PERM ARTS REV	28,294.61	119,043.50	(135,425.89)			11,912.22
BHS CLUB ACTIVITIES		11,600.00	(11,600.00)			-
CMS FINE ARTS & CLUB ACTIVITIES	23,660.15	62,483.50	(51,340.30)			34,803.35
BUTLER DONATIONS		-	(4,569.10)		10,000.00	5,430.90
CMS ATHLETICS REVOLVING	17,482.00		(2,235.00)			15,247.00
MJ FIRENZE SCHOOL DONATION	450.00					450.00
DAN DOWNEY MEMORIAL IT FUND		-			1,105.00	1,105.00
SUPERINTENDENT'S INNOVATION FUND		-			50,000.00	50,000.00
BUTLER PLAYGROUND	114,667.18	-	(167,494.72)		61,071.57	8,244.03
	<b>922,326.87</b>	<b>2,297,493.20</b>	<b>(2,248,523.80)</b>	-	<b>155,130.42</b>	<b>1,126,426.69</b>
<b>FOUNDATION FOR BELMONT EDUCATION</b>	-		<b>(53,488.25)</b>	-	<b>53,488.25</b>	-
<b>TOWN FEDERAL GRANTS</b>						



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USDA ROCK MEADOW GRANT	7,807.50	2,343.75	(4,642.10)			5,509.15
CDBG - READY RESOURCE (WAVERLEY FIRE)	985.00					985.00
FEMA-FLOOD REIMB SUSP.	3,068.00					3,068.00
POLICE BULLETPROOF VEST	(6,793.76)	4,824.20	3,654.30			<b>1,684.74</b>
DRUG GRANT U.S. JUSTICE	162.95					162.95
TITLE III - HEALTH EDUC COUNCIL ON AGING	52.92					52.92
TITLE III E - ALTERNATIVE EOPS - HOMELAND SECURITY	4,888.89					4,888.89
	332.96					332.96
GOVERNORS HIGHWAY SAFETY PROGRAM	(2,769.02)					<b>(2,769.02)</b>
FEMA EMERGENCY PLANNING	1,260.53					1,260.53
CDC - EMERGENCY PREP	4.69					4.69
OFFICE OF JUSTICE GRANT	75.64					75.64
ARRA FIREFIGHTER GRANT	1,380.31					1,380.31
PHER FY11	3,988.11	7,699.38	(9,409.23)			2,278.26
FEMA CITIZEN CORP	2,418.10					2,418.10
FHWA-MASS DOT	-	113,243.64	(113,243.64)			-
	<b>16,862.82</b>	<b>128,110.97</b>	<b>(123,640.67)</b>	-	-	<b>21,333.12</b>
<b><u>SCHOOL FEDERAL GRANTS</u></b>						
DRUG FREE SCHOOLS 2001/2002	1,138.31					1,138.31
SAFE SCHOOLS FY98	2,169.87					2,169.87
SAFE SCHOOLS FY00	7,391.00					7,391.00
IDEA SPED 94-142 GRANT 2011/2012	148,394.05	11,542.00	(159,936.05)			-
IDEA SPED 94-142 GRANT 2012/2013		801,968.00	(794,680.18)			7,287.82
TEACHER QUALITY FY11			(40.00)			(40.00)
TEACHER QUALITY FY12		3,333.06	(3,333.06)			-
TEACHER QUALITY FY13		64,562.00	(62,910.64)			1,651.36
LEP SUPPORT FY12	1,685.01	11,338.00	(13,023.01)			-



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LEP SUPPORT FY13		4,522.00	(4,442.31)			<b>79.69</b>
IMMIGRANT SUPPORT FY13/Title II		2,650.00	(2,641.17)			8.83
SPED ED TITLE V 2003/2004	6,497.49					6,497.49
SPED ED TITLE VI 2001/2002	2,391.59					2,391.59
SPED EARLY CHILDHOOD FY12	431.76		(431.77)			(0.01)
SPED EARLY CHILDHOOD FY13		24,349.82	(23,919.27)			430.55
EDUC JOBS FED 84.410 FY12	3,239.21					3,239.21
EDUC JOBS FED 84.410 FY13			(3,239.21)			(3,239.21)
CHAPTER 1 DISTRIBUTION 02/03	56.04					56.04
CHAPTER 1 DISTRIBUTION 03/04	560.34					560.34
CHAPTER 1 DISTRIBUTION 11/12		2,337.47	(2,337.47)			-
CHAPTER 1 DISTRIBUTION 12/13		120,090.00	(118,033.61)			2,056.39
SPED PROF. DEV. FY02	5,880.00					5,880.00
SPED PROF. DEV. FY11						-
SPED PROF. DEV. FY12	204.15	19,375.00	(19,579.15)			-
SPED PROF DEV FY13		12,807.00	(11,791.38)			1,015.62
RACE TO THE TOP	250.02	23,247.00	(23,496.76)			0.26
	<b>180,288.84</b>	<b>1,102,121.35</b>	<b>(1,243,835.04)</b>	-	-	<b>38,575.15</b>
<b><u>TOWN STATE GRANTS</u></b>						
<b><u>MEMA GRANT</u></b>	60,863.67	(60,863.67)				-
EXTENDED ELECTION HOURS	12,724.95	8,332.00	(6,723.32)	(4,066.02)		10,267.61
STATE AID TO LIBRARIES	141,368.33	29,345.43	(8,646.69)			162,067.07
LIBRARY MATCH INCENTIVE	3,094.00					3,094.00
COA SERVICE INCENTIVE GRANT 02	746.90					746.90
COA COORDINATOR - EOEA VOL/GERIATRIC	(7,480.34)	46,775.00	(38,792.62)			502.04
HAZARDOUS MATERIALS	3,391.92	15,441.95	(15,465.99)			3,367.88
SAFE GRANT OVERTIME	2,223.91	5,225.00	(4,139.84)			3,309.07
MWPAT:SEPTIC TANK	39,343.66					39,343.66



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MANAGEMENT PROG						
POLICE-BULLET PROOF VEST		5,030.50	(6,406.70)			(1,376.20)
COMMUNITY POLICING	24,079.20		(1,271.46)			22,807.74
DARE-EDUCATION ON SMOKING/DRUG, FY02	2,377.39					2,377.39
911 SUPPORT & INCENTIVE FY13	0.85		(24,087.50)			(24,086.65)
SALE OF COMPOSTERS	803.70	1,615.00	(79.41)			2,339.29
911 SUPPORT & INCENTIVE-FY12	6,986.35	5,000.00	(11,983.35)			<b>3.00</b>
FY12 911 TRAINING& EQUIPMENT GRANT		31,405.85	(9,666.85)			21,739.00
FY13 911 TRAINING & EQUIPMENT GRANT			(3,672.00)			<b>(3,672.00)</b>
ARTS LOTTERY	3,601.58	3,958.48	(3,194.00)			4,366.06
WELLINGTON BROOK GRANT	100.00					100.00
EOPS 911 Training	803.30					803.30
EOPSS POLICE EQUIP- FY10	1.00	1,500.00	(1,500.00)			1.00
CITIZENS CORP FY12	(1,800.00)	1,590.00				<b>(210.00)</b>
COA INCENTIVE GRANT - FY12	1,175.00		(600.00)			575.00
FY13 PEDESTRIAN GRANT			(463.58)			<b>(463.58)</b>
FY12 FIRE 800 Mhz	(4,500.00)	4,500.00	(5,586.99)			<b>(5,586.99)</b>
	<b>289,905.37</b>	<b>98,855.54</b>	<b>(142,280.30)</b>	<b>(4,066.02)</b>	<b>-</b>	<b>242,414.59</b>
<b>SCHOOL STATE GRANTS</b>						-
ACADEMIC SUPPORT- FY12	(2,367.00)	5,317.00	(2,950.00)			-
ACADEMIC SUPPORT - FY13		4,372.00	(4,182.08)			189.92
METCO - FY13		509,256.00	(509,256.00)			-
CIRCUIT BREAKER	40,666.59		(40,666.59)			-
CIRCUIT BREAKER FY12	110,276.68	28,295.00	(138,571.68)			-
CIRCUIT BREAKER FY13		839,442.00	(1,105,133.47)			(265,691.47)
KINDERGARDEN ENHANCEMENT						-
KINDERGARDEN ENHANCEMENT-FY12						-
KINDERGARTEN ENHANCEMENT - FY13		166,154.00	(166,154.00)			-



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ENHANCED EDUC THRU TECH 10 - FEDERAL						-
	148,576.27	1,552,836.00	(1,966,913.82)	-	-	(265,501.55)
<b>CHAPTER 90 - STATE HWY GRANTS</b>	2,013,681.96	400,025.00	(400,000.00)			2,013,706.96
<b>TOWN SMALL CAPITAL PROJECTS</b>						
CEMETERY CONSTRUCTION	83,373.28		(2,285.33)			81,087.95
CEMETERY LAND DEVELOPMENT - MCLEAN	4,959.83	-	-			4,959.83
COMMUNICATION TOWER	2.68					2.68
ERP/FINANCIAL SOFTWARE	268,803.81		(72,306.61)			196,497.20
TOWN HALL ANNEX	15,080.22					15,080.22
FY04 & prior CAPITAL PROJECTS - Town	9,601.30					9,601.30
FY06 CAPITAL PROJECTS - Town	8,815.90					8,815.90
FY07 CAPITAL PROJECTS - Town	79,503.46					79,503.46
FY08 CAPITAL PROJECTS - Town	2,404.15		(2,404.15)			-
FY09 CAPITAL PROJECTS - Town						-
FY10 CAPITAL PROJECTS-Buildings						-
FY11 CAPITAL PROJECTS	119,442.17		(69,913.00)			49,529.17
FY12 CAPITAL PROJECTS	229,187.85		(162,964.65)			66,223.20
FY13 CAPITAL PROJECTS		882,500.00	(497,660.66)			384,839.34
FY13 - LEASE PURCHASE		120,000.00	(119,858.86)			141.14
FY13 - ASH LANDFILL PROJECT		824,000.00	(27,132.00)			796,868.00
TRANSFER						
	821,174.65	1,826,500.00	(954,525.26)	-	-	1,693,149.39
<b>FIRE STATION BUILDING COMMITTEE</b>						
FIRE STATIONS CONSTRUCTION			(63,622.17)			(63,622.17)
LAND ACQUISITION - FIRE STATIONS						



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	-	-	(63,622.17)	-	-	(63,622.17)
<b><u>SENIOR CENTER BUILDING COMMITTEE</u></b>						
SENIOR CENTER CONSTRUCTION	65,874.74		(3,445.68)	(62,429.06)		-
DESIGN SENIOR CENTER	(59,048.81)		(3,380.25)	62,429.06		-
	<b>6,825.93</b>	-	<b>(6,825.93)</b>	-	-	-
<b><u>TOWN NON BUILDING CAPITAL FUND</u></b>						
FY10 CAPITAL PROJECTS - Equipment	60,936.36		(60,936.36)			-
FY11 CAPITAL PROJECTS	405,860.69		(150,892.43)			254,968.26
FY12 CAPITAL PROJECTS	1,231,879.71		(1,230,526.87)			1,352.84
FY13 CAPITAL PROJECTS		1,160,107.00	(170,093.95)			990,013.05
	<b>1,698,676.76</b>	<b>1,160,107.00</b>	<b>(1,612,449.61)</b>	-	-	<b>1,246,334.15</b>
<b><u>SCHOOL CAPITAL PROJECTS</u></b>						
DESIGN - HIGH SCHOOL ATHLETIC FIELDS	25,737.78					25,737.78
CONSTRUCTION - HIGH SCHOOL ATHLETIC FIELDS	16,616.38					16,616.38
FY08 CAPITAL PROJECTS - SCHOOL	23,322.67					23,322.67
FY09 CAPITAL PROJECTS - SCHOOL	6,587.50					6,587.50
FY10 CAPITAL PROJECTS - BUILDINGS	20,330.96		(20,330.96)			-
FY11 CAPITAL PROJECTS	317,838.34		(95,722.21)			222,116.13
FY12 CAPITAL PROJECTS	539,795.46		(520,955.05)			18,840.41
FY13 CAPITAL PROJECTS		419,500.00	(117,638.21)			301,861.79
	<b>950,229.09</b>	<b>419,500.00</b>	<b>(754,646.43)</b>	-	-	<b>615,082.66</b>
<b><u>WELLINGTON SCHOOL CONSTRUCTION</u></b>						
	<b>2,112,591.95</b>		<b>(1,997,677.92)</b>			<b>114,914.03</b>



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<b><u>NON EXPENDABLE TRUST FUNDS</u></b>						
CEMETERY. PERPETUAL CARE PRIN.	1,496,327.14	37,593.10	-	73,106.90		1,607,027.14
ATKINS, KATHERINE LIBRARY (Library)	21,788.18	534.28		(378.06)		21,944.40
BURDICK, ESTHER E. MEMORIAL. (Library)	12,271.32	300.91		(212.91)		12,359.32
DELUTY, MICHAEL E. (Library)	15,406.76	377.81		(267.31)		15,517.26
GRAY (DUSTAN), JANE EDUC. SCHOLARSHIP (Library)	585,721.02	14,362.99		(10,163.09)		589,920.92
JENNEY, BLANCHE HOWE LIB. (Library)	16,580.03	511.26		(362.98)		16,728.31
WRISLEY, MARGARET LIBRARY (Library)	18,849.24	462.22		(327.04)		18,984.42
MARIE TELLIER (Non expend to 2029)	72,747.02	1,795.07				74,542.09
	<b>2,239,690.71</b>	<b>55,937.64</b>	<b>-</b>	<b>61,395.51</b>	<b>-</b>	<b>2,357,023.86</b>
<b><u>OPEB PERMANENT TRUST</u></b>						
OPEB TRUST FUND	1,316,700.13	64,163.05		-		1,380,863.18
	<b>1,316,700.13</b>	<b>64,163.05</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,380,863.18</b>
<b><u>WATER ENTERPRISE</u></b>	<b>1,953,151.34</b>	<b>5,419,341.98</b>	<b>(4,940,216.35)</b>	<b>-</b>		<b>2,432,276.97</b>
<b><u>WATER CAPITAL PROJECTS</u></b>						
<b><u>MWRA Grant Revenue</u></b>	1,000,000.00	500,000.00				1,500,000.00
<b><u>MWRA Bond Earnings-Int</u></b>	1,794.53	987.87				2,782.40
<b><u>WATER MAIN REPLACE-MWRA</u></b>			(176,788.63)			(176,788.63)
<b><u>FY13 WATER MAIN REPLACE</u></b>		-	(204,448.49)			(204,448.49)
WATER MAIN REPLACEMENT	85,200.57		(80,354.66)			4,845.91
FY13 WATER MAIN REPLACEMENT		400,000.00	(34,660.85)			365,339.15
VEHICLE REPLACEMENT	35,009.35					35,009.35
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GIS HARDWARE & SOFTWARE	87,630.39		(6,250.00)			81,380.39
FY13 GIS		49,600.00	-			49,600.00
WATER METERS	448,123.13		(97,494.85)			350,628.28
WATER MAIN MAINT BOND FY08	189.24					189.24
WATER BUILDING DOORS & WINDOWS FY10	272.00					272.00
WATER ROOF REPAIRS	3,984.58					3,984.58
MWRA WATER SYSTEM MMDT-FY12	(88,800.00)		(45,167.57)			(133,967.57)
FY13 WATER MAINS ART12/ATM 5/12			(12,142.62)			(12,142.62)
	<b>1,573,403.79</b>	<b>950,587.87</b>	<b>(657,307.67)</b>	-	-	<b>1,866,683.99</b>
<b><u>SEWER ENTERPRISE</u></b>						
SEWER OPERATIONS	2,185,143.70	7,651,951.91	(7,563,564.36)			2,273,531.25
	<b>2,185,143.70</b>	<b>7,651,951.91</b>	<b>(7,563,564.36)</b>	-	-	<b>2,273,531.25</b>
<b><u>SEWER CAPITAL PROJECTS</u></b>						
SEWER & DRAIN REPLACEMENT	836,263.60		(685,665.66)			150,597.94
FY13 SEWER & DRAIN REPLACEMENT	324,482.24	300,000.00				624,482.24
BOND SEWER LINE REMEDIATION	100,202.64		(23,695.22)			76,507.42
TRUCK REPLACEMENTS			(8,390.80)			<b>(8,390.80)</b>
FY13 TRUCK REPLACEMENTS		210,000.00	(195,985.00)			14,015.00
GIS ENGINEERING & HARDWARE	803.00		(401.50)			401.50
FY13 GIS ENGG & HARDWARE		19,600.00	(5,848.50)			13,751.50
FY09 MWRA LOAN	67,376.19					67,376.19
FY09 MWRA GRANT	4,654.22					4,654.22
FY12 MWRA GRANTS	457,695.03					457,695.03
FY12 MWRA LOANS	559,405.55					559,405.55
FY13 SEWER & DRAIN REPLACEMENT - ART13,ATM5/12		-	(41,193.28)			(41,193.28)
ARRA FED GRANT		(106,569.82)	-			<b>(106,569.82)</b>
EARNINGS ON	368.61	949.85				1,318.46



## 2013 Annual Report

INVESTMENT						
	2,351,251.08	423,980.03	(961,179.96)	-	-	1,814,051.15
<b><u>SEWER SRF LOAN FY09 PROJECT</u></b>						
<b>FY09 \$11.608M SRF LOAN I&amp;I PROJECT</b>	(99,555.62)	106,569.82	(6,343.12)			671.08
<b><u>INTERNAL SERVICE FUND</u></b>						
EMPLOYEE HEALTH INSURANCE	1,549,150.64	3,295,699.25	(3,254,513.90)			1,590,335.99
EMPLOYER HEALTH INSURANCE	6,087,635.32	10,445,680.55	(10,329,730.53)		(200,000.00)	6,003,585.34
	<b>7,636,785.96</b>	<b>13,741,379.80</b>	<b>(13,584,244.43)</b>	-	<b>(200,000.00)</b>	<b>7,593,921.33</b>
<b><u>EXPENDABLE TRUST FUNDS</u></b>						
DUSTAN GRAY CHILLD LIB EXPEND	46.76		(9,595.00)	10,163.09		614.85
BELMONT EDUCATION DONATIONS (Check off)	97,160.79	2,398.60			4,958.91	104,518.30
MUGAR MEMORIAL POLICE	5,938.66	146.55				6,085.21
LAW ENFORCEMENT CEMETERY ANNUAL PLANTING	25,566.04	3,081.89	(5,926.90)			22,721.03
SENIOR CENTER CHECK OFF	106,100.93	2,500.89	(600.00)		1,200.00	109,201.82
LIBRARY GIFT FUND (Library)	5,321.44	131.71	(500.00)		2,271.65	7,224.80
TRUSTEES BLDG FUND (Library) LIB CHALLENGE	166,445.51	4,112.90			570.00	171,128.41
DUSTAN LIBRARY BLDG BEQUEST NON EXPEND	22,430.99	566.93			1,507.00	24,504.92
BARRON, CARL FIRE GRANT	303,453.95	7,487.88				310,941.83
LIBRARY SPEC TRST FROM 5200	2,839.86	70.07	(540.00)			2,369.93
OPEB	708.73					708.73
TRANSFERS FROM NON EXPENDABLE LIBRARY TRUST		-		-	-	-
			(78.31)	1,548.30		1,469.99
	<b>736,013.66</b>	<b>20,497.42</b>	<b>(17,240.21)</b>	<b>11,711.39</b>	<b>10,507.56</b>	<b>761,489.82</b>



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<b>SCHOLARSHIP FUNDS</b>						
ACORN, RUTH SCHOLARSHIP	4,881.62	117.76	(200.00)			4,799.38
ARNO, GUY LIB. SCHOLARSHIP	7,193.09	174.80	(200.00)			7,167.89
BAKON, EDMUND B. SCHOLARSHIP	22,050.58	530.61	(1,000.00)			21,581.19
BELMONT SCHOLARSHIP FUND (Check off)	269,668.69	6,583.19	(5,868.82)		1,309.28	271,692.34
BELMONT WOMEN ROTARY	2,173.19	50.93	(200.00)			2,024.12
BETTENCOURT, WM. SCHOLARSHIP.	28,921.08	706.34	(500.00)			29,127.42
BLACKER, LILLIAN SCHOLAR.	26,785.18	658.08	(1,000.00)			26,443.26
BURNHAM, RICHARD A. SCHOLARSHIP	5,486.17	132.67	(200.00)			5,418.84
CRISAFULLI, CHARLES SCHOLARSHIP	4,246.75	98.28	(400.00)			3,945.03
DESTEFANO, COSMO, SCHOLARSHIP	1,768.41	42.20	(200.00)		300.00	1,910.61
FRIENDS OF BELMONT WRESTLERS	6,772.95	163.08	(300.00)			6,636.03
GRANT, BRENDAN SCHOLARSHIP	43,637.81	1,016.17	(4,500.00)		50.00	40,203.98
HANSON, PAUL MEMORIAL. SCHOLARSHIP	2,934.24	69.70	(200.00)			2,803.94
HECHT, MALCOLM, JR. SCHOLARSHIP.	34,507.77	844.75	(500.00)			34,852.52
KELLEY, PAUL L. SCHOLARSHIP	18,854.56	462.54	(200.00)			19,117.10
LEE, EDWARD -RAY, DONALD SCHOLARSHIP	7,407.45	180.07	(200.00)			7,387.52
LYONS, DUNCAN SCHOLARSHIP	6,163.58	149.38	(200.00)			6,112.96
MCNEIL, JOSEPH SCHOLARSHIP	7,625.80	181.42	(500.00)			7,307.22
MEYERHOEFFER, C. SCHOLARSHIP	2,994.37	67.13	(500.00)			2,561.50
NAHABIDIAN, ALICE MEMORIAL.	6,198.23	146.25	(500.00)			5,844.48
OLIN, JOHN R. SCHOLARSHIP	6,539.60	158.67	(200.00)			6,498.27
PHI BETA KAPPA BOOK AWARD	1,314.16	32.39	(30.00)			1,316.55
ALLEN, RICHARD LEARNING CENTER SCHOLARSHIP	2,473.92	54.30	(500.00)			2,028.22
RILEY, BRIAN SCHOLARSHIP	70,894.48	1,735.86	(1,000.00)			71,630.34



## 2013 Annual Report

SAIA, PATRICIA MEMORIAL SCHOLARSHIP	6,562.60	146.78	(1,000.00)		500.00	6,209.38
SHARPE, HOWARD D. SCHOLARSHIP	7,035.71	174.50	(200.00)		300.00	7,310.21
SULLIVAN, JOHN J., SCHOLARSHIP	19,459.92	478.39	(2,000.00)			17,938.31
WESTLUND SCHOLARSHIP FUND	14,113.20	344.87	(500.00)		250.00	14,208.07
WESTPHAL CARL A., SCHOLARSHIP	54,907.33	1,341.36	(1,000.00)			55,248.69
WHITNEY, MARY E. SCHOLARSHIP FUND	41,016.41	998.60	(1,000.00)			41,015.01
SHAW, NORMA LEE, MEMORIAL ART SCHOLARSHIP	1,131.91	23.87	(500.00)		200.00	855.78
HIGH SCHOOL SCHOLARSHIP	30,150.00		(36,550.00)		33,350.00	26,950.00
RUANE, WM L JR SCHOLARSHIP FUND	9,416.04	225.59	(500.00)			9,141.63
FITZPATRICK, DENIS BOOK AWARD	3,316.88	82.64			50.00	3,449.52
REID FAMILY SCHOLARSHIP	13,313.91	321.77	(500.00)			13,135.68
	<b>791,917.59</b>	<b>18,494.94</b>	<b>(62,848.82)</b>	<b>-</b>	<b>36,309.28</b>	<b>783,872.99</b>
<b><u>SPED STABILIZATION FUND</u></b>						
TRANSFERS IN FROM GENERAL FUND	250,000.00					250,000.00
INTEREST INCOME	(79.97)	654.53				574.56
	<b>249,920.03</b>	<b>654.53</b>		<b>- -</b>	<b>-</b>	<b>250,574.56</b>
<b><u>AGENCY FUNDS</u></b>						
SPORTING LICENSES. DUE COMM.	(29.95)					<b>(29.95)</b>
TOWN HALL/ANNEX DETAIL	(1,411.38)	14,224.51	(11,216.47)			1,596.66
POLICE OFFICERS PAID DETAILS	(39,721.40)	753,088.71	(746,535.24)			<b>(33,167.93)</b>
FIREARM LICENSE/REGISTRATION	200.00	10,312.50	(10,312.50)			200.00
FIREFIGHTERS PAID DETAIL	(1,546.19)	21,185.77	(25,220.94)			<b>(5,581.36)</b>



## 2013 Annual Report

AMBULANCE BILLING-THIRD PARTY	1,187.45	281,698.36	(282,875.60)			10.21
LIBRARY CUSTODIAL DETAIL	5.92					5.92
SCHOOL CUSTODIAL DETAIL	8,692.35	76,073.46	(76,073.46)			8,692.35
BHS ACTIVITY AGENCY	194,479.06	264,264.68	(251,220.95)	(135.48)		207,387.31
CMS ACTIVITY AGENCY	29,618.40	155,012.21	(152,315.12)			32,315.49
ABC STORMWATER FLOODING	11,310.00	24,000.00	(23,310.00)			12,000.00
RETIREMENT BOARD PAYROLL	(1.74)	101,453.88	(101,453.89)			(1.75)
COBRA PAYMENTS						-
CLARK HOUSE MOVE	8,346.51	4.99				8,351.50
BELMONT HOUSING TRUST		15.30			24,600.00	24,615.30
CUSHING VILLAGE REVIEW		30,000.00	(30,000.00)			-
	<b>211,129.03</b>	<b>1,731,334.37</b>	<b>(1,710,534.17)</b>	<b>(135.48)</b>	<b>24,600.00</b>	<b>256,393.75</b>

<b>GRAND TOTALS</b>	<b>\$ 42,608,141.10</b>	<b>\$ 42,381,572.51</b>	<b>\$ (43,273,831.31)</b>	<b>\$ (164,201.50)</b>	<b>\$ 149,039.55</b>	<b>\$ 41,700,720.35</b>
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## 2013 Annual Report

### **EMERGENCY MANAGEMENT AGENCY:**

**Director:** Leo J. Saidnawey

**Assistant Director:** Rick Nohl

#### **Appointed Members:**

David L. Frizzell, Fire Chief  
Angus Davison, Ast. Fire Chief  
Robert Reardon Jr., Town Admin Office



### **Purpose and Duties:**

The Belmont Emergency Management Agency (BEMA) is an extension of the Massachusetts Emergency Management Agency (MEMA), established by the Commonwealth of Massachusetts to coordinate emergency services with various state, local and federal agencies during a state of emergency or alert. During such emergencies/alerts, MEMA operates from their headquarters in Framingham and communicates with local emergency management agencies, such as Belmont's, via radio, fax, message beepers, the Internet and telephone.

### **Compliance:**

The department's performance indicators are primarily compliance. Unless the Town meets or exceeds basic reporting, training and testing Criteria State and Federal funding we become ineligible for reimbursement. Each year all city and towns are required to complete several state and federal applications ensuring compliance with all local and federal guidelines. One of these forms is the National Incident Management System (NIMS) compliance which is a federal program. Compliance is required for Belmont to be eligible for any Federal funding. In addition, the State requires our Comprehensive Emergency Management Plan (CEMP) to be updated annually.

Belmont is fully compliant and has a long standing track record of completing these documents well ahead of schedule.

### **Communications:**

Our largest expense is our communications expense. We pay for old fashion copper phone lines and an Internet connection separate to the Town's connection as a backup, in the event of a town-wide failure or an infrastructure failure where the Internet has come subject to attack. Backing up high tech with low tech is common practice in Emergency Operations Centers and in the Town has proved itself to be critical more than once.



### **CERT – Volunteer Program:**

Emergency Management oversees a Citizen's Emergency Response Team (CERT) of trained volunteers who can respond to major incidents or events. Members of the CERT program undergo a training program developed by FEMA and led by Emergency Management personnel that exposes them to a variety of emergency situations. In recent years the initial training program has been held on several occasions which has allowed a number of skilled individuals to join the program. During 2013 members of the CERT program were called upon to assist at several events and had the opportunity to participate in ongoing training programs.



### **Storm Ready:**

Belmont is one of a dozen communities in the Commonwealth that are certified by the National Weather Service as a storm ready community. In 2013 we underwent a renewal of the Storm Ready program and the application, while pending, should be approved for an additional 3 year period.

### **Major Activities and Responses:**

- Our largest 2013 incident was related to the Marathon Bombing and subsequent lockdown/Manhunt. Emergency Management activated, monitoring the police actions and providing meals for over 100 public safety members working in and around Belmont. Emergency Management also coordinated the submission of Disaster Reimbursement Relief working with the Police Department and the Town received \$14,070.21 in federal dollars to reimburse the town 80% of the expenses directly related to the manhunt.
- Emergency Management team members participated in several outreach programs with civic groups. We attended “Meet Belmont”, worked with several day care providers to help them meet their license requirements for disaster planning and responded to calls from community members seeking advice or guidance on planning.
- The CERT team was activated to assist the Belmont Police with the Memorial Day parade. 6 Members of CERT assisted the police with cooking for over 200 residents/DARE program members at the conclusion of the parade. Police representatives were grateful for this assistance as it freed their personnel to manage the crowds and interact with the graduates of the DARE program.
- Several members responded to a car versus train incident behind Belmont High School. Emergency Management opened the high school building as a shelter point for passengers displaced from the train and coordinated re-transportation with the MBTA moving over 100 displaced commuters to busses so they could continue their commute.
- Emergency Management also assisted the Watertown Fire Department at a house fire on Belmont Street. Emergency Management provided shelter for three young children while Watertown arranged for the MBTA to dispatch a mobile shelter.



### **Conclusion:**

I would like to thank Fire Lieutenant Rick Nohl for his role as Assistant Director of Emergency Management.

Special thanks go to Fire Chief David Frizzell, Brian Saper, Elizabeth Allison, Ernest Fay, Viktoria Haase, Robert Reardon Jr. and Administrative Assistant Kim Haley for their continued support to BEMA and the CERT program in Belmont.

Respectfully submitted,

Leo J. Saidnawey, Director  
Emergency Management



## ***2013 Annual Report***

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### **FIRE DEPARTMENT:**

**Fire Chief:** David L. Frizzell (EMT)

**Assistant Fire Chief:** Edward Angus Davison (EMT)

**Fire Prevention Bureau:** Captain John A. Pizzi (EMT)

**Assistant Fire Prevention / Training Officer:** Lieutenant David Alesse (EMT)

**Administrative Assistant:** Kimberly A. Haley

**Part Time Administrative Secretary:** Wendy McDonald

### **Captains:**

David J. DeMarco (EMT), Kenneth Gardiner, Jr. (EMT), Wayne L. Haley (EMT), John J. Mooney (EMT)

### **Lieutenants:**

Agostino D. Azzone (EMT), Gerard M. Benoit (EMT), Edward R. Corsino, Jr. (EMT), John Forte (EMT), Geoffrey Harvey (EMT), Richard Nohl (EMT), Daniel Scannell (EMT), Scott Spuria (EMT), Andrew Tobio (EMT), David Toomey (EMT), Steven Whalen (EMT), Stephen Wilcinski (EMT)

### **Firefighters:**

Joseph Baptista (EMT), James A. Bing (EMT), Thomas Biondo (EMT), Brian Campana (EMT), Shaun Campana (EMT), Brian Corsino (EMT), Jason P. Corsino (EMT), Michael Dayton (EMT), Scott D'Entremont, Thomas Deneen (EMT), Christopher Drinan (EMT), Ace Elefteriadis (EMT), Robert A. Fowler, Jr. (EMT), Andrew Goneau (EMT), Christopher Hadge (EMT), Dana Harrington (EMT), William A. Kaufman, Jr. (EMT), James Kelly (EMT), Anthony D. Lynch (EMT), John D. MacDonald (EMT), Michael MacNeil (EMT), Michael J. Madruga (EMT), Dennis Maher (EMT), James T. McNeilly (EMT), Tracy Mullen (EMT), Richard J. O'Brien, Brian O'Neill (EMT), James J. Papadinis (EMT), Michael D. Reilly, Steven Reilly (EMT), Sean Ryan (EMT), Christian Tocchi (EMT), Ross Vona (EMT), Robert K. Wollner (EMT)

### **Appointments**

On August 1, 2013, Brian O'Neill was appointed as Firefighter.

### **Resignations**

On June 1, 2013, Matthew Davison resigned as Firefighter to take a position with the Cambridge Fire Department.

### **Retirements and Promotions**

There were no retirements or promotions during 2013.





Again, I wish to express my appreciation to the Board of Selectmen, Town Administrator David Kale, Department Managers, the Fire Station Building Committee and the dedicated Officers and Firefighters of the Belmont Fire Department for their continued support, cooperation and assistance during 2013. The Fire Department continues to provide top notch service to the residents of Belmont. The Department initiated Advanced Life Support (ALS) service to the Town in September. Due to the enhanced revenue of ALS this new service is able to be supplied without additional cost to the taxpayer. The effort and support to bring this service forward is greatly appreciated.

**Apparatus Presently Operated by the Fire Department:**



<b>Apparatus</b>	<b>Make and Model</b>	<b>Location</b>
Engine 1	2003 Emergency One 1250 GPM Class A Pumper	Headquarters
Engine 2	2005 Emergency One 1250 GPM Class A Pumper	Station 2
Engine 3 (Reserve)	2007 International/Emergency One 1000 GPM Custom Pumper	Headquarters
Engine 4 (Reserve)	1988 Emergency One 1250 GPM Class A Pumper	Station 2
Ladder 1	1999 Emergency One 110' Aerial Ladder	Station 2
Rescue 1	2012 Ford F450 Horton Rescue Type 1 Ambulance	Headquarters
Rescue 2	2007 Horton Rescue 555C Type 1 Ambulance	Headquarters
Boat with Trailer	Inflatable Rescue Boat and trailer	Station 2
Light Tower	Trailer light tower (Town resource)	Headquarters
Tech Rescue	18' Cargo Trailer for Technical Rescue	Headquarters
Squad 1	1999 Ford F450 (transfer from DPW)	Headquarters
Car 1	2013 Ford Utility– Chief's Vehicle	Headquarters
Car 2	2007 Ford Explorer – Assistant Chief's Vehicle	Headquarters
Car 3	2009 Chevy Tahoe – Shift Commander's Vehicle	Headquarters
Car 4	2007 Ford Expedition – Fire Prevention Vehicle	Headquarters
Car 5	2004 Ford Expedition – Fire Prevention/Training Vehicle	Headquarters

*Note: Reserve apparatus not staffed*

**Fire Alarm Record:**

2005 – 3143 Calls	2009 – 3026 Calls
2006 – 3054 Calls	2010 – 3484 Calls
2007 – 3143 Calls	2011 – 3076 Calls
2008 – 3140 Calls	2012 – 3047 Calls

The Fire Department responded to **3163** calls during 2013.



## 2013 Annual Report

A sample of fires and incidents responded to in 2013 are as follows;

Structure Fires .....	13
Working Fires .....	2
Second Alarm .....	0
Third Alarm .....	0
Outside Fires.....	13
Refuse Fires.....	9
Vehicles Fires.....	2
Fire/Explosion/Other.....	2
Motor Vehicle Extrication.....	76
Carbon Monoxide Activation .....	81
Spill, Leak, No Ignition.....	61
Hazardous Electrical Equipment .....	42
Over Pressure or Rupture.....	1
Bomb Scare- .....	3
Hazardous Conditions – Other .....	1
Smoke Scare.....	29
Good Intent Calls .....	120
Dispatched & Cancelled Enroute .....	116
System Malfunction.....	295
Unintentional Alarms .....	37
Malicious False .....	8
Water Calls.....	39
Assist Police Department .....	28
Mutual Aid Given Out of Town .....	329
Mutual Aid Received into the Town.....	24
Service Calls.....	173

### **Fire Prevention Bureau:**

*Prepared by Captain John A. Pizzi, Fire Prevention Bureau*

The Fire Prevention Bureau, located at Fire Headquarters, has been under the direction of Captain John A. Pizzi since 2005. He has been supported since October 2011 by Lieutenant David Alesse, who serves the work of the Bureau in addition to being in charge of the Fire Department's Training Division. Wendy McDonald has served as the Bureau's part-time Administrative Secretary since 2006.

The Fire Prevention Bureau provides a systematic inspection program of commercial establishments, schools, and institutions, as well as residential occupancies. They are inspected for the purpose of removing hazards, correcting conditions, and ensuring compliance with all Massachusetts General Laws, the Code of Massachusetts Regulations, and By-Laws of the Town of Belmont that are under the authority of the Belmont Fire Department. Pursuant to this effort, the Bureau reviews applications and issues permits requiring that all applicable work done in Town is in accordance with Massachusetts fire prevention laws and regulations.



As part of this effort, the Bureau provides planning consultations for permit applicants (architects, contractors, lessees, business owners, property owners, and legal representatives) and conducts substantive conversations with residents who have general questions or specific concerns regarding fire and life safety.

The Fire Prevention Bureau is continuing with its aggressive education and compliance campaign regarding the new Massachusetts State Building Code, Eighth Edition, which includes IEBC, IBC, IRC, IFC, and all Massachusetts amendments. This is a major undertaking for the Bureau. The Fire Prevention Bureau also compiles the information mandated by Federal law requiring notification, permitting, and site inspections of underground tanks.

The Fire Officers assigned to the Fire Prevention Bureau are members of the Fire Prevention Association of Massachusetts (FPAM). Captain Pizzi currently serves as its president. Both Bureau officers attend the monthly meetings and seminars presented by the Fire Prevention Association of Massachusetts and the Department of Fire Services. In addition, the Fire Prevention Bureau works in conjunction with the Department of Fire Services, Division of Fire Safety, to obtain the latest information for compliance with and enforcement of Massachusetts General Law Chapter 148, Massachusetts Fire Prevention Regulations 527 CMR, and Fire Protection sections of the State Building Code 780 CMR.

In the interest of life safety and property protection, all citizens of the Town are encouraged to contact the Fire Prevention Bureau with any concerns pertaining to fire protection and safety. As a part of its public education agenda, the Bureau schedules children's group and school class visits to Belmont fire stations.

#### Dollar Value Saved & Loss Analysis:

Total value of Property involved in incidents	= \$ 2,742,600
Total of Property Losses in incidents	= \$ 66,400
Total of Property Saved in Incidents	= \$ 2,676,200
Total Value of Passenger Vehicles involved in incidents	= \$ 60,000
Total of Passenger Vehicle Losses in incidents	= \$ 7,500
Total of Passenger Vehicles Saved in incidents	= \$ 52,500

#### 694 Permits were issued in the following categories:

- General
- Blasting
- Building Permit Plan Review/Permit to Proceed
- Propane Use/Storage
- Smoke Detector/CO Alarm Inspections (26F & 26F1/2)
- Oil Burner/Tank Installation
- Tank Truck (FP44)
- Tank Removal (AST & UST)
- Underground Storage Tank (FR290 Part 3)
- Cutting and Welding
- Fire Alarm Contractors Permit
- Flammable/Combustible Storage



## 2013 Annual Report

### 1,052 Inspections and Fire Drills reflect the following categories:

- Restaurant Alcohol License Inspections
- Above/Underground Tank Removal
- Tank Truck (FP44)
- McLean
- Public and Private Schools
- Nursery Schools, Pre-Schools, Day Care Centers
- Assembly
- Other (Nursing Home, Lodging Houses, Group Homes)
- “Red Tag” Service Notices
- General Permits Inspections
- Blasting
- Smoke Detector/CO Alarm Inspections
- Building Permit Plan Review/Permit to Proceed
- Propane Use/Storage
- Underground Storage Tank (FP290 Part 3)
- Cutting and Welding
- Flammable/Combustible Storage

### **Belmont Fire EMS Report:**

*Prepared by Captain David J. DeMarco, EMT IC, EMS Coordinator*

Total Number of Ambulance Responses	1,932
Number of Transports	1,227
<i>Basic Life Support Transports</i>	704
<i>Advanced Life Support Transports</i>	523
Mutual Aid Given	360
Mutual Aid Received (Fire Department)	6
Professional Ambulance (ALS intercepts)	270

The Belmont Fire Department has a total of 51 Emergency Medical Technicians (EMTs) and 3 First Responders.



EMT staffing includes forty-two EMT-Basics and 9 EMT-Paramedics. Members of the Department recertifying as an EMT-Basic were required to participate in a minimum of 28 Continuing Education hours and 24 Refresher Course hours for a combined total of 52 hours in a two year period. First Responders are required to participate in twenty-four hours of training every 3 years and were included in EMT training. In 2014 the curriculum requirements will change for EMT-Basic recertification and will include; twenty hours of National curriculum, ten hours of local and ten hours of individual based training.



September 15, 2013 was the official start date of Belmont Fire Department ALS Services for the Town of Belmont. Professional Ambulance provides ALS and BLS back-up services. The fire department works in partnership with the Mount Auburn Hospital, South Middlesex EMS and Professional Ambulance in order to receive Medical control, quality assurance and training. Billing is provided by Professional Ambulance. Current curriculum requirements for EMT-Paramedic recertification include; thirty hours National curriculum, fifteen hours of local and fifteen hours of individual based training.

Belmont fire apparatus are classified as ambulances and EMTs are allowed to administer medications in an emergency. As American Heart Association Basic Life Support Healthcare Providers members of the Fire Department participated annually in CPR, CCR, Lucas and Automated External Defibrillation training. Additionally, the Belmont Fire Department stands as one of the first Fire Departments in the Metropolitan Boston area to have received Albuterol, Mark 1, Glucometer and Pediatric defibrillator training. Members of the Fire Department work with the DPH, OEMS, Mount Auburn Hospital, Metropolitan Boston EMS Council, Region 4, South Middlesex EMS, Professional Ambulance and the FDA in order to assure full compliance with all laws, regulations and standards pursuant to the standard of care set forth by the Commonwealth. The Fire Department is proud of the high quality of EMS services that we are able to provide to the citizens of Belmont and our surrounding communities. The dedication to duty that EMTs and First Responders show in their day-to-day operations are commendable and serve as a testament to the quality of care and service that is provided to our community.

### **Belmont Fire ALS Report:**

*Prepared by Firefighter James McNeilly, EMT-P, I/C Advanced Life Support Service Coordinator*

It is my distinct pleasure to present the 2013 Annual Report of the Belmont Fire Department's Advanced Life Support Program which began at 1200 hours on the 15<sup>th</sup> of September 2013. This report is intended to provide not only an overview of our operations, but also to highlight many of the important services and programs offered that both add community value and help achieve our mission and vision as a department.

I have the privilege of working with a remarkable team of skilled professionals. The team of Emergency Medical Technicians and Paramedics for the Town of Belmont Fire Department take their roles and responsibilities very seriously and are truly committed to serving our community.

Although it is impossible to include every aspect of our program in this report, we hope to provide an overview of our structure, functions, contributions, and value. We sincerely appreciate the Town Administrator, Board of Selectmen and last, but not least, the citizens of Belmont for their ongoing support over the past year. This support made the Belmont Fire Department's Advanced Life Support Program a great success and a benefit to both Belmont citizens and visitors.





## 2013 Annual Report

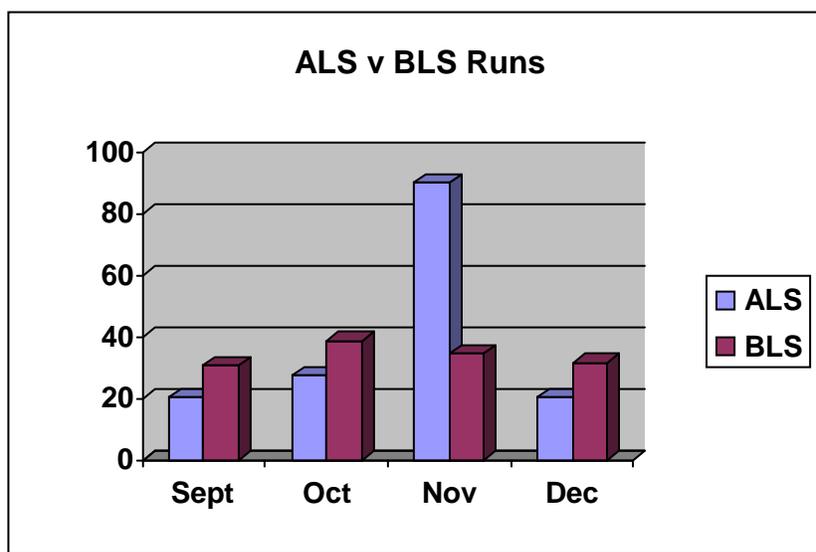
The Fire Department provides first response Advanced Life Support (ALS) transporting service for the community. This equates to faster access to advanced care from Paramedics including advanced airway control, intravenous (IV) access, medication administration, cardiac monitoring, interpretation, and treatment/defibrillation. These highly trained Paramedics work together with our Emergency Medical Technicians (EMTs) to transport patients to area hospitals. We currently have nine Paramedics on staff.

When someone calls 9-1-1, the call is received by our Communications Center. The Dispatcher immediately sends the appropriate units on the call. Once this is accomplished, our Dispatchers (all of whom are trained as Emergency Medical Dispatchers) provide instructions over the phone to assist the caller in initiating care for the patient. As a result, care begins immediately and continues when the Fire Department arrives and until the patient is subsequently transported to the appropriate medical facility.

The Belmont Fire Department continues to be a leader and innovator in out-of-hospital care. This includes: 12-lead EKG's, CPAP (an advanced airway care procedure), capnography monitoring, and the like. All of our Paramedics are licensed through the Massachusetts Department of Public Health, Office of Emergency Medical Services and also hold certifications in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) as well as Pediatric Advanced Life Support (PALS). The Belmont Fire Department not only meets, but continually exceeds the minimum training standards - such as providing quarterly HALO – High Acuity, Low Occurrence training to our staff. Mount Auburn Hospital's Medical Directors: Dr. Gary Setik and Dr. William Porcaro overseeing all EMS activity in conjunction with the EMS Coordinator and ALS Coordinator.

During the first three and a half months of running our Paramedic Program, we transported 402 individuals utilizing this enhanced level of care, which accounted for 55% of our overall medical transports.

It is my hope that, with the continued support of the community, we will be able to expand the Paramedic Program in the short term to further increase training and establish an equipment replacement plan and, in the long term, add Paramedics to our Engine Companies to further enhance our tiered responses to medical emergency requests.





### **Training Division:**

*Prepared by Lieutenant David Alesse, Training Officer/Assistant Fire Prevention Officer*

The Training Division operates under the direction of the Chief of Department David L. Frizzell. The Training Officer works in conjunction with the Department of Fire Services/Massachusetts Firefighting Academy and other public and private organizations in order to provide a systematic and continuous supply of quality training guidance and information to the members of the Belmont Fire Department. Training activities are conducted in accordance with professional standards set forth by the National Fire Protection Agency and the Office of Emergency Medical Services for the State of Massachusetts.



The Training Officers responsibilities include; selection and implementation of up-to-date continuing education in the areas of fire, rescue, safety and related public safety topics, organization of fire department training materials and the production and maintenance of complete and accurate training records for every member of the Belmont Fire Department. Additional duties include; equipment maintenance and inventory, assisting in the operation of the Fire Prevention Bureau and manpower support in Fire Suppression.

During 2013 the members of the Belmont Fire Department Received training in the following areas;

Lock-out/Tag-out Procedures, Ladder Operations, Ice and Water Rescue, Commuter Rail Familiarization, Commuter Rail Emergency Procedures, MBTA Trackless Trolley Familiarization and Emergency Procedures, Rescue Boat Familiarization and Training, Fire Alarm Systems Familiarization, Confined Space Procedures, Ropes and Knots, Elevator Emergency Procedures and Extrications, Personal Protective Equipment Care and Maintenance, and Building and District Familiarization.

Annual Testing was completed on the Departments 8000+ Feet of firefighting hose, and in conjunction with the Belmont Water Dept nearly 800 Fire hydrants were inspected for flaws, and snow was removed for winter operations.

Currently all members of the Department are trained and certified in CPR and Automatic External Defibrillator use by the American Heart Association. Forty-three Department members are Emergency Medical Technicians and nine members are Paramedic Certified. CPR, AED and First Responder Recertification Training occurs annually including Simulation Laboratory Training. EMT recertification training is issued by the Department Biannually.





## ***2013 Annual Report***

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### **Metro Fire**

The Fire Departments of 34 greater Boston communities and Massport, with the support and approval of their local governments comprise the Metro Fire District 13 Association.

Formed in 1980, the association is enacted under provisions of the Massachusetts General Laws. Its service area encompasses the urban area within the Route 128 perimeter, serving an area of 351 square miles and a population of approximately 1,883,000. The premise for Metro-Fire is the realization that no urban community can completely self-protect. This is the basis for mutual aid among the communities. A very natural extension of this concept is the mutual sharing of a single or limited number of specialized resources. In the fire service, there are many instances requiring specialized equipment that are vital to a given situation, but only occasionally used. Metro-Fire is providing the mechanism for these types of resources to be available on a cooperation-shared basis. Some of these resources include District 2 Hazardous Material Response Team. The Team is available on a 24-hour basis to respond to hazardous material incidents that are beyond the capabilities of any one individual community to control. All members of the Team have attended an extensive 160-hour training course and participate in monthly training sessions throughout the year. The Belmont Fire Department is extremely proud in having two members from the Department, Lieutenant Edward R. Corsino, Jr., and Lieutenant Scott Spuria on the District 2 HazMat Team. Their knowledge, interest and dedication to the program are a credit to the department.

In addition to the HazMat Team and trucks, there is an incident command vehicle with a communications center on board. In addition, a heavy rescue for all transit accidents, a confined space/collapse/tunnel rescue unit, an air supply unit, foam bank and the extensive training film library. We also have access to the S.A.F.E. House trailer for training young people in fire safety at home. In an emergency situation, the vehicles can be delivered to the community in need. That community must then supply the personnel to operate it.

Respectfully Submitted,

David L. Frizzell,  
Chief of Department

### **LOCAL EMERGENCY PLANNING COMMITTEE:**

**Chair:** Asst. Fire Chief Angus Davison

**Vice - Chair:** Leo J. Saidnawey

#### **Committee Members:**

Chief David Frizzell, Fire Department  
Chief Richard McLaughlin, Asst. Chief James MacIsaac, Police Department  
Fire Lt. Edward Corsino, HazMat Rep.  
Leo Saidnawey, Fire Lt. Richard Nohl, Emergency Management  
Stefan Russakow, Angela Braun, Belmont Health Dept.  
Andrew Healy, McLean Hospital Rep. (Covered Facilities)  
Asst. Chief Angus Davison, Emergency Medical Services Rep.



Fred Domenici, School Dept. and Transportation Rep.  
Peter Castanino, Michael Santoro, Dept. Public Works  
Robert Reardon Jr., Media Rep.  
(Vacant) Community Rep.  
James Palmer, Craig Spinale, Belmont Electric Light Rep.

### **Ex-Officio and Liaisons:**

Robert J. Gad, Recording Secretary

### **Committee's Purpose and Duties:**

In compliance with Federal Regulations the Town of Belmont established a Local Emergency Planning Committee (LEPC) in 2003. The LEPC is the local body that handles emergency planning and community right-to-know reporting on hazardous and toxic chemicals. The LEPC is comprised of Town Departments, industry representatives and community members.

In 2006, the Commonwealth launched a new on-line tool for the Town and LEPC to update and maintain its Comprehensive Emergency Management Plan. This was used through the year to maintain and update the plan. The latest information from the reporting sites has been entered and catalogued in this database. This on-line reporting tool was updated by the Commonwealth in 2008 to make it more user-friendly and provide more comprehensive information.

At the end of 2006 the Battle Road Regional Emergency Planning Committee (BRREPC) was formed. This regional approach originally involved the communities of Arlington, Bedford, Belmont, Burlington, and Lexington. Through this regional effort, the 6 communities combined their efforts and resources to develop a Regional plan and apply for Regional Development and Training funding, which is more readily available from the Federal Government and its agencies. The Regional Committee continues to work in cooperation with the Massachusetts Emergency Management Agency in bringing this new venture together. The BRREPC achieved Start-Up certification and held a disaster drill in early 2008. The success of the Committee's formation attracted the communities of Watertown, Newton and Brookline to also join us. The BRREPC conducted a tabletop emergency drill in June of 2010 in its process of achieving full certification. As stated last year, the retirement of Lexington Fire Chief William Middlemiss in 2011, who was chair of the BRREPC, caused some uncertainty in the direction of the Committee. The Committee is in the process of re-examining their status

### **Summary of Activities and Accomplishments:**

Reviewed the status of the BRREPC and consulted with neighboring involved communities on reformation of the Committee.

### **Goals for 2014:**

Re-form and reorganize the Battle Road Regional Emergency Planning Committee.

Respectfully Submitted,

Assistant Chief Angus Davison, Chair  
Local Emergency Planning Committee



## ***2013 Annual Report***

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### **POLICE DEPARTMENT:**

**Police Chief:** Richard J. McLaughlin

**Assistant Police Chief:** James G. MacIsaac

**Administrative Assistant to the Chief:** Donna M. Costello

**Captain:** John P. Hoerr

### **Lieutenants:**

Darin Demagistris, Christopher Donahue, Kristin Daley, Brendan O'Leary

### **Sergeants:**

Paul Cowing, Kimberly Hurley, Mark Hurley, Benjamin Mailhot, Kevin Shea, Janice Sparks,  
David Sullivan, Brendan Young



### **Police Officers:**

Shiraz Banosian, Todd Benedetti, Matthew Benoit, Alex Cheung, Timothy Connors, Kate Coppi,  
Anthony DeStefano, John DeVito, Paul Garabedian, Michael Horan, Gary Long, Marie McHugh,  
Melissa O'Connor, Michael Pelrine, David Pimentel, Kristine Pugliese, Marc Pugliese,  
Michael Pugliese, William Regan, Jonathan Riddell, Robert Sacca, James Schwab,  
Scott Shallow, James Siracusa, Matthew Stewart, Franz Strassmann, Cory Taylor,  
John Thompson, Richard Wright

### **School Traffic Supervisors:**

Robert Berrigan, Erin Callanan, Katherine Chaprales, Jacqueline Daye, Joan DiPace, Patricia Dixon,  
Mafalda Iannetta, Laurence P. MacDonald, James Marcantonio, Leonard Muccioli, Frances Napoli,  
Donald Oates, Jr., Margaret Pelrine, James Ralston, Laurette Stevens, Jean Turner

### **Reserve School Traffic Supervisors:**

Marie McDonough, Marylou Conley, John Igo

### **Parking Control Officers:**

Laurence MacDonald, John Tobin, Richard Cooney

### **Technical Services:**

John Steeves

### **Traffic Bureau Administrative Secretaries:**

Carol Hurley, Linda Smith

### **Detective Bureau Secretary:**

Carol Hurley (Part Time)



### PROMOTIONS

Paul Cowing to Sergeant  
Brendan Young to Sergeant

### APPOINTED

Anthony DeStefano to Police Officer  
Marie McHugh to Police Officer  
Michael Pelrine to Police Officer  
James Siracusa to Police Officer  
John Thompson to Police Officer  
Marylou Conley to Reserve Crossing Guard  
John Igo to Reserve Crossing Guard  
Richard Cooney to Parking Control Officer

### RETIRED

Richard Santangelo, Lieutenant on October 1, 2013  
William McDermott, Police Officer on December 23, 2013

### RESIGNED

Phillip Kucha as Police Officer on November 27, 2013  
to take a position with the Massachusetts State Police

### Summary:

The staffing level at the Police Department remains at 47 sworn officers. We had a number of promotions, retirements and one resignation this year.

Detective Brendan Young and Officer Paul Cowing were both promoted to Sergeant. Sergeants Young and Cowing were assigned to opposite night shifts. Lt. Richard Santangelo (October 1<sup>st</sup>) and Police Officer William McDermott (December 23) retired this year. Both officers retired completing 32 years of service to the community and department. Police Officer Phil Kucha (December 2<sup>nd</sup>) resigned from the department to accept an appointment with the Massachusetts State Police.

In 2013, we were tasked with filling five vacancies. We were able to interview a number of qualified candidates and as a result of the interviews, five Belmont residents were selected for entrance into the Lowell Police Academy. Michael Pelrine Jr., James Siracusa Jr., Marie McHugh, John Thompson and Anthony DeStefano entered the Lowell Academy in June and all five graduated from the program in mid-November. The graduates were then assigned to a 12 week Field Training Officer Program which they completed in January 2014.





## 2013 Annual Report

In an effort to improve on our communications with the public, the department launched a facebook page and twitter account. Our facebook page is reaching roughly 7,000 people per week and we have 3,328 followers on twitter. Communicating via social media is in addition to our Community Notification System (Connect CTY) and department web site.

In April 2013, the City of Boston experienced a terrorist bombing at the Marathon finish line which resulted in 3 deaths and hundreds injured. As the investigation into the bombing unfolded, we were rattled three days later by the murder of MIT Police Officer Sean Collier and a shootout involving the terrorists in neighboring Watertown. With one suspected terrorist remaining at large, Governor Deval Patrick requested that residents in Belmont forgo their daily activities and remain indoors. An unprecedented search for the suspect occurred throughout the day on April 19th. A number of Belmont officers were called upon to assist in the search and provide additional patrol coverage to the Town of Watertown. Belmont Police personnel performed admirably throughout the week.



**“GRIM”**

History was made in 2013, when the Belmont Police Department successfully implemented its first ever K9 Program. The K9 Program was started with a very generous anonymous donation from a resident here in Belmont. Officer Cory Taylor was selected to become the department’s first K9 Handler. Grim, a three year old German Sheppard, was chosen as Taylor’s K9 partner. In March, the two began their Basic Patrol Course training at the Boston Police K9 Academy. The training was completed at the end of June at which time Officer Taylor and Grim began patrolling the streets of Belmont. In an effort to boost our regional relationships, Officer Taylor and Grim assist neighboring communities when they are requested and available.

The addition of the K9 Program offers the department many opportunities that were not previously available to us. Having access to a K9 is a force multiplier that allows us to work more efficiently in certain incidents.

The department continues to have great success with the “Child Safety Seat Installation/Inspection Program”. We routinely receive positive feedback from expectant parents and grandparents whom we have assisted in keeping their children safe. The program is an ongoing success due to the hard work of Officers Melissa O’Connor and Paul Garabedian.

We continue to be heavily involved in a number of regional efforts, such as NEMLEC (North East Middlesex Law Enforcement Council) where we are one of 56 member cities and towns along with (2) Sherriff’s departments. NEMLEC agencies share personnel, resources, equipment and technology.



## 2013 Annual Report

The department’s regional collaboration also includes membership in the Suburban Drug Task Force where we work collaboratively along with seven other communities to investigate and prosecute drug crimes and other related crimes.

Our commitment to the Cambridge, Arlington, Belmont, high risk assessment and response team (CABHART) remains strong. CABHART, along with 24 other public and private organizations, was developed to assist victims of “High Risk” domestic violence situations.

In an effort to keep prescription drugs off the streets and out of the hands of children, we continue our partnership with the DEA (Drug Enforcement Agency) and the Middlesex District Attorney’s Office by utilizing the “Prescription Drug Take Back Program”. The program allows for residents and non-residents to turn in their unwanted prescription drugs at the Police Station 24 hours a day, 365 days a year.

Many times you have heard me profess my admiration for all the members of the Belmont Police Department, including our Auxiliary Police Unit, for the outstanding job they perform day in and day out in an effort to keep our community safe. Department employees are encouraged to always take the extra steps in providing the best possible service to our customers. I must say that what I have observed, over the last year in particular, has made me extremely proud of all the men and women of the Belmont Police Department.

Respectfully submitted,

Richard J. McLaughlin  
Police Chief

### **2013 TRAFFIC BUREAU ANNUAL REPORT**

*Prepared by Benjamin J. Mailhot, Traffic and Records Sergeant*



Total Calls for Service	18,586
Traffic Stops	3,504
Domestic / Follow-ups	205
209A Served	56
209A Violations	5



## 2013 Annual Report

### ACCIDENTS

Reported	772
Investigated	410
Personal Injury	84
Persons Killed	0
Pedestrian	12
Pedestrians Injured	11
Pedestrians Killed	0
Bicycle	18
Bicycle with Injury	8
Bicycle with Fatality	0
Hit and Run	96

### INTERSECTIONS WITH 10 OR MORE ACCIDENTS

Belmont Street & Grove Street  
Belmont Street & School Street  
Lexington Street & Sycamore Street  
Concord Avenue & Leonard Street  
Concord Avenue & Mill Street  
Mill Street & Trapelo Road  
Pleasant Street & Trapelo Road

### CITATIONS

Civil Motor Vehicle Violations (Civil Fine)	426
Civil Motor Vehicle Violations (Warnings)	2,346
Criminal Motor Vehicle Violations (Complaints)	125
Arrests for Motor Vehicle Violations	67
Motor Vehicle Violations Issued (Total)	2,964
Parking Violations	11,040

### LICENSES AND PERMITS

Taxi Licenses Issued	16
Parking Permits Issued	1,493
Bicycles Registered	8

### TRAFFIC BUREAU REVENUE RECEIVED

Report Copies	\$2,518
Taxi Licenses	\$160
Parking Permits	\$87,978
Bicycle Licenses	\$0
Civil Motor Vehicle Fines Paid	\$16,840
Parking Violations Paid	\$192,568



**2013 DETECTIVE BUREAU ANNUAL REPORT**

*Prepared by Lieutenant Brendan O'Leary and Sergeant Detective Kevin Shea*

Arson	4
Assaults	73
Attempted Murder/Murder	0
Burglaries	70
Firearms Offenses	4
Kidnapping	1
Larcenies	213
Motor Vehicle Thefts	13
Narcotic Violations	22
Rape/Sexual Assaults	13
Robberies	5
All Other Offenses	207
<b>Total</b>	<b>625</b>

**2013 ANNUAL COURT SUMMARY**

Total Court Dates:	
Criminal Cases Filed	377
Arrests	177
Juvenile Trials	2
Adult Trials	84
Superior Court	9
Other Trials	5
Magistrate Hearings (Civil)(MV)	140
Magistrate Hearings (Criminal Traffic)	49
Magistrate Hearings (Criminal)	66
Traffic Appeals	14
Court Overtime (Hours)	543

**2013 DETECTIVE BUREAU REVENUE RECEIVED**

License to Carry Firearms & FID Permits	\$13,350
State Share	\$9,875
Town Share	\$3,475
Persons fingerprinted for security clearance, alien & employment applications, etc.	225
Clearance Letters	\$47



# 2013 Annual Report

## 2013 COMMUNITY SERVICES / TRAINING DIVISION REPORT

*Prepared by Lieutenant Kristin Daley*

The training officer ensures all sworn members of the department receive up-to-date training mandated by the Municipal Police Training Committee. This includes in-service training at the Lowell Police Academy and bi-annual firearms training. Currently, all members are trained first responders and certified in CPR and AED. In addition to in-service training, Department personnel received specialized training in the following areas; Domestic Violence, Incident Command System, Cyber Bullying, Emergency Driving, Highway Drug Interdiction, Law Enforcement Officer Survival, Elder Abuse, Child Passenger Safety and School Safety.



Throughout the year, the Community Services Unit offers to the Community various programs such as the RX Drug Take Back, Auto Etching, Child Safety Program, & Home Security Surveys. Also, in conjunction with the Council on Aging, we worked to educate our senior citizens on the most recent scams that target the elderly. We participated in the health fair hosted by the Council on Aging and gave a lecture regarding fraud to our senior citizens. For our younger citizens, we work directly with the Middlesex Sheriff's Office and their Summer Camp Program that takes place in August each year. This year, we had 79 children attend this highly popular program.

### DARE

The DARE Program continues to be a welcome fixture in the Chenery Middle School. This year, 327 students were enrolled in the DARE Program.

5 <sup>th</sup> Grade Classroom Hours	90 hours
DARE Graduation	1 hour
Belmont Recreation Summer Blast-Off Party	5 hours
Burbank School Second Grade Walking Tours	3 hours
Memorial Day Cookout & Parade	11 hours
Belmont Town Day	11 hours
Health and Wellness Advisory Meetings	7.5 hours
DARE Board of Directors Meetings	6 hours
Middlesex County Sheriff Department Youth Public Safety Academy	35 hours
DARE Charity Golf Tournament	15 hours
Police Department Station Tours	12 hours



2013 AUXILIARY POLICE



The Auxiliary Police gained one member bringing the Unit's strength to 22 officers. The Unit continues to provide officers for events such as Town Day, Christmas Tree Lighting, Halloween, Brendan Grant Road Race, Dan Scharfman Road Race and major storms, just to name a few. For the year 2013, the unit provided the Town with the following volunteer hours:

Events	394 hours
Patrol – Cruiser and Mountain bike	626 hours
Administrative	324 hours
Miscellaneous	29 hours



Training -	1132 hours
Firearms, OC and Baton Training	
Defensive Tactics	
Reserve In-Service Academy	
Legal Updates	
Communications Training	
CPR/AED and First Responder Training	
Monthly Training Meetings	



## 2013 Annual Report

### 2013 PUBLIC SAFETY / COMMUNICATIONS

#### **OPERATIONS MANAGER**

Daniel E. MacAuley, EMD

#### **SUPERVISOR OF COMMUNICATIONS**

Edward S. Pendergast, EMD

#### **PERMANENT PUBLIC SAFETY DISPATCHERS**

Robert Dally, EMD; David Jones, EMD; Christopher Murphy, EMD; Thomas O'Brien, EMD; James Riccio, EMD; Michael Tortola, EMT; Daniel Walsh, EMD; Colby Weston, EMD

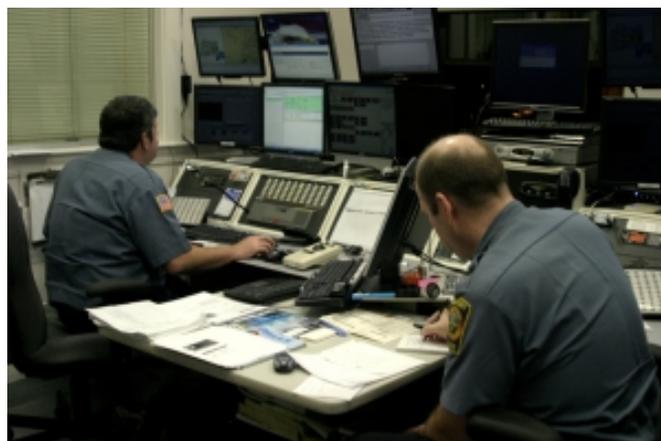
#### **PER DIEM PUBLIC SAFETY DISPATCHERS**

Robert McQuaid, P.A.; Richard Nohl, EMT; John Steeves, EMD; Andrew Tobio, EMT; Brendan Reilly, EMD



### 2013 PUBLIC SAFETY / COMMUNICATIONS REVENUE RECEIVED

Alarm Fines	\$7,895
Alarm Registrations	\$20,225
Master Box Fees	\$17,000
Detail Administration 10%	\$42,162



All of our Dispatchers are certified as Emergency Medical Dispatchers (EMD) and now provide State mandated pre-arrival medical instructions on all medical emergency calls. All are re-certified annually as American Red Cross First Responders/CPR Rescuers which includes the use of an Automatic External Defibrillator (AED).

I am proud of the Public Safety Communications Division and know all of the staff is dedicated to making Belmont a safer community. The Communications Center is staffed 24 hours per day, 7 days per week by highly trained, highly motivated dispatch professionals. An emphasis on continuous training within the department maintains a

level of readiness that we all can be proud of. The department continues to maintain a close relationship with the other Town agencies. Our dispatchers answer many calls for service after hours and on holidays for the Light Department, Highway Department and Water Department.

Respectfully submitted,

Daniel E. MacAuley, Operations Manager  
Public Safety Communications



### **COMMUNITY DEVELOPMENT:**

**Department Head:** Glenn R. Clancy, P.E.

**Full Time Staff:** Jay Szklut, Planning & Economic Development Manager – until 1/25/2013  
Jeffrey A. Wheeler, Planning Coordinator  
Murad Kozelian, Inspection/Enforcement Officer - 1/7/2013  
Douglas Scott, Inspection/Enforcement Officer  
Ara Yogurtian, Resident Engineer

Pauline M. Daniels, Administrative Coordinator  
Marisa Lowre, Administrative Assistant I – until 2/11/2013  
Leanne Fierro, Administrative Assistant I – 4/22/2013  
Gina Farrar, Administrative Secretary

**Part Time Staff:** John D. MacDonald, Plumbing and Gas Inspector  
David Farrar – Electrical Inspector - 9/3/2013  
Mary Trudeau, Conservation Commission Agent

### ***ENGINEERING DIVISION***



#### **Conservation Commission:**

The Office of Community Development has a part-time Conservation Agent on staff who works closely with the Conservation Commission. The agent administers the Victory Garden's at Rock Meadow, manages the Rock Meadow conservation land and provides technical assistance on all matters relating to the Wetlands Protection Act.

#### **Trapelo Road / Belmont Street Reconstruction Project:**

In October 2013 the Massachusetts Department of Transportation held a ground-breaking ceremony to formally begin the Trapelo Road / Belmont Street reconstruction project. Newport Construction from Salem NH was the low bidder with an amount of \$14, 547,000. The project has a time of completion of two years and is scheduled to be substantially complete by December 1, 2015. The funding is from federal transportation bond money and some state funds. The Town of Belmont leveraged 1.5 Million in design funds over seven years to be able to take advantage of the state and federal funds.



#### **Police Department:**

The Department worked closely with the Traffic Division in 2013 on several projects such as traffic pattern realignments and crosswalk locations as requested by different neighborhoods in Town. The



## 2013 Annual Report

Department also worked closely with the Police Department during numerous reviews of proposed developments that would impact traffic in Town. In addition, the Department prepared maps of the Town and provided court testimony to assist in court hearings.

### Pavement Management:

In 2013, the following roadways were reconstructed.

Street	From	To
A STREET	GRANT AVE	B&M RAILROAD
B STREET	GRANT AVE	TOWN PROPERTY
IRVING ST	BEECH ST	WAVERLEY ST
DAVIS RD	TRAPELO RD	HARRIS ST
HAWTHORNE ST	TRAPELO RD	(Irving ST)CUL-DE-SAC
CAMBRIDGE ST	WAVERLEY ST	HAWTHORNE ST
WHITE ST	TRAPELO RD	GRANT AVE
GRANT AVE	WHITE ST	C ST
C STREET	GRANT AVE	TOWN PROPERTY
PARK RD	BELMONT ST	GROVE ST
SPRINGFIELD ST	BELMONT ST	FAIRVIEW AVE
DALTON RD	WASHINGTON ST	GROSVENOR RD
HAMILTON RD	CONCORD AVE	CAMBRIDGE TOWN LINE
SYCAMORE ST	WHITE ST	TRAPELO RD
WAVERLEY ST	TRAPELO RD	HARRIS ST
HARRIS ST	BEECH ST	WAVERLEY ST

In addition the Engineering Division coordinated with the School Department and oversaw the repaving of the Belmont High School parking lot.

### Sanitary Sewers:

During 2013 private contractors made 31 connections to the sanitary sewer. The Department continued to provide various information as requested.

### Storm Sewers:

Private contractors made 11 connections to residential properties and the Department took measurements and locations of the sewers for permanent records.

### Town Clerk:

Restriction lines, 150 feet from election polling places, were marked out at each of the eight precincts at the request of the Town Clerk.

The Department also assisted the Town Clerk in selecting the proper house number for new or converted dwellings by providing technical assistance and plot plans of the property.



### **Traffic Advisory Committee:**

In 2013 the Director of Community Development attended monthly meetings as staff liaison to the Traffic Advisory Committee. Truck traffic, intersection redesign, Trapelo Road redesign, as well as many other concerns were discussed at these meetings. Information and support was given to the Committee by this department as needed.

### **Water Department:**

The Engineering Division performed various functions for the Water Department including locating sanitary sewers and storm drains for repair and/or replacement of domestic water lines and main lines.

Notifications of new sanitary sewer house connections were sent to the Water Department to update the sewer use master list for billing purposes. Additionally, all phases of the Water Department's 30-Year Plan are closely coordinated with the Engineering Division in order to ensure coordination of utility replacements or upgrades as well as pavement restoration.

## ***BUILDING DIVISION***

During 2013, this division processed 1,092 building permits, received 33 possible zoning violation complaints, 7 possible building code complaints and 13 general bylaw violation complaints. Estimated total building construction value was \$51,758,811. All alleged zoning and building code violation complaints received during the year were investigated and notifications were sent to the parties involved. Through the cooperation of the Fire Department, the Building Division is notified of every fire in which possible structural damage is evident. Immediate inspections are made and recommendations given to the owners or builders.

Income for the calendar year 2013 from Building Permits totaled \$782,315 and income from Plumbing, Gas, Electrical, Board of Appeal, Certificate of Inspections, Home Occupation, Certificate of Compliance, Signs, etc. totaled \$120,502.

Total income received by this division was \$902,817.

During 2013, 669 plumbing permits were issued to properly licensed persons. Inspections were made on all work for which permits were issued and other inspections were made at the request of the property owner.

Total income received was \$38,575.

During 2013, 463 gas permits were issued for which all necessary inspection and re-inspections were made. Total income received was \$17,067.

Beginning in September, 2013 electrical permits were issued from the Building Division. During the four month period, 251 electrical permits were issued for which all necessary inspections and re-inspections were made. Total income received was \$38,515.

### **State Building Code:**

During 2013, as part of the duties required by the Massachusetts State Building Code, this division inspected 114 public buildings and spaces, (schools, hospitals, restaurants, public halls, day care centers etc.) for compliance with safe egress, emergency lighting and maximum capacity. The Code requires on-site inspections. Mandatory fees collected during



## ***2013 Annual Report***

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2013 totaled \$4,283. As a means of keeping informed with the State Building Code and its ongoing changes and amendments, representatives from this division attended several state sponsored workshops during 2013.

### **Health Department:**

The Office of Community Development continued to work very closely with the Health Department in 2013. Many of the public safety issues that are addressed by the Building Inspector also involve the Health Department. Additionally, the Director of Community Development works very closely with the Health Department assisting with the review of proposed septic systems under the Title V Regulations. The Department also works closely with the Health Department to review plans for new restaurants.

### ***PLANNING DIVISION***

#### **Zoning Board of Appeals:**

During 2013, the Zoning Board of Appeals heard 25 cases for Special Permits and/or Variances with the following results (some of these cases involved more than one application):

TOTAL CASES	36
Special Permits	38
Variances	2
Appeal	1
DECISIONS	36
Granted	34
Upheld	1
Withdrawn	1

#### **Planning Board:**

The Planning Board heard (3) Cases. These cases included reviewing a commercial development, reuse of an historical accessory building, and a joint hearing for the removal of a tree and stonewall on a Scenic Road.

TOTAL CASES	7
Site Plan Review	4
Special Permit	3

DECISIONS      Pending

Total application fees for both the Zoning Board of Appeals and Planning Board were \$8,250.00

Respectfully submitted,

Glenn R. Clancy, P.E., C.B.O.  
Director of Community Development



### **DEPARTMENT OF PUBLIC WORKS:**

**Department Head:** Peter J. Castanino

**Assistant Director:** Michael A. Santoro

### **Public Works Administration:**

Herewith I submit the Department of Public Works (DPW) report for the year ending December 31, 2013 covering the following: Public Works Administration, the Highway Division, the Recreation, Parks and Cemetery Division and the Water Division.



During 2013, Public Works Administration procured and administered 36 contracts for vehicles, supplies and/or services under Chapter 30B; the Uniform Procurement Act and Chapter 30 section 39M. Administrative time was spent working with the Tree Warden, Executive Safety Committee, Massachusetts Water Resources Advisory Board, Arlington – Belmont - Cambridge (ABC) Stormwater Board, Water Advisory Board, Board of Cemetery Commissioners, Shade Tree Committee and the Energy Committee. DPW personnel assisted with the following community projects: Voting, Arbor Day Celebration, Belmont Center Town Day, Holiday Lighting Ceremony in Belmont Center, Belmont Garden Club Community Planting Program, Belmont Serves Day, assisting with the reconstruction of Joey's Park by the Friends of Joey's Park, completing the Feasibility Study and beginning the schematic Design for Underwood Pool and improvements to the Conservation Land at Rock Meadow.

In February of 2013 the Recreation Department was consolidated into the DPW Recreation, Parks and Cemetery Division.

Under the Public Works Capital Program the Highway Division was authorized to purchase a one ton pickup truck at a cost of \$33,090, one 37,000 lb. GVW replacement dump truck at a cost of \$119,414, one emergency service van at a cost of \$27,716, rehabilitated the fleet maintenance truck for \$30,000, a snow fighter for \$26,500 and converted a dump truck into a snowfighter for \$42,800. The Recreation, Parks and Cemetery Division was authorized to purchase one new riding lawn mower at a cost of \$13,000. The Water Division was authorized to purchase a new administrative vehicle at a cost of \$25,500.

### **Annual Report of the Highway Division:**

*Prepared by Michael A. Santoro, Assist. Director of Public Works and Highway Division Manager*

### **Street Maintenance:**

The Highway Division maintained, cleaned and signed Belmont's 77.76 miles of public roads. In addition, we cleaned, signed and performed minor maintenance work on 8.10 miles of private ways.

During 2013 a total of 15 sidewalk locations were repaired by Highway personnel totaling 646 square feet and the Town's Contractor repaired 11,420 square feet of concrete sidewalk at various locations throughout town.

Street signs, regulatory and traffic signs were purchased, prepared, erected and maintained by the Highway Division.

Crosswalks, center and parking lines were repainted by Highway personnel during the year. The Highway personnel painted blue and white handicap markings on 53 various designated parking spaces throughout Town. A total of 1140



## ***2013 Annual Report***

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gallons of white traffic paint, 370 gallons of yellow traffic paint and 50 pounds of reflective glass beads were used during 2013.

During 2013, Highway personnel responded to 36 overtime snow or ice calls ranging from one inch to twenty seven inches. All snow and ice storms were cleared and treated for ice control by DPW personnel. Contractors assisted with snow plowing during five storms in 2013. The total snowfall for calendar year 2013 was 88 inches. Belmont's 1995 By-Law allowing a Snow Emergency Parking Ban was put into effect twice during 2013. The Highway Division is responsible for providing emergency service response for this program at all times for public safety as well as for the continuity of services.



The deterioration of the roads and sidewalks continues to be a major concern. With each passing year additional staff time and funding is required to maintain the public ways. The Pavement Management Program, administered by the Office of Community Development Department, continued to address the serious condition of the roads with limited available funding. A coordinated approach working with the Community Development Department and DPW continues to coordinate the replacement and repair of utilities in advance of the road and sidewalk improvements.

### **Sanitary Sewer Maintenance:**

Belmont has three sanitary sewer pumping stations, one located on Stony Brook Road, one on Woodbine Road and a new station recently installed on Channing Road as part of the Winn Brook Overflow Mitigation Program. The Highway Division routinely maintains these stations on a weekly basis. The Division is responsible for 76 miles of main lines, appurtenances and about 6,700 building services. The Division also maintains and cleans selected main lines throughout the Town as part of a regular maintenance program. This maintenance program has been significantly reduced because of staffing limitations. The Division is responsible for providing emergency service response at all times for this program for public safety and health as well as for continuity of service.

During 2013, 50 individual building connections were televised to determine the condition and priority for repair. As a part of our ongoing maintenance program 22 sanitary sewer lines were repaired. The Highway Division responded to 301 building service pipeline blockages during the year.

The Board of Selectmen voted to increase the metered sewer charge to \$10.72/CCF (hundred cubic feet) with a minimum service charge of \$15.16 per quarterly billing. The "lifeline" rate is at \$7.50/CCF.

### **Storm Drain Maintenance:**

The annual cleaning of approximately 2,000 catch basins was completed during the spring by a private contractor. The Highway Division repaired 3 catch basins. An ongoing program of maintenance and cleaning of main lines was continued during 2013. This maintenance program has been significantly reduced because of staffing limitations. Maintenance and cleaning is also provided for storm drain connections to buildings. The Division is responsible for maintenance of all catch basins, manholes, 54 miles of main lines and the storm water pumping station that was



installed on Pleasant Street in 2010. The Division is responsible for providing emergency service response at all times for this program for public safety and health as well as for continuity of service.



### **Central Fleet Maintenance Facility:**

Since 1981 the Highway Division has managed a Central Fleet Maintenance facility at the Highway Yard on C Street. Most Town owned vehicles and equipment are serviced and fueled at this location. Gasoline, diesel fuel, preventive and general maintenance along with extensive equipment repair is available to all Town Departments. The Central Fleet Maintenance Facility staff is available to repair all Town vehicles as needed at all times. Waste motor oil generated from the Town's fleet as well as oil accepted from residents is collected at this location to be recycled. This facility is the base of operations and provides equipment storage for all Highway Division programs.

### **Deltas and Grounds Maintenance:**

The Highway Division is responsible for 52 separate deltas, islands and grounds including most of the land around Clay Pit Pond. During the spring all areas were cleaned and for the balance of the growing season the property was mowed and maintained. Because of budget constraints, no seasonal staff was authorized to be employed during the growing season to assist with maintenance.

The Belmont Garden Club has, once again, provided labor and plantings to enhance several public areas throughout the Town. Their generosity and public spirit has helped enormously to beautify the town and is especially appreciated given recent budget and staffing limitations.

### **Solid Waste Collection and Disposal:**

Residential solid waste continues to be collected once per week at each household, with recyclables collected every other week. Russell Disposal began the third year of a three-year contract with two one year options as our collection contractor during 2013.

In addition to weekly residential trash and the weekly appliance collection for recycling, the program also collects and recycles on an every other week schedule clear, green and brown glass, #1 thru #7 plastics, steel/tin/metal containers, mixed recyclable paper, corrugated cardboard, milk and juice cartons. Cathode ray tubes (televisions and computer monitors, also known as CRTs) are collected weekly as scheduled. On July 1, 2004 a \$15 per item fee was instituted for the recycling of Cathode Ray Tubes and a \$20 per item fee for the recycling of household appliances. Yard waste is collected every other week from April to mid-October and weekly during the fall leaf season. The Belmont Transfer Station is open for seven weeks during the fall, including Saturdays for convenient residential drop off of leaves.



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The Town is under separate contract with the Wheelabrator North Andover (WNA) Resource/Recovery Facility in North Andover, MA until 2015 to dispose of its solid waste.

During Calendar 2013, the Town recycled 4452 tons from a total residential solid waste stream of 11,943 tons for a recycling rate of 37 percent. The Town realized \$1,095 from the sale of recycling bins, \$1,600 from the sale of compost bins along with \$17,745 from the sale of appliance and CRT recycling stickers.

The new position of a Recycling Coordinator was filled in 2012, this position will promote program participation through the development and implementation of educational materials and outreach campaigns focused on increasing residential and municipal recycling. The efforts of the Recycling Coordinator initiated recycling by placing public recycling containers at the Underwood Pool, Skip Vigliolo Skating Rink and the High School Athletic Complex. In other public buildings there was a coordinated effort to improve recycling. There has been a concentrated effort to improve recycling at all public schools with expanded recycling in classrooms, lunch rooms and a permanent cardboard recycling program. The Recycling Coordinator continued the public information program to increase recycling through the local media, met with various Town groups including the Belmont Religious Council and worked with the Health Department coordinating the Household Hazardous Waste Program and community sanitation.

### **Transfer Station Operation and Site:**

The site continues to be used for solid fill disposal from Public Works and Town operations. Asphalt, concrete, wood chips, tree stumps and logs from operations continue to be stored at this site before being recycled.

For the municipal service, leaves were collected weekly in containers by our solid waste and recycling contractor to be recycled by composting commercially out of Town. The fee of \$400 per vehicle to local landscape contractors for depositing leaves in our compost pile at the Transfer Station site on 1130 Concord Avenue for the fall season generated \$9,600 in revenue. Residents were also allowed to bring leaves to the compost area at no charge. For the last twenty-one years, the Division has windrowed the leaves in an effort to facilitate decomposition. Active marketing enabled a large amount of leaf compost to be transferred out of Town and recycled at no cost to the Town. We continue to actively seek markets for leaf compost so that we will have space for storage of future years' leaves for composting.

Working with the Office of Community Development the Town has retained CDM Smith, Inc. Consulting Engineers to provide an engineering assessment of the former Incinerator Site and ash landfill at 1130 Concord Avenue to comply with The Massachusetts Department of Environmental Protection's (DEP) regulations. The initial site assessment and comprehensive site assessment have been completed. We continue to work with the DEP to comply with the regulatory process to cap the ash landfill. Within the next two years we expect to determine a post-closure use and complete the assessment and the final cap of the ash landfill meeting DEP regulations.



### **Annual Report of the Tree Warden:**

*Prepared by Thomas D. Walsh, Tree Warden*

Asplundh Tree Expert Company served the second year of a three-year contract for tree care during fiscal year 2013. Thomas D. Walsh also served the second year of a three-year term as Tree Warden and his report follows:

For the twenty eighth consecutive year, the Town of Belmont was recognized as a Tree City USA by the National Arbor Day Foundation.



Arbor Day was celebrated on May 1, 2013 with the planting of three trees. The ceremony took place at the Daniel Butler Elementary School to celebrate the new playground.

During 2013, the Town purchased 171 trees to be planted in various locations. Trees were watered by Highway staff during the growing months. The Town removed 98 dead and dangerous trees during 2013.

The contractor maintained public shade trees predominantly in response to requests from citizens for service. In addition to maintenance work performed on these larger public shade trees, many small, young trees were pruned as part of our pro-active program to assure good form, structure, health and vigor as they develop towards maturity. Storm damaged trees also were routinely repaired to insure the long-term health of the affected trees. There were four Tree Hearing held during 2013.

As Tree Warden, I express my appreciation and thanks to the Board of Selectmen, Town Administrator, Director of Public Works, Department and Division Managers, Shade Tree Committee and employees of the Town for their support, cooperation and assistance during the past year.

### **Annual Report of the Parks and Cemetery Division:**

*Prepared by Joseph M. Urciuolo, Parks and Cemetery Division Manager*

Parks and Facilities provides for the cleaning, maintenance, repair and improvement of the resources for recreational enjoyment. These include; the Skip Vigilolo Skating Rink, Underwood Pool and adjacent park, Concord Avenue Athletic fields and facilities, Hittinger Street Field, Town Field, Pequossette Field, Chenery Middle School Field, Grove Street Field, Payson Park Playground and Winn Brook Field. In addition, this group maintains the tennis courts at the Grove Street Field, Pequossette Field, Chenery Middle School Field and Winn Brook Field as well as basketball courts at Town Field, Grove St. Field and Pequossette Field.

The chain link fencing maintenance program has continued to provide safe enclosures for these facilities. We made repairs at Pequossette Park, Grove Street Park, Town Field and the Underwood Pool. These repairs have added to the safety and overall appearance of the perimeter fencing of the parks.

Funds to replace the synthetic turf field at Harris Field were voted by Town Meeting in November of 2013. An architect has been retained, the design is complete and the project will be completed in the summer of 2014.



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Again in 2013, the athletic fields and facilities had many improvements thanks to the generous donations from many organizations.

- As in the past the Brendan Grant Foundation has generously contributed to many projects for all the baseball and softball programs in town. The Foundation has supplied a new infield mix conditioner for the Varsity Baseball Field and Grove Street Park. They have paid to install and remove the outfield fence at the varsity and junior varsity baseball diamonds.
- We are grateful to the Frank E. French Company for once again donating a generous amount of infield mix.
- The Boy Scouts volunteered their time and energy to paint the fence at the Little League field at the Grove Street Park. This project helped to beautify and upgrade this popular park.
- The Belmont Day School graciously gave their time and energy to paint the retaining wall at the Town Field baseball diamond beautifying this well used park.
- The Belmont Soccer Association refurbished the soccer field at Grove Street. The turf was completely stripped, new irrigation installed and new sod applied. This expensive project was generously donated by the Soccer Association. A special thanks to Jim Fitzgerald who coordinated this effort.
- The Belmont Soccer Association and Belmont Second Soccer have joined and developed a plan to completely refurbish the Winn Brook Playground with new grass, irrigation system with a new well. This project will be completed in 2014. A special thanks go to Charles Conroy, David Hammer and Jim Fitzgerald.
- The Belmont Soccer Association and Belmont Second Soccer have also again paid to maintain all the soccer fields in Town. Through their efforts the Belmont Soccer Fields are as well maintained as any in the area.
- Through the efforts of Ellen Schreiber, Diane Miller and the Friends of Joey's Park, a completely new Joey's Park tot lot was built at the Winn Brook Playground. The original Joey's Park, built in 1989, had provided generations of children with many hours of enjoyment. This project was a wonderful community effort twenty four years ago and a revitalized community effort again today. All funds were raised by fundraising events, donations and a Community Preservation Committee grant. Such an effort brings the whole Belmont Community into play (young and not so young). Volunteers, companies that donated materials, heavy equipment, labor and the DPW built this tot lot from the ground up. We now have a play structure very similar to the old one with modern amenities meeting current safety standards. Joey's Park will benefit the children of Belmont as well as visitors from surrounding towns for many years to come.
- The Youth Hockey Association installed billboards in the Skip Viglirolo Skating Rink; these boards enhance the appearance of this old facility.

The many generous contributions add great value to the recreational facilities and are enjoyed by the staff, participants and spectators alike. We thank all of these organizations for their tireless continued financial support at a time of great



need and for donating their time to improve and maintain these important facilities. The Parks staff works closely with all of the Town organizations in the care and maintenance of all athletic facilities for the benefit of all.

### **Annual Report of the Water Division:**

*Prepared by Michael R. Bishop, Water Division Manager*

#### **Significant Information and Statistics:**

All water consumed in Belmont is supplied by the Massachusetts Water Resources Authority (MWRA) from reservoirs owned and operated by the Massachusetts Division of Conservation and Recreation (DCR). The Town is under contract with the MWRA and is required to pay for all drinking water supplied to the Town.

#### **Safe Drinking Water Act:**

During 2013 the water supplied to the Department of Public Works Water Division by the MWRA was in compliance with all Maximum Contaminant Levels (MCL'S) as established by the Safe Drinking Water Act (SDWA). The SDWA defines water quality parameters which are considered safe for human consumption. The SDWA is administered by the U.S. Environmental Protection Agency (USEPA) and enforced by the Massachusetts Department of Environmental



Protection (DEP). Water samples are analyzed on a weekly basis for microbiological contamination and on a periodic basis for organic compounds, heavy metals and pesticides. All tests are performed by the MWRA laboratory or a certified laboratory under contract with the MWRA. Reports are on permanent file both at the MWRA and the Water Division Office. The Division has identified all water service pipes which are either all or partial lead. A program designed to replace these lead pipes was started in 1992 and will continue in 2013. As of December 31, 2013 there is only one partially lead lined water service line in Belmont.

#### **Water Distribution System:**

##### System Composition

Types of Pipe:	Ductile Iron, Cast Iron, Galvanized Iron, Copper, Asbestos Cement
Size Range:	1.5 Inch to 16 Inch Diameter
Number of Hydrants:	768
Number of Services:	7,606
Types of Services:	Copper, Brass, Cement Lined Iron, Galvanized Iron, Wrought Iron, and Cast Iron.
Percentage of Services Metered:	100%
Total Water Main:	489,681 Feet (92.74 miles)



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### Water Consumption Data:

\*\* Data supplied by the MWRA

Average Water Consumption in Millions of Gallons per Day (MGD) \*\*

Month	2009	2010	2011	2012	2013
January	1.982	2.147	1.763	2.060	1.968
February	1.985	2.040	1.851	2.007	1.944
March	1.930	2.021	1.776	1.951	1.950
April	1.982	2.055	1.752	2.105	1.996
May	2.330	2.324	1.954	2.228	2.355
June	2.415	2.522	2.312	2.624	2.433
July	2.237	3.001	2.673	2.845	2.743
August	2.547	2.861	2.398	2.535	2.710
September	2.453	2.423	2.303	2.308	2.434
October	2.029	1.906	2.042	1.904	2.098
November	1.920	1.766	1.797	1.878	1.781
December	1.941	1.736	1.898	1.916	1.754
Average	2.147	2.236	2.045	2.197	2.183

\*Average Consumption per person per day

82.96 Gallons    86.39 Gallons    79.02 gallons    84.89 gallons    84.35 gallons

\* Estimated Population of 25,879

Total Consumption from MWRA**	2009	783,583,000 Gallons	2010	816,000,000 Gallons	2011
	2012	804,428,000 Gallons	2013	796,694,000 Gallons	

### Water Main Replacement Program:

Hawthorne Street, Irving Street, Grant Ave. Water Main Replacement Project – 2012 -2013

The Hawthorne Street, Irving Street, Grant Avenue project was awarded to SB General Contracting Walpole, MA for the amount of \$931,919.42 dollars. Engineering estimates were \$1,284,850 dollars. Construction began on November 5, 2012 and concluded on August 5, 2013. A total of 7,695 linear feet of six inch and eight inch ductile iron water main was installed along with 61 six and eight inch isolation valves and 20 new fire hydrants, the transfer of 186 water services and abandonment of existing water mains and all appurtenant work within the project limits.

#### Belmont Center Water Main Replacement Project - 2013

The Belmont Center project was awarded to Tropeano Inc. North Andover Ma for the amount of \$1,109,111 dollars. Engineering estimates were \$1,443,260 dollars. Construction began on April 29, 2013 and concluded on November 13, 2013. A total of 5,680 linear feet of four, six, eight, ten and twelve inch ductile iron water main was installed along with 46 four, six, eight, ten and twelve inch isolation valves and 10 new fire hydrants, the transfer of 65 water services and abandonment of existing water mains and all appurtenant work within the project limits.



Water Main Replacement Project – 2014

The 2014 Capitol Water Main Replacement Project will consist of:

- Charles Street  
Orchard Street to Slade Street
- Edward Street  
Orchard Street to Waverley Street
- Winthrop Road  
Common Street to Charles Street
- Orchard Street  
Common Street to Beech Street
- Warwick Road  
Common Street to Carleton Road
- Holt Street  
Lexington Street to Knowles Road
- Richmond Road  
Prospect to Leicester Road – Leicester Road to Lawrence Lane
- Somerset Street  
Pleasant Street to Shady Brook Lane
- Wellington Lane  
Concord Ave to Somerset Street

Respectfully submitted,

Peter J. Castanino  
Director of Public Works



## *2013 Annual Report*

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### **FACILITIES DEPARTMENT:**

**Department Head:** Gerald R. Boyle

#### **Purpose and Duties:**

During the calendar year 2013, the Town's Building Services Department and the School's Building & Grounds Department were consolidated into a single Facilities Department. This consolidated Facilities Department continued the responsibility of providing proper maintenance and repair services to all Town and School buildings. In addition to performing traditional preventive maintenance, efforts were undertaken to complete planned or unexpected repairs and upgrades.

#### **Building Systems and Maintenance:**

##### *450 Concord Ave*



- No major work performed other than normal preventive maintenance work.

##### *Town Hall*



- Continued to have more shows in the Auditorium. There are now three different theatrical groups using the hall for about 2 shows per group per year.
- Procured a vendor for the Town Hall Windows Project through a competitive bidding process. The submittal and shop drawings process was completed to allow fabrication to begin in November with installation expected in February 2014.
- The roadway drain in front of main entrance to Town Hall was repaired.



- Received CPA funding for the refurbishment of the exterior doors on Concord Ave. Specification were developed with the assistance of the Belmont Historic District Commission. Work to begin in 2014.

### *Homer Municipal Building*



- Installed additional security devices in Recreation and Assessors Departments.
- Annual tile and carpet cleaning work was performed. All windows interior and exterior were washed.

### *Beech Street Center*



- Worked with an outside vendor who installed a Bocce Court in August.
- Annual carpet and tile cleaning work was completed. Windows were cleaned interior and exterior.
- Repairs were performed on the rear roof dormers to address damage caused by snow.
- The well system required the replacement of one pump motor and drive setting.
- Light shields for all of the parking lot lights were installed to ensure no spillage onto neighbor's property.
- Enclosed the roof area above the kitchen.

### *Public Works Facility:*

- Installed a new steel door to the basement boiler room.
- Continued a preventive maintenance program for overhead doors.
- Reviewed DPW storage building and Cemetery roofs and found them both in need of replacement.

### *Fire Stations:*

- Replaced a roof top compressor at Fire Headquarters.
- At both stations the HVAC controller was upgraded for better energy management.
- Performed various repairs to the HVAC systems at both stations.



## 2013 Annual Report

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### *Police Headquarters:*



- Replaced two windows in the ladies locker room area.

### *Town Wide:*

- All inspections performed and licenses issued on elevators, sprinkler and fire alarm systems, stove hoods and fire extinguishers.
- All preventive maintenance work was performed on elevators, HVAC equipment, overhead doors, boiler treatment, lifts and telephone and security software.
- The State mandated a new charge for annual boiler inspections.
- Town Clerk and Homer Building vaults had preventive maintenance and repair work performed.

### *School Administration Building:*





- Replaced gas-fired boiler
- Replaced kitchen floor tile
- Ceiling fan in Special Ed office

### *Belmont High School:*



- Repaved the Belmont High parking lot.
- Installed a new gas supply line from Concord Avenue to the Belmont High School boiler room.
- Began a project to convert three oil burners to dual fuel at Belmont High.
- Performed a timely abatement of disturbed asbestos that resulted from a burst water pipe in the Belmont High boiler room; developed and submitted all necessary documentation to receive \$51,000 insurance reimbursement, nearly 90% of all direct costs
- Installed of a Paddock exhaust system at the Higginbottom Pool at Belmont High.

### *Chenery Middle School*



- Repaired 16 sidewalk panels that were cracked and presenting a trip hazard.
- Replaced carpet in Administrative Offices as well as re-tiling of Health Center.



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### *Mary Lee Burbank Elementary School*



- Replaced carpet in Administrative Offices as well as Re-tiling of the Health Center.
- Re-tiled second floor level. Removed carpet and converted to VCT tile.

### *Daniel Butler Elementary School*



- Repaired asphalt on the White St. entrance to the School that were presenting a trip hazard.
- Replaced Gymnasium Floor.

### *Roger Wellington Elementary School*



- Replaced 3 exterior entry doors at the Gymnasium.



*Winn Brook Elementary School*



- Re-carpeted Administrative Offices and re-tiled Health Center.

*Project Management:*

- Developed a scope of work and procured a firm to perform a Facilities Condition Assessment of six Town and School facilities.
- Worked with the Belmont Energy Committee and Sustainable Belmont to initiate the process of applying for Green Communities designation;
- Participated in the Underwood Pool Building Committee's OPM Selection, Designer Selection, and schematic design phase for the new Underwood Pool;

Respectfully Submitted,

Gerald R. Boyle  
Director of Facilities



## ***2013 Annual Report***

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### **COUNCIL ON AGING:**

**Chair:** Penelope Schafer

### **Committee Members:**

Ethel Hamann  
Matthew Dumont  
Tommasina Olson  
Theodore Dukas  
Michael Cahalane  
Chao-Qiang Lai  
Judy Singler  
Joel Semuels  
Maryann Scali  
Jim Staton

**Ex-Officio:** Nava Niv-Vogel, Director of the Council on Aging

### **2013 Annual Report:**

The Belmont Council on Aging serves the needs of Belmont's sizable senior citizen population -- over 9,000 Belmont Citizens are age 50 and older. Nearly 5,500 are age 60 and older, and almost 4,000 are age 65 and older. Using a combination of Town-provided funds, state, federal and foundation grants, user fees, donations from individuals and organizations, and volunteer services, the COA efficiently provides a wide-range of services to seniors. They include transportation, nutrition, health and wellness, social, arts and educational programming, as well as social support for seniors and their families. The COA completed its third full calendar year of operations in the new Beech Street Center. At year's end 1,941 persons were registered in the COA database, representing a 12% increase from the previous calendar year. This remains an undercount of the true number of users. For a variety of reasons there are users who do not register. Areas of significant growth from FY'12 to FY'13 included: a 26% increase (1,580 raw number) in rides provided through COA transportation services, 300% increase in usage of the fitness room program and 100% increase in participation of COA organized trips. The total number of people attending events, as measured by number of "sign-ins", rose by 300% from the previous year. Some of this increase is attributable to increased awareness on the part of participants to be sure to sign in for programs but not all. This level of participation is currently maintained with an equivalent budget level in FY'14 as was appropriated in FY'12 and FY'13. Satisfaction surveys for center programming were distributed and collected in November. Results yielded the following; 61% were extremely satisfied and 30% were very satisfied; 91% would recommend the programs to others.

The range and scope of COA services encompass the following:

- The health and wellness programs include fitness classes such as aerobics, strength and flexibility, tai chi, chair yoga, meditation group, line dancing, special ballroom dancing events, cardio conditioning, arthritis exercise, circuit training and personal coaching. The fitness room program has become a growing part of the health/wellness umbrella. Health education courses and workshops are offered by a variety of healthcare providers on diverse issues pertinent to the health of older adults. Direct health services are also provided. They include a weekly blood pressure clinic, monthly podiatry consultations and physical therapy consultations. There is also a medical equipment loan program. This service helps those seniors who are at risk of living independently at home. This past fiscal year 45 seniors received some needed piece of equipment. Socialization, adult education and the arts



programs include the following: the “Bel-Aires” choral group, painting, card making, quilting, knitting round table, duplicate bridge, poker, mahjong, bingo, backgammon group, scrabble, ping pong, pool, in-house library, computer classes, tutoring in digital camera use, “hot topics” discussion group, book discussion group, movie matinees, concerts, live theatrical performances, local artist exhibits, adult education programming provided by individual expert presenters, English as Second Language classes and travel presentations. Aside from the ESL program other programs were implemented to encourage diversity and tolerance of different minority groups. The COA shared funding with the Human Rights Commission for a wall sized map that participants can pin a tack to signify their country of origin. The COA has committed to sponsoring Diwali or Indian Christmas and a Chinese New Year’s event each year. Due to the efforts of the Town social worker and a community volunteer a few new intergenerational arts program were offered, such as the mosaics program, “Easter peeps” diorama competition and card making. The free senior swim program arranged through the Fernald School continues. The center partnered with the Powers Music School to provide quality concerts. Also off- site are two programs located at the Belmont Media Center, one a community service to the blind and the other a video production program.

- The senior trips program is another enrichment program based at the center. Trips organized have included the Boston Symphony Orchestra, out of town performances, nature oriented outings and overnight trips.
- It should be noted that all the above programs are fee based. The COA revolving account is used to collect the fees from clients, which pay instructors or other providers for their services and/or for program supplies. Due to the increase in the number of programs and program participation and subsequent increase in revenues and expenditures resulting from this increase, Town Meeting approved an increase in the amount of the revolving account. In addition, the revolving account is now divided into four separate sub-accounts so that tracking of revenues and expenses of the fitness room program, program supplies, instructors and donations can be viewed separately.
- Social and transportation services remain core services which are vital for the well being of seniors living at home. Social services include assistance with obtaining fuel subsidies, tax preparation, social, financial resources, social work evaluations, and home visits as well as health insurance counseling and outreach to seniors of linguistic minorities in the Town. The social work team provides assistance with obtaining home safety tools such as the Vial for Life and access to subsidies for home safety alert systems. The director now facilitates two monthly support groups for family caregivers. With the social work position just budgeted for 10 months a year, the director provides social work services over the summer. As the number of social work consultations has been steady at 57 over the summer months, a repeat request has been made this current budget season for social work coverage in those gap months.
- Transportation services include rides to medical appointments, adult day health centers, grocery and mall shopping, as well as destinations for activities of daily living such as banking, medication prescription pick ups and visits to friends and relatives living in institutions or at home in the Town. Changes to the transportation routes COA assists elders in emergency situations and collaborates with other departments to provide necessities during various types of disasters. Following the Boston Marathon bombing seniors were offered and participated in crisis drop-in counseling provided by social work staff at the center. All identified at-risk seniors received calls from COA staff during inclement weather incidents. As a means of insuring that Belmont seniors and COA are kept abreast of all pertinent issues that advance the quality of life for the Town’s older population the director of the COA continues to take leadership roles such as the role of regional representative for the MCOA and as chair and organizer of a local geriatric provider group called Action for Community Elders.

Over the years the COA has also taken the lead in providing social services not only to seniors but to residents of all ages. These services include but are not limited to: 1) transportation to disabled adults under age 60 (as space permits); 2) volunteer opportunities and a supportive work environment for unemployed residents and students seeking to gain new work skills; 3) fuel assistance, free tax preparation assistance and health insurance counseling for seniors are utilized by residents of any age in the town (counseling is available to families who are caregivers of seniors or disabled adults); 4) intergenerational programming is planned throughout the entire calendar year and includes the yearly Ice



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Cream Social and musical programming.. The fitness room program is open to residents age 50 and older, and for a second year in a row there was a mailing in the March edition of the Senior Notes to all households of residents over the age of 50. The library and COA partner for certain adult education programming set at the center. The Beech Street Center provides space for a number of Recreation Department activities, including those for SPORT. In late 2013 the COA and SPORT program worked out an arrangement whereby fitness room is available to SPORT participants on Saturday morning. The after camp' children's program continued to use the center after hours. The Board of Selectmen, the Warrant Committee and other town groups continue to use the center after hours for hearings and other public events. Some of these meetings are televised for the public since the center was wired to make this possible. When adding the revenue-generating rental events and the extended hours of COA operations on Tuesday evenings, the center is used almost continuously during the day and evening at least 5 days a week. It is used almost every calendar day for some activity.

The following is a list of highlighted, specific accomplishments over the past year:

- **Continued Acquisition of Additional Funding from Private Businesses** The COA applied for and received a \$3,000 grant from Mount Auburn Hospital, for transportation services. This is in addition to Cambridge Savings Bank on-going grant of \$2,500 each year for personal safety alert devices to qualified seniors and for the BSC Fitness Room Program.
- **Innovative Evidenced Based Programming for Memory Improvement.** As a result of a \$5,000 grant awarded for FY'14 & FY'15 from federal Title III funding, the COA has launched an innovative pilot program in partnership with McLean Hospital, where senior participants will improve their memory through methods that have been proven to work. The program will be repeated over the course of 2 years and will be subjected to rigorous evaluation, for the purpose of making a superior product in the end.
- **Improved Transportation Services** After researching destinations seniors most need, new routes and parameters have been adapted. Changes include addition of medical destinations in Waltham, Lexington and Arlington. To respond to different shopping trends among younger (disabled) seniors a new route has been extended to Whole Foods at Fresh Pond. This development is cost neutral.
- **Publication of Senior Social Service Directory** At no cost to the Town, and thanks to funding from the Friends of the Belmont COA a comprehensive print and on-line social service directory has been published and was rolled out at the end of 2013.
- **Expanded Programming** At no extra cost to the town, after-hours programming continues to expand in efforts of serving younger seniors. Adult education events are first scrutinized, and then screened before being offered during these hours. There also has been an expansion of bridge classes and of programs involving no cost to participants such as peer taught art classes, regularly scheduled scrabble, Chinese performing arts practice, etc.
- **Expanded Use of After-Hours Usage and Fitness Room** The rental program has expanded to include regular usage of the facility by a private music education program for children 2 times a week. Another area of expansion is the use of the fitness room for special needs adults (SPORT program of the Recreation Department) each Saturday, which required working out the details of the program as it protects the Town.
- **Implementation of New Town Meeting Articles Affecting Seniors** The Annual Meeting in FY'13 set a \$1,000 maximum for seniors participating in the tax work off program. In FY'14 the COA, in conjunction with the Assessors' Office, clarified eligibility criteria and process of applying for the program. At the Special Town Meeting in November a snow shoveling by-law was passed. The COA, in conjunction with the Board of Selectmen's Office and the Belmont High School Community Service Department, has been working to educated seniors on the by-law and the senior exemption as well as to assist seniors with services they need in this regard



- **Development of Center Behavior Guidelines** In coordination with Town Administrator's Office and COA Board guidelines were thoughtfully developed to insure that all participants have safe and enjoyable experiences at the center.

The total sum of the budget appropriation for this past fiscal year remained stagnant. As reported by the Warrant committee in recent years, the department's budget is growing slightly less on average than other departments. Over a 12 year span there has been an overall decrease of Town funded FTEs from 7.7 in 2001 to 5.91 in FY'13 – a 23% reduction. Funding for most of the classes and special events are sustained by the participants, and those fees are processed through the department's revolving fund account which is now divided into subaccounts to facilitate tracking of revenues and expenditures. Program and service levels have remained high thanks to volunteers and labor funded by grants and other sources. Partnerships with universities and schools continue to be forged and maintained for the purposes of acquiring various types of skilled internships. For the second academic year in a row, Simmons School of Social Work and Salem State School of Social Work have provided graduate level interns.

Apart from special grants, funding for additional programs and center needs has been available through non-profits organized to support the COA, private businesses and individuals. The Friends of the Belmont COA, Inc. funds scholarships for seniors who otherwise cannot afford center programs, the annual volunteer recognition dinner, the installation of a bocce court, and the recently published social service directory. Their newsletter and website, [www.beechstreetcenter.org](http://www.beechstreetcenter.org), serve as vital sources for publicizing the activities of the COA. The Friends organized a variety of fund-raising activities which also served as significant community events and services. They included: 1. the annual crafts fair; 2. the buy-a-brick program; and 3. a concert performance by a local and prominent swing band. Cambridge Savings Bank has continued to fund Lifeline personal alert security systems for elders in need and the center's fitness room.

In sum, significant growth in programming and services has continued this past calendar year despite the flat budget. There is every reason to believe that interest and need for programs will continue to grow in the coming years as the large numbers of baby-boomers begin to age. Demand for more evening and weekend programming is expected to rise in the coming years. The COA hopes that as the Town's fiscal picture improves, resources will be made available to meet the burgeoning needs.

Respectfully submitted,

Nava Niv-Vogel, Director  
Council on Aging



## ***2013 Annual Report***

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### **RECREATION COMMISSION:**

**Chair:** David Kane

**Vice - Chair:** Jensen Lozano

**Secretary:** Katy Bonnin

### **Committee Members:**

Ann Bere  
Anthony Ferrante  
Lynn Findlay

### **Ex-Officio and Liaisons:**

June Howell, Management Liaison

### **Committee's Purpose and Duties:**

The Recreation Commission consists of nine members, (presently 3 vacant) appointed by the Board of Selectmen, whose charge is to set policies for the Recreation Division of the Dept. of Public Works in the areas of:

- Facilities and Maintenance
- Recreation Programming
- Long Range Planning
- Fees
- Permitting

### **Summary of Activities and Accomplishments:**

The Recreation Commission and the Recreation Department successfully ran programs throughout the year benefitting residents of all ages and abilities as summarized below:

#### ***School Year Programs:***

- Swimming lessons, both group and private for ages 18 months and over
- Dolphins Swim Team, 150 swimmers compete with area teams in the Middlesex League
- A variety of after school and evening programs featuring Karate, Lego projects, musical theater and Parkour
- Ice Skating Lessons for Children and Adults ages 3 and Over
- Hockey Programs for both men, women and seniors
- Ski Program at Nashoba Valley featuring six weeks of night skiing and one evening of snow tubing
- Recreation Soccer for adults ages 16 and over 3 nights per week





- Zumba Exercise class for adults
- Babysitter Training Courses for grades 5 and over
- Lifeguard and Water Safety Instructor Courses for ages 15 and over
- Themed dance parties for grades 5 & 6 four times per year
- Tee Ball and Baseball Programs to prepare children for the Little League experience
- Recreation Membership offers the opportunity for swimming, ice skating and informal exercise throughout the fall and winter months.

### ***Summer Programs:***

- Membership offers the opportunity for swimming in the Town's Underwood (outdoor) and Higginbottom (indoor) pools throughout the summer months
- Swimming lessons offered for children ages 2 and over
- A wide variety of summer sports and activity programs offered for 8 weeks during the summer. These week long programs offer instruction and play in:
  - Tennis
  - Volleyball
  - Baseball
  - Basketball
  - Soccer
  - Field Hockey
- Non Sports Programs for children ages 4 and over offer swimming, arts and crafts, games and field trips
- Extended Day Option for families requiring additional day care



### ***Special Needs Programs:***

The Belmont S.P.O.R.T. Program (Special Programs Organized for Recreation Time), provides almost 300 individuals with developmental disabilities the opportunity for competitive and non-competitive sports as well as social activities year round.

Athletes may choose to compete in the Special Olympics, many do and Belmont consistently sends the largest contingent of athletes to both summer and winter games, often reaching the maximum allowed for groups.

Some highlights in 2013 include our Floor Hockey players:

- Participating in a scrimmage with Special Olympics Board of Directors vs the Harvard Men's Ice Hockey team.
- Being recognized and honored at a Harvard Hockey game
- Being visited by Blades, the Bruins mascot and Tommy Songin, a former Bruins player
- Participants were afforded the opportunity to watch a Boston Bruins game from Patrice Bergeron's box at the Garden.



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- Flag Football Athletes competed at Gillette Stadium, home of the New England Patriots
- Were greeted and congratulated after the game by New England Patriots players and Owner Robert Kraft. Photos were displayed on the New England Patriots website following the event.
- Our Basketball Special Olympians saw a Celtics game at the Garden from Delta Dental's luxury box
- Participants and their families enjoyed a week long cruise to Bermuda, where they played or relaxed on sandy beaches, snorkeled, took a glass bottom boat ride and toured the island. While on board, they enjoyed lively shows, sumptuous meals and the swimming pools.
- In 2013, Friends of Belmont S.P.O.R.T., the non-profit support group, was the recipient of a \$5,000 grant from the Learning and Giving Foundation. This grant was awarded through the Social Justice and Philanthropy Program at Brandeis University. The focus of the grant will be a fitness and weight loss program. Since the program is held at the Beech St Center's fitness room, money has been appropriated for some new fitness equipment to be shared by S.P.O.R.T. participants and Belmont Seniors.



### **Goals for 2014:**

The Recreation Commission is committed to:

- Continuing to expand programming for residents of all ages
- Working closely with Town Committees to achieve similar goals which benefit residents
- Keeping fees at a reasonable rate while offering a quality program

Respectfully Submitted,

David Kane, Chair  
Recreation Commission



### **MUNICIPAL LIGHT ADVISORY BOARD:**

**Chair:** Ashley Brown

**Vice Chair:** Robert Forrester

**Secretary:** Gretchen McClain

### **Board Members:**

Patricia DiOrio

Mark McVay

Steve Klionsky (Alternate)



### **Committee's Purpose and Duties:**

The Belmont Municipal Light Advisory Board (MLAB) was established by the Board of Selectmen, serving as the Light Board, in 2006. MLAB assists the Light Board in discharging their duties under Massachusetts G.L. 164, Section 56, including:

- setting the strategic direction of the department in light of developments in wholesale and retail power and related credit markets;
- assessing the general manager's exercise of his or her duties; and
- monitoring progress toward the goals of the department, including the identification and use of key indicators and trends to compare BMLD (Belmont Light) performance with industry standards.

MLAB members meet and confer with the manager and make recommendations to the Light Board on issues related to the organization and staffing of the Department; the operation and maintenance of the plant, the procurement of power supplies, service quality, rate structure, and related matters of customer services, human resources, financial, and legal management, efficiency and effectiveness of operations; and communication with the Belmont community regarding the performance and value of Belmont Light. MLAB members are appointed by the Board of Selectmen. Members include persons with expertise in engineering, power, related financial markets, economics, marketing, legal and regulatory matters related to municipal utilities, and knowledge of the history and operations of Belmont Light and the community it serves.

### **Summary of Activities and Accomplishments:**

In 2013, MLAB continued its focus on power supply procurement and reliability. The Power Supply Procurement Policy, approved in 2007, provides a framework for the purchased power agreements which calls for a layered power supply portfolio of contracts to minimize Belmont's exposure to price volatility in the daily electric market, as well as for renewable energy sources, which make up over 15% of the portfolio. The Board reviews the Department's supply position each quarter.

During the year, MLAB continued to assist the Light Board in its oversight of the change in the transmission line from Alewife, the substation at 20 Flanders Road, and the distribution system within the Town. MLAB approved the project schedule, budget estimate, cash flow and financing strategy for the project. Professional Service Agreements were signed and the Project Design Memorandum was issued in the first quarter of 2013. In May 2013, the Light Board announced the preferred Transmission Voltage – 115kV –, Belmont Light signed a Transmission Interconnection Agreement with NStar, and Town Meeting approved a two-part article that facilitated the NStar agreement. In October



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2013, Belmont Light officially presented project plans to ISO-NE and in November 2013, the project received an Order of Conditions to proceed from the Belmont Conservation Commission.

As a public power utility, Belmont Light engages the community in energy efficiency and conservation. MLAB has brought a commitment to renewable energy sources and Demand Side Management (DSM) programs to the forefront of the Department's energy policy.

### **Activities for 2014:**

In 2014, MLAB will continue to assist the Light Board in exercising oversight of the Department's power supply contracts, the 115 kV project, and its policies regarding renewable energy sources, demand side management, and distributed generation. The Advisory Board will also be monitoring the Department's installation of smart meters and discussing possible revisions to the Department's rate structure to take advantage of their technological features in the context of increasing costs of generation and transmission. The Board will also work with the Department in its efforts to maintain clear and transparent communications with key constituents, including ratepayers, Town departments and committees, and regulatory bodies.

Respectfully Submitted,

Ashley Brown, Chair  
Municipal Light Advisory Board

### **MUNICIPAL LIGHT DEPARTMENT:**

**Chair:** Mark A. Paolillo

**Vice - Chair:** Andres T. Rojas

**Secretary:** Ralph T. Jones

**General Manager:** James Palmer



### **Purpose and Duties:**

Belmont Municipal Light Department (Belmont Light) has powered the community of Belmont since 1898. The utility strives to provide reliable, safe electricity for Belmont's residents, businesses, and municipal buildings. In addition to supporting the community's power needs, Belmont Light provides other essential services, including:

- street and area lighting;
- traffic signal and the fire alarm systems;
- electrical wiring inspection;
- fiber-optic infrastructure construction and maintenance;
- water and sewer billing;
- lighting and banners for community events; and
- general support to other town departments.



Belmont Light is a member of the American Public Power Association, Northeast Public Power Association, Municipal Electric Association of Massachusetts, Energy Council of New England, Belmont Rotary Club, and Watertown-Belmont Chamber of Commerce.

### **Community Outreach:**

Belmont Light staff worked closely with the community on spreading awareness about electricity and energy issues. This year, Belmont Light participated in:

- Belmont Town Day;
- Meet Belmont;
- building the playground at Joey's Park;
- education tours for youth groups;
- civic and community organization meetings;
- electrical safety programs and demonstrations at Belmont schools;
- the Belmont Farmers' Market; and
- the Tree Lighting Ceremony.

Belmont Light also held its first annual Winter Solstice event in December. At the event, residents donated winter blankets to benefit local charities and received energy-saving tips and information. Belmont Light also encouraged energy conservation through the publication of its annual historic calendar.

### **Financial Information for 2013:**

In 2013, Belmont Light provided a total of 127,822,834 kWh of electricity, with a highest system peak demand of 33.5 MW occurring on July 19<sup>th</sup>. Electric revenue for the year totaled \$20,415,041, with purchased power at 131,073,527 kWh. Belmont Light also transferred \$650,000 to the Town's General Revenue Fund as a Payment In Lieu of Tax (PILOT).



On June 15, 2013, a 6-percent rate increase took effect to cover the debt service on the new substation and transmission line project. Because of successful negotiations between Belmont Light and NSTAR, the 2013 rate increase is significantly less than what was presented at the 2012 Special Town Meeting, where a 14-percent increase was approved. Information on Belmont Light's rates is available at [www.belmontlight.com](http://www.belmontlight.com).

### **Operations:**

#### *Advanced Metering*

Belmont Light continued to develop its advanced metering infrastructure with the installation of hardware, software, and a town-wide communications network. These electric meters communicate via a secure, 900-MHz private network. Data collected from Belmont's new advanced metering system will create opportunities for energy savings, operations efficiency, and energy costs. In



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2014, a web portal will be launched that will allow customers to view and manage their electricity usage.

### *Substation and Transmission Line*

Belmont Light and its project team have made significant progress over the past 12 months on the new substation and transmission line project, which will satisfy Belmont's long-term electric needs. Having already identified, tested, and secured the necessary land for a new substation and transmission line—as well as implementing project management and schedule protocols and issuing the first Bond Anticipatory Note (BAN) of \$14 million—in 2012, the project team continued to achieve major accomplishments in the project's design, voltage and partnership/ownership decision-making, permitting, and construction throughout 2013.

Specific project milestones from 2013 include:

- developing and implementing project management controls for project efficiency and transparency;
- obtaining Municipal Light Advisory Board approval of Project Schedule, Budget Estimate, Cash Flow and Financing Strategy;
- executing Corresponding Professional Service Agreements;
- issuing the Belmont Light Design Memorandum, framing the details of the project;
- getting the Belmont Light/NStar Transmission Interconnection Agreement, which outlines construction responsibilities and ownership details, signed;
- announcing the Belmont Light Board preferred transmission voltage – 115kV;
- at a Special Town Meeting, obtaining approval of transfer of land interest at 20 Flanders Road site and entering lease agreement with NStar to clear way for construction of new substation and transmission line;
- presenting Initial Project Options to Independent Service Operator of New England (ISO-NE) and ISO-NE agreeing with Belmont and NStar that 115kV voltage is the best solution; and
- beginning permit process for 20 Flanders Road and receiving approval with order of conditions from Belmont Conservation Commission.

Ongoing project work is focused on the demolition of the existing building at 20 Flanders Road, site work preparation for both the substation and the construction of the new transmission line, ISO-NE technical approvals, purchase of equipment, and regulatory decisions on Transmission Cost Allocation.

### **Supply-Side Management:**

Belmont Light purchases electricity from the Independent System Operator-New England (ISO-NE) marketplace and maintains a diversified power supply portfolio that enables Belmont Light to continue to offer its ratepayers affordable and competitive electricity pricing.

In 2013 Belmont Light continued its commitment to exploring emission-free renewable energy opportunities. Highlights from the year include,

- executing a Purchased Power Agreement (PPA) with Saddleback Ridge Wind, located in Maine, which is expected to begin commercial operation in 2015, a contract that will expand Belmont Light's energy supply mix to include approximately 18% renewables;
- purchasing and retiring 237 Massachusetts Class I Renewable Energy Certificates through its Green Choice program; and
- under the Belmont Light's Emission Free Renewable Distributed Generation tariff, residential and commercial customers installed more than 267 kW of distributed solar photovoltaic generation capacity.



Belmont Light will continue to seek opportunities to acquire contract rights for proposed renewable energy projects throughout New England.

### **Demand-Side Management:**

Belmont Light maintains a commitment to promoting the efficient use of energy. For instance, in 2013, 199 residential customers were given free home energy assessments. Over three quarters of these assessments were provided through Belmont Light's pilot program with Sagewell, a program that will continue in 2014. Additionally, through the ENERGY STAR Appliance Rebate Program, Belmont Light supplied residential customers with over \$20,000 in incentives for energy efficient appliances. Energy savings from the 2013 Appliance Rebate Program are estimated to be 67,000 kWh annually.



### **Personnel:**

Belmont Light continues to implement its reorganization and restructuring plan with the objective to increase efficiency and provide high-quality customer service. In 2012, Belmont Light had the pleasure of welcoming Acting Finance Manager Maria Klubnichkina, Senior Customer Service Representative Heather Fisk, and Customer Service Representative Shaun Santos to its staff.

### **General Overview:**

Belmont Light staff would like to acknowledge the unwavering dedication of the Municipal Light Board and the Municipal Light

Advisory Board for contributing their expertise and hard work in support of Belmont Light's business objectives. Belmont Light staff also appreciates the continued support and collaboration from other Town departments.

The general manager, the Light Board, and the Advisory Board extend their gratitude to Belmont Light's staff for their superior customer service, particularly throughout 2013's tough winter season, which saw power outages held to a minimum even during events like Winter Storm Nemo.

Respectfully Submitted,

James F. Palmer, General Manager  
Belmont Light



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### MINUTEMAN HIGH SCHOOL:

**Superintendent-Director:** Edward Bouquillon, PhD

**Belmont Representative:** Jack Weis

### Purpose and Duties:

#### About Minuteman

Minuteman is a four-year public high school in Lexington, Massachusetts founded in the Career and Technical Education tradition. Minuteman serves the member towns of: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston and teaches more than 700 diverse young men and women from local communities across eastern Massachusetts. Minuteman is a Revolution in Learning, preparing every student for success in college, industry and life.



#### Belmont Enrollment

As of October 1, 2013, twenty-nine (29) high school students from Belmont were enrolled at Minuteman providing a full time equivalent (FTE) of twenty-nine (29) residents of Belmont.

While attending Minuteman, these students receive a number of benefits:

- **Experience the Modern American High School.** Minuteman offers a distinctly modern learning experience where students venture beyond a traditional high school curriculum to explore their interests and discover their passion, whether that's Bio-technology, Robotics, Environmental Technology, or something else entirely from among our twenty majors.
- **Believe in Yourself.** Students graduate from Minuteman with an enduring self-confidence that they can achieve anything they set out to do, no matter how high the hurdle, how long the road, how loud the skeptics.
- **Prepare for College and Life.** Minuteman equips students with the academic foundation and study skills to succeed in college *and* the industry certifications and acumen to succeed in business, affording every student a unique flexibility upon graduation to pursue their dreams.
- **Learn from Experts.** Minuteman's teachers are demonstrated experts in their respective fields, injecting a depth of knowledge and experience into their classes that is rarely found in public or private schools.
- **Be More Than Just Another Student.** There is no such thing as "just another student" at Minuteman – instead, teachers and staff personally invest themselves in truly knowing each student and working closely with them to realize their full, individual potential.
- **Make a Fresh Start.** From their very first day of school, Minuteman students are given the opportunity to make a fresh start among new friends and new teachers who will see them as they are and not as who they once were.

#### Belmont High School and Minuteman Half Day Program

Minuteman offers a unique program allowing juniors and seniors, who have passed the MCAS, enrollment on a half day-every day basis in a career major. This allows a student to graduate from Belmont High School *and* receive a competency certificate from Minuteman. Currently, no Belmont students participate.

Minuteman offers technical training programs to adults who are looking for rewarding jobs in high demand careers. Adults may apply to the Minuteman Technical Institute programs to hone skills in a technical area, retrain for new employment, or learn new technical skills for the first time.



### Summary of Activities and Accomplishments:

#### **2013 Lancaster Graduates and Awards**

- Matthew Bere graduated from the Culinary Arts program.
- Kristen Buchanan graduated from the Environmental Science program and earned the Fred Troisi Memorial Scholarship, the Minuteman Community Service Committee Award, the Minuteman Players Drama Club Award, and the Minuteman Parents Association Scholarship for Student Attendance.
- Kaitlin Ferraro graduated from the Early Childhood Education & Care program.
- Troy Ishkanian graduated from the Culinary Arts program.
- Gabriella Shock graduated from the Metal Fabrication program and earned the Career Program Award for Metal Fabrication, the Friends of Minuteman Award, and Minuteman Alumni Association Scholarship.
- Taylor Lucas graduated from the Plumbing program.

#### **Belmont Skills USA Results**

- Stephen Tutein earned a Silver Medal in the Customer Service District Competition.
- Amanda Butler earned a Silver Medal in the Medical Terminology District Competition.
- Ashley Puddester earned a Silver Medal in the Freshman Project Demonstration District Competition.
- Anthony Lepera earned a Gold Medal in the Freshman Project Demonstration District Competition.

#### **Class of 2013 Graduate Achievement Highlights**

- 64% college bound or advanced Technical Training, 23% career bound and 8% military (4% unknown).
- 100% of achieved both the Early Education and Care Infant/Toddler and Preschool Teacher Certification.
- 100% Cosmetology test takers passed the State Board examination.
- 100% of Health Occupation graduates achieved college acceptance.
- 100% of Environmental Technology graduates were certified in a 10-Hour General Safety and Confined-Space Entry training. 91% were certified in OSHA 40-Hour HAZWOPER training; 82% received their First Aid/CPR Certification, and 55% passed the Massachusetts Grade II Municipal Wastewater Treatment Plant Operator License exam, and the Massachusetts Drinking-Water Treatment Plant Grade 1 Operator License Exam
- Valedictorian Christine Hamilton, an Environmental Science graduate from Stow is attending Smith College in Northampton. Co-Salutatorians Devon O'Brien a Health Assisting graduate from Lancaster is attending Fitchburg State University and Lindsey McBride an Early Education graduate from Bedford is attending Penn State University.

#### **Regional Agreement**

- A draft Regional Agreement has been created and will be presented for approval at member community town meetings. This draft was developed over a period of months as a result of receiving a DESE Grant for the study of Minuteman's long-term sustainability as a Regional Vocational High School.

#### **Capital Projects**

- MSBA Update: Minuteman is currently in the midst of Module 3 of the MSBA process, the Feasibility Study, as authorized in June 2010 on the Building Improvement Program. In conducting this study, the professional team including SKANSKA, as the Owner's Project Manager, and Kaestle Boos Associates, as the Designer, have been working closely with the School Building Committee and the MSBA. This Design Team has submitted a Preliminary Design Program to the MSBA containing six proposals for renovating the current facility or constructing a new one. As part of the MSBA process the Education Plan Task Force formed by the School Committee formulated program offerings based on enrollments of either 435 or 800 students. The projected date



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for MSBA Board approval of the Schematic Design/Final Program is September, 2014, to align with the District's need to receive feedback from the 16 member communities on the draft amendment to the Regional Agreement.

### Curriculum and Instruction

- Since 2008, all 9th grade students to have English and Math every day, rather than a “week-on-week-off” schedule, thus providing more consistent and concentrated instruction as well as project-based learning. The first-time pass rates on MCAS remain high across all disciplines including a 100% passing rate in ELA in 2013.
- As part of our Revolution in Learning, we want every Minuteman student to fully explore their interests and discover their passion. Minuteman offers more than twenty different majors categorized into three clusters: Bio-Science/Engineering, Human & Commercial Services, and Trades & Transportation. The Educational Program planning process has identified potential new programs that offer students increased choices in career majors, including Criminal Justice, Entertainment Engineering, and Dental Assisting.
- Each student graduates with the OSHA 10 Safety Certification. In addition, during the CTE week, juniors and seniors participate in an Entrepreneur Class. Prior to commencement, seniors are required to produce a comprehensive Business Plan related to their career major.
- In 2012-2013, Minuteman instituted its first Advanced Placement course offering: English Literature and Composition. This year, Minuteman added Calculus A-B.
- In 2012-2013, written mid-term exams and project-based finals were given across every Career and Technical Education program.

### Professional Development

- Minuteman teachers continue to control much of the context for their professional development. Teachers pursue academic and Career and Technical Education (CTE) goals that emphasize formative assessment practices and common summative assessments. Teachers use common planning time to meet and review student work and adjust the curriculum and instruction as needed. Teacher-to-teacher professional conversations are conducted at least twice per year according to protocols derived from the National School Reform Faculty model. More and more, Executive Function strategies and techniques are being adopted toward the development of a specific Minuteman approach to: student organization, note-taking, unit presentation, and study skills. Academic-Career and Technical curriculum integration results in lessons and student work that feature the application of academic skills in the CTE context and vice versa. That integration lends itself to students' developing and practicing 21st century skills (reading, writing, speaking, listening, collaborating, researching, and presenting). The integration of technology to enhance student learning is an on-going commitment. Finally, this year professional development will again be focused on the new DESE model teacher evaluation system, which requires the development of individual and team goals following the SMART model (Specific and Strategic; Measurable; Action-oriented; Rigorous, Realistic, and Results oriented; and Timed). To enhance to the implementation of the new evaluation system and to ensure consistency, a total of fifteen Minuteman staff (teacher leaders and administrators) completed the Organizing and Analyzing Teaching course. This past summer, five teachers began the Skillful Teacher course in collaboration with the staff at Greater Lawrence Regional Technical School. Both offerings are presented by Research for Better Teaching.

### Student Access, Participation and Support

- An Executive Function initiative was launched in 2010. Led by our reading specialist, we have expanded our efforts to include study skills, pre-reading strategies, and unit re-organization to help students with resources to develop habits and techniques to enhance their planning and organization skills.
- Minuteman continues to support a full-time Reading Specialist. In addition to working with the students on his own caseload, he consults with academic and CTE teachers toward the development and application of a school-wide reading program.



- The Special Education Department continuously develops individualized programs and provides services so that all our students succeed. We focus on teaching students about the nature of their disability and their Individualized Education Program. The Special Education department successfully implemented the Student Learning Center (SLC), which allows students to understand their disability, develop skills, and techniques to minimize the impact of that disability, and promote independence and personal responsibility. The SLC also supports the transition to post-secondary education, by following a model of service delivery that is popular among most colleges and universities in the United States.
- The Music and Art department continue to grow. Most recently, two students were accepted to the Massachusetts Music Educator's Association Northeast District Chorus; one of whom also received an All State Chorus recommendation. We have also initiated a select chorus. The Visual Arts Department offers 8 different elective courses including traditional studio courses and Digital Photography to over 200 students. Student work has been displayed in various communities including Lexington, Carlisle, Arlington and Watertown. Recent graduates have been accepted at MassArt, Savannah College of Art and Design, Lesley University, New Hampshire Institute of Art and Art Institutes of Boston. The program continues to grow as student interest and enthusiasm is high.
- Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshman) throughout the school year. Over the past 12 years the number of participants has doubled in many of the sports offered. The athletic department is also looking to expand to include a track team. Students are offered more than 20 clubs and activities. Success of the Athletic teams has been outstanding within the past few years as students are winning awards and competitions. Minuteman has been participating in the Vocational and MIAA State tournaments. This past Fall season Cross Country runners qualified for the Vocational tournament, the golf team competed in the individual Vocational tournament, the Girls Soccer team qualified and competed in the Vocational tournament (losing in the Quarterfinals) and also competed in the MIAA State tournament, and the Minuteman Football team competed and was runner-up in the Vocational Superbowl.
- The Minuteman Parent Association (MPA) meets monthly and supports all aspects of the Minuteman community. In addition, the Grant-a-Wish program supports numerous initiatives and incentives for student achievement.

### **Recognition of Alumni and Other Significant Members of the Minuteman Community**

- The first class of the Minuteman Hall of Fame was inducted last fall, and the second class was announced for inclusion October 2013.

Respectfully Submitted,

Edward Bouquillon PhD  
Superintendent-Director



## ***2013 Annual Report***

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### **BELMONT RETIREMENT BOARD:**

The Belmont, Mass. Contributory Retirement Board respectfully submits its report for the year ending December 31, 2013. During the year of 2013, 20 employees were granted retirement allowances. 12 retirees passed away in 2013. There is a total of 345 retirees receiving monthly allowances.

The COMPOSITE MARKET VALUE of the Belmont Retirement System is \$78,879,506 as of December 31, 2013. The rate of return was +16.9%.

The Retirement Board members continued to complete training during the year. They must complete 3 credits each year. Failure to complete this mandatory requirement will prohibit the member from serving beyond the conclusion of the term for which the training requirement was not met. Board members are required to take the State Ethics Commission training program and the Open Meeting Law training.

In 2013 the Retirement Board Members and Staff attended educational seminars and workshops. The Board held monthly meetings and special meetings when necessary. They met with the Board of Selectmen, Town Administrator and Warrant Committee.

In 2013 the Retirement Board voted unanimously to grant a 3% Cost of Living to eligible retirees on their first \$12,000. There are a number of retirees who receive less than \$12,000 annually. The maximum amount a retiree can receive is \$360.00 annually.

The employees of the Town are not covered by Social Security. They may receive prorated benefits if they contributed to Social Security at another job prior to joining the Town. The Retirement Board offers information to all employees about Social Security and its impact on pensions received from the Public Retirement System.

The Retirement Administrator met with active employees as requested, to provide information regarding retirement options and the value of their pension. She also meets frequently with retirees who have questions about their pensions. The Administrator participated in the Annual Town Benefits Fair, which is available to all active employees and retirees.

### *Membership Summary:*

#### **ACTIVES:**

On December 31, 2012 there were 465 Active Members  
During 2013 there were 20 Employees who retired  
During 2013 there were 42 New Employees  
During 2013 there were 17 Withdrawals & Transfers  
On December 31, 2013 there were 470 Active Members

#### **RETIREES:**

December 31, 2012 there were 335 Retirees  
During 2013 there were 20 Employees who retired  
During 2013 there were 2 New Survivors  
During 2013 there were 12 Retirees who died  
On Dec 31, 2013 there were 345 Retired Members



## APPENDIX A

### 2013 Town Meeting Warrants and Votes

NOTE: ANNOTATIONS INSERTED IN **BOLD** REFLECT THE VOTES OF TOWN MEETING. PLEASE REFER TO SPECIFIC MOTIONS AND TRANSCRIPT FOR LEGAL RESULTS.



**TOWN OF BELMONT  
WARRANT FOR 2013 ANNUAL TOWN MEETING  
APRIL 29, 2013  
COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

To either of the Constables in said County:

Greetings:

In the name of the Commonwealth of Massachusetts you are required to notify and warn the Inhabitants of the Town of Belmont, qualified as the law requires to vote in elections and Town Affairs, to meet at the Belmont High School Auditorium on **MONDAY, APRIL 29, 2013, at 7:00 P.M.**, and to notify and warn the Town Meeting Members to meet and act at said time and place on the following Articles, viz:

---

**ARTICLE 1: REPORTS**

To hear the report of the Selectmen and other Town Officers. To hear the report of any Committee heretofore appointed and to act thereon.

*This article accepts the reports of Town departments appearing in the Annual Town Report and allows the Board of Selectmen and other town officers, boards and committees to report orally to the Town Meeting on appropriate matters not otherwise appearing on the Warrant. This article stays "on the table" throughout the Town Meeting to allow town officials and committees to report when necessary.*

**Majority vote required for passage. Yes \_\_\_ No \_\_\_**

**Article 1 was approved unanimously.**

---

**ARTICLE 2: AUTHORIZATION TO REPRESENT THE TOWN'S LEGAL INTERESTS**

To see if the Town will authorize the Selectmen to bring and defend actions for and against the Town, to submit any such claims to arbitration and to enter into settlement on account of the same in behalf of the Town, as and when they deem it for the best interest of the Town to do so, or in any way act thereon.

*This article is traditional and authorizes the Board of Selectmen to represent the Town's legal interests. This authority is clearly identified in the Massachusetts General Laws and the General By-laws of the Town of Belmont.*

**Majority vote required for passage. Yes \_\_\_ No \_\_\_**

**Article 2 was approved unanimously.**

---

**ARTICLE 3:****SALARIES OF ELECTED OFFICIALS**

To see if the Town will vote to fix the salary and compensation of each and all the elective officers of the Town, appropriate a sum of money for that purpose, determine how the same shall be raised, or in any way act thereon.

Town Moderator	\$200
Chairman of the Board of Selectmen	\$5,000
Selectman (2)	\$4,500 (each)
Town Clerk	\$79,780
Town Treasurer	\$92,746
Chairman of the Board of Assessors	\$3,030
Assessor (2)	\$2,200 (each)

*This article fulfills the state law requiring Town Meeting to set the compensation of a town's elected officers. This article also appropriates the funds necessary to meet these compensation levels. For Fiscal Year 2014, the recommended compensation levels are listed above. Please note that the Town Meeting establishes and appropriates the compensation of other municipal employees under Article 4.*

The Warrant Committee will report orally on this article.

**Majority vote required for passage.**

**Yes**\_\_\_\_ **No**\_\_\_\_

**Article 3 was approved unanimously.**

---

**ARTICLE 4:****FISCAL YEAR 2014 BUDGET APPROPRIATION**

To determine what sums of money shall be granted to pay Town expenses for the fiscal year beginning July 1, 2013 and to make the necessary appropriations for the same for the support of schools and for other Town purposes; to determine how the same shall be raised, or in any way act thereon.

*This article is the appropriation of the Town's Fiscal Year 2014 budget, commencing on July 1, 2013. Typically, the Budget is broken down into several major categories of expenditures, each requiring a separate vote of Town Meeting. The budget summary and supporting information is incorporated in the Warrant Committee Report and will be provided to Town Meeting Members in advance of their consideration of the budget. Due to uncertainty regarding the amount of state aid to Belmont, we will wait until the June phase of Town Meeting to pass the Town's budget and deal with other articles having a possible financial impact on the Town's general fund budget.*

The Warrant Committee will report orally on this Article.

**Majority vote required for passage.**

**Yes**\_\_\_\_ **No**\_\_\_\_

**Each motion of Article 4 was approved unanimously.**

---

**ARTICLE 5:****AUTHORIZATION TO TRANSFER BALANCES**

To see if the Town will authorize the transfer of certain balances on the Treasurer's books and Accountant's books, or in any way act thereon.

*This article authorizes the transfer of balances from various sources necessary to achieve the Town's financial plan for Fiscal Year 2014 (the General Fund Budget) as contained in aforementioned article.*

The Warrant Committee and Capital Budget Committee will report orally on this Article.

**Majority vote required for passage.**

**Yes**\_\_\_\_ **No**\_\_\_\_

Each motion of Article 5 was approved unanimously.

**ARTICLE 6: AUTHORIZATION FOR REVOLVING FUNDS**

To see if the Town will vote, pursuant to Chapter 44, Section 53E½, of the General Laws, to establish new revolving funds; to reauthorize revolving funds established under various previous votes of the Town by various Town Departments, to hear or receive a report concerning the receipts and expenditures of same, to establish new revolving funds or to amend the votes under any preciously adopted revolving funds, to appropriate a sum of money to fund same, to determine how the money shall be raised or expended; or in any way act thereon.

*This article seeks authorization to establish new revolving funds, and to re-authorize existing revolving funds, for certain operations of the Town. A revolving fund allows the expenditure of user fees for program expenses without further Town Meeting appropriation. However, the Town Meeting must annually renew the funds. The Board of Selectmen and Warrant Committee are considering the use of revolving funds for the following programs:*

<b>Revolving Account</b>	<b>Spending Authority</b>	<b>Revenue Source</b>	<b>Allowed Expenses</b>	<b>Expenditure Limits</b>
Teen/Youth Events	Recreation Commission	Event fees	Teen/youth center events	\$5,000
Senior Programs	Council on Aging	Course/Program fees	Program costs, trip expenses	\$60,000
Art Gallery	Belmont Cultural Council	Percentage of art sales	Gallery exhibit and event expenses	\$15,000
Restoration Maintenance of Rock Meadow	Conservation Commission	Rental fees: garden plots	Restoration, maintenance of conservation area	\$10,000
Copying/ Lost Books	Board of Library Trustees	Lost book fees; Printing/ copying fees	Replacement of lost books; Copier, printer, supplies & maintenance	\$13,000
Criminal History Checks	Police Department	Fees collected from criminal history checks	Program costs and expenses	\$3,000
Stormwater Consulting	Community Development	Consultant fees collected from permit applicants	Consultant fees	\$25,000
Stormwater Improvements	Community Development	Consultant Fees and contributions collected from permit applicants	Consulting, design, construction, and maintenance of public or shared stormwater facilities	\$100,000
Martin Luther King Day Breakfast	Human Rights Commission	Ticket Sales	Event expenses	\$4,000

The Warrant Committee will report orally on this Article.

**Majority vote required for passage.**

Yes \_\_\_\_ No \_\_\_\_

**Article 6 was approved unanimously as amended. See transcript.**

---

**ARTICLE 7: "UP FRONT" FUNDS FOR HIGHWAY IMPROVEMENTS**

To see if the Town will vote to raise and appropriate, or transfer from unappropriated available funds in the Treasury, sums of money for the repair, improvement and construction of highways, said money to be used in conjunction with any money which may be allotted by the Commonwealth for the said purposes, authorize the acceptance of such allotment, determine how the money raised and allotted as aforesaid shall be expended under the provisions of Chapter 90 of the General Laws, and acts in amendment thereof and in addition thereto, or in any way act thereon.

*This article seeks an appropriation to provide "up front" money for state reimbursed highway aid. The state provides highway aid, referred to as Chapter 90, to all cities and towns on a reimbursement basis. This aid is authorized by the Legislature every two or three years through state transportation bond issues. Approximately \$533,176 was apportioned for Belmont in FY 2013. The estimated apportionment for FY 2014 is not available at this time, however it will be reported prior to the June sessions of Town Meeting. These funds, when supplemented with capital budget funds, shall be used to implement the Town's Pavement Management Program designed to extend the useful life of our roadway system. In addition, the Town has used Chapter 90 funds for design purposes in order to "leverage" substantial federal transportation funding for major road projects (i.e., Trapelo Road).*

The Warrant Committee and Capital Budget Committee will report orally on this Article.

**Majority vote required for passage.** Yes \_\_\_\_\_ No \_\_\_\_\_

**Article 7 was adopted unanimously.**

---

**ARTICLE 8: WATER AND SEWER AND STORMWATER SERVICES**

To see if the Town will vote to appropriate a sum of money from the accounts classified as an "Enterprise Fund", pursuant to Chapter 44, Section 53F½ of the General Laws for water service, and for sewer and stormwater service; determine by whom expended, or in any way act thereon.

*This is a standard article appearing on the Warrant to appropriate funds to support the operations of the Town's water and sewer functions. Each of these functions has an enterprise fund that receives revenues from user fees. These funds then are used to fund the utility's operations. These operations are entirely self-supporting from user fees and do not receive any funding from property taxes.*

The Warrant Committee will report orally on this Article.

**Majority vote required for passage (two-thirds if borrowing).** Yes \_\_\_\_\_ No \_\_\_\_\_

**Each motion of Article 8 was approved unanimously.**

---

**ARTICLE 9: APPROPRIATION OF CAPITAL EXPENDITURES**

To see if the Town will vote to appropriate sums of money to purchase Public Safety Equipment, Computer Equipment (including consulting work), Public Works Equipment and Furnishings and Equipment for Town Facilities, construct public ways, and for Building and Facility and Public Works Construction, Major Maintenance and Alterations (including design work); to determine whether these appropriations shall be raised by borrowing or otherwise and by whom expended, or in any way act thereon.

*This is a standard article appearing on the Warrant to appropriate funds to support capital expenditures. While the article is general as to the categories of capital expenditures, the motion shall be explicit. The*

*recommendations of the Capital Budget Committee for FY 2014 capital expenditures will be provided prior to the June session of Town Meeting.*

The Warrant Committee and Capital Budget Committee will report orally on this Article.

**Majority vote required for passage (two-thirds if borrowing).** Yes \_\_\_\_\_ No \_\_\_\_\_

**Each motion of Article 9 was adopted as amended. See transcript.**

---

**ARTICLE 10: SEWER BORROWING DE-AUTHORIZATION**

To see if the Town will vote to rescind the unused borrowing authority in the amount of \$1,842,270 that was appropriated under Article 17 of the April 28, 2008 Annual Town Meeting for the purpose of performing improvements to the sanitary sewer and storm drain; or in any way act thereon.

*This article formally rescinds the authority to borrow funds that were not needed for the sanitary sewer and storm drain project. The total authorization was approved for \$11,608,000. The Town received a Stimulus Grant to fund the construction costs which lessened the amount that was borrowed.*

The Warrant Committee and Capital Budget Committee will report orally on this Article.

**Majority vote required for passage.** Yes \_\_\_\_\_ No \_\_\_\_\_

**Article 10 was approved unanimously.**

---

**ARTICLE 11: OTHER POST EMPLOYMENT BENEFITS (OPEB) STABILIZATION FUND**

To see if the Town will vote to appropriate, or transfer from available funds in the Treasury, a sum of money to the Other Post Employee Benefits ("OPEB") Stabilization Fund the purpose of funding Other Post Employment Benefits and to determine whether the money shall be provided by the tax levy, by transfer from available funds, by transfer from the departmental Enterprise Funds, or by any combination of these methods; or in any way act thereon.

*This article seeks to appropriate a sum of \$254,294 from available free cash or other available funds for the purpose of funding future Town liabilities for Other Post Employment Benefits.*

The Warrant Committee will report orally on this Article.

**Two-thirds vote required for passage.** Yes \_\_\_\_\_ No \_\_\_\_\_

**Article 11 was approved unanimously.**

---

**ARTICLE 12: APPROPRIATION TO LANDFILL STABILIZATION FUND**

To see if the Town will vote to, pursuant to Chapter 40, Section 5B, of the General Laws, to appropriate a sum of money to the Landfill Stabilization Fund for the purpose of performing improvements to the former incinerator site; said sum be transferred from the Receipts Reserved from Appropriation Fund; or in any way act thereon.

*The Stabilization Fund is a special fund, in which the balances are carried over from year to year and interest income remains in the Fund. This article seeks to appropriate settlement funds received by the Town into the Landfill Stabilization Fund. The settlement was approximately \$52,000 and the exact amount will be reported prior to the June session of Town Meeting. The funds will be utilized to fund future costs related to the demolition of the former incinerator building at the former incinerator site.*

The Warrant Committee will report orally on this Article.

**Two-thirds vote required for passage.** Yes \_\_\_\_\_ No \_\_\_\_\_

Article 12 was approved unanimously.

---

**ARTICLE 13:**

**SPECIAL ACT - TOWN ADMINISTRATOR**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to enact legislation establishing the position of Town Administrator substantially in the form below, and further to authorize the Selectmen to approve amendments to the bill before enactment by the General Court which shall be within the scope of the general public objectives of the petition.

**CHAPTER \_\_\_ AN ACT ESTABLISHING THE POSITION OF TOWN ADMINISTRATOR  
IN THE TOWN OF BELMONT.**

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

**SECTION 1.** The Board of Selectmen of the Town of Belmont shall appoint a Town Administrator, to serve at the pleasure of the board. Said administrator shall be a person especially fitted by education, training and experience to perform the duties of the office.

**SECTION 2.** Under the policy direction of the Board of Selectmen, the Town Administrator shall serve as the town's Chief Administrative Officer, shall act as the agent for the board and shall be responsible to the board for the proper operation of town affairs for which said administrator is given responsibility under this act. The administrator shall supervise, direct and be responsible for the efficient administration of all departments and employees under the jurisdiction of the board and all functions for which the administrator is given responsibility, authority or control by this act, by-law or by vote of said board.

**SECTION 3.** The Town Administrator shall appoint, based upon merit and fitness, all non-elected department heads of said town except (a) the chief and employees of the Police Department, (b) the chief and employees of the Fire Department, (c) employees of the Treasurer and Tax Collector, (d) employees of the Town Clerk, (e) the Superintendent and employees of the School Department, and (f) the Town Accountant. Appointments by the administrator of department heads under the jurisdiction of the Board of Selectmen shall be subject to confirmation by the board. Appointments of department heads and other personnel under the jurisdiction of any other elected board shall be made with the advice and consent of that board. Each department head, appointed by the Town Administrator, shall appoint subordinates and employees in compliance with the personnel by-laws rules and regulations of said town. All other appointments made by the Town Administrator shall be made in consultation with the appropriate board, commission or committee and shall be in compliance with the personnel by-laws, rules and regulations of said town.

**SECTION 4.** The Town Administrator, acting jointly with the Superintendent of Schools, shall appoint the director of the Department of Public Facilities established by the town under Section 37M of Chapter 71 of the general laws, or any successor department thereto, said director to serve at the pleasure of the Town Administrator and Superintendent of Schools.

**SECTION 5.** Any person holding office or employment in the Town of Belmont upon the effective date of this act shall retain such office or employment and shall continue to perform his duties subject to the provisions of the personnel by-laws, rules and regulations of said town.

**SECTION 6.** All laws, by-laws, rules and regulations of or pertaining to the Town of Belmont which are in force on the effective date of this act and which are not inconsistent with the provisions of this act, shall continue in full force and effect until amended or repealed. Elected

and appointed officers, boards, commissions and committees shall have all of the powers, duties and responsibilities, which are in force on the effective date of this act that are not inconsistent with this act, which are given to the respective officers, boards, commissions and committees by law, this act, town by-law or by vote of town meeting. Nothing contained herein shall impair contractual rights established prior to the adoption of this act.

**SECTION 7.** This act shall take effect upon its passage.

or in any way act thereon.

(Submitted by Government Structure Review Committee)

*This article seeks approval to submit Special Legislation to the legislature for a Home Rule Petition that would clarify the role and authority of the position of Town Administrator in the Town of Belmont.*

**Majority vote required for passage.**

**Yes**\_\_\_\_ **No**\_\_\_\_

**Article 13 was adopted as three times amended. See transcript.**

---

**ARTICLE 14: SPECIAL ACT - RESTAURANT LIQUOR LICENSES (WINE AND MALT)**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to enact legislation increasing the number of licenses that may be issued to restaurants for the sale of beer and wine substantially in the form below, and further to authorize the selectmen to approve amendments to the bill before enactment by the General Court which shall be within the scope of the general public objectives of the petition.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:*

**SECTION 1.** The board of selectmen of the town of Belmont may, in its discretion, grant licenses for the sale of beer and wine to be drunk on the premises of restaurants having a seating capacity of not less than 39 and no more than 125 seats; provided, however, that no more than sixteen (16) such licenses shall be in effect, including those licenses issued pursuant to chapter 128 of the acts of 1997. The licenses shall be subject to chapter 138 of the General Laws.

**SECTION 2.** This act shall take effect upon its passage.

or in any way act thereon.

(Submitted by the Board of Selectmen)

*This article seeks approval to submit Special Legislation to the legislature for a Home Rule Petition that would increase, by eight (8), the total number of Restaurant Wine and Malt Liquor Licenses in the Town of Belmont. The number of Restaurant All-Alcohol Liquor Licenses would not change. The number of Restaurant Wine and Malt Liquor Licenses would increase by eight (8) for a total of sixteen (16) Restaurant Wine and Malt Liquor Licenses.*

**Majority vote required for passage.**

**Yes**\_\_\_\_ **No**\_\_\_\_

**Article 14 was approved unanimously as amended. See transcript.**

---

**ARTICLE 15: SPECIAL ACT - RETAIL LIQUOR LICENSES**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to enact legislation increasing the number of licenses that may be issued for the sale of all alcoholic beverages

not to be drunk on the premises substantially in the form below, and further to authorize the selectmen to approve amendments to the bill before enactment by the General Court which shall be within the scope of the general public objectives of the petition.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:*

**SECTION 1.** The board of selectmen of the town of Belmont may, in its discretion, grant licenses for the sale of all alcoholic beverages not to be drunk on the premises; provided, however, that no more than two (2) such licenses shall be in effect, including any license issued pursuant to chapter 395 of the acts of 2006. The licenses shall be subject to chapter 138 of the General Laws.

**SECTION 2.** The board of selectmen of the town of Belmont may, in its discretion, grant licenses for the sale of beer and wine not to be drunk on the premises; provided, however, that no more than four (4) such licenses shall be in effect, including those licenses issued pursuant to chapter 396 of the acts of 2006. The licenses shall be subject to chapter 138 of the General Laws.

**SECTION 3.** This act shall take effect upon its passage.

or in any way act thereon.

(Submitted by the Board of Selectmen)

*This article seeks approval to submit Special Legislation to the legislature for a Home Rule Petition that would increase, by three (3), the total number of Retail Liquor Licenses in the Town of Belmont. The number of Retail All-Alcohol Liquor Licenses would increase by one (1). The number of Retail Wine and Malt Liquor Licenses would increase by two (2). If approved, there would be a maximum of six (6) Retail Liquor Licenses allowed in the Town, versus the three (3) that are currently offered.*

**Majority vote required for passage.**

**Yes**\_\_\_\_ **No**\_\_\_\_

**Article 15 was adopted.**

**ARTICLE 16:**

**CAPITAL BUDGET COMMITTEE REPORTS**

To see if the Town will vote to amend Article 13 of the General By-Laws of the Town of Belmont by deleting Section 13.3 and replacing it with the following:

“13.3 The Capital Budget Report shall be submitted to the Town Clerk in sufficient time to be distributed to Town Meeting Members at least 14 days prior to the commencement of the session at which the Capital Budget is to be considered. The report shall be available in the Town Clerk’s office for distribution to the public. The report shall also be included in the Annual Town Report.”

or in any way act thereon.

(Inserted at the request of the Capital Budget Committee)

*This article would allow the Capital Budget Committee to issue its Report to the Town Meeting at least 2 weeks prior to the session when the article is to be considered, instead of sending them at the same time as the Town Meeting Warrant. The change will allow the committee sufficient work to fully prepare its report and to review all projects in accordance with the Town’s budget approval process.*

The By-Law Review Committee will report orally on this article.

**Majority vote required for passage.**

**Yes**\_\_\_\_ **No**\_\_\_\_

**Article 16 was approved unanimously.**

---

**ARTICLE 17: GENERAL BY-LAWS - RICHARDSON FARM HISTORIC DISTRICT**

To see if the Town will vote to amend the General By-Laws of the Town of Belmont by establishing a new historic district to be known as the Richardson Farm Historic District by inserting a new Section 15.2.1 after the existing Section 15.2 as follows:

“15.2.1 There is established under the provisions of the Historic Districts Act, as amended, an historic district to be known as the Richardson Farm Historic District, bounded as shown on a map entitled, "Plan Showing Richardson Farm Historic District, Washington Street, Blanchard Road, and Glenn Road Belmont, Mass.," dated March 15, 2013, prepared by the Town Engineer, which shall be a part of this By-Law.”

or in any way act thereon.

(Submitted by the Historic District Commission)

The By-Law Review Committee will report orally on this article.

**Majority vote required for passage.**

**Yes**\_\_\_\_ **No**\_\_\_\_

**Article 17 was approved unanimously.**

---

**ARTICLE 18: GENERAL BY-LAWS - RESIDENTIAL SNOW REMOVAL**

To see if the Town will vote to amend Article 20 of the General By-Laws of the Town of Belmont by renumbering 20.15 to 20.16 and then by inserting a new Section 20.15 to provide for Residential Snow Removal; to read as follows:

“20.15 Any owner of residential property bordering on a street where there is a paved sidewalk shall be responsible for the removal of all snow and ice to the extent practicable down to the sidewalk's natural surface and otherwise treat the sidewalk as necessary to prevent slipping. This responsibility shall be subject to the following terms and conditions:

20.15.1 The removal and treatment of snow shall be accomplished within twenty (24) hours after the snow has ceased to fall. Treatment of ice shall be accomplished within twenty-four (24) hours after the ice has formed.

20.15.2 Snow and ice shall be removed from all portions of sidewalks to a width of thirty-six (36) inches or in the case of sidewalks narrower than thirty-six (36) inches to their full width.

20.15.3 The Board of Selectmen shall adopt rules and regulations providing for exemptions from the requirements of Section 20.15 for persons for whom compliance would constitute a hardship.

20.15.4 Violation of this Section 20.15 shall be disposed of in the discretion of the Office of Community Development. A non-criminal citation will be issued on the following schedule: First offense - \$100; Second offense - \$200; Third offense and each succeeding offense of the same section of the By-Law occurring within the same winter period - \$300.

20.16 In addition to the provisions for enforcement described above, the provisions of Sections 20.1, 20.2, 20.4.1, 20.5.1, 20.7, 20.9, 20.12, 20.13 and 20.14 and of this Article 20 and any regulations promulgated thereunder may also be enforced by non-criminal disposition as provided in Chapter 40, Section 21D of the General Laws ("Section 21D"). The penalty for such violation shall be \$300 for each offense. Each day or part thereof shall constitute a separate offense.

"Enforcing person" as used in this Section 20.16 shall mean any police officer of the Town, the Director of Public Works and any other Town employee designated by the Board of Selectmen as an enforcing person.

An enforcing person taking cognizance of a violation of this Article or any rule or regulation adopted hereunder shall give the offender a written notice to appear before the clerk of the district court having jurisdiction thereof for the non-criminal disposition thereof in accordance with the provisions of Section 21D. The provisions of Section 21D are incorporated herein by this reference."

or in any way act thereon.

(Submitted by the Board of Selectmen)

*This article would require that owners of residential property with paved sidewalks remove snow and ice within 24 hours to provide safe pedestrian passage. Violations would be subject to a non-criminal fine. The Board of Selectmen will adopt rules and regulations to determine hardship exemptions.*

The By-Law Review Committee will report orally on this article.

**Majority vote required for passage.**

**Yes** \_\_\_ **No** \_\_\_

**Article 18 was dismissed unanimously.**

**ARTICLE 19:**

**GENERAL BY-LAWS - POLICE CHIEF**

To see if the Town will vote to amend the General By-Laws of the Town of Belmont by deleting Section 4.7 and replacing the existing Section 4.8.2 with the following new Section 4.8.2:

"4.8.2 As provided in Chapter 376 of the Acts of 2010, there shall be a Police Chief appointed by the Board of Selectmen who shall have and exercise all the powers and discharge all the duties conferred by law generally upon police chiefs. The Chief shall appoint such police officers as the Chief deems necessary, and may remove the same at any time for cause after a hearing. The Chief shall have full and absolute authority in the administration of the Police Department, including the appointment and removal of special and auxiliary police officers and other personnel, shall make all rules and regulations for the department's operation, shall report to the Board of Selectmen from time to time as the Board may require, and shall annually report to the Town the condition of the Department with the Chief's recommendations thereon. The Chief shall fix the compensation of all members of the Department, subject to the approval of the Board of Selectmen. The Chief shall be in immediate control of all Town property used by the Department, and of the police officers, whom the Chief shall assign to their respective duties and who shall obey the Chief's orders."

or in any way act thereon.

(Submitted by the Board of Selectmen & Police Chief)

*This article seeks to amend the General By-Laws to clarify the statutory authority given to the Police Chief in accordance with Chapter 376 of the Acts of 2010. The amendment clarifies the existing language concerning the Chief's authority and provides consistency with the rest of the General By-Laws.*

The By-Law Review Committee will report orally on this article.

**Majority vote required for passage.**

**Yes** \_\_\_ **No** \_\_\_

**Article 19 was approved unanimously.**

---

**ARTICLE 20: GENERAL BY-LAWS - ENABLING ELECTRONIC VOTING**

To see if the Town will vote to amend the General By-Laws of the Town of Belmont by inserting after Section 2.7.6.1 the following new Section 2.7.6.2:

“2.7.6.2. Notwithstanding the provisions of the foregoing sections 2.7.6 and 2.7.6.1, subject to the availability of a system to enable electronic voting by Town Meeting Members using wireless handheld mobile devices, the Moderator may count the vote, or conduct a roll call vote, on any matter before the Town Meeting by the use of such system.”

or take any other action relative thereto.

(Submitted by the Committee on Electronic Voting at Town Meeting)

*This article would allow the utilization of an electronic voting and counting system to allow Electronic Voting by Town Meeting Members using wireless handheld mobile devices.*

The By-Law Review Committee will report orally on this article.

**Majority vote required for passage.** Yes \_\_\_ No \_\_\_

**Article 20 was approved by a Standing Vote: Yes: 144 No: 61**

---

**ARTICLE 21: GENERAL BY-LAWS - DEMOLITION DELAY**

To see if the Town will vote to amend the General By-Laws of the Town of Belmont by adding a new Article 35 as follows:

**ARTICLE 35  
Demolition Delay**

**“35.1 Intent and Purpose**

This Article is enacted for the purpose of preserving and protecting Significant Buildings within the Town of Belmont that constitute or reflect distinctive features of the architectural, cultural, economic, political, or social history of the Town; and to limit the detrimental effect of demolition on the character of the Town. Through this Article, owners of Preferably Preserved Buildings are encouraged to seek out and consider alternative options that will preserve, rehabilitate or restore such Buildings; and residents of the Town are alerted to impending demolitions of Significant Buildings. By preserving and protecting Significant Buildings, this Article promotes the public welfare by making the Town a more attractive and desirable place in which to live and work. To achieve these purposes the Belmont Historic District Commission is authorized to advise the Inspector of Buildings with respect to demolition permit applications. The issuance of demolition permits is regulated as provided by this Article.

**35.2 Definitions**

For the purposes of this Article, the following terms shall have the following definitions:

- (a) **APPLICANT** – Any person or entity that files an Application for a demolition permit. If the Applicant is not the owner of the premises upon which the Building is situated, the owner must indicate on or with the Application his/her assent to the filing of the Application.
- (b) **APPLICATION** – An Application for a Demolition Permit, including the information required in Section 35.3.2.

- (c) BUILDING – Any Structure used or intended for supporting or sheltering any use or occupancy.
- (d) COMMISSION – The Belmont Historic District Commission.
- (e) DEMOLITION – Any act of pulling down, destroying, removing, or razing a Building or commencing the work of total or substantial destruction with the intent of completing the same. For the purposes of this section, the term “Demolition” shall not include routine maintenance, interior renovations, removal or construction of porches, decks, windows or other types of renovations for which commission approval is generally not required.
- (f) DEMOLITION PERMIT – The permit required by the Inspector of Buildings for Demolition or substantial Demolition of a Building, excluding a permit required solely for the Demolition of the interior of a Building.
- (g) INSPECTOR OF BUILDINGS – The person authorized by law to issue Demolition Permits within the Town of Belmont.
- (h) INVENTORY – The attached list, entitled *Belmont’s Significant Historic Buildings Not Protected By Local Historic District Designation*, shall be kept on file in the Town Clerk’s office and may be amended pursuant to Section 35.4.2 of this Article. The Inventory shall be made available to the public.
- (i) PREFERABLY PRESERVED BUILDING – Any Significant Building with respect to which the Commission determines, following a public hearing, that it is in the public interest for such Building to be preserved or rehabilitated rather than demolished.
- (j) SIGNIFICANT BUILDING – A Building that is listed on the Inventory.
- (k) STRUCTURE – Any constructed, erected or placed material or combination of materials in or upon the ground, excluding sidewalks, stairs and paving on streets, driveways, parking areas, and patios.

**35.3 Procedure**

35.3.1 No Demolition Permit for a Significant Building shall be issued without following the provisions of this Article 35.

35.3.2 An Applicant proposing to demolish a Significant Building shall file with the Inspector of Buildings an Application containing the following information:

- The address of the Building to be demolished;
- The owner’s name, address and telephone number;
- A description of the Building;
- A photograph or photographs of the Building and photographs of neighboring Buildings.

35.3.3 The Inspector of Buildings shall, within seven (7) days of receipt of such Application, forward a copy thereof to the Commission.

35.3.4 After receipt of the Application, the Commission shall hold a public hearing within thirty-five (35) days of receipt of said Application from the Inspector of Buildings to determine if the Significant Building is a Preferably Preserved Building. Public notice of the time, place and purpose of the

hearing shall be posted in a conspicuous place in the same manner as meeting notices posted in Belmont under the Open Meeting Law, Chapter 30A, Section 20, of the General Laws, for a period of not less than seven (7) days prior to the date of said hearing, and the Inspector of Buildings and the Applicant and the owner of the Building (if different from the Applicant) shall be notified in writing of the meeting time and place no less than fourteen (14) days in advance.

- 35.3.5 Within ten (10) days of the first date of such Public Hearing the Commission shall provide written notification to the Inspector of Buildings and the Applicant as to its determination of whether the Significant Building is a Preferably Preserved Building. If agreed to in writing by the Applicant, the determination of the Commission may be postponed to a later date. If the Commission does not notify the Inspector of Buildings and the Applicant of its determination in writing within ten (10) days of the first date of such Public Hearing, or such later date as agreed by the Applicant, then the Inspector of Buildings may issue the Demolition Permit.
- 35.3.6 If the Commission determines that the Significant Building is not a Preferably Preserved Building, the Commission shall so notify the Inspector of Buildings and Applicant in writing. The Inspector of Buildings may then issue the Demolition Permit.
- 35.3.7 If the Commission determines that the Significant Building is a Preferably Preserved Building, a Demolition Permit may thereafter be issued no sooner than six (6) months for residential buildings and twelve (12) months for commercial, institutional, and religious buildings after the date that the Application was filed with the Inspector of Buildings, unless a shorter time is otherwise authorized by the Commission based on its finding that the intent and purpose of this Article, as provided in Section 1 hereof, will be adequately served. If a building is of mixed-use, having both (i) residential, and (ii) commercial, institutional or religious uses, then the relevant delay for the issuance of a Demolition Permit shall be the longer of the applicable delay periods.
- 35.3.8 The day from which a period runs is excluded. The last day is included, unless it is a municipal, state or federal holiday, or a Saturday or Sunday, in which case the period runs to the end of the next business day.

#### **35.4 Administration**

- 35.4.1 The Commission may adopt such rules and regulations as are necessary to administer the provisions of this Article, but may not increase the length of the delay period stated herein.
- 35.4.2 The Commission may add properties to the Inventory by obtaining a majority vote of approval of Town Meeting. The Commission shall hold a public hearing at least thirty (30) days prior to the Town Meeting vote on the matter. Owners of record of buildings proposed for such listing shall receive written notice of the time and place of such public hearing no less than fourteen (14) days in advance of said public hearing. Public notice of the time, place and purpose of the hearing shall be posted in a conspicuous place in the same manner as meeting notices posted in Belmont under the Open Meeting Law, Chapter 30A, Section 20, of the General Laws, for a period of not less than seven (7) days prior to the date of said hearing.

#### **35.5 Responsibility of Owners**

- 35.5.1 The owner of a Significant Building who has applied for a Demolition Permit shall:
- Provide such information as is reasonably requested by the Commission in connection with its consideration of whether the Significant Building is a Preferably Preserved Building within the bounds of this Bylaw;

- Allow exterior access to the property on which the Significant Building is located, as reasonably requested by the Commission;
- Secure the Significant Building, if vacant, to the satisfaction of the Inspector of Buildings until a Demolition Permit is issued;
- Participate in the investigation of preservation options for a Preferably Preserved Building; and
- Cooperate with the Commission and any interested parties in seeking alternatives to the Demolition of a Preferably Preserved Building.

35.5.2 If the owner of a Significant Building fails to secure the Building to the satisfaction of the Inspector of Buildings, the subsequent destruction of the Building through any cause, which destruction could have been prevented by the required security measures, shall be considered a voluntary Demolition in violation of this Article.

### **35.6 Emergency Demolition**

35.6.1 Nothing in this Article shall restrict the Inspector of Buildings from ordering the immediate Demolition in accordance with applicable law of any Building in the event of imminent danger to the safety of the public. In the event that the Inspector of Buildings is informed that a Significant Building is dangerous to life or limb, or otherwise may be subject to a removal order, the Commission shall be notified and, where practicable, the Commission or its designee shall be allowed to accompany the Inspector of Buildings during the inspection of the Building.

35.6.2 As soon as practicable after the Inspector of Buildings has issued an emergency demolition order for a Significant Building, a copy of such order shall be provided to the Commission, together with copies of all documentation relevant thereto.

### **35.7 Enforcement and Remedies**

35.7.1 The Commission and/or the Inspector of Buildings are each specifically authorized to institute any and all actions and proceedings, in law or equity, as they may deem necessary and appropriate to obtain compliance with the requirements of this Article or to prevent a threatened violation thereof.

35.7.2 Any owner of a Significant Building which is voluntarily demolished without first obtaining a Demolition Permit in accordance with the provisions of this Article shall be subject to a penalty of Three Hundred Dollars (\$300.00). Each day that such violation exists shall constitute a separate offense until a faithful restoration of the demolished Significant Building or other remediation or remediation plan has been approved by the Commission. This subsection may be enforced by the Inspector of Buildings by non-criminal disposition as provided in Ch. 40, Section 21D of the General Laws.

35.7.3 If a Significant Building is voluntarily demolished without first obtaining a Demolition Permit in accordance with the provisions of this Article, no building permit authorizing construction on the lot on which the Building was located or on any adjoining lot under common ownership therewith shall be issued for a period of two (2) years from the date of the Demolition, unless agreed to by the Commission.

### **35.8 Severability**

If any provision of this Article shall be found invalid for any reason, such invalidity shall be construed as narrowly as possible, and the balance of the Article shall be deemed to be amended to the minimum extent necessary, so as to secure the purposes thereof, as set forth in Section 35.1.”

or in any way act thereon.

(Submitted by the Historic District Commission and Planning Board)

The By-Law Review Committee will report orally on the article.

**Majority vote required for passage.**

**Yes\_\_\_\_\_ No\_\_\_\_\_**

**Article 21 was dismissed.**

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**ARTICLE 22:**

**GENERAL BY-LAWS - CRIMINAL HISTORY CHECKS**

To see if the Town will vote, in accordance with Chapter 6, section 172B ½ of the Massachusetts General Laws, to establish a new General By-Law of the Town of Belmont by inserting a new Article 36 to provide criminal history checks for persons seeking to obtain certain licenses, permits and registrations.

**ARTICLE 36**

**Criminal History Checks for Certain Licenses, Permits, and Registrations**

**“36.1 Purpose**

Certain occupations for which the Town has the authority to issue licenses, permits, or registrations carry with them an unusual risk of criminal abuse of members of the public. This Article is adopted pursuant to Chapter 6, section 172B1/2 of the General Laws to provide for a criminal history check for persons seeking to receive from the Town licenses or permits to pursue these occupations.

**36.2 Definitions**

As used in this by-law, the following words or phrases shall have these meanings:

**Criminal history check:** The Fingerprint Based Criminal History Check authorized by Massachusetts General Laws Chapter 6, section 17B1/2 for the purpose of conducting a state and national criminal history records check pursuant to sections 168 and 172 of the General Laws and 28 U.S.C. § 534 based upon a full set of fingerprints submitted by the applicant to the Police Department.

**License:** Any permission granted by a licensing authority to pursue an occupation, including a license, permit, or registration.

**Licensing authority:** The Town or any of its officers, departments, boards, committees, or other authorities which are authorized to issue licenses, permits, or registrations by the Massachusetts General Laws, the General By-Laws, or a local rule or regulation.

**36.3 Occupations Subject to a Criminal History Check**

36.3.1 Prior to being issued an original license and prior to being allowed to renew a license, a person who seeks to pursue one of the following occupations within the Town shall be required to submit to a criminal history check:

- (a) Dealer in Second-Hand Articles  
(Town of Belmont General By-Laws 4.9.5, issued by the Board of Selectmen),
- (b) Door to Door Salesperson  
(Town of Belmont General By-Laws 30.3, issued by the Chief of Police),
- (c) Hackney Driver  
(Town of Belmont General By-Laws 4.9.1, issued by the Board of Selectmen or its designee),
- (d) Ice Cream Truck Vendor  
(General Laws Chapter 270, section 25, issued by the Chief of Police),
- (e) Pawnbroker  
(General Laws Chapter 140, section 70, issued by the Board of Selectmen).

36.3.2 The requirement of a criminal history check in this by-law shall be in addition to any other qualification required by state law or the Town's by-laws or regulations.

#### **36.4 Initial Processing of Criminal History Check by Police Department**

36.4.1 The Chief of Police shall by rule or regulation establish a criminal history check process and assign an officer or officers to provide this service for applicants.

36.4.2 A person who applies to the Town or one of its officers for a license to pursue one of the occupations listed in 36.3.1 shall appear at the police station.

36.4.3 The applicant shall tender a non-refundable fee for the criminal history check, which fee shall be in addition to any other fee required for the application for the license.

36.4.4 The applicant shall submit such personal information as may be required for the criminal history check and a full set of fingerprints.

36.4.5 Upon receipt of the fee established for this check and the set of fingerprints, the officer will transmit the applicant's fingerprints to the Massachusetts State Police Identification Unit through the Department of Criminal Justice Information Services (DCJIS). The State Police will compare the applicant's fingerprints against its criminal files and then transmit the fingerprints to the Federal Bureau of Investigation for comparison against records kept by the FBI. The FBI will transmit its results to the State Police which shall disseminate the Massachusetts and federal results to the Police Department.

36.4.6 The Town authorizes the Massachusetts State Police, DCJIS, and the FBI, and their successors, as may be applicable, to conduct fingerprint-based state and national criminal record background checks, including checking FBI records, consistent with this by-law.

36.4.7 Information received from the Massachusetts State Police, DCJIS, and the FBI pursuant to a criminal history check will not be disseminated to unauthorized persons or entities.

#### **36.5 Recommendation of Fitness for Issuance of License**

36.5.1 Upon receipt of the records, the officer shall make a preliminary determination as to whether the applicant will be recommended to the licensing authority as fit or unfit for issue of the license.

36.5.2 In determining whether to recommend the applicant as fit for the license, the officer shall consider whether any entry in the records constitutes an automatic disqualification from the occupation. The

officer will consider how the following convictions or pending criminal cases for (1) any felony, (2) any offense related to unlawful sexual conduct, (3) the distribution or possession with intent to distribute a controlled substance, (4) any misdemeanor involving as an element the use or threatened use of force, (5) any misdemeanor involving the unlawful taking or receipt of property, or attempts to do so, and (6) any crime which bears more specifically upon the applicant's fitness or ability to serve in the occupation for which he or she is seeking a license. In addition, the officer conducting the check shall consider whether the person is registered as a sex offender.

36.5.3 Prior to transmitting the results and the criminal history record to the licensing authority, the officer shall communicate the preliminary recommendation to the applicant.

36.5.4 If the applicant wishes, the officer shall provide the applicant with a copy of the criminal history record.

36.5.5 If the officer's preliminary recommendation is that the applicant is unfit, the officer will:

- (a) indicate to the applicant which record or records appear to make the applicant unfit,
- (b) allow the applicant to challenge the accuracy of records and provide additional information,
- (c) provide the applicant with information regarding procedures for changing, correcting, or updating of a criminal record, which information will include the DCJIS guide and 28 C.F.R. Part 16.34,
- (d) allow the applicant a reasonable time to dispute the accuracy of criminal record with the agencies responsible for creating or keeping the record.

36.5.6 The Police Department will transmit the recommendation as to the applicant's fitness and the result of the criminal history check only if the officer reasonably believes the record to be complete and accurate.

## **36.6 Licensing authority action**

36.6.1 The licensing authority shall use the results of the criminal history check and the Police Department's recommendation solely for the purpose of determining the applicant's fitness for a license.

36.6.2 If requested by the applicant, the licensing authority will afford the applicant with an opportunity to provide information in mitigation of his or her criminal record or to suspend the application process until the applicant has had the opportunity to correct or complete the criminal record.

36.6.3 The licensing authority will consider the information provided pursuant to this by-law and other information relevant to the applicant's fitness to whether to issue the license.

36.6.4 The licensing authority is authorized to act upon information it receives pursuant to this by-law to deny any application for a license, or to revoke or suspend any license, or to deny a renewal or transfers of a license.

36.6.5 Neither the Police Department's recommendation as to fitness nor the information received from the Massachusetts State Police, DCJIS, and the FBI pursuant to a criminal history check will be disseminated to unauthorized persons or entities.

## **36.7 Collection and Disbursement of Fee**

The fee for the criminal history check is \$100. A portion of the fee collected from the applicant shall be deposited into the Firearms Fingerprint Identity Verification Trust fund as directed in Massachusetts

General Laws Chapter 6, Section 172B1/2. The remainder shall be retained by the Police Department for costs associated with the administration of the criminal history checks.

**36.8 Collection and Disbursement of Fee**

If any provision of this Article shall be found invalid for any reason, such invalidity shall be construed as narrowly as possible, and the balance of the Article shall be deemed to be amended to the minimum extent necessary, so as to secure the purposes thereof, as set forth in Section 36.1.”

(Submitted by Police Chief and Board of Selectmen)

The By-Law Review Committee will report orally on this article.

**Majority vote required for passage.** Yes\_\_\_\_\_ No\_\_\_\_\_

**Article 22 was adopted as amended. See transcript.**

**ARTICLE 23: GENERAL BY-LAWS - STORMWATER MANAGEMENT AND EROSION CONTROL**

To see if the Town will vote to insert a new Article 34 into of the General By-Laws of the Town of Belmont by inserting the following:

**ARTICLE 34**

**Stormwater Management and Erosion Control By-Law**

**“34.1 Purposes**

The purposes of this By-Law are:

- (a) To prevent pollutants from entering the Town of Belmont’s Municipal Separate Storm Sewer System (MS4);
- (b) To prohibit illicit connections and unauthorized discharges to the (MS4) and to require the removal of all such illicit connections
- (c) To comply with state and federal statutes and regulations relating to stormwater discharges;
- (d) To establish the legal authority to ensure compliance with the provisions of this By-Law through permitting, inspection, monitoring, and enforcement;
- (e) To control runoff and prevent soil erosion and sedimentation resulting from construction site stormwater runoff,
- (f) To promote infiltration and the recharge of groundwater;
- (g) To protect, maintain and enhance the public safety, environment, health, and general welfare by establishing minimum requirements and procedures to manage stormwater runoff; and
- (h) To ensure that soil erosion and sedimentation control measures and stormwater runoff control practices are incorporated into the site planning and design process and are implemented and maintained.

**34.2 Definitions**

For the purposes of this By-Law, the following definitions shall apply:

**ALTERATION** — Any activity, that will change the ability of a ground surface area to absorb water or will change existing surface drainage patterns. Examples include, but are not limited to, construction of new structures, earthmoving, paving, and modification of existing vegetation.

**BEST MANAGEMENT PRACTICES (BMPs)** — Structural, non-structural, and managerial techniques that are recognized to be the most effective and practical means to prevent or minimize increases in stormwater volumes and flows, reduce point-source and nonpoint-source pollution, and promote stormwater quality and protection of the environment.

**CLEAN WATER ACT** — The Federal *Water Pollution Control Act* (33 U.S.C. §§ 1251 *et seq.*) as it may hereafter be amended.

**CONSTRUCTION SITE:** Any site where activity is proposed or occurs that involves the alteration of more than 2,500 square feet of land.

**DEVELOPMENT** – The alteration of land to accommodate a new use or an expansion or modification of an existing use.

**HAZARDOUS MATERIAL** - Any material that, because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment. Hazardous materials include any synthetic organic chemical, petroleum product, heavy metal, radioactive or infectious material, acid and alkali, and any substance defined as Toxic or Hazardous under *M.G.L. c.21C* and *c. 21E*, or the regulations at 310 CMR 30.000 or 310 CMR 40.0000.

**ILLCIT CONNECTION** - A surface or subsurface drain or conveyance that allows an illicit discharge into the MS4, including any connection from an indoor drain, sinks, toilet, or laundry facility, regardless of whether the connection was previously allowed, permitted, or approved before the effective date of this By-Law.

**ILLCIT DISCHARGE** - Any direct or indirect discharge to the MS4 or the Waters of the Commonwealth that is not composed entirely of stormwater, including, without limitation, any discharge of a pollutant, sewage, process wastewater, or wash water, except as exempted in Section 34.5.3. The term does not include a discharge in compliance with an NPDES Stormwater Discharge Permit or a Surface Water Discharge Permit.

**IMPERVIOUS SURFACE** — Any material or structure on, above or below the ground that prevents water from infiltrating through to the underlying soil. Impervious surfaces may include, without limitation: paved surfaces, parking lots, sidewalks, driveways, roof tops and swimming pools.

**MAINTENANCE OF EXISTING LANDSCAPING, GARDENS OR LAWN AREAS** – The act of trimming, pruning, mowing or edging existing vegetation.

**MS4 (MUNICIPAL SEPARATE STORM SEWER SYSTEM)** — The system of conveyances, owned or operated by the Town of Belmont, that is designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, swale, culvert, channel, catch basin, outfall, outlet, reservoir, or other drainage structure.

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORMWATER DISCHARGE PERMIT** — A permit issued by the United States Environmental Protection Agency or jointly with the state that authorizes the discharge of stormwater containing pollutants into waters of the United States.

**NONPOINT SOURCE POLLUTION** - Any water pollution having a source that is not a "point source."

**NON-STORMWATER DISCHARGE** — A discharge into the MS4 that is not composed entirely of stormwater.

**OPERATION AND MAINTENANCE PLAN** - A plan setting the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed.

**OCD** – Town of Belmont Office of Community Development

**PERSON** — An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth of Massachusetts or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

**POINT SOURCE** - Any discernible, confined and discrete conveyance, including, without limitation, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, or vessel or other floating craft, from which pollutants are or may be discharged. The term does not include agricultural stormwater discharges and return flows from irrigated agriculture.

**POLLUTANT** - Any element or characteristic of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or nonpoint source, that is or may be introduced into Belmont's MS4 or waters of the Commonwealth. Pollutants shall include, but are not limited to:

- (a) Paints, varnishes, and solvents;
- (b) Oil and other automotive fluids;
- (c) Non-hazardous liquid and solid wastes and yard wastes;
- (d) Refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordnances, accumulations and floatables;
- (e) Pesticides, herbicides, and fertilizers;
- (f) Hazardous materials and wastes;
- (g) Sewage, fecal coliform and pathogens;
- (h) Dissolved and particulate metals;
- (i) Animal wastes;
- (j) Rock, sand, salt, silt, soils;
- (k) Construction wastes and residues; and
- (l) Noxious or offensive matter of any kind.

**RECHARGE** — The process by which groundwater is replenished by precipitation.

**RUNOFF** - The water from rain, snowmelt or irrigation that flows over the land surface and is not absorbed into the ground, instead flowing into the MS4 or streams or other surface waters or land depressions.

**SANITARY SEWER SYSTEM** - A separate underground conveyance system specifically for transporting waste operated separately and independently to which storm, surface, and ground waters are not intentionally admitted.

**STORMWATER** - Stormwater runoff, snowmelt runoff, and surface water runoff and drainage.

**STORMWATER MANAGEMENT** — The use of structural or non-structural practices that are designed to reduce and control stormwater runoff pollutant loads, discharge volumes or peak flow discharge rates. Stormwater Management includes the use of Low-Impact Development (LID) management practices.

STORMWATER MANAGEMENT AND EROSION CONTROL PERMIT — A permit issued by the Town of Belmont Office of Community Development, approving a system that is designed to protect the environment of the Town from the deleterious effects of uncontrolled and untreated stormwater runoff.

STORMWATER MANAGEMENT STANDARDS — The Stormwater Management Standards and accompanying Stormwater Handbook(s) issued by the Massachusetts Department of Environmental Protection pursuant to authority under the *Wetlands Protection Act, M.G.L. c. 131, § 40*, and the Massachusetts *Clean Waters Act, M.G.L. c. 21, §§ 26 – 53*, as such Standards and Handbooks may be hereafter amended.

VEGETATION – Trees, shrubs, bushes and ground cover, including grass.

WATERS OF THE COMMONWEALTH — All waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, and groundwater.

### **34.3 Administration**

34.3.1 The Board of Selectmen shall adopt, and may periodically amend, rules and regulations relating to the requirements, procedures, administration and enforcement of this By-Law, after conducting a public hearing to receive comments on any proposed rules and regulations.

34.3.2 The OCD shall be responsible for the day-to-day administration of this By-Law and shall be the Stormwater Management and Erosion Control Permit Granting Authority.

34.3.3 The OCD shall have the authority to investigate suspected illicit discharges and to require the elimination of illicit discharges.

### **34.4 Permit Process**

34.4.1 A completed application for a Stormwater Management and Erosion Control Permit shall be filed with the OCD. A permit shall be obtained prior to the commencement of any work regulated by this By-Law.

34.4.2 Some permit applications may require the OCD to secure the services of a Licensed Professional Engineer with expertise in stormwater management and erosion control to assist with the administration of this By-Law. This service shall be funded by the applicant during the Stormwater Management and Erosion Control Permit process.

34.4.3 The OCD shall take final action on an application for a Stormwater Management and Erosion Control Permit within thirty (30) days from the receipt of a complete application. The OCD may approve the application; approve the application with conditions; or disapprove the application. Failure by the OCD to take final action on an application within 30 days following the receipt of a complete application shall be deemed to be approval of the application, unless this timeframe is extended by mutual agreement of the OCD and applicant.

34.4.4 The applicant, or an agent thereof, shall obtain the approval of the OCD prior to any change or modification of an activity authorized in a Stormwater Management and Erosion Control Permit. The OCD may approve the request if it determines that the change or modification is consistent with the Regulations promulgated pursuant to § 34.5 of this By-Law, the Stormwater Management Standards and Best Management Practices. The OCD has the right to amend the existing permit and require additional stormwater runoff and erosion control measures prior to approval of the change or modification.

## **34.5 Illicit Connection Detection & Elimination**

### **34.5.1 Prohibited Activities**

#### **34.5.1.1 Illicit Discharges.**

No person shall cause or allow an illicit discharge into the MS4 or into the Waters of the Commonwealth. Nothing in the article shall be construed to exempt stormwater discharges from regulation under the National Pollutant Discharge Elimination System (NPDES) stormwater program where applicable.

#### **34.5.1.2 Illicit Connections.**

No person shall construct, use, allow, maintain or continue any Illicit Connection, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

#### **34.5.1.3 Obstruction of Municipal Storm Drain System.**

No person shall obstruct or interfere with the normal flow of stormwater into or out of the MS4 without prior written approval from the OCD.

### **34.5.2 Regulated Activities**

No person shall connect a pipe or other appurtenance to the Town of Belmont sanitary sewer system or the MS4, or otherwise perform any modification, repair, rehabilitation, or replacement work on either system, without a Stormwater Management and Erosion Control Permit.

### **34.5.3 Exemptions**

The following Non-Stormwater Discharges are exempt from the requirements of Sections 34.4 and 34.5 of this By-Law except if the OCD determines, after notice and an opportunity for hearing, that the source is a significant contributor of a Pollutant to the MS4:

- (a) Water line flushing;
- (b) Landscape irrigation;
- (c) Diverted stream flows;
- (d) Rising ground waters,
- (e) Uncontaminated ground water infiltration (as defined at 40 CFR 35.2005[20]);
- (f) Uncontaminated pumped ground water;
- (g) Discharges from potable water sources;
- (h) Foundation drains;
- (i) Air conditioning condensation;
- (j) Irrigation water and springs;
- (k) Water from crawl space pumps;
- (l) Footing drains;
- (m) Lawn watering;
- (n) Car washing undertaken by individual residents at their homes;
- (o) Flows from wetland resource areas;
- (p) De-chlorinated swimming pool discharges;
- (q) Street wash water and residential building wash waters, without detergents;
- (r) Discharges or flows from firefighting activities;

- (s) Dye testing, if written approval is given by the OCD prior to the time of the test;
- (t) Non-Stormwater Discharges permitted under an NPDES permit, waiver, or waste discharge order administered under the authority of the U.S. Environmental Protection Agency, provided that the discharge is in full compliance with the requirements of the permit, waiver, or order and applicable laws and regulations, and
- (u) Discharges necessary to protect public health, safety, welfare or the environment, for which advanced written approval is received from the OCD.

#### **34.5.4 Emergency Suspension of Storm Drain System Access**

The OCD may suspend MS4 access to any person or property without prior written notice when such suspension is determined to be necessary to prevent or terminate a threatened or actual discharge of Pollutants that presents imminent risk of harm to the public health, safety, welfare or the environment. In the event that any person fails to comply with an emergency suspension order issued pursuant to this section, the OCD may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare or the environment.

### **34.6 Stormwater Management and Erosion Control**

#### **34.6.1 Regulated Activities**

A Stormwater Management and Erosion Control Permit shall be required prior to undertaking any land disturbance that involves:

- (a) An alteration that will result in land disturbances of 2,500 square feet of total area or more, or that is part of a common plan for development that will disturb 2,500 square feet or more;
- (b) An alteration that will increase the amount of a lot's impervious surface area to more than 25% of the lot's total area; or
- (c) Storage or permanent placement of more than 100 cubic yards of excavated material, fill, snow or ice.

#### **34.6.2 Exempt Activities**

Lots with three or fewer dwelling units existing as of the effective date of this article shall be exempt from Section 34.6. In addition, the following activities shall be exempt from Section 34.6:

- (a) Any work or projects for which all necessary approvals and permits have been issued before the effective date of this By-Law;
- (b) Use of land for the primary purpose of agriculture, horticulture, floriculture, or viticulture, or the use, expansion, or reconstruction of existing structures for the primary purpose of agriculture, horticulture, floriculture, or viticulture, to the extent protected under the *Zoning Act, M.G.L. c. 40A, § 3*;
- (c) Customary cemetery management;
- (d) Stormwater discharges that are authorized by an Order of Conditions issued by the Conservation Commission;
- (e) Maintenance of existing landscaping, gardens or lawn areas;
- (f) Normal maintenance of Town-owned public land, ways, public utilities and appurtenances; and
- (g) Emergency activities necessary to protect public health or safety

#### **34.6.3 General Requirements**

34.6.3.1 An Operation and Maintenance Plan shall be submitted to the OCD for approval prior to the issuance of a Stormwater Management and Erosion Control Permit. The Operation and Maintenance

Plan shall be designed to ensure compliance with the Stormwater Management and Erosion Control Permit, this By-Law, and the Massachusetts Surface Water Quality Standards, 314 CMR. 4.00, in all seasons and throughout the life of the system.

34.6.3.2 As-built drawings showing all stormwater management systems shall be submitted to the OCD at the completion of a project.

34.6.3.3 The OCD may require the applicant to contribute to the cost of design, construction, and maintenance of a public or shared stormwater facility in lieu of an onsite stormwater facility where the OCD determines that there are not sufficient site conditions for onsite Best Management Practices that will satisfy the design criteria set forth in Section 34.6.4.1 of this By-Law and the performance standards set forth in the regulations promulgated under this By-Law. Funds so contributed may be used to design, construct, and maintain stormwater projects that will improve the quality and quantity of surface waters in Belmont by treating and recharging stormwater from existing impervious surfaces that is now discharged to said waters with inadequate treatment or recharge. The amount of any required contribution to the fund shall be determined by the OCD pursuant to standards established in the Regulations adopted pursuant to this By-Law.

#### **34.6.4 Design Criteria**

34.6.4.1 All Development shall satisfy the following design criteria:

- (a) Compliance with all applicable provisions of the Stormwater Management Standards, regardless of the proximity of the development to resource areas or their buffer zones, as defined by the *Wetlands Protection Act, M.G.L. c. 131, § 40* and its implementing regulations.
- (b) Erosion and sediment controls must be implemented to prevent adverse impacts during disturbance and construction activities.
- (c) There shall be no change to the existing conditions of abutting properties from any increase in volume of stormwater runoff or from erosion, silting, flooding, sedimentation or impacts to wetlands, ground water levels or wells.
- (d) When any proposed discharge may have an impact upon streams, wetlands and/or storm sewers, the OCD may require minimization or elimination of this impact based on site conditions and existing stormwater system capacity.

#### **34.7 Severability**

If any provision of this Article shall be found invalid for any reason in a court of competent jurisdiction, such invalidity shall be construed as narrowly as possible, and the balance of the Article shall be deemed to be amended to the minimum extent necessary, so as to secure the purposes thereof, as set forth in Section 34.1.

#### **34.8 Enforcement**

The OCD shall enforce this By-Law, and any regulations, orders, violation notices, and enforcement orders made pursuant to this By-Law, and may pursue all civil and criminal remedies for such violations.

- (a) The OCD may issue a written order to enforce the provisions of this By-Law or the regulations thereunder, which may include (but are not limited to) an order to:
  - (i) eliminate illicit connections or discharges to the MS4;
  - (ii) perform monitoring, analyses, and reporting;
  - (iii) cease and desist unlawful discharges, practices, or operations; and
  - (iv) remediate contamination in connection therewith.

- (b) If the OCD determines that abatement or remediation of contamination is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the OCD may, at its option, authorize such work, and the expenses thereof shall be charged to the violator in an amount not exceeding the penalty specified in Section 34.8 (e) .
- (c) If the OCD performs the work described in Section 34.8 (b), within thirty (30) days after completing all measures necessary to abate the violation or to perform remediation, the violator and the property owner will be notified of the costs incurred by the OCD, including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Town Administrator within thirty (30) days of receipt of the notification of the costs incurred.
- (d) If a person violates the provisions of this By-Law, or any regulation, permit, notice, or order issued thereunder, the OCD, with the approval of the Board of Selectmen, may seek injunctive relief in a court of competent jurisdiction to restrain such person from activities that would create further violations or to compel the person to perform abatement or remediation of the violation.
- (e) As an alternative to criminal remedies set forth in this Section,, the OCD may elect to utilize non-criminal disposition procedures set forth in *M.G.L. c.40, § 21D*. The penalty for the first violation shall be \$100.00. The penalty for the second violation shall be \$200.00. The penalty for the third and subsequent violations shall be \$300.00. Each day or part thereof that such violation occurs or continues, shall constitute a separate offense.
- (f) To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the OCD, its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this section and regulation, and may make or cause to be made such examinations, surveys or sampling as the OCD deems reasonably necessary.
- (g) The remedies set forth in this Section are not intended to be exclusive of any other remedies available under applicable federal, state, or local law.”

or in any way act thereon.

(Submitted by the Board of Selectmen)

The By-Law Review Committee will report orally on this article.

**Majority vote required for passage.**

**Yes\_\_\_ No\_\_\_**

**Article 23 was adopted as three times amended. See transcript.**

**ARTICLE 24**

**STORMWATER MANAGEMENT ENTERPRISE FUND**

To see if the Town will vote to accept the provisions of Chapter 44, Section 53F1/2, of the General Laws which permit the Town to establish a separate account classified as an “Enterprise Fund” for Stormwater Management, to become effective July 1, 2014, and to amend the action taken under Article 29 of the Annual Town Meeting of 2003 by limiting the Enterprise Fund established thereunder for sewer and stormwater services to sewer services only; or in any way act thereon.

*This article seeks Town Meeting approval to accept a provision of Massachusetts General Laws to establish a separate Enterprise Fund account for the Town’s stormwater management services. This is an accounting mechanism that will allow for all costs and revenues associated with the operations of the Town’s stormwater management services to be separate from the Sewer and Stormwater Enterprise Fund.*

*Upon passage of this article and the establishment of the new Stormwater Management Enterprise Fund in FY15, the existing Sewer and Stormwater Enterprise Fund would be limited to sewer services only, as well as to allow for the accounting of the depreciation of all capital equipment and property as required by the GASB 34 requirements.*

(Submitted by the Board of Selectmen)

The Warrant Committee will report orally on this article.

**Majority vote required for passage.**

Yes \_\_\_ No \_\_\_

**Article 24 was dismissed unanimously.**

**ARTICLE 25:**

**SENIOR TAX ABATEMENT PROGRAM**

To see if the Town will vote, in accordance with the provisions of Massachusetts General Laws Chapter 59, section 5K, to raise the reduction of tax liability from \$750 to \$1,000 for volunteer services for persons over age 60; or in any way act thereon.

(Submitted by the Board of Assessors)

*This article was initiated by the Board of Assessors, in cooperation with the Board of Selectmen, and seeks to increase the eligibility amounts for the Senior Citizen Residents to qualify for the Senior Tax Abatement Program. The article increases the current exemption amount from \$750 to \$1,000.*

The Warrant Committee will report orally on this article.

**Majority vote required for passage.**

Yes \_\_\_ No \_\_\_

**Article 25 was adopted.**

**ARTICLE 26:**

**COMMUNITY PRESERVATION COMMITTEE BUDGET & PROJECT**

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the FY2014 Community Preservation budget and, pursuant to the recommendations of the Community Preservation Committee, to appropriate from the Community Preservation Fund, or to reserve amounts in the Community Preservation Fund for future appropriations, for the administrative expenses of the Community Preservation Committee for FY2014; for the acquisition, creation and preservation of open space - including land for recreational use; for the acquisition, preservation, rehabilitation and restoration of historic resources; and for the creation, preservation and support of community housing; or in any way act thereon.

<b>Amount</b>	<b>Project Name</b>	<b>Category</b>	<b>Funding Sources</b>
\$10,000	Building Survey & Investigation of the 1853 William Flagg Homer House	Historic Preservation	Historic Preservation
\$20,000	Intergenerational Walking Path Plan at Clay Pit Pond	Recreation	Open Space/Recreation
\$10,000	Irrigation Improvements at Rock Meadow Community Gardens	Recreation	Open Space/Recreation
\$72,000	Town Hall Concord Ave Door Remediation	Historic Preservation	Historic Preservation
Up to \$100,000	Joey's Park Rehabilitation	Recreation	Open Space/Recreation
\$147,000	Electric Service Upgrade- Underground Wiring (Affordable Housing)	Community Housing	Community Housing
Up to		Recreation	FY13 Budgeted Reserve/

\$385,000	Underwood Park (Plan & Design)		Unreserved Fund Balance
\$115,000	Comprehensive Cultural Resources Survey of Belmont	Historic Preservation	FY13 Budgeted Reserve/ Unreserved Fund Balance
Up to \$100,000	Preserving and Digitizing Belmont's Vital Records	Historic Preservation	Historic Preservation

*This article is a standard article that appropriates funds to support the operations of the Town's Community Preservation Committee and its approved projects. The Community Preservation Fund receives revenues from a 1.5% property tax surcharge to fund the program. The state provides limited matching grant funds to the Town based on the surcharge collections.*

(Submitted by the Community Preservation Committee)

The Warrant Committee and Capital Budget Committee will report orally on the article.

**Majority vote required for passage.** Yes \_\_\_ No \_\_\_

**Each motion of Article 26 was approved.**

**ARTICLE 27: EASEMENT – OAKLEY DEVELOPMENT**

To see if the Town will vote to accept an easement, recorded with the Middlesex South Registry of Deeds as Sheet 3 of 5 on Plan No. 867 of 2009, granted by North Shore Construction & Development to the Town of Belmont for the use by the public, said easement required as part of the approval granted by the Planning Board for the construction of the Oakley Neighborhood Smart Growth residential development; or in any way act thereon.

(Submitted by the Planning Board and Board of Selectmen)

The Warrant Committee will report orally on the article.

**Two-thirds vote required for passage.** Yes \_\_\_ No \_\_\_

**Article 27 was approved by more than Two-thirds majority.**

**ARTICLE 28: UNDERWOOD POOL AND PLAYGROUND BUILDING COMMITTEE**

To see if the Town will vote to establish an Underwood Pool and Playground Building Committee for the purpose of constructing a new public swimming pool and related recreational facilities; to authorize the Town Moderator to appoint an Underwood Pool and Playground Building Committee to oversee the design and construction of said project; to authorize said Underwood Pool and Playground Building Committee to enter into contracts and take all actions necessary to carry out the schematic level design; or in any way act thereon.

*This article seeks to appoint an Underwood Pool and Playground Building Committee to develop a design for a new Underwood Pool and Playground, including a new public swimming pool, bathhouse, park and a potential new athletic field. There are continuing discussions on the scope of this project.*

(Submitted by the Board of Selectmen)

The Warrant Committee and Capital Budget Committee will report orally on the article.

**Majority vote required for passage.** Yes \_\_\_ No \_\_\_

**Article 28 was adopted as twice amended. See transcript.**

**ARTICLE 29: APPROPRIATION FOR UNDERWOOD POOL AND PLAYGROUND**

To see if the Town will vote to appropriate a sum of money to fund Project Design Services for the Underwood Pool and Playground, including the public swimming pool and related recreational facilities;

including expenses related to this project; and to determine whether such sum shall be raised by borrowing or otherwise and by whom expended, or in any way act thereon.

*This article seeks authorization to appropriate up to \$385,000 for Project Design Services for the Underwood Playground, including a new public swimming pool at Concord Avenue. There are continuing discussions on the scope of this project, including the possibility of relocating the swimming pool on the site and relocating the Belmont High School athletic field to the Underwood Playground. Funding for this design has been approved by the Community Preservation Act (“CPA”) Committee under Article 26. This Article provides an opportunity to consider alternative funding if CPA funds are not approved for this project.*

(Submitted by the Board of Selectmen)

The Warrant Committee and Capital Budget Committee will report orally on this article.

**Majority vote required for passage (two-thirds for borrowing). Yes \_\_\_ No \_\_\_**

**Article 29 was dismissed unanimously.**

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**ARTICLE 30: ZONING BY-LAWS - INTERIM CONTROLS FOR MEDICAL MARIJUANA USES**

To see if the Town will vote to amend the Zoning By-Laws by inserting a new Section 9.0, ‘Interim Controls for Medical Marijuana Uses’, at the end of the Zoning By-Laws, as follows:

**“9.0 INTERIM CONROLS FOR MEDICAL MARIJUANA USES**

**9.1 Purpose**

This Section 9 is intended to provide restrictions that will allow the Town adequate time to consider whether to allow facilities associated with the medical use of marijuana, to the extent that such facilities are permitted under state laws and regulations, and, if so, where and under what conditions. Given that a law permitting the medical use of marijuana in the Commonwealth of Massachusetts became effective January 1, 2013, and that the Massachusetts Department of Public Health has yet to promulgate the regulations by which facilities that produce or dispense medical marijuana shall be registered and administered, a restriction on the establishment of such facilities in Belmont shall provide the opportunity to study their potential impacts on adjacent uses and on general public health, safety and welfare, and to develop zoning and other applicable regulations that appropriately address these considerations consistent with statewide regulations and permitting procedures.

**9.2 Definition**

A “Medical Marijuana Treatment Center” means a not-for-profit entity, as defined by Massachusetts law only, registered with the Massachusetts Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers.

**9.3 Interim Restriction**

9.3.1 The use of land or structures for a Medical Marijuana Treatment Center shall not be permitted in any zoning district, including any overlay district, in the Town of Belmont so long as this Section 9 is effective as set forth in Section 9.5 below.

9.3.2 The cultivation, processing, storage, sale, distribution and dispensing of marijuana, products containing or derived from marijuana or related products shall not be permitted in

any zoning district, including any overlay district, in the Town of Belmont so long as this Section 9 is effective as set forth in Section 9.5 below.

9.3.3 Use variances shall be strictly prohibited.

**9.4 Exclusion of Accessory Uses**

In no case shall the acquisition, cultivation, possession, processing, transference, transportation, sale, distribution, dispensing, or administration of marijuana, products containing or derived from marijuana, or related products be considered accessory to any use.

**9.5 Expiration**

This Section 9.0 shall expire on the earlier of either June 30, 2014, or until such future time that the Belmont Town Meeting enacts superseding zoning regulations that set forth the allowed locations, dimensional, parking and other requirements applicable to medical marijuana uses.

**9.6 Severability**

The provisions of this article are severable and, in the event that any provision of this article is determined to be invalid for any reason, the remaining provisions shall remain in full force and effect.”

or in any way act thereon.

(Submitted by the Planning Board)

The Planning Board will report orally on this article.

**Two-Thirds vote required for passage.**

**Yes\_\_\_\_\_ No\_\_\_\_\_**

**Article 30 was approved by more than Two-Thirds Majority**

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**ARTICLE 31: ZONING BY-LAWS - RELIGIOUS AND MUNICIPAL BUILDING PRESERVATION**

To see if the Town will vote to amend the Zoning By-Laws of the Town of Belmont by inserting a new Section 6.12, ‘Religious and Municipal Building Preservation’, at the end of Section 6 as follows:

**“6.12 Religious and Municipal Building Preservation**

**6.12.1 Purpose**

The purpose of this Section is to promote the preservation of Religious and Municipal Buildings by permitting their adaptive reuse for residential or commercial use (or combination thereof) that may not otherwise be permitted under this Zoning By-Law.

**6.12.2 Buildings Eligible Under this By-Law**

A Religious or Municipal Building located in any zoning district is eligible for a Special Permit under this Section 6.12 if:

- a) The building, or at least one of the buildings located on the property, was always used for religious or municipal purposes; and
- b) The Religious or Municipal Building was originally constructed prior to 1950.

**6.12.3 Uses Allowed by Special Permit**

The Planning Board may grant a Special Permit to allow a Religious or Municipal Building, as identified under Section 6.12.2, to be used for other residential or commercial uses (or any combination thereof) than otherwise would be allowed in the underlying zoning district.

#### **6.12.4 Incentives for Preservation**

In order to permit the adaptive reuse of Religious or Municipal Buildings, the Planning Board may grant a Special Permit to:

- a) Reduce the on-site parking requirements;
- b) Modify Inclusionary Housing requirements of Section 6.10; and
- c) Increase, within the existing buildings, the number of stories and dwelling units allowed by the underlying zoning district.

#### **6.12.5 Special Permit Procedure**

- a) An Application for a Special Permit under this Section shall comply with the procedures and requirements set forth in Section 7.4 of this Zoning By-law.
- b) Applicants are encouraged to meet informally with the Planning Board and Historic District Commission to discuss the proposal prior to submittal of a formal Application.
- c) Upon receipt of an Application, the Planning Board shall forward a copy of the Application to the Historic District Commission for its review and recommendations concerning the proposed exterior treatments of the Religious or Municipal Buildings, including such things as windows, roofing and siding materials, and landscaping. Such recommendations shall include:
  - 1) the Commission's assessment as to whether the proposed exterior alterations would adversely affect the historic landscape or the architectural and historic integrity of the principal historic building itself; and
  - 2) specific conditions which the Commission believes should be imposed on the Special Permit in order to prevent any adverse effects and promote appropriate rehabilitation as provided for in the Secretary of the Interior's Standards for Rehabilitation (36 CFR Part 67).

The Historic District Commission shall hold a public hearing and make recommendations to the Planning Board within thirty-five (35) days of the Commission's receipt of the Application. Otherwise, the Application shall be deemed approved by the Historic District Commission.

- d) Upon receipt of an Application, the Planning Board shall forward a copy of the Application to the Belmont Housing Trust for its review and recommendations concerning Inclusionary Housing. The Belmont Housing Trust shall make recommendations to the Planning Board within thirty-five (35) days of the Commission's receipt of the Application. Otherwise, the Application shall be deemed approved by the Belmont Housing Trust.
- e) The Planning Board may grant a Special Permit for development of a Religious and Municipal Building if it finds that the conditions for approval for Special Permits set forth in Section 7.4.3 of this Zoning By-Law have been met.
- f) In granting a Special Permit under this Section 6.12, the Planning Board shall require that a perpetual preservation restriction on the Religious or Municipal Building be granted to the Town

or other appropriate body or preservation organization under the provisions of Massachusetts General Laws, Chapter 184, Section 31. The form of such preservation restriction shall be subject to review and approval by Town Counsel.

**6.12.6 Nonconforming Buildings**

Any exterior or interior alteration to a preexisting nonconforming Religious or Municipal Building made pursuant to a Special Permit issued under this Section shall be deemed not to constitute an "alteration to provide for a substantially different purpose or for the same purpose in a substantially different manner or to a substantially greater extent" requiring consideration and a Special Permit by the Board of Appeals under Section 1.5.3.

**6.12.7 Rules and Regulations**

The Planning Board shall be charged with administering this By-Law and may promulgate rules and regulations to implement its provisions."

or in any way act thereon.

(Submitted by the Planning Board)

The Planning Board will report orally on this article.

**Two-thirds vote required for passage.**

**Yes** \_\_\_ **No** \_\_\_

**Article 31 was approved by more than Two-Thirds Majority.**



Given under our hands this **8th** day of **April, 2013**.

**BOARD OF SELECTMEN**

\_\_\_\_\_  
Mark A. Paolillo, Chair

\_\_\_\_\_  
Andrés T. Rojas

\_\_\_\_\_  
Ralph T. Jones

NOTE: ANNOTATIONS INSERTED IN **BOLD** REFLECT THE VOTES OF TOWN MEETING. PLEASE REFER TO SPECIFIC MOTIONS AND TRANSCRIPT FOR LEGAL RESULTS.



**TOWN OF BELMONT  
2013 SPECIAL TOWN MEETING**

**MAY 29, 2013**

**LIST OF PROPOSED WARRANT ARTICLES**

ARTICLE 1	Reports
ARTICLE 2	Amend General By-Laws Repeals
ARTICLE 3	Amend General By-Laws: Reorganize and Renumber
ARTICLE 4	Amend General By-Laws: General Recodification
ARTICLE 5	Amend General By-Laws: Recodification of Chapter 10
ARTICLE 6	Amend General By-Laws: Recodification of Chapter 20
ARTICLE 7	Amend General By-Laws: Recodification of Chapter 30
ARTICLE 8	Amend General By-Laws: Recodification of Chapter 40
ARTICLE 9	Amend General By-Laws: Recodification of Chapter 60
ARTICLE 10	Amend General By-Law: Stormwater Management & Erosion Control
ARTICLE 11	New General Bylaw: Residential Snow Removal
ARTICLE 12	Appropriation: Insurance Proceeds
ARTICLE 13	Appropriation: BAN Premiums
ARTICLE 14	Amend FY13 Budget (If Needed)
ARTICLE 15	Easement: Trapelo Road
ARTICLE 16	Authorization to Transfer Property (Belmont Municipal Light Department)
ARTICLE 17	Amend Zoning Bylaw: Inclusionary Housing
ARTICLE 18	Citizen Petition: Demolition Moratorium

NOTE: ANNOTATIONS INSERTED IN **BOLD** REFLECT THE VOTES OF TOWN MEETING. PLEASE REFER TO SPECIFIC MOTIONS AND TRANSCRIPT FOR LEGAL RESULTS.



**TOWN OF BELMONT  
WARRANT FOR 2013 SPECIAL TOWN MEETING  
MAY 29, 2013  
COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

To either of the Constables in said County:

Greetings:

In the name of the Commonwealth of Massachusetts you are required to notify and warn the Inhabitants of the Town of Belmont, qualified as the law requires to vote in elections and Town Affairs, to meet at the **Belmont High School Auditorium** on **WEDNESDAY, MAY 29, 2013, at 7:00 P.M.**, and to notify and warn the Town Meeting Members to meet and act at said time and place on the following Articles, viz:

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**ARTICLE 1:**

**REPORTS**

To hear the report of the Selectmen and other Town Officers. To hear the report of any Committee heretofore appointed and to act thereon.

*This article allows the Board of Selectmen and other town officers, boards and committees to report orally to the Town Meeting on appropriate matters not otherwise appearing on the Warrant. This article stays "on the table" throughout the Town Meeting to allow town officials and committees to report when necessary.*

**Majority vote required for passage.**

**Yes**\_\_\_ **No**\_\_\_

**Article 1 was approved unanimously**

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**ARTICLE 2:**

**AMEND GENERAL BY-LAWS: REPEALS**

To see if the Town will vote to amend the General Bylaws of the Town of Belmont by repealing: § 28.9, regarding fees for kennel licenses; § 28.10, requiring kennel owners to apply for a license within 30 days of the bylaw's approval; § 24.6.3, providing registration fees for alarms; § 24.14, fees for appeals to the Alarm Appeal Board; and, § 22.3, providing a fee schedule for flammable fluids, solids and gases; or in any way act thereon.

*This article deletes the sections of the Town Bylaws that are not being carried forward into the reorganization of the Bylaws that is the subject of the next series of warrant articles.*

The By-Law Review Committee will report on the article.

**Majority vote required for passage.**

**Yes**\_\_\_ **No**\_\_\_

**Article 2 was adopted unanimously.**

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**ARTICLE 3: AMEND GENERAL BY-LAWS: REORGANIZE AND RENUMBER**

To see if the Town will vote to reorganize and renumber the General Bylaws of the Town by (a) designating the General Bylaws as Part I, Chapters 10 through 60; (b) renumbering each section of each bylaw accordingly; and (c) updating internal references to reflect the new organization and numbering, all as set forth in the document on file in the office of the Town Clerk titled "General Bylaws of the Town of Belmont, Massachusetts" dated May 2013, or in any way act thereon.

The By-Law Review Committee will report on the article.

**Majority vote required for passage.**

Yes\_\_\_\_ No\_\_\_\_

**Article 3 was adopted unaniomously.**

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**ARTICLE 4: AMEND GENERAL BY-LAWS: RECODIFICATION**

To see if the Town will vote to adopt the following changes to the General Bylaws wherever the following words or phrases appear:

- A. To standardize references to the Massachusetts General Laws to the following format: MGL c. \_\_\_\_, § \_\_\_\_.
- B. To change "by-law" to "bylaw."
- C. To update the terms "Chairman" and "Chairperson" to "Chair."
- D. To change "their" to "its" when referring to the Board of Selectmen.
- E. To present numbers in a consistent manner, so that numbers one though nine are spelled out as words; numbers 10 and higher are cited in numeric form only; and all monetary amounts, fractions, decimals, degrees and percentages are cited in numeric form only.
- F. To change "non-criminal" to "noncriminal".

or in any way act thereon.

The By-Law Review Committee will report on the article.

**Majority vote required for passage.**

Yes\_\_\_\_ No\_\_\_\_

**Article 4 was adopted unanimously.**

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**ARTICLE 5: AMEND GENERAL BY-LAWS: RECODIFICATION OF CHAPTER 10**

To see if the Town will vote to adopt the following change to Chapter 10, General Provisions, of the General Bylaws:

- A. Section 10-115B, C and D are added to read as follows:
  - B. Words importing the singular number may extend and be applied to several persons or things, words importing the plural number may include the singular, and words of one gender may be construed to include the other gender and the neuter.
  - C. Headings and captions are for reference purposes only as an editorial aid to the reader and are not substantive provisions of the bylaws. They are not legally adopted parts of the bylaws as voted by Town Meeting and shall not be used in the interpretation of the bylaws.

D. Historical information (adoption and approval dates) and cross-references appearing in brackets and footnotes are not part of the bylaws and have been inserted for reference purposes only.

B. Section 10-120 is amended as follows: "Any person violating any provision of the General Bylaws shall be subject to a fine of \$100 for each offense, unless the bylaw specifically provides for a different amount."

or in any way act thereon.

The By-Law Review Committee will report on the article.

**Majority vote required for passage.**

Yes\_\_\_\_ No\_\_\_\_

**Article 5 was adopted.**

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**ARTICLE 6: AMEND GENERAL BY-LAWS: RECODIFICATION OF CHAPTER 20**

To see if the Town will vote to adopt the following changes to Chapter 20, Elected Officials, of the General Bylaws:

- A. Section 20-215A (Town Clerk, Town Election) is amended to add the following underlined wording: "Not later than 60 days before the date of the Annual Town Election at which the term of office of any Town Meeting Members will expire, the Town Clerk shall notify all such Town Meeting Members of the expiration date of their term and shall make available to them a form of written notice of their intent to run for reelection pursuant to the provisions of MGL c. 53, § 10.
- B. Section 20-305B (Treasurer, Licenses and Permits) is amended as follows: "Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party."
- C. Section 20-305E (Treasurer, Licenses and Permits) is amended to delete the following wording: "bicycle permits (Chapter 85, Section 11A)." [Section 11A of MGL c. 85 was repealed in 2008.]

or in any way act thereon.

The By-Law Review Committee will report on the article.

**Majority vote required for passage.**

Yes\_\_\_\_ No\_\_\_\_

**Article 6 was adopted unanimously.**

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**ARTICLE 7: AMEND GENERAL BY-LAWS: RECODIFICATION OF CHAPTER 30**

To see if the Town will vote to adopt the following changes to Chapter 30, Town Meetings, of the General Bylaws:

Section 30-115 (Procedural Rules) is amended to change "subject to the following provisions of this Article" at the end of the opening sentence to "subject to the following provisions of this section."

or in any way act thereon.

The By-Law Review Committee will report on the article.

**Majority vote required for passage.**

Yes\_\_\_\_ No\_\_\_\_

**Article 7 was adopted unanimously.**

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**ARTICLE 8: AMEND GENERAL BY-LAWS: RECODIFICATION OF CHAPTER 40**

To see if the Town will vote to adopt the following changes to Chapter 40, Boards, Commissions and Committees, of the General Bylaws:

- A. Section 40-100B (General Provisions) is amended to delete "shall mean" from the beginning of each definition.
- B. Section 40-115D (Officers; records; annual report; conduct) is amended to change "open meeting laws" to "Open Meeting Law."
- C. Section 40-200I(6)(b) (Board of Selectmen) is amended as follows: "Any person violating any provision of Subsection I(6) or any rule, order, or regulation adopted under Subsection I(6)(a) shall be punished by a fine of \$200 for each offense."
- D. The following section of the 1981 bylaws is repealed: § 4.14, regarding the appointment of a sealer by the Board of Selectmen and setting the fees of the sealer.
- E. Section 40-305C(4) and (5) (Council on Aging) are amended to move the word "and" from the end of Subsection C(4) to the end of Subsection C(5) and to change the period at the end of Subsection C(5) to a semicolon.
- F. Section 40-310B (Disability Access Commission) is amended as follows:

The Disability Access Commission shall consist of seven regular and two alternate members appointed by the Board of Selectmen. A majority of the Commission members, including a majority of the regular members, shall consist of people with disabilities, one regular member shall be a member of the immediate family of a person with a disability, and one regular member shall be an elected or appointed official of the Town. The terms of regular and alternate members shall be three years and arranged so that the terms of 1/3 of the members expire each year. Upon the expiration of the term of a member, that member or a successor shall be appointed to a term of a duration which is consistent with the foregoing provisions of this subsection.

- G. Section 40-315F (Historic District Commission) is amended to change "or this Article" to "or this section."
- H. Section 40-315H (Historic District Commission) is amended as follows: "In case any subsection, paragraph or part of this section is for any reason declared invalid or unconstitutional by any court, every other subsection, paragraph or part shall continue in full force and effect."
- I. Section 40-320B (Planning Board) is amended to change "Building Inspector" to "Inspector of Buildings."
- J. Section 40-325H (Recreation Commission) is amended to change "Article 18 of the General By-Laws" to "this section" and to add the following underlined wording in Subsection H(2): "An enforcing person taking cognizance of a violation of any rule or regulation adopted under Subsection H shall give the offender a written notice to appear before the Clerk of the District Court having jurisdiction thereof for the noncriminal disposition thereof in accordance with the provisions of § 21D."
- K. Section 40-400G (Bylaw Review Committee) is amended to add the following underlined wording: "The Committee shall assist the Town Clerk in preparing the publication from time to time of appendices and supplements to the General Bylaws, including all amendments and additions thereto."
- L. Section 40-400H (Bylaw Review Committee) is amended to change "any provision of this Article" to "any provision of this section."

M. Section 40-410A (Community Preservation Committee) is amended to change "this Article" to "this section."

N. Section 40-410E (Community Preservation Committee) is amended as follows: "At all times this section shall be interpreted and implemented in a manner consistent with the Act, as amended. In case any subsection, paragraph or part of this section is for any reason declared invalid or unconstitutional by any court of last resort, every other subsection, paragraph or part shall continue in full force and effect."

O. Section 40-420D (Permanent Building Advisory Committee) is amended to change "currently in progress at the time this bylaw is adopted" to "in progress as of December 13, 1999."

P. Section 40-425F (Warrant Committee) is amended to change "this Article" to "this section."

or in any way act thereon.

The By-Law Review Committee will report on the article.

**Majority vote required for passage.**

**Yes** \_\_\_\_ **No** \_\_\_\_

**Article 8 was adopted unanimously.**

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**ARTICLE 9: AMEND GENERAL BY-LAWS: RECODIFICATION OF CHAPTER 60**

To see if the Town will vote to adopt the following changes to Chapter 60, Public Health, Safety, Welfare and Environmental Protection, of the General Bylaws:

- A. Section 60-105 (Tobacco Products) is amended to delete "is defined as" from the beginning of each definition.
- B. Section 60-200(A) (Pets and Other Animals) is amended to change "aged" to "age" and Section 60-200A(3) is amended to delete the last sentence as follows: "A special breeder's license shall be obtained for any dog or cat with respect to which a statement is presented that a decision has been made not to spay or neuter."
- C. Section 60-205A (Kennels) is amended to change "this article" to "this section"; to delete "shall mean" from the definitions of "kennel," "kennel license" and "kennel inspector"; to delete "shall be" from the definition of "licensing period"; and to move the following sentence, which was presented as a definition of "veterinary hospital," to the end of the definition of "kennel": "A veterinary hospital shall not be deemed to be a kennel, nor shall it be entitled to be so licensed, under this section."
- D. Section 60-205B(2)(g) (Kennels) is amended to change "this Article 28" to "this section."
- E. Section 60-205H (Kennels) is amended to correct the reference to MGL c. 140, § 136C, to MGL c. 140, § 137C.
- F. Section 60-300C(2) (Alarms) is amended to change "Chief of Police" to "Police Chief."
- G. Section 60-300E (Alarms) is amended as follows: "Each alarm user shall register his alarm device or devices with the administrator prior to use and annually as described below."
- H. Section 60-300H(1) (Alarms) is amended as follows: "No automatic dial alarm may be installed without the prior approval of the administrator."

- I. Section 60-300P (Alarms) is amended to change "this ordinance" to "this section" in Subsection P(2) and to revise the opening sentence as follows: "Any person who performs or causes to be performed any one of the following acts shall be subject to a fine of \$100 for each such act:"
- J. Section 60-300Q(4) (Alarms) is amended to add the following underlined wording: "The Administrator shall take reasonable steps to inform the alarm user in advance that responses will be discontinued or the master box will be disconnected and the actions that the alarm user must take in order to prevent alarm response from being discontinued or the master box from being disconnected."
- K. Section 60-310C (Stretch Energy Code) is amended to add the word "or" as follows: "The Stretch Energy Code applies to residential and commercial buildings. Buildings not included in this scope shall comply with 780 CMR 13 or 34, 61 or 93, as applicable."
- L. Sections 60-310E(1) (Stretch Energy Code) and 60-805A (Vehicles and Parking) are amended to change "this Article" to "this section."
- M. Section 60-400 (Door to Door Solicitation and Canvassing, Purpose) is amended as follows: "This article establishes registration requirements and specific operational requirements for persons intending to engage in door-to-door canvassing or solicitation in the Town of Belmont in order to protect its citizens from disruption of the peaceful enjoyment of their residences and from the perpetration of fraud or other crimes and to allow for reasonable access to residents in their homes by persons or organizations who or which wish to communicate either commercial or noncommercial messages."
- N. Section 60-405 (Door to Door Solicitation and Canvassing, Definitions) is amended to change "shall mean and include" to "includes" in the definitions of "soliciting," "canvassing" and "residence" and to delete "shall mean" from the definition of "registered solicitor."
- O. Section 60-410 (Door to Door Solicitation and Canvassing, Registration) is amended as follows:
  - 1) In the first sentence: "Every person or organization intending to engage in soliciting or canvassing door to door in the Town of Belmont must file a registration application form with the Police Chief."
  - 2) In § 60-410A(6): "Names of the last three communities (if any) in which the organization has conducted a solicitation or canvassing operation, complete with the date of issue and expiration date of any permit or registration issued by those communities;"
  - 3) In § 60-410B(5): "Name of the last three communities (if any) in which the applicant has solicited or canvassed door to door, complete with the date of issue and expiration date of any permit or registration issued by those communities;"
- P. Section 60-440 (Door to Door Solicitation and Canvassing, Violations and Penalties) is amended to change "Chief of Police" to "Police Chief" in Subsection B and to revise Subsection A as follows: "Any person or organization who or which shall violate any of the provisions of this bylaw or any applicable state or federal laws governing soliciting or canvassing, including but not limited to MGL c. 68, shall be subject to a of \$300 for each offense."
- Q. Section 60-605 (Noise, Definitions) is amended to delete "shall mean" from the beginning of each definition.
- R. Section 60-645B (Noise, Manner of Enforcement) is amended as follows: "Subsequent violations shall result in the immediate filing of a complaint."

- S. Section 60-800A (Streets and Sidewalks, Public Ways, Sidewalks and Rights-of-Way) is amended to add the word "or" as follows: "No person, other than an authorized Town agent, shall place or throw or cause to be placed or thrown onto any public sidewalk, street, fire hydrant, or highway or upon any of the common lands of the Town any snow, dirt, gravel or foreign substance, including excrement or noxious or slippery liquids or material, or suffer the same to remain thereon after being notified by a police officer to remove the same."
- T. Section 60-805E(1) (Streets and Sidewalks, Handicapped Parking) is amended to change "not less than" to "not fewer than."
- U. Section 60-805E(2) ( Streets and Sidewalks, Handicapped Parking) is amended to replace "and shall be 12 feet wide or two eight-foot wide areas with four feet of cross hatch between them" with the following wording from MGL c. 40, § 21, Clause (23)(b):  
  
and shall be at least eight feet wide, not including the cross hatch access aisle as defined by the Architectural Access Board established in MGL c. 22, § 13A. The cross hatch access aisle abutting a handicapped parking space shall be considered part of the handicapped parking space to which it abuts to provide individuals who use wheelchairs or other mobility aids with sufficient space to enter and exit their vehicles. No person shall park in the cross hatched access aisle.
- V. Section 60-805E(4) (Streets and Sidewalks, Handicapped Parking) is amended to change the fine from \$50 to \$100 [the minimum fine prescribed by MGL c. 40, § 21, Clause (24)].
- W. Section 60-805G ( Vehicles and Parking, Violations and Enforcement) is amended to change "this Article 21" and "this Article" to "this section" and to add the following underlined wording: "The penalty for such violation shall be \$50 for each offense, except that the penalty for a violation of Subsection E(3) shall be \$100 for each offense."
- X. Section 60-810C(1) and (2) (Newsracks, Permit) are amended to change "the effective date of this bylaw" to "August 24, 2001."
- Y. Section 60-810E(1)(b) (Newsracks, Enforcement) is amended as follows: "If the administrator determines that the violation has not been corrected by the date for compliance, the administrator may initiate removal proceedings in accordance with the provisions of Subsection E(2) and may assess a fine in accordance with provisions of Subsection F."
- Z. Section 610-810F(2), (3) and (4) (Newsracks, Violations and Penalties) are amended to change "this Article 27" to "this section."

or in any way act thereon.

The By-Law Review Committee will report on the article.

**Majority vote required for passage.**

**Yes**\_\_\_\_ **No**\_\_\_\_

**Article 9 was adopted unanimously as amended (including Notes and Errata). See transcript**

**ARTICLE 10:**

**AMEND GENERAL BY-LAWS: ARTICLE 34  
STORMWATER MANAGEMENT AND EROSION CONTROL**

To see if the Town will vote to amend Article 34 of the Town Bylaws, Stormwater Management and Erosion Control Bylaw, which article was added to the Town Bylaw pursuant to Article 23 of the Annual Town Meeting on May 8, 2013, as follows:

1. Amend Section 34.2 by adding, after the definition of "Stormwater Management Standards," the following definition:

"SUBSTANTIAL DEMOLITION – The demolition of at least 50% of an existing principal structure, measured by the area of the footprint of the structure on the lot."

and;

2. Amend Section 34.6.2 (Exempt Activities) by replacing the first sentence with the following:

"Activity on lots with one, two or three dwelling units existing as of the effective date of this Article, except for activity on any such lot associated with the substantial demolition of such dwelling unit(s) and activity on such lot thereafter, shall be exempt from Sections 34.4 and 34.6."

And further that the Bylaw Review Committee may approve non-substantive changes to the numbering of this bylaw in order that it be in compliance with the numbering format of the General Bylaws of the Town of Belmont.

or in any way act thereon.

(Submitted by the Board of Selectmen)

The By-Law Review Committee will report on the article.

**Majority vote required for passage.**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Article 10 adopted unanimously.**

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**ARTICLE 11: NEW GENERAL BY-LAW: RESIDENTIAL SNOW REMOVAL**

To see if the Town will vote to amend Article 20 of the General Bylaws of the Town of Belmont by renumbering 20.15 to 20.16 and then by inserting a new Section 20.15 to provide for Residential Snow Removal; to read as follows:

**Proposed Residential Snow Removal Bylaw**

**20.15** Any owner of residential property bordering on a street where there is a paved sidewalk shall be responsible for the removal of all snow and ice to the extent practicable down to the sidewalk's natural surface and otherwise treat the sidewalk as necessary to prevent slipping. This responsibility shall be subject to the following terms and conditions:

**20.15.1** The removal and treatment of snow shall be accomplished within twenty-four (24) hours after the snow has ceased to fall. Treatment of sidewalks shall be accomplished within 24 hrs after ice has formed.

**20.15.2** Snow and ice shall be removed from all portions of sidewalks to a width of 36 inches or in the case of sidewalks narrower than 36 inches to their full width.

**20.15.3** The Board of Selectmen shall adopt rules and regulations providing for exemptions from the requirements of this Section 20.15 for persons for whom compliance would constitute a hardship.

**20.15.4** Violation of this Section shall be disposed of in the discretion of the Office of Community Development. The provisions of this Section may be enforced by non-criminal disposition as provided in Chapter 40, Section 21D of the General Laws ("Section 21D"). The penalty for such violation shall be: First offense within a winter period - \$100; Second offense - \$200; Third offense and each succeeding offense - \$300.

**20.16** In addition to the provisions for enforcement described above, the provisions of Sections 20.1, 20.2, 20.4.1, 20.5.1, 20.7, 20.9, 20.12, 20.13 and 20.14 and of this Article 20 and any regulations promulgated thereunder may also be enforced by non-criminal disposition as provided in Chapter 40, Section 21D of the General Laws ("Section 21D"); provided, however, that an enforcing person taking cognizance of such a violation shall give the offender a written notice to appear before the clerk of the district court having jurisdiction thereof in accordance with the provisions of Section 21D. The penalty for such violation shall be \$300 for each offense. Each day or part thereof shall constitute a separate offense.

"Enforcing person" as used in this Section shall mean any police officer of the Town, the Director of Public Works and any other Town employee designated by the Board of Selectmen as an enforcing person.

or in any way act thereon.

(Submitted by the Board of Selectmen)

*This article would require that owners of residential property with paved sidewalks remove snow and ice within 24 hours to provide safe pedestrian passage. Violations would be subject to a non-criminal fine. The Board of Selectmen will adopt rules and regulations to determine hardship exemptions.*

The By-Law Review Committee will report on the article.

**Majority vote required for passage.** Yes\_\_\_\_ No\_\_\_\_  
**Article 11 was dismissed unanimously.**

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**ARTICLE 12: APPROPRIATION: INSURANCE PROCEEDS**

To see if the Town will vote to appropriate a sum of money from insurance proceeds in excess of \$20,000, in accordance with General Laws Chapter 44, Section 53; to reimburse departmental accounts used to pay for insured losses, or in any way act thereon.

(Submitted by the Town Accountant and Board of Selectmen)

The Warrant Committee will report on the article.

**Majority vote required for passage.** Yes\_\_\_\_ No\_\_\_\_  
**Article 12 was dismissed unanimously.**

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**ARTICLE 13: APPROPRIATION: BAN PREMIUMS**

To see if the Town will vote to appropriate, from Free Cash, the premium, net of issuance costs, paid to the Town in FY12, upon the sale of Bond Anticipation Notes ("BANs") for the Light Department's substation project, to pay costs of the project being financed or to reduce the amount authorized to be borrowed for such project, by the same amount; or in any way act thereon.  
(Submitted by the Town Treasurer)

*This article seeks to appropriate a sum of money from available free cash to reimburse the Belmont Municipal Light Department for premiums received by the Town in Fiscal Year 2012 for the sale of Bond Anticipation Notes related to the Light Substation Project.*

The Warrant Committee will report on the article.

**Majority vote required for passage.** Yes\_\_\_\_ No\_\_\_\_

**Article 13 was approved unanimously.**

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**ARTICLE 14:****AMEND FY13 BUDGET**

To see if the Town will vote to amend its actions under Article 4 of the Annual Town Meeting (the Budget), by transferring sums between departments and/or categories within departments; or from available funds (Free Cash) or in any way act thereon.

(Submitted by the Board of Selectmen)

*This article amends the current General Fund Budget for Fiscal Year 2013 (July 1, 2012 through June 30, 2013) as voted by Town Meeting on May 14, 2012. This is a standard article that is necessary to authorize the transfer of funds between functions, if needed, due to unanticipated and unforeseen expenses during the fiscal year.*

The Warrant Committee will report on the article.

**Majority vote required for passage.**

**Yes**\_\_\_\_ **No**\_\_\_\_

**Article 14 was dismissed unanimously.**

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**ARTICLE 15:****EASEMENT: TRAPELO ROAD**

To see if the Town will vote to authorize the Board of Selectmen to enter into an agreement with 307 Trapelo LLC, the owner of the property at 307 Trapelo Road in Belmont, modifying the easement reserved in and under said property by the Town for drainage and storm sewer purposes in a deed recorded as Document No. 477408 in the Middlesex South District Registry of Deeds, so as to make the easement conform to the actual placement of drainage pipes and related structures in and under said property, including the authorization to accept additional easement rights or to release existing easement rights in said property, all on such terms and conditions as the Board of Selectmen may deem appropriate.

Or in any way act thereon.

(Submitted by the Board of Selectmen)

The Warrant Committee will report on the article.

**Majority vote required for passage.**

**Yes**\_\_\_\_ **No**\_\_\_\_

**Article 15 was approved unanimously.**

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**ARTICLE 16****AUTHORIZATION TO TRANSFER PROPERTY**

To see if the Town will vote to transfer the care, custody, management and control of the following real property, now held for municipal electric purposes, from the Board of Selectmen acting as Municipal Light Board to said Municipal Light Board for municipal electric purposes and for the purpose of conveyance:

1. The land with all buildings and improvements now or hereafter constructed therein, thereunder or thereon, known as 20 Flanders Road, Belmont, and described in the deed to the Town from Peter A. Spinelli and Jayne M. Savage, Trustees of 20 Flanders Road Realty Trust, dated December 31, 2012, recorded with the Middlesex South District Registry of Deeds in Book 60866, Page 406; and
2. The exclusive easement in gross with all improvements now or hereafter constructed therein, thereunder or thereon as described in the Easement Agreement between Massachusetts Bay

Transportation Authority and Town of Belmont, dated December 21, 2012 and recorded with said Deeds in Book 60825, Page 483;

and to authorize said Municipal Light Board, on such terms and conditions and for such consideration as it may deem appropriate, to convey all or any portion of, or any easement or right in, said properties;

and further to authorize the Municipal Light Board to acquire by gift, purchase or eminent domain such easements on any land abutting the 20 Flanders Road property as may be needed in connection with the demolition of the building now located at 20 Flanders Road or the construction of a new electric substation upon the 20 Flanders Road property,

or in any way act thereon.

(Submitted by the Belmont Municipal Light Department and Belmont Light Board)

The Warrant Committee and Capital Budget Committee will report on the article.

**Majority vote required for passage.**

**Yes** \_\_\_ **No** \_\_\_

**Article 16 was approved unanimously.**

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**ARTICLE 17**

**AMEND ZONING BYLAW: INCLUSIONARY HOUSING**

To see if the Town will vote to amend the Zoning By-Laws by deleting Section 6.10, 'Inclusionary Housing' in its entirety and inserting a new Section 6.10, 'Inclusionary Housing', as follows:

**6.10 Inclusionary Housing**

**6.10.1 Purpose**

The purposes of this Section are to encourage the expansion and upgrade of the Town's affordable housing stock, in order to provide for a full range of housing choices for households of all incomes, ages and sizes; to prevent the displacement of low- to moderate-income Town residents; to increase the production of Affordable Units to meet existing and anticipated employment needs within the Town; to establish standards and guidelines in order to implement the foregoing; and to meet the requirements of MGL c. 40B and the Local Initiative Program.

**6.10.2 Definitions**

For purposes of this Section 6.10 of the Zoning By-Law, capitalized words shall mean as defined elsewhere in this By-Law or as defined below:

**Affordable Housing Trust Fund** - An account established and operated for the exclusive purpose of creating or preserving affordable housing in the Town. The Affordable Housing Trust Fund may be used for the following purposes within the Town: the purchase and improvement of land and Housing Units for the development of new and/or rehabilitated Housing Units for purchase or rental by Qualified Affordable Housing Purchasers or Tenants or to preserve existing affordable housing. Expenditures from the Affordable Housing Trust Fund shall be authorized by a majority vote of the Belmont Housing Trust.

**Affordable Housing Unit** - A Housing Unit that by Deed Restriction is and shall remain affordable to and occupied by a Qualified Affordable Housing Unit Purchaser or Tenant, and is eligible for inclusion in the Chapter 40B Subsidized Housing Inventory through the Local Initiative Program.

**Belmont Resident** – Since there is a “local preference” for some of the Affordable Housing Units, the people or households that may qualify for the local preference must be Belmont Residents, defined as follows:

- a. an individual or family maintaining a primary residence within the Town of Belmont; or
- b. an individual who is employed at least 30 hours per week within the Town of Belmont; or
- c. a parent or guardian with children attending the Town of Belmont Public Schools.

**Comparable Unit** - When used with respect to quality, character, and room size, means that there are sufficient features in common between the Affordable Housing Unit and the Market Rate Housing Unit so as to render the units similar in nature. Moreover, while the actual design or finishes provided in the Affordable Housing Units versus the Market Rate Housing Unit may differ in a non-material fashion and still constitute Comparable Units, the same amenities proposed for the Market Rate Housing Unit must be provided for the Affordable Housing Units, including without limitation full kitchen, full bath, and parking. Further, the actual room size for the Affordable Housing Unit may not differ in any significant manner to that of the Market Rate Housing Unit.

Notwithstanding the foregoing, when used with respect to external appearance, location and bedroom distribution, means that the external appearance of the Affordable Housing Unit and the Market Rate Housing Unit must be so similar in nature so as to render them indistinguishable while the location of the Affordable Housing Units and the bedroom distribution of such units must be no different from that of the Market Rate Housing Unit.

**Deed Restriction** - A provision, acceptable in form and substance to the Town of Belmont, in a deed to real property that runs with the land in perpetuity or for the longest period of time allowed by law, so as to be binding on and enforceable against any person claiming an interest in the property. Any Restriction created under this Section 6.10 shall survive any bankruptcy, insolvency, foreclosure, or other action, and shall not be subject to nullification for any reason. Additionally, the Restriction shall provide that in the event that any affordable rental unit is converted to a condominium unit, the condominium unit shall be restricted in perpetuity to ensure that it remains affordable to households in the same income range as prior to the condominium conversion.

**Development** - A single parcel or set of contiguous parcels of land held in common ownership for which one or more building permits will be sought within a 24 month period of time. The number of Housing Units to be counted from any project shall be calculated as the net increase in the number of Housing Units as compared to the number of Housing Units in existence on such land as of the date that the building permit application is filed with the Town of Belmont Office of Community Development.

**Dwelling Unit** - A building or portion of a building intended as living quarters for a single family, having a single set of kitchen facilities (a stove plus either or both refrigerator and sink) not shared with any other unit; or quarters for up to five persons in a dormitory, congregate dwelling, or similar group dwelling.

**Housing Unit** -

- a. A Dwelling Unit; or
- b. A habitable unit within a senior or assisted living facility.

**Market Rate Housing Unit** – Housing Units available to the general public on the open market, without price restrictions or consumer income limitations.

**Median Income** – the mid-point of incomes of households in the Boston Standard Metropolitan Statistical Area, adjusted for household size, as determined annually by the United States Department of Housing and Urban Development and regardless of housing type or ownership.

**Mixed-Use Residential Development** - A Development consisting of a combination of residential and non-residential uses.

**Qualified Affordable Housing Unit Purchaser or Tenant** - A household with total annual income that does not exceed eighty percent (80%) of the Median Income.

**Residential Development** – A Development consisting exclusively of Housing Units.

**6.10.3 Applicability**

This Section 6.10 shall apply to any Development with a residential component that requires a Special Permit pursuant to Section 3.3 of the Zoning By-Laws, Schedule of Use Regulations, or pursuant to any overlay district.

**6.10.4 Requirements**

- 1) Residential Developments that result in six (6) or more new Housing Units shall provide Affordable Housing Units as outlined in the table below:

Size of Residential Development	Percent of Affordable Housing Units Required for Residential Developments
6 to 12 Housing Units	10%
13 to 40 Housing Units	12%
More than 40 Housing Units	15%

- 2) Mixed-Use Residential Developments that result in ten (10) or more new Housing Units shall provide ten percent (10%) of the Housing Units within the subject Development as Affordable Housing Units.
- 3) Where the calculation of Affordable Housing Units results in a fractional unit greater than one-half (.5), the fraction shall be rounded up to the next whole unit. Where the calculation results in

a fractional unit less than or equal to one-half (.5), the fraction shall be rounded down to the next whole unit.

- 4) Rental Developments with units for households at 50% or less of Median Income may reduce the total number of required Affordable Housing Units by an amount equal to the number of units available to households at 50% or less of Median Income, or by 25% of the Affordable Housing Units required, whichever is less.
- 5) Except for cash payments permitted in Section 6.10.5 with respect to for-sale Developments, Affordable Housing Units shall be provided within the Development that requires the Affordable Housing Units.

#### **6.10.5 Cash Payment Option for For-Sale Affordable Units**

- 1) The applicant for a Residential Development of 6 to 9 for-sale new Housing Units may choose to make a cash payment to the Affordable Housing Trust Fund in lieu of providing any Affordable Housing Units. Such cash payment shall be equal to five percent (5%) of the value of each Market Rate Housing Unit in the Development.
- 2) The applicant for a Development of 10 or more for-sale new Housing Units may appeal to the Board of Appeals (ZBA) to make a cash payment to the Affordable Housing Trust Fund in lieu of providing any Affordable Housing Units required under this Section 6.10. Such cash payment shall be equal to five percent (5%) of the value of each Market Rate Housing Unit in the Residential Development resulting in the Affordable Housing Unit or three percent (3%) of the value of each Market Rate Housing Unit in the Mixed-Use Residential Development resulting in the Affordable Housing Unit. In making its decision, the ZBA shall seek a recommendation from the Belmont Housing Trust and consider such recommendation on this appeal.

#### **6.10.6 Selection of Qualified Affordable Housing Unit Purchasers or Tenants**

The selection of Qualified Affordable Housing Unit Purchasers or Tenants shall be pursuant to the Local Initiative Program, shall be administered as follows:

- a. The selection process shall include a plan for marketing of the Affordable Housing Units created under this Section 6.10. The duration and design of this plan shall reasonably inform all those seeking affordable housing, both within and outside the Town, of the availability of such units.
- b. Belmont Residents shall be given preference for seventy percent (70%) of the Affordable Housing Units created under this Section 6.10.
- c. Owners of Developments may sell or lease Affordable Housing Units to the Town of Belmont, the Belmont Housing Trust, the Belmont Housing Authority, or to a private nonprofit entity serving Belmont for the purpose of providing affordable housing opportunities within the Town, in order that such entity carry out the steps needed to market the Affordable Housing Units and manage the choice of buyers.

#### **6.10.7 Timing of Construction**

- 1) Occupancy permits for any new Market-Rate Housing Units or nonresidential space shall be issued at an equal ratio of occupancy permits for required Affordable Housing Units.
- 2) Affordable Housing Units shall be dispersed throughout the building(s) and shall be comparable to Market-Rate Housing Units. Affordable Housing Units provided under terms of this Section 6.10 shall be provided on-site in the subject Development.

For an Affordable Housing Unit within a senior or assisted living facility, a comparable Affordable Housing Unit shall include the provision of mandatory living services.

- 3) All documents necessary to ensure compliance with this Section 6.10 and the Local Initiative Program provisions shall be subject to the review and approval of the Special Permit Granting Authority and Town Counsel. Such documents shall be a condition of the Special Permit and executed prior to the issuance of any Certificate of Occupancy.

## **6.11 Rental Development Annual Oversight and Monitoring**

- 1) There shall be a monitoring agent for rental Developments with Affordable Housing Units, to be agreed upon by the owner of the Development and the Special Permit Granting Authority.
- 2) The owner shall be responsible for all payments charged by, or related to, the monitoring agent.
- 3) An annual independent compliance audit shall be submitted to the Town by the monitoring agent to insure compliance with this Section 6.10 and the Local Initiative Program provisions.

### **6.11.1 General Provisions**

- 1) Enforcement of this Section 6.10, as it applies to all Developments, shall be the responsibility of the Town of Belmont Inspector of Buildings.
- 2) Provision of accessible Housing Units shall be as determined by Federal Regulations. Standards for accessible units shall comply with 24 C.F.R. Section 8.32.
- 3) This Section 6.10 shall not apply to the rehabilitation of any building or structure, all of or substantially all of which is destroyed or damaged by fire or other casualty or a natural disaster; provided, however, no rehabilitation nor repair shall increase the density, bulk, or size of any such building or structure which previously existed prior to the damage or destruction thereof except in conformance with this Section 6.10.
- 4) This Section 6.10 shall not apply to Developments under Massachusetts General Laws (MGL) Chapter 40B.

### **6.11.2 Severability, Conflict with Other By-Laws**

- 1) If a court of competent jurisdiction holds any provision of this Section 6.10 invalid, the remainder of this Section shall not be affected thereby. The invalidity of any section or sections, or parts of any section or sections, of this Section shall not affect the validity of the remaining sections or parts of sections or the other By-Laws of the Town of Belmont.

- 2) Nothing contained in this Section 6.10 shall be construed to apply to the use of land or structures for religious or educational purposes if doing so would violate the applicable provisions of M.G.L. Chapter 40A, Section 3.
- 3) To the extent this Section 6.10 is silent on a particular issue or conflicts with the Local Initiative Program, the requirements of the Local Initiative Program shall govern.

or in any way act thereon.

(Submitted by the Planning Board and Belmont Housing Trust)

The Planning Board will report on the article.

**Two-thirds vote required for passage.**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Article 17 was approved unanimously as twice amended. See transcript.**

**ARTICLE 18:**

**CITIZEN PETITION: DEMOLITION MORATORIUM**

We the undersigned residents of the Town of Belmont, request that the Board of Selectmen of the Town of Belmont, Massachusetts, place and article on the 2013 Special Town Meeting Warrant for a moratorium of one (1) year on the demolition of detached single-family Dwelling Units in the General Residence Zoning Districts, where such detached single-family Dwelling Unit is replaced with any residential Structure other than a single-family Dwelling on the same lot, while the Town engages in planning studies to address the affects of such demolition and construction and recommends long-term regulations consistent with sound land use planning goals and objectives.

Submitted by Precinct 3 and 4 Members:  
Judith Ananian Sarno , Raffi Manjikian, Kevin Cunningham and Jan Kruse)

**DEMOLITION MORATORIUM**

10.0 Interim Controls – Demolition Moratorium

10.1 Purpose

The purpose of the Demolition Moratorium is to provide a temporary period of prohibition on the demolition of detached single-family Dwelling Units in the General Residence (GR) Zoning District only, where such detached single-family Dwelling Unit is replaced with any residential Structure other than a single-family Dwelling on the same lot, while the Town engages in planning studies to address the effects of such demolition and construction and recommends long-term regulations consistent with sound land use planning goals and objectives.

10.2 Development Restrictions

For the period established under Section 10.3, no demolition permit shall issue for any Structure defined as a detached single-family Dwelling where such detached single-family Dwelling is to be replaced with any residential Structure other than a single-family Dwelling, not shall any building permit issue for the construction on the same premises of a residential Structure other than a single-family Dwelling.

10.3 Time limitation

The provisions of this Section 10 shall expire on June 30, 2014; provided, however, that by vote at Town meeting before said date, they may be extended for an additional period to continue planning studies necessary to promote the establishment of long-term regulations consistent with sound land use planning goals and objectives.

The Planning Board will report on the article.

**Two-thirds vote required for passage.** Yes \_\_\_ No \_\_\_  
**Article 18 was approved by more than Two-Thirds Majority as amended. See transcript.**

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Given under our hands this **13th** day of **May, 2013**.

**BOARD OF SELECTMEN**

\_\_\_\_\_  
Mark A. Paolillo, Chair

\_\_\_\_\_  
Andrés T. Rojas, Vice Chair

\_\_\_\_\_  
Ralph T. Jones

NOTE: ANNOTATIONS INSERTED **IN BOLD** REFLECT THE VOTES OF TOWN MEETING. PLEASE REFER TO SPECIFIC MOTIONS AND TRANSCRIPT FOR LEGAL RESULTS.



**TOWN OF BELMONT  
WARRANT FOR 2013 SPECIAL TOWN MEETING  
NOVEMBER 4, 2013  
COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

To either of the Constables in said County:

Greetings:

In the name of the Commonwealth of Massachusetts you are required to notify and warn the Inhabitants of the Town of Belmont, qualified as the law requires to vote in elections and Town Affairs, to meet at the Chenery Middle School Auditorium on **MONDAY, NOVEMBER 4, 2013, at 7:00 P.M.**, and to notify and warn the Town Meeting Members to meet and act at said time and place on the following Articles, viz:

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**ARTICLE 1:**

**REPORTS**

To hear the report of the Selectmen and other Town Officers. To hear the report of any Committee heretofore appointed and to act thereon.

*This article allows the Board of Selectmen and other town officers, boards and committees to report orally to the Town Meeting on appropriate matters not otherwise appearing on the Warrant. This article stays "on the table" throughout the Special Town Meeting to allow town officials and committees to report when necessary.*

**Majority vote required for passage.**

Yes\_\_\_\_ No\_\_\_\_

**Article 1 was approved unanimously.**

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**ARTICLE 2:**

**APPROPRIATION OF CAPITAL EXPENDITURES**

To see if the Town will vote to appropriate a sum of money to purchase materials and perform repairs (including major improvements) to the Harris Field complex and to meet this appropriation, to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow and issue bonds and to take any other actions necessary and incidental thereto, or in any way act thereon.

*This article is to fund the reconstruction and repair of the Harris Field complex, including the turf field and related infrastructure, at the Belmont High School. The recommendations of the Capital Budget Committee for the expenditure will be provided prior to the November session of Special Town Meeting.*

The Warrant Committee and Capital Budget Committee will report orally on this Article.

**Majority vote required for passage (two-thirds if borrowing).**

Yes\_\_\_\_ No\_\_\_\_

**Article 2 was approved unanimously.**

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**ARTICLE 3:**

**GENERAL BYLAWS - DEMOLITION DELAY**

To see if the Town will vote to amend the General By-Laws of the Town of Belmont by adding a new **Section 60-320** as follows:

**§60-320. DEMOLITION DELAY**

**A. Intent and Purpose.**

This Section is adopted for the purpose of preserving and protecting Significant Buildings within the Town of Belmont that constitute or reflect distinctive features of the architectural, cultural, economic, political, or social history of the Town; and to limit the detrimental effect of demolition on the character of the Town. Through this Section, owners of Preferably Preserved Buildings are encouraged to seek out and consider alternative options that will preserve, rehabilitate or restore such Buildings; and residents of the Town are alerted to impending demolitions of Significant Buildings. By preserving and protecting Significant Buildings, this Section promotes the public welfare by making the Town a more attractive and desirable place in which to live and work. To achieve these purposes, the Belmont Historic District Commission is authorized to advise the Inspector of Buildings with respect to Demolition Permit Applications.

**B. Time Limitation.**

The provisions of this Section shall be null and void and of no force and effect on and after June 30, 2016.

**C. Definitions.**

For the purposes of this Section, the following terms shall have the following definitions:

- (l) APPLICANT – Any person or entity that files an Application for a Demolition Permit.
- (m) APPLICATION – An Application for a Demolition Permit.
- (n) BUILDING – A roofed Structure enclosing useful space.
- (o) COMMISSION – The Belmont Historic District Commission.
- (p) DEMOLITION – The removal or dismantling of a Building in whole or substantial part, with or without the intent to replace the construction so affected. For purposes of this Section, the term “Demolition” shall not include routine maintenance, interior renovations, removal or construction of porches, decks, windows, additions or other types of renovations for which Commission approval is generally not required.
- (q) DEMOLITION PERMIT – The permit required by the Inspector of Buildings for Demolition of a Building, excluding a permit required solely for the Demolition of the interior of a Building.
- (r) INSPECTOR OF BUILDINGS – The person authorized by law to issue Demolition Permits within the Town of Belmont.
- (s) LIST – A list of Buildings, entitled *Belmont’s Significant Historic Buildings Subject to Demolition Delay Bylaw*, prepared by the Commission and on file with the Town Clerk, adopted pursuant to Subsection D.

- (t) PREFERABLY PRESERVED BUILDING – Any Significant Building that the Commission determines, following a public hearing, should be preserved or rehabilitated rather than demolished.
- (u) SIGNIFICANT BUILDING – A Building that is listed on the List.
- (v) STRUCTURE – Anything constructed or erected, the use of which requires fixed location on the ground.

**D. The List of Buildings.**

1. Upon the effective date of this Section, the Commission shall notify the owner of record of any Building identified on the List as originally filed, of the owner's right to appeal to the Board of Selectmen within 60 days of such notice to have the Building removed from the List. The basis for this appeal shall be limited to a factual demonstration that the Building does not qualify to be a Significant Building, based upon the following considerations:
  - Whether the Building is associated with events that have made a significant contribution to our history;
  - Whether the Building is associated with the lives of persons historically significant in our past;
  - Whether the Building embodies distinctive characteristics of a type, period, or method of construction; represents the work of a master; possesses high artistic value; or represents a significant and distinguishable entity whose components may lack individual distinction;
  - Whether the Building has recognized national, state, or local level historical significance;
  - The historic context of the Building; and,
  - The integrity of the historic Building.
2. Additional Buildings shall not be added to the List.
3. Buildings that are located within the McLean Hospital National Historic District, the Common Street Historic District, the Pleasant Street Historic District and the Richardson Farm Historic District, as well as the Belmont Center Fire Station and Waverley Square Fire Station and all municipal buildings shall be ineligible for inclusion on the List.
4. The Demolition of a Building following the issuance of a Demolition Permit shall automatically result in the removal of such Building from the List.

**E. Review Procedure.**

1. No Demolition Permit for a Significant Building shall be issued until the provisions of this Section have been satisfied.
2. An Applicant proposing to demolish a Significant Building shall file with the Inspector of Buildings an Application containing the following information:
  - The address of the Building to be demolished;
  - The owner's name, address and telephone number;

- A description of the Building;
- A photograph or photographs of the Building and photographs of neighboring Buildings.

If the Applicant is not the owner of the Building, the Application shall demonstrate the owner's assent to the filing of the Application.

3. The Inspector of Buildings shall, within seven days of receipt of such Application, forward a copy thereof to the Commission.
4. Within 35 days of receipt of the Application from the Inspector of Buildings, the Commission shall hold a public hearing to determine if it is in the public interest for a Significant Building to be preserved or rehabilitated rather than demolished and, based on such determination, whether the Significant Building is a Preferably Preserved Building. Public notice of the time, place and purpose of the hearing shall be posted in a conspicuous place in the same manner as meeting notices posted in Belmont under the Open Meeting Law, MGL c.30A, §20, for a period of not less than seven days prior to the hearing date. The Inspector of Buildings, the Applicant and the owner of the Building (if different from the Applicant) shall be notified in writing of the meeting time and place no less than 14 days prior to the hearing date.
5. Within 10 days of the first date of such Public Hearing, the Commission shall provide written notification to the Inspector of Buildings and the Applicant of its determination as to whether the Significant Building is a Preferably Preserved Building. If agreed to in writing by the Applicant, the determination of the Commission and notification to the Inspector of Buildings may be postponed to a specified date. If the Commission does not provide written notification to the Inspector of Buildings and the Applicant of its determination in writing by such deadline, then the Inspector of Buildings may issue the Demolition Permit.
6. If the Commission determines that the Significant Building is not a Preferably Preserved Building, the Commission shall so notify the Inspector of Buildings and Applicant in writing. The Inspector of Buildings may then issue the Demolition Permit.
7. If the Commission determines that the Significant Building is a Preferably Preserved Building, a Demolition Permit may thereafter be issued no sooner than six months for residential buildings and 12 months for commercial, institutional, and religious Buildings after the date that the Application was filed with the Inspector of Buildings, unless a shorter time is otherwise authorized by the Commission based on its finding that the intent and purpose of this Section, as provided in Subsection A hereof, will be adequately served. If a Building is of mixed-use, having both residential and commercial, institutional or religious uses, then the relevant delay for the issuance of a Demolition Permit shall be the longer of the applicable delay periods.

**F. Responsibility of Owners.**

1. The owner of a Significant Building for which a Demolition Permit is being sought shall:
  - Provide such information as is reasonably requested by the Commission in connection with its consideration of whether the Significant Building is a Preferably Preserved Building;
  - Allow exterior access to the property on which the Significant Building is located, as reasonably requested by the Commission; and
  - Secure the Significant Building, if vacant, to the satisfaction of the Inspector of Buildings until a Demolition Permit is issued.

An Applicant who has applied for a Demolition Permit for a Preferably Preserved Building shall:

- Participate in the investigation of preservation options for the Preferably Preserved Building; and
  - Reasonably cooperate with the Commission and any interested parties in seeking alternatives to the Demolition of the Preferably Preserved Building.
2. If the owner of a Significant Building fails to secure the Building to the satisfaction of the Inspector of Buildings, the subsequent destruction of the Building through any cause, shall be considered a voluntary Demolition in violation of this Section if such destruction could have been prevented by the required security measures.

**G. Emergency Demolition.**

1. Nothing in this Section shall restrict the Inspector of Buildings from ordering the immediate Demolition, in accordance with applicable law, of any Building in the event of imminent danger to the safety of the public. In the event that the Inspector of Buildings is informed that a Significant Building is dangerous to life or limb, or otherwise may be subject to a removal order, the Commission shall be notified and, where practicable, the Commission or its designee shall be allowed to accompany the Inspector of Buildings during the inspection of the Building.
2. As soon as practicable after the Inspector of Buildings has issued an emergency Demolition order for a Significant Building, a copy of such order shall be provided to the Commission, together with copies of all documentation relevant thereto.

**H. Administration, Enforcement and Remedies.**

1. The Commission may adopt such rules and regulations as are necessary to administer the provisions of this Section, but may not increase the length of the delay period stated herein.
2. In computing any period of time prescribed in this Section, the day of the act, event, or default after which the designated period begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday or a legal holiday, in which event the period runs until the end of the next business day.
3. The Commission and the Inspector of Buildings are each specifically authorized to institute any and all actions and proceedings, in law or equity, as either of them may deem necessary and appropriate to obtain compliance with the requirements of this Section or to prevent a threatened violation thereof.
4. Any owner of a Significant Building that is demolished without first obtaining a Demolition Permit in accordance with the provisions of this Section shall be subject to a penalty of \$300.00. Each day that such violation exists until a faithful restoration of the demolished Significant Building or other remediation or remediation plan has been approved by the Commission shall constitute a separate offense. The Inspector of Buildings may enforce this Section by non-criminal disposition as provided in MGL c.40, §21D.
5. If a Significant Building is voluntarily demolished without first obtaining a Demolition Permit in accordance with the provisions of this Section, no building permit authorizing construction on the lot on which the Building was located or on any adjoining lot under common ownership therewith

shall be issued for a period of two years from the date of the Demolition, unless agreed to by the Commission.

**I. Severability.**

If any provision of this Section shall be found invalid for any reason, such invalidity shall be construed as narrowly as possible, and the balance of the Section shall be deemed to be amended to the minimum extent necessary, so as to secure the purposes thereof, as set forth in Subsection A.

or in any way act thereon.

The By-Law Review Committee will report orally on the article.

**Majority vote required for passage.**

Yes\_\_\_\_ No\_\_\_\_

**Article 3 was approved as amended. See transcript.**

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**ARTICLE 4: GENERAL BYLAWS - RESIDENTIAL SNOW REMOVAL**

To see if the Town will vote to amend Section 60-800 of the General Bylaws of the Town of Belmont by inserting a new Subsection I as follows:

“I. Residential Property Snow Removal.

(1) Purpose. Since pedestrians are safer when walking on Sidewalks than when walking in the streets used by vehicular traffic, the purpose of this Section is to encourage owners of residential property to remove the snow, slush, and ice from abutting Sidewalks so that Sidewalks throughout the Town are safe for use during the winter season, and so that the Town’s local services and amenities are reasonably accessible by pedestrians via Sidewalks, especially by elderly persons, persons using wheel chairs, persons using carriages to transport children, and students walking to school.

(2) Definitions. For the purposes of this Section, the following terms shall have the following definitions:

(a) **OBLIGATED PERSON** - the person responsible for compliance with this Subsection pursuant to Paragraph (4).

(b) **SIDEWALK** - a paved walkway (whether paved with brick, stone, cement, concrete, asphalt, or other impervious material) that is located within the right-of-way of a street that abuts residential property.

(3) Obligations. Snow, slush, and ice shall be removed from the Sidewalk, in accordance with the deadlines set forth in Paragraph (5), to a width of at least 36 inches or, if the Sidewalk is narrower, for the full width of the Sidewalk.

(4) Obligated Persons. The owner of record of a residential property abutting a right-of-way in which a Sidewalk is located shall be obligated to comply with this Section within that portion of the right-of-way to which the residential property abuts, unless the owner of record can demonstrate that this obligation has been duly delegated to a responsible person, identified by name and address, by a written agreement signed by the person so delegated or by an express reference to the obligation in a written lease.

(5) Deadlines for Removal and Treatment.

- (a) After the cessation of a weather event that has resulted in snow, slush, or ice on a Sidewalk, the snow, slush, or ice shall be removed no later than 8 p.m. the following day, and the Sidewalk shall be treated with melting compounds, sand, or other grit, as reasonably necessary to inhibit slipping. Regardless of this deadline, Obligated Persons are encouraged to remove snow, slush, and ice promptly from the full width of the Sidewalk in order to minimize the ice formed on the Sidewalk when snow or ice melts and refreezes, so that neighbors and others can use the Sidewalks as soon as possible.
- (b) Treatment of ice that forms on Sidewalks shall be accomplished no later than 8 p.m. on the day after the ice has formed, but Obligated Persons are encouraged to treat the ice promptly so that neighbors and others can use the Sidewalks as soon as possible.
- (c) The deadlines set forth in this Subsection shall be extended for Obligated Persons who are temporarily absent from the residential property for vacations, holidays, hospitalization, and unexpected absences; provided, however, that such Obligated Persons shall be required to complete their removal and treatment obligations by 8 p.m. on the day following the end of their temporary absence.

(6) Rules and Regulations. The Board of Selectmen shall adopt rules and regulations further implementing this Section, including, without limitation, provisions and hearing procedures for exemptions from the requirements of this Section for Obligated Persons who are physically unable to perform the obligations themselves and have a *bona fide* financial hardship; provided, however, that exemptions granted to such Obligated Persons shall be void if the Obligated Person causes portions of the residential property to be cleared of snow, slush, or ice for vehicular access from the street.

(7) Fines. Fines for violations of this Section shall be on the following schedule: First offense – written warning, Second offense – \$50, Third and successive offences – \$100 each, to a maximum of \$350 per winter season (October 1 – April 30). In situations where there is more than one Obligated Person, such fines may be assessed jointly or individually. No more than one fine may be assessed with respect to any single weather event requiring removal or treatment of snow, slush or ice.

(8) Enforcement.

- (a) A person who is an “Enforcing Person” as defined in Section 20.16 shall take appropriate action with respect to observed or reported violations of this Section.
- (b) An Enforcing Person taking cognizance of such a violation, shall promptly send the alleged offender a non-criminal written citation thereof by hand delivery or mail, postage prepaid, addressed to the owner of record.
- (c) An owner of record who receives a citation pursuant to this Subsection shall have 20 days thereafter to pay the applicable fine or to provide to the Enforcing Person a photocopy of the written agreement or lease used to delegate the obligation to comply with this Section, in which case the owner of record shall not be responsible for paying any applicable fine, and the Enforcing Person may dismiss or modify the citation or reissue the citation to the Obligated Person as is deemed appropriate.

(d) If a citation is not dismissed and the fine is not timely paid, the provisions of Subsection J, other than those establishing penalties, shall be applicable.

(9) Not Evidence. Except as required by applicable law, violations of this Section shall not be admissible as evidence of negligence in any civil proceeding brought by an injured third party against an Obligated Person, tenant, or owner of record.

(10) Sunset. This Subsection shall be null and void and have no force and effect on and after April 30, 2016.

And by re-designating and amending Subsection I as Subsection J to read as follows:

J. In addition to the provisions for enforcement set forth elsewhere in this Article, the provisions of Subsections A, B, D(2), E(2), G, H and I of this section and any regulations promulgated thereunder may also be enforced by non-criminal disposition as provided in MGL c. 40, § 21D (“Section 21D”). The penalty for such violation shall be \$300 for each offense. Each day or part thereof shall constitute a separate offense. .

- (1) “Enforcing person” as used in this subsection shall mean any police officer of the Town, the Director of Public Works and any other Town employee designated by the Board of Selectmen as an enforcing person.
- (2) An enforcing person taking cognizance of a violation of Subsection A, B, D(2), E(2), G, H or I or any rule or regulation adopted hereunder shall give the offender a written notice to appear before the Clerk of the District Court having jurisdiction thereof for the noncriminal disposition thereof in accordance with the provisions of § 21D. The provisions of §21D are incorporated herein by this reference.

or in any way act thereon.

The By-Law Review Committee will report on this article.

**Majority vote required for passage.**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Article 4 was approved as amended. See transcript.**

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**ARTICLE 5:**

**GENERAL BYLAWS – BY CITIZEN PETITION YARD SALES**

Submitted by Stephen Ganak

To see if the Town will vote to amend the General Bylaws by adding Article 9 Section 60-900 “Yard Sales” to read as follows:

**§60-900 Yard Sales**

A. Intent. It is the intent of this Section to allow residents to conduct so-called yard sales of their items of personal property from the lot where their residence is located, if the sale events are conducted in a manner that does not create violations of this Section or the General By-Laws or cause neighborhood nuisances. The willingness of neighboring residents to tolerate cheerfully such sale events can only be expected if they take place infrequently and are conducted respectful of the neighborhood. It is also the intent of this Section to limit the conduct of business activities from residential locations except where permitted by law.

B. Yard Sales Permitted. So-called yard sales, garage sales, tag sales, moving sales, flea markets, estate sales, rummage sales, and the like may be conducted at residential premises only in accordance with this Section.

C. Definitions.

YARD SALE– An informal, infrequent sale event held typically outdoors at a residential premises, which event is advertised to or apparent to the general public, and is conducted by the residents of the premises who own and are selling items of personal property, including without limitation sale events variously known as garage sales, driveway sales, lawn sales, attic sales, thrift sales, junk sales, yard sales, tag sales, moving sales, Estate Sales, flea markets, and rummage sales.

TAGGED ITEMS – Items of personal property that are owned by the persons conducting the Yard Sale and were used at the premises where the Yard Sale occurs, whether or not the items are in their original packaging.

ESTATE SALE – An estate sale or estate liquidation sale to dispose of a substantial portion of the items of personal property owned by a person who is recently deceased.

MANAGED ESTATE SALE – An Estate Sale that is conducted or managed by person or persons engaged in the business of conducting or managing Estate Sales.

D. Application, Regulations.

1. A resident of the Town of Belmont, who is interested in obtaining a license to hold a Yard Sale shall make application to the Belmont Town Clerk at least three days before the event.

2. It is intended that a paper-less application can be submitted on-line using web-based applications that are in a format that the Town Clerk establishes from time to time.

3. If the application is approved, the Town Clerk will send the license to the Applicant in electronic form by use of email, and the Applicant must then print the license and have it available at the Yard Sale. If the application is denied for excessive Yard Sales at the residential lot, the Town Clerk will email as well as mail the denial and reason therefor to the Applicant.

4. The Town Clerk may promulgate regulations from time to time to administer this Section, including procedures usable by persons without access to the Internet or printers.

E. Limitations on Items Offered for Sale.

1. Only items that meet the definition of Tagged Items may be offered for sale at a Yard Sale; however, this Section does not require that the price be affixed to each such item.

2. Items that are offered for sale at a Yard Sale cannot include merchandise obtained for the purpose of reselling it at the Yard Sale.

3. No person who is customarily engaged in the business of conducting Yard Sales shall participate directly or indirectly in any way in a Yard Sale of someone else.

4. The Belmont Police shall halt any Yard Sale that violates this subsection E.

F. Duration, Hours of Operation.

1. A Yard Sale can be held on no more than two consecutive days, but shall be conducted only between 8 a.m. and 4:30 p.m. each day.
2. No sales of items shall be made at or from the premises before 8 a.m. or after 5:00 p.m.
3. After the Yard Sale is over for the day, all unsold Tagged Items or other objects associated with the Yard Sale will be stored out of public view before 6 p.m.
4. Violations of this subsection F shall be punishable by a fine of \$50.

G. Number of Yard Sales. Only two separate Yard Sales may be conducted each calendar year from a residential lot. A duly licensed Yard Sale held on two consecutive days shall be deemed to constitute one Yard Sale.

H. Traffic and Parking. Care must be taken to avoid creating traffic congestion and area parking conditions that would cause serious neighborhood problems. All applicable traffic laws must be observed.

I. Limitation on Yard Sale Signs. Persons conducting Yard Sales shall limit the signs advertising the Yard Sale to a reasonable size and number, and such signs shall not be posted or erected earlier than ten days before the Yard Sale. The persons conducting the Yard Sale shall promptly remove all signs located in a street right-of-way after the Yard Sale concludes. Each such sign remaining 24 hours after the Yard Sale concludes shall be subject to a \$25 fine.

J. Fees. No fee is required for a license for a Yard Sale.

K. Exclusions. This Section does not cover the following:

1. So-called rummage sales conducted by religious and charitable organizations no more frequently than two per year each with durations of no more than 3 consecutive days.
2. Managed Estate Sales.
3. Activities conducted within residential buildings in connection with infrequent fulfilling of private on-line and newspaper sales, such as Craig's List, want-ads, and eBay sales, but only if there are no signs or advertising on or about the premises and the general public is not invited or expected to visit the premises to make the purchase or accept delivery of the merchandise.

L. Additional Fines. Yard Sales held without a license can be halted, and the person holding the Yard Sale will be fined \$100. If it is substantiated that a person or persons are attempting to conduct a third Yard Sale at a given address in a calendar year, the police will order that the Yard Sale be shut down immediately. Persons who fail to do so or attempt to re-establish a Yard Sale at a later time during a calendar year are subject to a fine of \$300 for each violation.

M. Enforcement. The Belmont Police are authorized to enforce this Section by issuing non-criminal citations.

N. Relationship to Zoning. This Section does not supersede or modify the Zoning By-Law of the Town of Belmont.

or in any way act thereon.

The By-Law Review Committee will report on this article.

Majority vote required for passage.  
Article 5 was defeated.

Yes\_\_\_\_ No\_\_\_\_



Given under our hands this **7th** day of **October, 2013**.

**BOARD OF SELECTMEN, TOWN OF BELMONT**

\_\_\_\_\_  
Mark A. Paolillo, Chair

\_\_\_\_\_  
Andrés T. Rojas, Vice Chair

\_\_\_\_\_  
Ralph T. Jones



## **APPENDIX B**

### **2013 Election Results**

**Election Summary Report  
ANNUAL TOWN ELECTION  
BELMONT, MA  
Summary For Jurisdiction Wide, All Counters, All Races  
OFFICIAL RESULTS  
4/2/2013**

Registered Voters 17824 - Cards Cast 2499 14.02%    Num. Report Precinct 8 - Num. Reporting 8 100.00%

<b>MODERATOR</b>		
	Total	
Number of Precincts	8	
Precincts Reporting	8	100.00%
Total Votes	1768	
Times Blank Voted	731	
Number of Uncast Votes	0	
<b>MICHAEL J WIDMER</b>	1747	98.81%
Write-in Votes	21	1.19%

<b>BOARD OF SELECTMEN</b>		
	Total	
Number of Precincts	8	
Precincts Reporting	8	100.00%
Total Votes	1739	
Times Blank Voted	759	
Number of Uncast Votes	1	
<b>MARK A PAOLILLO</b>	1714	98.56%
Write-in Votes	25	1.44%

<b>TOWN CLERK</b>		
	Total	
Number of Precincts	8	
Precincts Reporting	8	100.00%
Total Votes	1817	
Times Blank Voted	682	
Number of Uncast Votes	0	
<b>ELLEN O'BRIEN CUSHMAN</b>	1808	99.50%
Write-in Votes	9	0.50%

<b>BOARD OF ASSESSORS</b>		
	Total	
Number of Precincts	8	
Precincts Reporting	8	100.00%
Total Votes	1600	
Times Blank Voted	898	
Number of Uncast Votes	1	
<b>CHARLES LAVERTY, III</b>	1592	99.50%
Write-in Votes	8	0.50%

<b>BOARD OF CEMETERY COMMISSIONERS</b>		
	Total	
Number of Precincts	8	
Precincts Reporting	8	100.00%
Total Votes	1587	
Times Blank Voted	912	
Number of Uncast Votes	0	
<b>WILLIAM J CHEMELLI</b>	1578	99.43%
Write-in Votes	9	0.57%

<b>BOARD OF HEALTH</b>		
	Total	
Number of Precincts	8	
Precincts Reporting	8	100.00%
Total Votes	1498	
Times Blank Voted	1001	
Number of Uncast Votes	0	
<b>DEIDRE LYNCH HOUTMEYERS</b>	1489	99.40%
Write-in Votes	9	0.60%

<b>HOUSING AUTHORITY</b>		
	Total	
Number of Precincts	8	
Precincts Reporting	8	100.00%
Total Votes	1443	
Times Blank Voted	1056	
Number of Uncast Votes	0	
<b>GLORIA E LEIPZIG</b>	1435	99.45%
Write-in Votes	8	0.55%

<b>LIBRARY TRUSTEES</b>		
	Total	
Number of Precincts	8	
Precincts Reporting	8	100.00%
Total Votes	3015	
Times Blank Voted	884	
Number of Uncast Votes	215	
<b>SARAH A PHILLIPS</b>	1500	49.75%
<b>MARK P CARTHY</b>	1499	49.72%
Write-in Votes	16	0.53%

<b>SCHOOL COMMITTEE</b>		
	Total	
Number of Precincts	8	
Precincts Reporting	8	100.00%
Total Votes	4143	
Times Blank Voted	108	
Number of Uncast Votes	639	
<b>LAURIE RUTHERFORD SLAP</b>	1594	38.47%
<b>ELYSE B SHUSTER</b>	1594	38.47%
JAMIE J KANG	947	22.86%
Write-in Votes	8	0.19%

<b>PCT 1 TOWN MTG MEMBER 3yrs</b>		
	Total	
Number of Precincts	1	
Precincts Reporting	1	100.00%
Total Votes	2752	
Times Blank Voted	57	
Number of Uncast Votes	1784	
<b>GRETCHEN M McCLAIN</b>	249	9.05%
<b>JOCELYN C HAYES</b>	247	8.98%
<b>MARK P CARTHY</b>	241	8.76%
<b>NANCY MADANIAN REPPUCCI</b>	237	8.61%
<b>ROBERT E McGAW</b>	236	8.58%
<b>CHRISTINE M DOYLE</b>	231	8.39%
<b>SUSAN ANDREA CAREY</b>	229	8.32%
<b>KAREN FREIDBERG</b>	228	8.28%
<b>JOHN B CAREY</b>	221	8.03%
<b>ADRIANA POOLE</b>	220	7.99%
<b>TRISH LOHMAR</b>	207	7.52%
<b>JOAN S TEEBAGY</b>	199	7.23%
All Other Write-in Votes	7	0.25%

<b>PCT 2 TOWN MEETING MEMBER 3yrs</b>		
	Total	
Number of Precincts	1	
Precincts Reporting	1	100.00%
Total Votes	1753	
Times Blank Voted	25	
Number of Uncast Votes	1139	
<b>MARYANN L SCALI</b>	168	9.58%
<b>ELIZABETH W PEW</b>	160	9.13%
<b>JOSEPH A SCALI</b>	155	8.84%
<b>KATHLEEN KEOHANE</b>	153	8.73%
<b>JOSEPH G DeSTEFANO</b>	151	8.61%
<b>PETER R MAGNI</b>	147	8.39%
<b>JAMES BANKER</b>	142	8.10%
<b>ANNE K HELGEN</b>	140	7.99%
<b>ELEANOR F COUNSELMAN</b>	138	7.87%
<b>CAROLINE BING-YEN HUANG</b>	137	7.82%
<b>DAVID C SKOLNICK</b>	131	7.47%
<b>EVANTHIA K MALLIRIS</b>	125	7.13%
All Other Write-in Votes	6	0.34%

<b>PCT 3 TOWN MEETING MEMBERS 3yrs</b>		
	Total	
Number of Precincts	1	
Precincts Reporting	1	100.00%
Total Votes	1878	
Times Blank Voted	33	
Number of Uncast Votes	1170	
<b>ROBERT L SARNO</b>	177	9.42%
<b>JUDITH ANANIAN SARNO</b>	173	9.21%
<b>HELI TOMFORD</b>	168	8.95%
<b>CHARLES M HAMANN</b>	163	8.68%
<b>JOHN T DIECKMANN</b>	158	8.41%
<b>ARIANE E. GOODMAN-BELKADI</b>	152	8.09%
<b>JANET M KRUSE</b>	152	8.09%
<b>MICHAEL F SULLIVAN</b>	152	8.09%
<b>LISA A OTERI</b>	151	8.04%
<b>ELIZABETH KLIMASMITH</b>	145	7.72%
<b>LUCIA KEGAN SULLIVAN</b>	140	7.45%
<b>RAFFI M MANJIKIAN</b>	138	7.35%
All Other Write-in Votes	9	0.48%

<b>PCT 4 TOWN MEETING MEMBER 3yrs</b>		
	Total	
Number of Precincts	1	
Precincts Reporting	1	100.00%
Total Votes	1240	
Times Blank Voted	19	
Number of Uncast Votes	824	
<b>DAVID R FLEWELLING</b>	118	9.52%
<b>SHEILA M FLEWELLING</b>	114	9.19%
<b>KEVIN M CUNNINGHAM</b>	113	9.11%
<b>CORALIE N DiTOMMASO</b>	110	8.87%
<b>ROSARIO A SACCO</b>	104	8.39%
<b>HELEN E BAKEMAN</b>	103	8.31%
<b>JOSEPH P WHITE</b>	101	8.15%
<b>JOHANNA M SWIFT HART</b>	97	7.82%
<b>SANDRA M OCCHINO</b>	96	7.74%
<b>JOHN B OCCHINO</b>	94	7.58%
<b>WILLIAM G MESSENGER</b>	92	7.42%
<b>ALBERT DRUEDING</b>	90	7.26%
All Other Write-in Votes	8	0.65%

<b>PCT 5 TOWN MEETING MEMBER 3yrs</b>		
	Total	
Number of Precincts	1	
Precincts Reporting	1	100.00%
Total Votes	2153	
Times Blank Voted	8	
Number of Uncast Votes	1483	
<b>JANICE M ELLARD</b>	162	7.52%
<b>LAURIE A GRAHAM</b>	161	7.48%
<b>JUDITH D FEINS</b>	153	7.11%
<b>ELLEN J KASSARABA</b>	148	6.87%
<b>ANDRES T ROJAS</b>	146	6.78%
<b>A HELENA SILVIA CRUZ</b>	142	6.60%
<b>JOHN M O'CONNOR</b>	136	6.32%
<b>G. TIMOTHY BOWMAN</b>	132	6.13%
<b>JOHN W POLLOCK</b>	130	6.04%
<b>ARTO N ASADOORIAN</b>	130	6.04%
<b>DEVIN B BROWN</b>	128	5.95%
<b>ANDREA SERRA-MASCIARI</b>	124	5.76%
<b>MATTHEW J SULLIVAN</b>	124	5.76%
<b>TAMARA PAUL</b>	121	5.62%
<b>FELIX J FIRENZE</b>	108	5.02%
<b>KATHLEEN M RUSHE</b>	107	4.97%
All Other Write-in Votes	1	0.05%
<b>** FAILURE TO ELECT TWELFTH MEMBER - CAUCUS IS REQUIRED</b>		

<b>PCT 6 TOWN MEETING MEMBER 3 yrs</b>		
	Total	
Number of Precincts	1	
Precincts Reporting	1	100.00%
Total Votes	2484	
Times Blank Voted	25	
Number of Uncast Votes	1728	
<b>ELIZABETH GIBSON</b>	223	8.98%
<b>LAURIE RUTHERFORD SLAP</b>	223	8.98%
<b>KIMBERLY ANNE BECKER</b>	199	8.01%
<b>STEPHEN H KLIONSKY</b>	199	8.01%
<b>JULIA M KIRRAANE</b>	173	6.96%
<b>VIRGINIA JORDAN</b>	172	6.92%
<b>ROY EPSTEIN</b>	169	6.80%
<b>MARCIE S HIRSCH</b>	164	6.60%
<b>BRIAN S SAPER</b>	152	6.12%
<b>MARY ANN KAZANJIAN</b>	151	6.08%
<b>TERI C LARSON</b>	149	6.00%
<b>HENRY JOHN KOSIBA</b>	133	5.35%
HAROLD THIDEMANN	131	5.27%
STEPHEN A EVANS	125	5.03%
RORY M PHIMISTER	117	4.71%
All Other Write-in Votes	4	0.16%

<b>PCT 7 TOWN MEETING MEMBER 3 yrs</b>		
	Total	
Number of Precincts	1	
Precincts Reporting	1	100.00%
Total Votes	1397	
Times Blank Voted	34	
Number of Uncast Votes	991	
<b>DEBORAH S LOCKETT</b>	144	10.31%
<b>KATHERINE B LOWRIE</b>	144	10.31%
<b>MATTHEW B LOWRIE</b>	140	10.02%
<b>SUSAN REBECCA TITUS</b>	136	9.74%
<b>ROBERT F COHEN</b>	134	9.59%
<b>PENELOPE H SCHAFFER</b>	133	9.52%
<b>E. PRICE ARMSTRONG</b>	132	9.45%
<b>MICHAEL MELLO</b>	132	9.45%
<b>PAUL J COUTINHO</b>	124	8.88%
<b>GARRETT J HARRIS</b>	121	8.66%
<b>CAROL A. MOYLES</b>	25	1.79%
<b>KURTIS LEE KNIGHT</b>	7	0.50%
CLARE CRAWFORD	4	0.29%
All Other Write-in Votes	21	1.50%

<b>PCT 8 MEETING MEMBERS 3yrs</b>		
	Total	
Number of Precincts	1	
Precincts Reporting	1	100.00%
Total Votes	2111	
Times Blank Voted	46	
Number of Uncast Votes	2137	
<b>FRANCES B NAPOLI</b>	231	10.94%
<b>FRANK E FRENCH, III</b>	228	10.80%
<b>DEBORAH M ROSALES</b>	226	10.71%
<b>CHRISTINE W KOCHER</b>	214	10.14%
<b>ANN M RITTENBURG</b>	203	9.62%
<b>ANNE-MARIE M LAMBERT</b>	200	9.47%
<b>DEBORAH EMELLO</b>	183	8.67%
<b>PAUL C RICKTER</b>	175	8.29%
<b>DAVID A CELLA</b>	174	8.24%
<b>PAUL F ROBERTS</b>	174	8.24%
<b>MICHAEL JAMES MAHONEY</b>	44	2.08%
<b>KATHLEEN F. COWING</b>	20	0.95%
Russell Leino	3	0.14%
Gerard Natoli	3	0.14%
All Other Write-in Votes	33	1.56%

<b>PCT 1 TOWN MEETING MEMBER 1yr</b>		
	Total	
Number of Precincts	1	
Precincts Reporting	1	100.00%
Total Votes	262	
Times Blank Voted	173	
Number of Uncast Votes	0	
<b>JAMES L CRAWFORD</b>	162	61.83%
<b>CHRISTOPHER M. VAN WINKLE</b>	97	37.02%
All Other Write-in Votes	3	1.15%

<b>PCT 4 TOWN MEETING MEMBER 1yr</b>		
	Total	
Number of Precincts	1	
Precincts Reporting	1	100.00%
Total Votes	106	
Times Blank Voted	85	
Number of Uncast Votes	0	
<b>CONOR T HANSEN</b>	106	100.00%
All Other Write-in Votes	0	0.00%

**Election Summary Report**  
**SPECIAL STATE PRIMARY - SENATOR IN CONGRESS**  
**BELMONT, MA**

**Summary For All Precincts, All Counters, All Races**  
**Official Results**  
**4/30/2013**

	Precinct 1	Precinct 2	Precinct 3	Precinct 4	Precinct 5	Precinct 6	Precinct 7	Precinct 8	Total	Percent
Num. Report Precinct 8 - Num. Reporting 8	2249	2330	2154	2055	2244	2141	2276	2306	17755	
100.00%	726	604	556	453	537	678	536	695	4785	
Registered Voters										
Cards Cast	32.28%	25.92%	25.81%	22.04%	23.93%	31.67%	23.55%	30.14%	26.95%	
Percent Turnout										

	Total									
<b>SENATOR in CONGRESS</b>										
Number of Precincts	1	1	1	1	1	1	1	1	1	
Precincts Reporting	1	1	1	1	1	1	1	1	1	
Total Votes	602	458	452	375	453	603	450	529	3922	
Times Blank Voted	0	0	3	0	1	1	0	0	5	
Number of Uncast Votes	0	0	0	0	0	0	0	0	0	
<b>STEPHEN F. LYNCH</b>	95	92	111	121	122	110	95	166	912	23.25%
<b>EDWARD J. MARKEY</b>	506	366	338	251	330	493	355	362	3001	76.52%
Write-in Votes	1	0	1	3	0	0	0	1	6	0.15%

	Total									
<b>SENATOR in CONGRESS</b>										
Number of Precincts	1	1	1	1	1	1	1	1	1	
Precincts Reporting	1	1	1	1	1	1	1	1	1	
Total Votes	123	146	103	78	84	74	86	166	860	100.00%
Times Blank Voted	1	0	0	0	0	0	1	0	2	
Number of Uncast Votes	0	0	0	0	0	0	0	0	0	
<b>GABRIEL E. GOMEZ</b>	63	72	56	35	42	33	49	86	436	50.70%
<b>MICHAEL J. SULLIVAN</b>	43	52	31	32	35	30	26	61	310	36.05%
<b>DANIEL B. WINSLOW</b>	17	22	16	11	7	11	10	19	113	13.14%
Write-in Votes	0	0	0	0	0	0	0	0	0	0.00%

**Election Summary Report**  
**SPECIAL STATE ELECTION - SENATOR IN CONGRESS**  
**BELMONT, MA**

**Summary For All Precincts, All Counters, All Races**  
**Official Results**  
**6/25/2013**

Precinct	1	2	3	4	5	6	7	8	Total
Registered Voters	2263	2341	2164	2065	2252	2148	2305	2312	17850
Cards Cast	980	871	797	654	781	926	831	960	6800
Percent Turnout	43.31%	37.21%	36.83%	31.67%	34.68%	43.11%	36.05%	41.52%	38.10%

**SENATOR in CONGRESS**

	Total	Percent									
Number of Precincts	1	1	1	1	1	1	1	1	1	1	
Precincts Reporting	1	1	1	1	1	1	1	1	1	1	
Total Votes	980	870	797	653	781	926	831	960	6798	100.00%	
Times Blank Voted	0	1	0	1	0	0	0	0	2		
Number of Uncast Votes	0	0	0	0	0	0	0	0	0		
<b>GABRIEL E. GOMEZ</b>	275	334	249	192	273	240	239	389	2191	32.23%	
<b>EDWARD J. MARKEY</b>	698	535	548	457	507	682	584	565	4576	67.31%	
RICHARD A. HEOS	3	0	0	4	1	2	3	4	17	0.25%	
Write-in Votes	4	1	0	0	0	2	5	2	14	0.21%	

**Election Summary Report**  
**SPECIAL STATE PRIMARY - REPRESENTATIVE IN CONGRESS**  
**BELMONT, MA**  
**Summary For All Precincts, All Counters, All Races**  
**Official Results**  
**10/15/2013**

Registered Voters 17970 - Cards Cast 5976 33.26% Num. Report Precinct 8 - Num. Reporting 8 100.00%

	<b>DEMOCRATIC</b>								
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	
<b>REP. IN CONGRESS</b>	<b>Precinct</b>	<b>Total</b>	<b>Percent</b>						
		1	1	1	1	1	1	1	8
Number of Precincts		1	1	1	1	1	1	1	8
Precincts Reporting		1	1	1	1	1	1	1	8
Total Votes		808	769	627	493	617	541	810	5476
Times Blank Voted		0	0	2	1	0	0	0	3
Number of Uncast Votes		0	0	1	1	1	0	0	3
<b>WILLIAM BROWNSBERGER</b>		546	484	451	319	409	358	488	3593
KATHERINE MCLARK		109	61	52	52	56	78	74	566
PETER J KOUTOUJIAN		104	192	75	81	84	56	193	902
MARTIN LONG		1	0	0	0	2	0	1	4
PAUL JOHN MAISANO		1	5	4	4	5	2	8	34
CARL M SCIORTINO, JR		43	22	37	30	53	37	36	317
KAREN E SPILKA		4	5	8	5	8	10	10	58
Write-in Votes		0	0	0	2	0	0	0	2
									65.61%
									10.34%
									16.47%
									0.07%
									0.62%
									5.79%
									1.06%
									0.04%

	<b>REPUBLICAN</b>								
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	
<b>REP. IN CONGRESS</b>	<b>Precinct</b>	<b>Total</b>	<b>Percent</b>						
		1	1	1	1	1	1	1	8
Number of Precincts		1	1	1	1	1	1	1	8
Precincts Reporting		1	1	1	1	1	1	1	8
Total Votes		77	71	50	42	56	53	92	489
Times Blank Voted		2	1	1	2	1	1	0	8
Number of Uncast Votes		0	0	0	0	0	0	0	0
<b>FRANK ADDIVINOLA, JR</b>		32	32	15	23	26	18	46	217
MICHAEL P STOPA		26	18	14	6	8	14	21	123
TOM TIERNEY		16	20	21	12	18	20	23	137
Write-in Votes		3	1	0	1	4	1	2	12
									44.38%
									25.15%
									28.02%
									2.45%

**Election Summary Report**  
**SPECIAL STATE ELECTION - REPRESENTATIVE IN CONGRESS**  
**BELMONT, MA**  
**Summary For All Precincts, All Counters, All Races**  
**Official Results**  
**12/10/2013**

	Precinct 1	Precinct 2	Precinct 3	Precinct 4	Precinct 5	Precinct 6	Precinct 7	Precinct 8	TOTAL
Registered Voters 18023									
Cards Cast 2772									
Percent Turnout: 15.38%									
<b>REP. IN CONGRESS</b>									
Number of Precincts	1	1	1	1	1	1	1	1	1
Precincts Reporting	1	1	1	1	1	1	1	1	1
Total Votes	462	360	317	245	317	403	290	376	2770 100.00%
Times Blank Voted	1	0	0	1	0	0	0	0	2
Number of Uncast Votes	0	0	0	0	0	0	0	0	0
<b>F. J. ADDIVINOLA, JR</b>	110	101	83	68	89	95	75	154	775 27.98%
<b>KATHERINE M CLARK</b>	341	254	228	170	215	296	210	214	1928 69.60%
JAMES V AULENTI	8	2	4	2	8	6	2	3	35 1.26%
JAMES O HALL	2	3	2	4	4	4	2	2	23 0.83%
Write-in Votes	1	0	0	1	1	2	1	3	9 0.32%



## **APPENDIX C**

### **Audited Financial Statement**

***TOWN OF BELMONT, MASSACHUSETTS***

***REPORT ON EXAMINATION OF  
BASIC FINANCIAL STATEMENTS***

***FISCAL YEAR ENDED JUNE 30, 2013***

TOWN OF BELMONT, MASSACHUSETTS

REPORT ON EXAMINATION OF BASIC FINANCIAL STATEMENTS

JUNE 30, 2013

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100 Quannapowitt Parkway  
Suite 101  
Wakefield, MA 01880  
T. 781-914-1700  
F. 781-914-1701  
[www.powersandsullivan.com](http://www.powersandsullivan.com)

## **Independent Auditor's Report**

To the Honorable Board of Selectmen  
Town of Belmont, Massachusetts

## **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Belmont, Massachusetts, as of and for the year ended June 30, 2013 (except for the Belmont Contributory Retirement System which is as of and for the year ended December 31, 2012), and the related notes to the financial statements, which collectively comprise the Town of Belmont, Massachusetts' basic financial statements as listed in the table of contents.

## **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

## **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the Belmont Municipal Light Plant as of December 31, 2012, which represent 43.2%, 34.2%, and 61.0%, respectively, of the assets, net position, and revenues of the business-type activities. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the business-type activities of the Belmont Municipal Light Plant, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## Opinions

In our opinion, based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Belmont, Massachusetts, as of June 30, 2013 (except for the Belmont Contributory Retirement System and Municipal Light Plant which is as of and for the year ended December 31, 2012), and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We and other auditors have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated January 16, 2014, on our consideration of the Town of Belmont, Massachusetts' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Belmont, Massachusetts' internal control over financial reporting and compliance.

*Powers + Sullivan, LLC*

January 16, 2014

***Management's Discussion and Analysis***

## ***Management's Discussion and Analysis***

As management of the Town of Belmont, we offer readers of the Town's basic financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended June 30, 2013.

The Town provides general government services for the territory within its boundaries, including police and fire protection, public education, water and sewer maintenance, trash disposal, electricity transmission and parks and recreational facilities.

### ***Financial Summary***

- The Town's assets exceeded its liabilities at the close of fiscal year 2013 by \$119.5 million.
- The Town's total net position decreased by \$3.9 million.
- At the end of fiscal year 2013, the unassigned fund balance for the general fund was \$10.4 million or 11.1% of general fund expenditures.
- This is the fifth year since the Town implemented GASB Statement #45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. At year end, the postemployment benefit (OPEB) liability totaled \$57.6 million. Please see Note 13 in the financial statements for further details.
- To offset the impact of OPEB liability, the Town established an Other Postemployment Benefits Trust Fund (Trust) to account for funds set aside to help meet future postemployment benefit costs for retirees. During fiscal 2013, the Light Plant transferred \$12 thousand and the Trust received \$52 thousand in investment income, bringing the balance to \$1.4 million. The Town voted to transfer \$242 thousand into the fund during fiscal year 2014.
- At fiscal year end, the balance in the Town's Internal Service Fund totaled \$5.7 million, a decrease of \$43 thousand from the prior year.

### ***Overview of the Financial Statements***

Our discussion and analysis of the Town is intended to serve as an introduction to the Town of Belmont's basic financial statements. The Town's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This analysis also contains other required supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The *government-wide financial statements* are designed to provide readers with a broad overview of the Town's finances, in a manner similar to private-sector business.

The *statement of net position* presents information on all of the Town's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The *statement of activities* presents information showing how the Town's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused sick and vacation time).

Both of the government-wide statement of activities distinguish functions of the Town that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are

intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the Town include general government, public safety, education, public works, human services, culture and recreation, community preservation and interest. The business-type activities of the Town include the water, sewer and light plant.

The government-wide financial statements include not only the Town of Belmont itself (known as the *primary government*), but also a legally separate public employee retirement system for which the Town of Belmont is financially accountable. Financial information for this *component unit* is reported separately within the fiduciary fund statements.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

**Governmental funds.** The focus of the Town of Belmont's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town of Belmont's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The Town has implemented GASB #54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The implementation of this standard changed the fund balance components to nonspendable, restricted, committed, assigned and unassigned. Additionally, under the new standard, the Town's general stabilization fund is reported within the general fund as unassigned while the Ash Landfill stabilization fund and the SPED stabilization fund are reported within the general fund as committed.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, the wellington school construction fund and the community preservation fund, which are the Town's major governmental funds. Data from the other nonmajor governmental funds are combined into a single, aggregated presentation.

The Town of Belmont adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund as Required Supplementary Information fund to demonstrate compliance with this budget.

**Proprietary funds.** *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The Town uses enterprise funds to account for its water and sewer systems and light plant activities.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the water and sewer systems, the light plant activities and the internal service fund all of which are considered to be major funds of the Town.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statement because the resources of those funds are *not* available to support the Town's own programs.

Fiduciary fund reporting focuses on net position and changes in net position. The fiduciary fund category is split into four classifications: a pension trust fund, an other postemployment benefit trust, private purpose trust funds, and agency funds. Private purpose trust funds are used to account for trust arrangements that benefit individuals, private organizations, or other governments. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The Town's agency fund accounts for primarily police off-duty details and school student activity funds.

The Town is the trustee, or fiduciary, for its employees' pension plan and other postemployment benefit plan. The Town's fiduciary activities are reported in a separate statement of fiduciary net position and a statement of changes in fiduciary net position. These activities are excluded from the Town's government-wide financial statements because the Town cannot use these assets to finance its operations.

**Notes to the basic financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

## Government-wide Financial Analysis

### Governmental Activities

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. As noted below, assets exceeded liabilities by \$78.7 million at the close of the most recent fiscal year.

	<b>FY2013</b>		<b>FY2012</b>
	<b>Governmental</b>		<b>Governmental</b>
	<b>Activities</b>		<b>Activities</b>
	<u>                    </u>		<u>                    </u>
<b>Assets:</b>			
Current assets.....	\$ 49,432,739	\$	48,002,916
Noncurrent assets (excluding capital).....	995,180		1,100,490
Capital assets.....	<u>136,836,307</u>		<u>135,931,765</u>
Total assets.....	<b><u>187,264,226</u></b>		<b><u>185,035,171</u></b>
<b>Liabilities:</b>			
Current liabilities (excluding debt).....	7,309,229		6,490,856
Noncurrent liabilities (excluding debt).....	59,550,440		48,283,155
Current debt.....	3,364,191		3,593,191
Noncurrent debt.....	<u>38,333,862</u>		<u>41,698,053</u>
Total liabilities.....	<b><u>108,557,722</u></b>		<b><u>100,065,255</u></b>
<b>Net Position:</b>			
Capital assets net of related debt.....	99,262,443		95,370,154
Restricted.....	4,272,253		4,234,867
Unrestricted.....	<u>(24,828,192)</u>		<u>(14,635,105)</u>
Total net position.....	<b><u>\$ 78,706,504</u></b>	<b>\$</b>	<b><u>84,969,916</u></b>

A significant portion of the Town's net position, \$99.3 million, reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment), less any related debt used to acquire those assets that are still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the Town's investment in its capital assets is reported net of its related

debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the Town's net position, \$4.3 million, represents resources that are subject to external restrictions on how they may be used. The remaining deficit balance of *unrestricted net position*, of \$24.8 million is due to the recognition of the liability associated with GASB Statement #45. The deficit balance indicates that the Town does not have enough reserves to meet its ongoing short-term and long-term obligation to its citizens and creditors.

The governmental activities net position decreased by \$6.3 million in the current fiscal year. The decrease was primarily due a \$13.1 million increase in the other postemployment benefits liability. In fiscal year 2013, the liability, based on its most recent actuarial valuation, totaled \$53.4 million. The decrease was offset by \$1.5 million of capital grants related to MSBA funding of school projects, Chapter 90 highway grants, and State matching CPA fund grants. Other elements affecting net position were; a \$763 thousand decrease in the accrual for the landfill liability; a surplus of \$1.1 million in the community preservation fund; the timing difference between the receipt and expenditure of federal and state grant funds; and the Town's ability to fund capital additions (approximately \$2.1 million) from current year revenues.

Key elements of the change in net position are as follows:

	<b>FY2013</b>		<b>FY2012</b>
	<b>Governmental</b>		<b>Governmental</b>
	<b>Activities</b>		<b>Activities</b>
	<hr/>		<hr/>
<b>Program revenues:</b>			
Charges for services.....	\$ 6,467,836	\$	6,201,488
Operating grants and contributions.....	18,183,030		18,170,169
Capital grants and contributions.....	1,508,432		761,629
<b>General Revenues:</b>			
Real estate and personal property taxes.....	71,037,653		69,223,311
Tax liens.....	515,334		227,894
Motor vehicle and other excise taxes.....	3,112,953		2,851,220
Community preservation tax.....	896,125		858,812
Premium from issuance of bonds.....	-		171,965
Nonrestricted grants.....	2,402,949		2,357,516
Penalties and interest on taxes.....	378,917		188,785
Unrestricted investment income.....	975,803		363,603
Total revenues.....	<hr/> <b>105,479,032</b>		<hr/> <b>101,376,392</b>
<b>Expenses:</b>			
General government.....	7,067,537		6,285,124
Public safety.....	20,597,571		17,193,000
Education.....	68,960,876		65,921,496
Public works.....	9,776,192		10,087,492
Human services.....	1,345,467		1,235,136
Culture and recreation.....	3,198,779		2,930,988
Interest.....	1,634,086		1,830,060
Total expenses.....	<hr/> <b>112,580,508</b>		<hr/> <b>105,483,296</b>
<b>Transfers.....</b>	<hr/> <b>838,064</b>		<hr/> <b>999,853</b>
<b>Change in net position.....</b>	<hr/> <b>\$ (6,263,412)</b>	<b>\$</b>	<hr/> <b>(3,107,051)</b>

**Business-type activities**

Combined business-type activities net position increased by \$2.4 million in the current year. The following table identifies key elements of the enterprise operations:

	FY2013 Business-type Activities	FY2012 Business-type Activities
<b>Assets:</b>		
Current assets.....	\$ 28,792,838	\$ 18,829,551
Noncurrent assets (excluding capital).....	2,602,716	1,840,872
Capital assets.....	46,511,058	39,643,621
Total assets.....	<u>77,906,612</u>	<u>60,314,044</u>
<b>Liabilities:</b>		
Current liabilities (excluding debt).....	4,301,360	2,950,816
Noncurrent liabilities (excluding debt).....	4,534,591	4,025,280
Current debt.....	15,256,161	1,136,150
Noncurrent debt.....	13,016,444	13,772,602
Total liabilities.....	<u>37,108,556</u>	<u>21,884,848</u>
<b>Net Position:</b>		
Capital assets net of related debt.....	28,697,850	28,564,544
Unrestricted.....	12,100,206	9,864,652
Total net position.....	<u>40,798,056</u>	<u>38,429,196</u>
<b>Program revenues:</b>		
Charges for services.....	33,856,258	33,574,377
Capital grants and contributions.....	-	457,695
<b>General Revenues:</b>		
Unrestricted investment income.....	16,649	18,069
Total revenues.....	<u>33,872,907</u>	<u>34,050,141</u>
<b>Expenses:</b>		
Water.....	4,327,920	4,394,914
Sewer.....	6,972,704	6,626,462
Light.....	19,270,550	19,843,156
Total expenses.....	<u>30,571,174</u>	<u>30,864,532</u>
Transfers.....	<u>(932,873)</u>	<u>(999,853)</u>
Change in net position.....	<u>\$ 2,368,860</u>	<u>\$ 2,185,756</u>

**Financial Analysis of the Town’s Governmental Funds**

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of the Town’s *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the Town’s financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government’s net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$32.3 million. Of this amount \$17.7 million relates to the general fund, a deficit of \$201 thousand relates to the wellington school construction fund, \$2.0 million relates to the community preservation Fund, and \$12.8 million relates to the nonmajor governmental funds. Overall fund balance increased by \$1.0 million in fiscal year 2013. This was due to a surplus in the general fund of \$32 thousand, the timing of grant expenditures versus the recognition of revenue and community preservation fund surpluses offsetting expenditures of the wellington school construction fund.

The general fund is the chief operating fund. At the end of the current fiscal year, the unassigned fund balance of the general fund was \$10.4 million, while the total fund balance was \$17.7 million. As a measure of the general

fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 11.1% of general fund budgetary expenditures, while total fund balance represents 19.0% of that same amount. During fiscal year 2013, the fund balance of the general fund increased by \$33 thousand. The increase was primarily due to a budgetary surplus of \$980 thousand along with an increase in the accrual for 60 day receipts of real and personal property taxes of \$102 thousand. These increases were offset by a transfer out of the Ash Landfill Stabilization fund recorded as part of the general fund for GAAP reporting to the capital projects fund and an increase in the Town's estimate for Appellate Tax Board cases of \$237 thousand.

The Wellington School construction fund is used to account for the activities related to the construction of the new school building. During fiscal year 2013, the Town spent \$1.0 million on the project. At June 30, 2013, the fund has a deficit balance of \$201 thousand. The deficit will be funded with available funds and grant proceeds in future fiscal years. The project is essentially complete as of June 30, 2013.

The community preservation fund had a fund balance at June 30, 2013 of \$2.0 million. These funds are attributable to the Town's acceptance of the Community Preservation Act, which allows the Town to impose up to a 3% surcharge on property taxes and to receive matching state grant funds for specified uses related to the acquisition, creation, preservation and support of open space, historic resources, land for recreational use and community housing. The fund increased \$1.1 million during fiscal year 2013 due to the receipt of both state grants and the tax surcharges, offset by \$11.5 thousand of expenditures.

### ***Financial Analysis of Proprietary Funds***

The Water, Sewer and Light funds maintained positive results of operations and demonstrated the ability to recover all costs from rates.

The net position of the water, sewer and electric light funds increased \$2.4 million in fiscal year 2013. This performance was primarily the result of increases in water and sewer user fees while controlling their related cost structures. The results are in line with the Town's intention that the water and sewer rate structure is designed to cover all operating costs of these activities. The light department experienced an overall decrease in kilowatt hours sold due to a very mild winter, this reduction was offset by the Department's ability to cut operating costs by \$725 thousand due to a \$.0042 drop in the per KWH costs and the reduction in KWH sales, also a reduction in employee benefits due to a change in the OPEB valuation assumptions.

The internal service fund had an ending fund balance of \$5.7 million, which represents a decrease of \$43 thousand over the prior year. Claim payments exceeded contributions by \$59 thousand and the fund earned \$16 thousand in investment earnings.

### ***General Fund Budgetary Highlights***

There was a net increase of \$314 thousand between the original and final adopted budgets. Increases in public safety, public works and transfers out were offset by decreases in general government and employee benefits.

### ***Capital Asset and Debt Administration***

#### Capital Asset Administration

The Town of Belmont's investment in capital assets for its governmental and business type activities as of June 30, 2013 amounted to \$183.3 million (net of depreciation). This investment in capital assets includes land, construction in progress, land improvements, buildings, machinery and equipment, vehicles, and infrastructure

assets. The Town's major capital projects relate to the Wellington School project, an MWPAT Sewer project and various other infrastructure projects.

In conjunction with the operating budget, the Town annually prepares a capital budget for the upcoming fiscal year and a five-year Capital Improvement Plan (CIP) that is used as a guide for future capital expenditures.

The Town annually budgets over \$2.0 million per year from current-year appropriations for capital projects.

### Debt Administration

Outstanding governmental long-term debt, as of June 30, 2013, totaled \$41.7 million of which \$26.9 million relates to various School construction projects, \$10.0 million of refunding bonds, \$2.5 million relates to the senior center project and \$1.8 million relates to the Fire Station construction, leaving a balance of \$512 thousand for other CIP projects. The enterprise funds have \$3.8 million in water debt, and \$10.4 million in sewer debt, all of which are fully supported by the rates.

The Town has an "Aaa" rating from Moody's for general obligation debt.

Please refer to notes 4, 7, and 8 for further discussion of the major capital and debt activity.

### ***Economic Factors and Next Year's Budget***

A statewide tax limitation statute known as "Proposition 2-1/2" limits the property tax levy to an amount equal to 2-1/2% of the value of all taxable property in the Town. A secondary limitation is that no levy in a fiscal year may exceed the preceding year's allowable tax levy by more than 2-1/2%, plus taxes levied on certain property newly added to the tax rolls. Certain Proposition 2-1/2% taxing limitations can be overridden by Town-wide referendum vote. The Town has taken advantage of this override capability to increase operating budgets and so-called "debt exclusions" that are not subject to the Proposition 2-1/2% limitations.

The Town collects 99% of its property tax billings in the year billed. Property taxes billed were \$72.1 million in fiscal year 2013. \$1.6 million of this increase was the allowable increase under Proposition 2 1/2. \$720 thousand of this increase is the product of the certified new growth of the Town. Within this levy approximately \$4.6 million of previous debt exclusions were paid off.

The Town continues to experience growth in residential renovation and development. In fiscal year 2013, 1041 building permits were issued, resulting in \$54.0 million in taxable value. This is an increase in the number of permits issued resulting in an overall \$5.3 million increase in taxable value from the 2012 value levels, which generated 917 permits resulting in \$48.7 million in value. This activity has produced new growth tax revenue, which is exempt from the limitation imposed by Proposition 2 1/2. For fiscal year 2013, the Town realized \$720,338 in new taxes from this source.

The unemployment rate for Belmont as of August 2013 was 4.3% compared to the state figure of 7.2% and the nationwide figure of 7.3%.

### ***Requests for Information***

This financial report is designed to provide a general overview of the Town of Belmont's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Finance Department, Town Hall, 19 Moore Street, Belmont, MA 02478.

# ***Basic Financial Statements***

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**STATEMENT OF NET POSITION**

JUNE 30, 2013

	<i>Primary Government</i>		
	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
<b>CURRENT:</b>			
Cash and cash equivalents.....	\$ 32,670,035	\$ 21,473,251	\$ 54,143,286
Investments.....	11,655,460	-	11,655,460
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	892,564	-	892,564
Real estate tax deferrals.....	660,050	-	660,050
Tax liens.....	1,093,884	45,563	1,139,447
Motor vehicle excise taxes.....	225,747	-	225,747
User fees.....	-	5,068,556	5,068,556
Departmental and other.....	426,627	-	426,627
Intergovernmental.....	1,671,711	61,132	1,732,843
Inventory.....	16,563	456,325	472,888
Prepaid expenses.....	-	35,693	35,693
Purchased power advanced deposits.....	-	1,652,318	1,652,318
Unamortized bond issue costs.....	29,112	-	29,112
Deferred charges on refunding.....	90,986	-	90,986
<b>NONCURRENT:</b>			
Restricted cash and cash equivalents.....	-	2,602,716	2,602,716
Receivables, net of allowance for uncollectibles:			
Intergovernmental.....	331,000	-	331,000
Unamortized bond issue costs.....	235,216	-	235,216
Deferred charges on refunding.....	428,964	-	428,964
Capital assets, non depreciable.....	16,510,600	8,189,218	24,699,818
Capital assets, depreciable.....	120,325,707	38,321,840	158,647,547
<b>TOTAL ASSETS.....</b>	<b>187,264,226</b>	<b>77,906,612</b>	<b>265,170,838</b>
<b>LIABILITIES</b>			
<b>CURRENT:</b>			
Warrants payable.....	1,786,122	2,611,204	4,397,326
Accrued liabilities.....	-	132,032	132,032
Accrued payroll.....	464,177	27,756	491,933
Health claims payable.....	1,800,000	-	1,800,000
Tax refunds payable.....	601,000	-	601,000
Accrued interest.....	715,624	78,306	793,930
Other liabilities.....	630,523	1,437,411	2,067,934
Capital lease obligations.....	287,900	-	287,900
Landfill closure.....	824,000	-	824,000
Compensated absences.....	70,236	14,651	84,887
Unamortized premium on bonds payable.....	129,647	-	129,647
Notes payable.....	-	14,000,000	14,000,000
Bonds payable.....	3,364,191	1,256,161	4,620,352
<b>NONCURRENT:</b>			
Capital lease obligations.....	701,031	-	701,031
Landfill closure.....	2,220,200	-	2,220,200
Compensated absences.....	1,334,491	278,407	1,612,898
Unamortized premium on bonds payable.....	1,919,392	-	1,919,392
Other postemployment benefits.....	53,375,326	4,256,184	57,631,510
Bonds payable.....	38,333,862	13,016,444	51,350,306
<b>TOTAL LIABILITIES.....</b>	<b>108,557,722</b>	<b>37,108,556</b>	<b>145,666,278</b>
<b>NET POSITION</b>			
Net investment in capital assets.....	99,262,443	28,697,850	127,960,293
Restricted for:			
Permanent funds:			
Expendable.....	1,230,520	-	1,230,520
Nonexpendable.....	2,239,691	-	2,239,691
Other purposes.....	802,042	-	802,042
Unrestricted.....	(24,828,192)	12,100,206	(12,727,986)
<b>TOTAL NET POSITION.....</b>	<b>\$ 78,706,504</b>	<b>\$ 40,798,056</b>	<b>\$ 119,504,560</b>

See notes to basic financial statements.

**STATEMENT OF ACTIVITIES**

FISCAL YEAR ENDED JUNE 30, 2013

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Primary Government:</b>					
<i>Governmental Activities:</i>					
General government.....	\$ 7,067,537	\$ 477,853	\$ 97,138	\$ 1,915	\$ (6,490,631)
Public safety.....	20,597,571	961,892	169,939	-	(19,465,740)
Education.....	68,960,876	2,963,687	17,633,068	502,898	(47,861,223)
Public works.....	9,776,192	1,016,840	1,615	533,201	(8,224,536)
Human services.....	1,345,467	212,575	169,608	-	(963,284)
Culture and recreation.....	3,198,779	834,989	60,062	-	(2,303,728)
Community preservation.....	-	-	-	470,418	470,418
Interest.....	1,634,086	-	51,600	-	(1,582,486)
<b>Total Governmental Activities.....</b>	<b>112,580,508</b>	<b>6,467,836</b>	<b>18,183,030</b>	<b>1,508,432</b>	<b>(86,421,210)</b>
<i>Business-Type Activities:</i>					
Water.....	4,327,920	5,490,325	-	-	1,162,405
Sewer.....	6,972,704	7,709,487	-	-	736,783
Light.....	19,270,550	20,656,446	-	-	1,385,896
<b>Total Business-Type Activities.....</b>	<b>30,571,174</b>	<b>33,856,258</b>	<b>-</b>	<b>-</b>	<b>3,285,084</b>
<b>Total Primary Government.....</b>	<b>\$ 143,151,682</b>	<b>\$ 40,324,094</b>	<b>\$ 18,183,030</b>	<b>\$ 1,508,432</b>	<b>\$ (83,136,126)</b>

See notes to basic financial statements.

(Continued)

**STATEMENT OF ACTIVITIES (Continued)**

FISCAL YEAR ENDED JUNE 30, 2013

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
<b>Changes in net position:</b>			
Net (expense) revenue from previous page.....	\$ <b>(86,421,210)</b>	\$ <b>3,285,084</b>	\$ <b>(83,136,126)</b>
<i>General revenues:</i>			
Real estate and personal property taxes, net of tax refunds payable.....	71,037,653	-	71,037,653
Tax liens.....	515,334	-	515,334
Motor vehicle and other excise taxes.....	3,112,953	-	3,112,953
Community preservation tax.....	896,125	-	896,125
Penalties and interest on taxes.....	378,917	-	378,917
Grants and contributions not restricted to specific programs.....	2,402,949	-	2,402,949
Unrestricted investment income.....	975,803	16,649	992,452
<i>Transfers, net</i> .....	838,064	(932,873)	(94,809)
Total general revenues and transfers.....	<u>80,157,798</u>	<u>(916,224)</u>	<u>79,241,574</u>
Change in net position.....	(6,263,412)	2,368,860	(3,894,552)
<i>Net Position:</i>			
Beginning of year.....	<u>84,969,916</u>	<u>38,429,196</u>	<u>123,399,112</u>
End of year.....	\$ <u><u>78,706,504</u></u>	\$ <u><u>40,798,056</u></u>	\$ <u><u>119,504,560</u></u>

(Concluded)

**GOVERNMENTAL FUNDS  
BALANCE SHEET**

JUNE 30, 2013

<b>ASSETS</b>	General	Wellington School Construction	Community Preservation Fund	Nonmajor Governmental Funds	Total Governmental Funds
Cash and cash equivalents.....	\$ 17,995,050	\$ 116,339	\$ 908,815	\$ 6,136,565	\$ 25,156,769
Investments.....	3,624,369	-	1,096,289	6,934,802	11,655,460
Receivables, net of uncollectibles:					
Real estate and personal property taxes.....	883,828	-	8,736	-	892,564
Real estate tax deferrals.....	660,050	-	-	-	660,050
Tax liens.....	1,093,884	-	-	-	1,093,884
Motor vehicle excise taxes.....	225,747	-	-	-	225,747
Departmental and other.....	414,602	-	-	12,025	426,627
Intergovernmental.....	834,000	-	470,418	698,293	2,002,711
<b>TOTAL ASSETS.....</b>	<b>\$ 25,731,530</b>	<b>\$ 116,339</b>	<b>\$ 2,484,258</b>	<b>\$ 13,781,685</b>	<b>\$ 42,113,812</b>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>LIABILITIES:</b>					
Warrants payable.....	\$ 1,224,859	\$ 317,095	\$ -	\$ 224,823	\$ 1,766,777
Accrued payroll.....	447,759	-	-	16,418	464,177
Tax refunds payable.....	601,000	-	-	-	601,000
Other liabilities.....	630,523	-	-	-	630,523
Deferred revenues.....	5,148,331	-	479,153	710,318	6,337,802
<b>TOTAL LIABILITIES.....</b>	<b>8,052,472</b>	<b>317,095</b>	<b>479,153</b>	<b>951,559</b>	<b>9,800,279</b>
<b>FUND BALANCES:</b>					
Nonspendable.....	-	-	-	2,239,691	2,239,691
Restricted.....	-	-	2,005,105	10,590,435	12,595,540
Committed.....	3,627,111	-	-	-	3,627,111
Assigned.....	3,672,302	-	-	-	3,672,302
Unassigned.....	10,379,645	(200,756)	-	-	10,178,889
<b>TOTAL FUND BALANCES.....</b>	<b>17,679,058</b>	<b>(200,756)</b>	<b>2,005,105</b>	<b>12,830,126</b>	<b>32,313,533</b>
<b>TOTAL LIABILITIES AND FUND BALANCES.....</b>	<b>\$ 25,731,530</b>	<b>\$ 116,339</b>	<b>\$ 2,484,258</b>	<b>\$ 13,781,685</b>	<b>\$ 42,113,812</b>

See notes to basic financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION**

FISCAL YEAR ENDED JUNE 30, 2013

Total governmental fund balances.....	\$	32,313,533
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....		136,836,307
Accounts receivable are not available to pay for current-period expenditures and, therefore, are deferred in the funds.....		6,337,802
Internal service funds are used by management to account for retirees' health insurance and workers' compensation activities.		
The assets and liabilities of the internal service funds are included in the governmental activities in the statement of net position.....		5,693,921
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....		(715,624)
Inventory is capitalized in the Statement of Activities.....		16,563
Bond issue costs are capitalized in the Statement of Activities.....		264,328
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.		
Bonds payable.....	(41,698,053)	
Capital lease obligations.....	(988,931)	
Landfill closure.....	(3,044,200)	
Unamortized premium on bonds payable.....	(2,049,039)	
Other postemployment benefits payable.....	(53,375,326)	
Compensated absences.....	<u>(1,404,727)</u>	
Net effect of reporting long-term liabilities.....		<u>(102,560,276)</u>
In the statement of activities, deferred losses are reported for refundings of debt, which are amortized over the shorter of the remaining life of the refunding bonds or refunded bonds. In governmental funds, defeasances of debt are expensed when the refunding bonds are issued.....		<u>519,950</u>
Net position of governmental activities.....	\$	<u><u>78,706,504</u></u>

See notes to basic financial statements.

**GOVERNMENTAL FUNDS**  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FISCAL YEAR ENDED JUNE 30, 2013

	General	Wellington School Construction	Community Preservation Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES:</b>					
Real estate and personal property taxes, net of tax refunds.....	\$ 71,175,012	\$ -	\$ -	\$ -	\$ 71,175,012
Tax liens.....	252,308	-	-	-	252,308
Motor vehicle and other excise taxes.....	3,024,663	-	-	-	3,024,663
Charges for services.....	2,070,994	-	-	-	2,070,994
Penalties and interest on taxes.....	378,917	-	-	-	378,917
Licenses and permits.....	1,032,556	-	-	-	1,032,556
Fines and forfeitures.....	228,339	-	-	-	228,339
Intergovernmental.....	17,369,944	-	232,884	3,429,459	21,032,287
Departmental and other.....	-	-	-	3,624,986	3,624,986
Community preservation tax.....	-	-	917,239	-	917,239
Contributions.....	-	-	-	160,489	160,489
Investment income.....	155,945	-	8,645	795,325	959,915
Miscellaneous.....	-	-	-	2,399	2,399
<b>TOTAL REVENUES.....</b>	<b>95,688,678</b>	<b>-</b>	<b>1,158,768</b>	<b>8,012,658</b>	<b>104,860,104</b>
<b>EXPENDITURES:</b>					
Current:					
General government.....	3,305,468	-	11,456	402,217	3,719,141
Public safety.....	11,704,673	-	-	395,410	12,100,083
Education.....	53,058,737	1,047,172	-	6,815,145	60,921,054
Public works.....	8,214,116	-	-	2,569,274	10,783,390
Human services.....	779,276	-	-	115,781	895,057
Culture and recreation.....	2,564,609	-	-	80,110	2,644,719
Pension benefits.....	5,281,527	-	-	-	5,281,527
Employee benefits.....	1,452,565	-	-	-	1,452,565
State and county charges.....	1,642,046	-	-	-	1,642,046
Debt service:					
Principal.....	3,593,191	-	-	-	3,593,191
Interest.....	1,651,735	-	-	-	1,651,735
<b>TOTAL EXPENDITURES.....</b>	<b>93,247,943</b>	<b>1,047,172</b>	<b>11,456</b>	<b>10,377,937</b>	<b>104,684,508</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....</b>	<b>2,440,735</b>	<b>(1,047,172)</b>	<b>1,147,312</b>	<b>(2,365,279)</b>	<b>175,596</b>
<b>OTHER FINANCING SOURCES (USES):</b>					
Transfers in.....	1,161,873	-	-	3,566,111	4,727,984
Transfers out.....	(3,569,916)	-	-	(320,004)	(3,889,920)
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>(2,408,043)</b>	<b>-</b>	<b>-</b>	<b>3,246,107</b>	<b>838,064</b>
<b>NET CHANGE IN FUND BALANCES.....</b>	<b>32,692</b>	<b>(1,047,172)</b>	<b>1,147,312</b>	<b>880,828</b>	<b>1,013,660</b>
<b>FUND BALANCES AT BEGINNING OF YEAR.....</b>	<b>17,646,366</b>	<b>846,416</b>	<b>857,793</b>	<b>11,949,298</b>	<b>31,299,873</b>
<b>FUND BALANCES AT END OF YEAR.....</b>	<b>\$ 17,679,058</b>	<b>\$ (200,756)</b>	<b>\$ 2,005,105</b>	<b>\$ 12,830,126</b>	<b>\$ 32,313,533</b>

See notes to basic financial statements.

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES**

FISCAL YEAR ENDED JUNE 30, 2013

Net change in fund balances - total governmental funds.....	\$	1,013,660
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.</p>		
Capital outlay.....	5,156,073	
Depreciation expense.....	<u>(4,251,531)</u>	
Net effect of reporting capital assets.....		904,542
<p>Governmental funds report inventories as expenditures. However in the Statement of Activities the cost of those assets is capitalized and expensed when depleted.....</p>		
		(115,244)
<p>Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in deferred revenue.....</p>		
		603,040
<p>The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.</p>		
Amortization of issuance costs.....	(29,112)	
Amortization of bond premiums.....	129,647	
Amortization of deferred charges.....	(77,991)	
Principal payments on capital leases.....	279,009	
Debt service principal payments.....	<u>3,593,191</u>	
Net effect of reporting long-term debt.....		3,894,744
<p>Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.</p>		
Net change in compensated absences accrual.....	(151,238)	
Net change in accrued interest on long-term debt.....	(4,895)	
Net change in landfill closure accrual.....	763,300	
Net change in other postemployment benefits.....	<u>(13,128,456)</u>	
Net effect of recording long-term liabilities and amortizing deferred losses.....		(12,521,289)
<p>Internal service funds are used by management to account for health insurance and workers' compensation activities.</p>		
The net activity of internal service funds is reported with Governmental Activities.....		<u>(42,865)</u>
Change in net position of governmental activities.....	\$	<u>(6,263,412)</u>

See notes to basic financial statements.

**PROPRIETARY FUNDS**  
**STATEMENT OF NET POSITION**

JUNE 30, 2013

	Business-type Activities - Enterprise Funds				Governmental Activities - Internal Service Funds
	Water	Sewer	Light (as of December 31, 2012)	Total	
<b>ASSETS</b>					
<b>CURRENT:</b>					
Cash and cash equivalents.....	\$ 4,364,113	\$ 4,144,318	\$ 12,964,820	\$ 21,473,251	\$ 7,513,266
Receivables, net of allowance for uncollectibles:					
Tax liens.....	17,608	27,955	-	45,563	-
User fees.....	1,329,644	1,978,100	1,760,812	5,068,556	-
Intergovernmental.....	-	61,132	-	61,132	-
Inventory.....	158,298	15,781	282,246	456,325	-
Prepaid expenses.....	-	-	35,693	35,693	-
Purchased power advanced deposits.....	-	-	1,652,318	1,652,318	-
Total current assets.....	<u>5,869,663</u>	<u>6,227,286</u>	<u>16,695,889</u>	<u>28,792,838</u>	<u>7,513,266</u>
<b>NONCURRENT:</b>					
Restricted cash and cash equivalents.....	-	-	2,602,716	2,602,716	-
Capital assets, non depreciable.....	828,648	-	7,360,570	8,189,218	-
Capital assets, depreciable.....	11,069,430	20,245,040	7,007,370	38,321,840	-
Total noncurrent assets.....	<u>11,898,078</u>	<u>20,245,040</u>	<u>16,970,656</u>	<u>49,113,774</u>	<u>-</u>
<b>TOTAL ASSETS.....</b>	<u><u>17,767,741</u></u>	<u><u>26,472,326</u></u>	<u><u>33,666,545</u></u>	<u><u>77,906,612</u></u>	<u><u>7,513,266</u></u>
<b>LIABILITIES</b>					
<b>CURRENT:</b>					
Warrants payable.....	876,153	42,960	1,692,091	2,611,204	19,345
Accrued liabilities.....	-	-	132,032	132,032	-
Accrued payroll.....	14,652	13,104	-	27,756	-
Health claims payable.....	-	-	-	-	1,800,000
Accrued interest.....	-	78,306	-	78,306	-
Compensated absences.....	2,947	3,433	8,271	14,651	-
Notes payable.....	-	-	14,000,000	14,000,000	-
Bonds payable.....	571,356	684,805	-	1,256,161	-
Total current liabilities.....	<u>1,465,108</u>	<u>822,608</u>	<u>15,832,394</u>	<u>18,120,110</u>	<u>1,819,345</u>
<b>NONCURRENT:</b>					
Compensated absences.....	56,028	65,236	157,143	278,407	-
Other liabilities.....	-	-	1,437,411	1,437,411	-
Other postemployment benefits.....	1,154,276	833,993	2,267,915	4,256,184	-
Bonds payable.....	3,257,024	9,759,420	-	13,016,444	-
Total noncurrent liabilities.....	<u>4,467,328</u>	<u>10,658,649</u>	<u>3,862,469</u>	<u>18,988,446</u>	<u>-</u>
<b>TOTAL LIABILITIES.....</b>	<u><u>5,932,436</u></u>	<u><u>11,481,257</u></u>	<u><u>19,694,863</u></u>	<u><u>37,108,556</u></u>	<u><u>1,819,345</u></u>
<b>NET POSITION</b>					
Net investment in capital assets.....	9,110,872	11,676,669	7,910,309	28,697,850	-
Unrestricted.....	2,724,433	3,314,400	6,061,373	12,100,206	5,693,921
<b>TOTAL NET POSITION.....</b>	<u><u>\$ 11,835,305</u></u>	<u><u>\$ 14,991,069</u></u>	<u><u>\$ 13,971,682</u></u>	<u><u>\$ 40,798,056</u></u>	<u><u>\$ 5,693,921</u></u>

See notes to basic financial statements.

**PROPRIETARY FUNDS**  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

FISCAL YEAR ENDED JUNE 30, 2013

	Business-type Activities - Enterprise Funds				Governmental Activities - Internal Service Funds
	Water	Sewer	Light (as of December 31, 2012)	Total	
<b>OPERATING REVENUES:</b>					
Employee contributions .....	\$ -	\$ -	\$ -	\$ -	\$ 3,026,905
Employer contributions .....	-	-	-	-	9,588,778
Charges for services .....	5,488,717	7,709,487	20,235,029	33,433,233	-
Other .....	1,608	-	421,417	423,025	1,109,808
<b>TOTAL OPERATING REVENUES .....</b>	<b>5,490,325</b>	<b>7,709,487</b>	<b>20,656,446</b>	<b>33,856,258</b>	<b>13,725,491</b>
<b>OPERATING EXPENSES:</b>					
Cost of services and administration .....	3,960,458	6,173,312	18,022,621	28,156,391	-
Depreciation .....	367,462	543,334	1,247,924	2,158,720	-
Employee benefits .....	-	-	-	-	13,784,244
<b>TOTAL OPERATING EXPENSES .....</b>	<b>4,327,920</b>	<b>6,716,646</b>	<b>19,270,545</b>	<b>30,315,111</b>	<b>13,784,244</b>
<b>OPERATING INCOME (LOSS) .....</b>	<b>1,162,405</b>	<b>992,841</b>	<b>1,385,901</b>	<b>3,541,147</b>	<b>(58,753)</b>
<b>NONOPERATING REVENUES (EXPENSES):</b>					
Investment income .....	6,215	6,177	4,257	16,649	15,888
Interest expense .....	-	(256,058)	(5)	(256,063)	-
<b>TOTAL NONOPERATING REVENUES (EXPENSES), NET .....</b>	<b>6,215</b>	<b>(249,881)</b>	<b>4,252</b>	<b>(239,414)</b>	<b>15,888</b>
<b>INCOME (LOSS) BEFORE OPERATING TRANSFERS .....</b>	<b>1,168,620</b>	<b>742,960</b>	<b>1,390,153</b>	<b>3,301,733</b>	<b>(42,865)</b>
<b>TRANSFERS:</b>					
Transfers out .....	(157,873)	(125,000)	(650,000)	(932,873)	-
<b>CHANGE IN NET POSITION .....</b>	<b>1,010,747</b>	<b>617,960</b>	<b>740,153</b>	<b>2,368,860</b>	<b>(42,865)</b>
<b>NET POSITION AT BEGINNING OF YEAR .....</b>	<b>10,824,558</b>	<b>14,373,109</b>	<b>13,231,529</b>	<b>38,429,196</b>	<b>5,736,786</b>
<b>NET POSITION AT END OF YEAR .....</b>	<b>\$ 11,835,305</b>	<b>\$ 14,991,069</b>	<b>\$ 13,971,682</b>	<b>\$ 40,798,056</b>	<b>\$ 5,693,921</b>

See notes to basic financial statements.

**PROPRIETARY FUNDS  
STATEMENT OF CASH FLOWS**

FISCAL YEAR ENDED JUNE 30, 2013

	Business-type Activities - Enterprise Funds				Governmental Activities - Internal Service Funds
	Water	Sewer	Light (as of December 31, 2012)	Total	
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>					
Receipts from customers and users.....	\$ 5,471,138	\$ 7,568,202	\$ 20,431,375	\$ 33,470,715	\$ -
Receipts from interfund services provided.....	-	-	-	-	13,725,491
Payments to vendors.....	(2,597,822)	(5,856,544)	(14,267,679)	(22,722,045)	-
Payments to employees.....	(1,234,714)	(103,350)	(3,430,403)	(4,768,467)	-
Payments for interfund services used.....	-	-	-	-	(13,565,146)
<b>NET CASH FROM OPERATING ACTIVITIES.....</b>	<b>1,638,602</b>	<b>1,608,308</b>	<b>2,733,293</b>	<b>5,980,203</b>	<b>160,345</b>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>					
Transfers out.....	(157,873)	(125,000)	(650,000)	(932,873)	-
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>					
Proceeds from the issuance of bonds and notes.....	500,000	-	14,000,000	14,500,000	-
Acquisition and construction of capital assets.....	(720,291)	(1,073,921)	(6,406,435)	(8,200,647)	-
Principal payments on bonds and notes.....	(521,355)	(614,792)	-	(1,136,147)	-
Interest expense.....	-	(244,569)	(5)	(244,574)	-
Intergovernmental.....	-	-	-	-	-
<b>NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES.....</b>	<b>(741,646)</b>	<b>(1,933,282)</b>	<b>7,593,560</b>	<b>4,918,632</b>	<b>-</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>					
Rate stabilization reserve.....	-	-	302,902	302,902	-
Investment income.....	6,215	6,177	4,257	16,649	15,888
<b>NET CASH FROM INVESTING ACTIVITIES.....</b>	<b>6,215</b>	<b>6,177</b>	<b>307,159</b>	<b>319,551</b>	<b>15,888</b>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS.....</b>	<b>745,298</b>	<b>(443,797)</b>	<b>9,984,012</b>	<b>10,285,513</b>	<b>176,233</b>
<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....</b>	<b>3,618,815</b>	<b>4,588,115</b>	<b>5,583,524</b>	<b>13,790,454</b>	<b>7,337,033</b>
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR.....</b>	<b>\$ 4,364,113</b>	<b>\$ 4,144,318</b>	<b>\$ 15,567,536</b>	<b>\$ 24,075,967</b>	<b>\$ 7,513,266</b>
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:</b>					
Operating income (loss).....	\$ 1,162,405	\$ 992,841	\$ 1,385,901	\$ 3,541,147	\$ (58,753)
Adjustments to reconcile operating income (loss) to net cash from operating activities:					
Depreciation.....	367,462	543,334	1,247,924	2,158,720	-
Changes in assets and liabilities:					
Tax liens.....	23,031	30,798	-	53,829	-
User fees.....	(42,218)	(172,083)	(233,137)	(447,438)	-
Inventory.....	(32,314)	(4,736)	3,700	(33,350)	-
Prepaid expenses.....	-	-	(12,409)	(12,409)	-
Purchased power advance deposits.....	-	-	(250)	(250)	-
Other postemployment benefits obligation.....	234,352	230,153	62,720	527,225	-
Warrants payable.....	(98,784)	(29,794)	185,666	57,088	19,098
Accrued liabilities.....	-	-	118,678	118,678	-
Accrued payroll.....	14,652	13,104	-	27,756	-
Health claims payable.....	-	-	-	-	200,000
Other liabilities.....	-	-	8,066	8,066	-
Accrued compensated absences.....	10,016	4,691	(33,566)	(18,859)	-
Total adjustments.....	476,197	615,467	1,347,392	2,439,056	219,098
<b>NET CASH FROM OPERATING ACTIVITIES.....</b>	<b>\$ 1,638,602</b>	<b>\$ 1,608,308</b>	<b>\$ 2,733,293</b>	<b>\$ 5,980,203</b>	<b>\$ 160,345</b>

See notes to basic financial statements.

**FIDUCIARY FUNDS**  
STATEMENT OF FIDUCIARY POSITION

JUNE 30, 2013

	Pension Trust Fund (as of December 31, 2012)	Other Postemployment Benefit Trust	Private Purpose Trust Funds	Agency Funds
<b>ASSETS</b>				
<b>CURRENT:</b>				
Cash and cash equivalents.....	\$ 829,195	\$ 17,862	\$ 311,778	\$ 297,473
Investments.....	67,715,347	1,363,001	472,095	24,015
Due from general fund.....	3,235,480	-	-	-
Other assets.....	-	-	-	117,371
<b>TOTAL ASSETS.....</b>	<b>71,780,022</b>	<b>1,380,863</b>	<b>783,873</b>	<b>438,859</b>
<b>LIABILITIES</b>				
Warrants payable.....	120,098	-	-	45,055
Accrued liabilities.....	-	-	-	20,039
Liabilities due depositors.....	-	-	-	256,394
Deferred revenue.....	-	-	-	117,371
<b>TOTAL LIABILITIES.....</b>	<b>120,098</b>	<b>-</b>	<b>-</b>	<b>438,859</b>
<b>NET POSITION</b>				
Held in trust for retirement, OPEB benefits, and other purposes.....	\$ <u>71,659,924</u>	\$ <u>1,380,863</u>	\$ <u>783,873</u>	\$ <u>-</u>

See notes to basic financial statements.

**FIDUCIARY FUNDS**  
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

FISCAL YEAR ENDED JUNE 30, 2013

	Pension Trust Fund (as of December 31, 2012)	Other Postemployment Benefit Trust	Private Purpose Trust Funds
<b>ADDITIONS:</b>			
Contributions:			
Employer.....	\$ 6,481,131	\$ 11,952	\$ -
Employee.....	2,131,473	-	-
Miscellaneous.....	-	-	36,309
<b>Total contributions.....</b>	<b>8,612,604</b>	<b>11,952</b>	<b>36,309</b>
Net investment income (loss):			
Net change in fair value of investments.....	6,493,295	52,211	-
Interest.....	1,567,358	-	18,496
<b>Total investment income (loss).....</b>	<b>8,060,653</b>	<b>52,211</b>	<b>18,496</b>
Less: investment expense.....	(390,039)	-	-
<b>Net investment income (loss).....</b>	<b>7,670,614</b>	<b>52,211</b>	<b>18,496</b>
Intergovernmental.....	129,092	-	-
Transfers from other systems.....	510,029	-	-
<b>TOTAL ADDITIONS.....</b>	<b>16,922,339</b>	<b>64,163</b>	<b>54,805</b>
<b>DEDUCTIONS:</b>			
Administration.....	177,679	-	-
Transfers to other systems.....	652,761	-	-
Retirement benefits and refunds.....	9,374,060	-	-
Educational scholarships.....	-	-	62,850
<b>TOTAL DEDUCTIONS.....</b>	<b>10,204,500</b>	<b>-</b>	<b>62,850</b>
<b>CHANGE IN NET POSITION.....</b>	<b>6,717,839</b>	<b>64,163</b>	<b>(8,045)</b>
<b>NET POSITION AT BEGINNING OF YEAR.....</b>	<b>64,942,085</b>	<b>1,316,700</b>	<b>791,918</b>
<b>NET POSITION AT END OF YEAR.....</b>	<b>\$ 71,659,924</b>	<b>\$ 1,380,863</b>	<b>\$ 783,873</b>

See notes to basic financial statements.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accompanying basic financial statements of the Town of Belmont, Massachusetts have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant Town accounting policies are described herein.

**A. Reporting Entity**

The Town of Belmont, Massachusetts (Town) is a municipal corporation that is governed by an elected three member Board of Selectmen. They in turn appoint a Town Administrator who has general supervision of and control over the Town's boards, commissions, officers and departments. The legislative body of the Town is the elected Town Meeting members which consist of 288 members elected for a three-year term in addition to some ex-officio members.

For financial reporting purposes, the Town has included all funds, organizations, agencies, boards, commissions and institutions. The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the Town (the primary government) and its component units. One entity has been included as a component unit in the reporting entity, because of the significance of its operational and/or financial relationship.

*Component Unit Presented as a Fiduciary Fund* – The following component unit is presented as a Fiduciary Fund of the primary government due to the nature and significance of relationship between the Town and the component unit.

In the Fiduciary Funds:

- (1) The Belmont Contributory Retirement System (the System) was established to provide retirement benefits to Town employees, the Belmont Housing Authority employees and their beneficiaries. The System is governed by a five-member board comprised of the Town Accountant (ex-officio), two members elected by the System's participants, one member appointed by the Board of Selectmen and one member appointed by the Board members. The System is presented using the accrual basis of accounting and is reported as a pension trust fund in the fiduciary fund financial statements.

**Availability of Financial Information for Component Units**

The System issues a publicly available audited financial report in accordance with guidelines established by the Commonwealth of Massachusetts' (Commonwealth) Public Employee Retirement Administration Commission (PERAC). That report may be obtained by contacting the System located at Town Hall, 455 Concord Ave, Belmont, MA 02478.

**B. Government-Wide and Fund Financial Statements***Government-Wide Financial Statements*

The government-wide financial statements (i.e., statement of net position and the statement of changes in net position) report information on all of the non-fiduciary activities of the primary government and its component units.

*Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which are supported primarily by user fees and charges.

#### *Fund Financial Statements*

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Non-major funds are aggregated and displayed in a single column.

#### *Major Fund Criteria*

Major funds must be reported if the following criteria are met:

- If the total assets, liabilities, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10 percent of the corresponding element (assets, liabilities, etc.) for all funds of that category or type (total governmental or total enterprise funds), *and*
- If the total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Internal service funds and fiduciary funds are reported by fund type.

### C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

#### *Government-Wide Financial Statements*

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the fiscal year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.
- Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.
- Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Taxes and other items not identifiable as program revenues are reported as general revenues. For the most part, the effect of interfund activity has been removed from the government-wide financial statements. However, the effect of interfund services provided and used between functions is not eliminated as the elimination of these charges would distort the direct costs and program revenues reported for the functions affected.

#### *Fund Financial Statements*

**Governmental** fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days after fiscal year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The *wellington school construction fund* accounts for activity related to the construction of the new Wellington School.

The *community preservation fund* is used to account for funds held for uses restricted by law for community preservation purposes. These funds are attributable to the Town's acceptance of the Community Preservation Act, which allows the Town to impose up to a 3% surcharge on property taxes and to receive matching state grant funds for specified uses related to the acquisition, creation, preservation and support of open space, historic resources, land for recreational use and community housing.

The nonmajor governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than permanent funds or capital projects.

The *capital projects fund* is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets of the governmental funds.

The *permanent fund* is used to account for and report financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

**Proprietary** fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The following major proprietary funds are reported:

The *water enterprise fund* is used to account for the water activities.

The *sewer enterprise fund* is used to account for the sewer activities.

The *light enterprise fund* is used to account for the Town's electric light department activities.

The *internal service fund* is used to account for the financing of services provided by one department to other departments or governmental units. This fund is used to account for risk financing activities related to the self-insured employee health program.

**Fiduciary** fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity by the Town for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *pension trust fund* is used to account for the activities of the System, which accumulates resources to provide pension benefits to eligible retirees and their beneficiaries.

The *other postemployment benefit trust fund* is a new fund established under special legislation to accumulate resources to provide funding for future OPEB (other postemployment benefits) liabilities.

The *private-purpose trust fund* is used to account for trust arrangements that exclusively benefit individuals, private organizations, or other governments. Some of these trusts have donor restrictions and trustee policies that do not allow the endowment portion and any unrealized appreciation to be spent. The donor restrictions and trustee policies only allows the trustees to authorize spending of the realized investment earnings. The Town's educational scholarship trusts are accounted for in this fund.

The *agency fund* is used to account for assets held in a purely custodial capacity by the Town.

#### D. Cash and Investments

##### *Government-Wide and Fund Financial Statements*

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition. Investments are carried at fair value.

## E. Accounts Receivable

### *Government-Wide and Fund Financial Statements*

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

### ***Real Estate, Personal Property Taxes and Tax Liens***

Real estate and personal property taxes are levied and based on values assessed on January 1<sup>st</sup> of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on August 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup> and May 1<sup>st</sup> and are subject to penalties and interest if they are not paid by the respective due date. Real estate and personal property taxes levied are recorded as receivables in the fiscal year of the levy.

Real estate tax liens are processed during the year on delinquent properties and are recorded as receivables in the fiscal year they are processed.

Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

### ***Motor Vehicle Excise***

Motor vehicle excise taxes are assessed annually for each vehicle registered in the Town and are recorded as receivables in the fiscal year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

### ***Water and Sewer***

User fees are levied quarterly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Water and Sewer liens are processed every year and included as a lien on the property owner's tax bill. Water and Sewer charges and liens are recorded as receivables in the fiscal year of the levy.

Since the receivables are secured via the lien process they are considered 100% collectible and therefore do not report an allowance for uncollectibles.

### ***Departmental and Other***

Departmental and other receivables are recorded as receivables in the fiscal year accrued. The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

**Intergovernmental**

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met.

These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

F. Inventories

*Government-Wide and Fund Financial Statements*

Inventories are recorded as expenditures at the time of purchase in the fund financial statements. Such inventories are capitalized in the government-wide financial statements. Inventories of the Light Fund are carried at average cost.

G. Capital Assets

*Government-Wide and Proprietary Fund Financial Statements*

Capital assets, which include land, construction in progress, land improvements, buildings, machinery and equipment, vehicles and infrastructure (e.g., roads, water mains, sewer mains, and similar items), are reported in the applicable governmental or business-type activity column of the government-wide financial statements, and the proprietary fund financial statements. Capital assets are recorded at historical cost, or at estimated historical cost, if actual historical cost is not available. Donated capital assets are recorded at the estimated fair market value at the date of donation. Except for the capital assets of the governmental activities column in the government-wide financial statements, construction period interest is capitalized on constructed capital assets.

All purchases and construction costs in excess of \$10,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

Capital assets (excluding land) are depreciated on a straight-line basis. The estimated useful lives of capital assets are as follows:

<u>Capital Asset Type</u>	<u>Estimated Useful Life (in years)</u>
Land improvements.....	20
Buildings.....	40-50
Machinery and equipment.....	5-20
Vehicles.....	5-15
Infrastructure.....	15-100

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized and are treated as expenses when incurred. Improvements are capitalized.

The fixed assets of the municipal light enterprise fund are capitalized upon purchase and depreciated at a rate of 3% of the cost of plant in service at the beginning of the calendar year, exclusive of land and land rights. The municipal light enterprise fund charges maintenance to expense when incurred. Replacements and betterments are charged to fixed assets.

#### *Governmental Fund Financial Statements*

Capital asset costs are recorded as expenditures in the acquiring fund in the fiscal year of the purchase.

#### H. Deferred Outflows/Inflows of Resources

##### *Government-Wide Financial Statements (Net Position)*

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/ expenditure) until then. The Town did not have any items that qualify for reporting in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The Town did not have any items that qualify for reporting in this category.

#### I. Interfund Receivables and Payables

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

##### *Government-Wide Financial Statements*

Transactions of a buyer/seller nature between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of net position as "internal balances".

##### *Fund Financial Statements*

Transactions of a buyer/seller nature between and within funds are not eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as "Due from other funds" or "Due to other funds" on the balance sheet.

#### J. Interfund Transfers

During the course of its operations, resources are permanently reallocated between and within funds. These transactions are reported as transfers in and transfers out.

*Government-Wide Financial Statements*

Transfers between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as "Transfers, net".

*Fund Financial Statements*

Transfers between and within funds are not eliminated from the individual fund statements and are reported as transfers in and transfers out.

K. Deferred Revenue

Deferred revenue at the governmental fund financial statement level represents billed receivables that do not meet the available criterion in accordance with the current financial resources measurement focus and the modified accrual basis of accounting. Deferred revenue is recognized as revenue in the conversion to the government-wide (full accrual) financial statements.

L. Net Position and Fund Equity*Government-Wide Financial Statements (Net position)*

Net position reported as "net investment in capital assets" includes capital assets, net of accumulated depreciation, less the principal balance of outstanding debt used to acquire capital assets. Unspent proceeds of capital related debt are not considered to be capital assets. Outstanding debt related to future reimbursements from the state's school building program is not considered to be capital related debt.

Net position is reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net position has been "restricted for" the following:

"Permanent funds – expendable" represents the amount of realized and unrealized investment earnings of donor restricted trusts. The donor restrictions and trustee policies only allows the trustees to approve spending of the realized investment earnings that support governmental programs.

"Permanent funds – nonexpendable" represents the endowment portion of donor restricted trusts that support governmental programs.

"Other purposes" represents restrictions placed on assets from outside parties.

Sometimes the Town will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Town's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

*Fund Financial Statements (Fund Balances)*

Governmental fund balances are classified as nonspendable, restricted, committed, assigned, or unassigned based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The governmental fund balance classifications are as follows:

“Nonspendable” fund balance includes amounts that cannot be spent because they are either not in spendable form or they are legally or contractually required to be maintained intact.

“Restricted” fund balance includes amounts subject to constraints placed on the use of resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or that are imposed by law through constitutional provisions or enabling legislation.

“Committed” fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority. Town meeting is the highest level of decision making authority for the government that can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

“Assigned” fund balance includes amounts that are constrained by the Town’s intent to be used for specific purposes, but are neither restricted nor committed. The Board of Selectmen has by resolution authorized the Town Accountant to assign fund balance. The Board may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year’s budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment.

“Unassigned” fund balance includes the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

Sometimes the Town will fund outlays for a particular purpose from different components of fund balance. In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balances in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. When different components of fund balance can be used for the same purpose, it is the Town’s policy to consider restricted fund balance to have been depleted first, followed by committed fund balance, and assigned fund balance. Unassigned fund balance is applied last.

M. Long-term debt*Government-Wide and Proprietary Fund Financial Statements*

Long-term debt is reported as liabilities in the government-wide and proprietary fund statement of net position. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

*Governmental Fund Financial Statements*

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as

other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

#### N. Investment Income

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

Investment income from proprietary funds, trust funds, and internal service funds is retained within the respective fund.

#### O. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

##### *Government-Wide and Proprietary Fund Financial Statements*

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred. Sick leave though accrued is expensed as incurred. There is no obligation to pay for sick time upon termination of employment.

##### *Governmental Fund Financial Statements*

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities upon maturity of the liability.

#### P. Use of Estimates

##### *Government-Wide and Fund Financial Statements*

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

#### Q. Total Column

##### *Government-Wide Financial Statements*

The total column presented on the government-wide financial statements represents consolidated financial information.

##### *Fund Financial Statements*

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

**NOTE 2 - CASH AND INVESTMENTS**

A cash and investment pool is maintained that is available for use by all funds. Each fund type’s portion of this pool is displayed on the combined balance sheet as “Cash and cash equivalents”. The deposits and investments of the trust funds are held separately from those of other funds.

Statutes authorize the investment in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer’s Investment Pool (the Pool). The Treasurer may also invest trust funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the Commonwealth.

The Pool meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth who serves as Trustee. The fair value of the position in the Pool is the same as the value of the Pool shares.

Custodial Credit Risk - Deposits

In the case of deposits, this is the risk that in the event of a bank failure, the Town’s deposits may not be returned to it. The Town does not have a formal policy for custodial credit risk. At fiscal year-end, the carrying amount of deposits totaled \$43,418,382 and the bank balance totaled \$44,972,716. Of the bank balance, \$2,276,040 was covered by Federal Depository Insurance, \$24,064,778 was covered by the Depositors Insurance Fund, \$4,989,729 was collateralized, and \$13,642,169 was exposed to custodial credit risk because it was uninsured and uncollateralized.

At December 31, 2012, the carrying amount of the Retirement System’s deposits totaled \$829,195 and the bank balance totaled \$930,847. All of the bank balance was covered by Federal Depository Insurance.

Investments

Listed below are the investments of the Town as of June 30, 2013 and the Retirement System as of December 31, 2012.

**Town’s Investments:**

Investment Type	Fair Value	Maturity			Quality Rating
		Under 1 Year	1-5 Years	6-10 Years	
<u>Debt Securities</u>					
U.S. Treasury Note.....	\$ 237,854	\$ -	\$ 127,823	\$ 110,031	AAA
Corporate Bonds.....	396,672	151,337	245,335	-	A/AA/NR
Federal National Mortgage Association.....	222,636	-	222,636	-	AAA
Federal Home Loan Mortgage Corp.....	115,483	149	115,334	-	AAA
Total Debt Securities.....	972,645	\$ 151,486	\$ 711,128	\$ 110,031	
<u>Other Investments</u>					
Equity Securities.....	2,440,231				
Negotiable Certificates of Deposit.....	8,922,759				
Mutual Funds.....	1,178,936				
Money Market Mutual Funds.....	2,092,138				
MMDT.....	11,862,595				
Total Investments.....	\$ 27,469,304				

**Retirement System’s Investments:**

	Fair Value	Maturity		Quality Rating
		1-5 Years	6-10 Years	
<u>Debt Securities</u>				
Scout Core Plus Bond Fund.....	\$ 11,569,897	\$ 11,569,897	\$ -	AA *
Mondrian Global Fixed Income.....	<u>2,004,690</u>	<u>-</u>	<u>2,004,690</u>	AA *
Total Debt Securities.....	13,574,587	<u>\$ 11,569,897</u>	<u>\$ 2,004,690</u>	
<u>Other Investments</u>				
Equity Mutual Funds.....	8,687,872			
Equity Securities.....	11,114,680			
PRIT Hedge Fund Account.....	8,317,593			
PRIT Alternative Fund.....	9,314,838			
PRIT Real Estate Fund.....	8,228,345			
PRIT International Equity Fund.....	6,890,762			
PRIT Fund.....	<u>1,586,670</u>			
Total Investments.....	<u>\$ 67,715,347</u>			

\* Duration of underlying holdings in Scout Core Mutual Fund is 2.4 years and Mondrian Global Fixed Income Fund is 5.4 years.

Custodial Credit Risk – Investments

For an investment, this is the risk that, in the event of a failure by the counterparty, the Town will not be able to recover the value of its investments or collateral security that are in possession of an outside party. Investments in external investment pools and in open-end mutual funds are not exposed to custodial credit risk because their existence is not evidenced by securities that exist in physical or book entry form. Of the Town’s investments in U.S. Treasury Notes, corporate bonds, asset backed securities, and equity securities, as detailed above the Town has a custodial credit risk exposure of \$3,412,876 because the related securities are uninsured, unregistered and held by the counterparty.

The Town’s investment policy states that before conducting any business with a brokerage house that the Town must obtain a copy of their latest audited financial statement, proof of National Association of Security Dealers certification, and proof of credit worthiness, which the Town defines as at least five years in operation and minimum capital of \$10 million.

The Retirement System has custodial credit risk exposure of \$24,689,267 because the related debt and equity securities are uninsured, unregistered and held by the counterparty.

The Retirement System limits its custodial credit risk by utilizing an institutional custodial bank, currently State Street Bank, to custody all separately held securities which are registered under a nominee name that is specific to the Retirement System. Assets held in commingled fund accounts are also held in a similar fashion, with individual fund securities held in the fund’s name at their custodian bank. A small percentage of the Retirement System’s assets (typically less than 5%) may be held from time to time in commingled cash equivalent vehicles where the assets are subject to counterparty risk.

### Interest Rate Risk

The Town's investment policy states that safety of principal is the foremost objective, followed by liquidity and then yield. Investments shall be made to achieve the best rate of return, taking into account safety and liquidity constraints, as well as, legal requirements while not explicitly limiting the maturities of allowable investments.

The Retirement System's fixed income assets are held in professionally managed, institutional commingled funds. The Retirement System limits its effective exposure to interest rate risk by benchmarking its commingled fixed income investment accounts to an intermediate duration benchmark (LB Aggregate) with a duration of 4-5 years. Further, the Retirement System's current fixed income investments are diversified by sector (corporate, government, asset-backed, mortgage, non-US dollar) to provide additional protection in various interest rate environments.

The Town participates in MMDT, which maintains a cash portfolio and a short-term bond fund with combined average maturities of approximately 2 months.

The System participates in PRIT. The effective weighted duration rate for PRIT investments ranged from .08 to 10.37 years.

### Credit Risk

The Town's investment policy seeks to lessen the credit risk associated with certain types of investments through diversification and prudent selection of investments in line with MGL CH 44 Sec. 55B.

The Retirement System has a policy that states no more than 20% of the fixed income assets may be invested in below investment grade securities (rated BBB by Standard & Poor's) and the average duration of the fixed income portfolio cannot be more than 20% higher than the market as measured by Lehman Aggregate Index.

### Concentration of Credit Risk

The Town places a limit of 10% on the amount the Town may invest in any one issuer. The Town does not have more than 10% of its investments with any one issuer as of June 30, 2013.

For the Retirement System, no fixed income security, except issues of the U. S. Government, can comprise more than 5% of the Retirement Systems assets, measured at market; and no individual portfolio can hold more than 5% of its assets in securities of any single entity, except issues of the U. S. Government. Further, no equity security can comprise more than 5% of the equity portfolio measured at book value. The Retirement System does have investments in individual commingled mutual funds and trusts that represent more than 5% of the Retirement System's assets, but in each case these investments are in institutional commingled funds that are invested in diversified portfolios of between 50 and 200 individual securities.

### Foreign Currency Risk

The Retirement System's exposure to foreign currency risk is attributable to its investments in individual commingled mutual funds and trusts that are invested in diversified (by country and security) portfolios on international stocks and bonds that are denominated in foreign currencies. The Retirement System's combined policy target allocation to all non-US securities is currently 20% of the Retirement System's total assets (12% international equities and 8% international bonds).

**NOTE 3 – RECEIVABLES**

At June 30, 2013, receivables for the individual major and nonmajor governmental funds, including the applicable allowances for uncollectible accounts, are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<u>Receivables:</u>			
Real estate and personal property taxes.....	\$ 895,203	\$ (2,639)	\$ 892,564
Real estate tax deferrals.....	660,050	-	660,050
Tax liens.....	1,093,884	-	1,093,884
Motor vehicle and other excise taxes.....	459,028	(233,281)	225,747
Departmental and other.....	643,899	(217,272)	426,627
Intergovernmental.....	2,002,711	-	2,002,711
 Total.....	 <u>\$ 5,754,775</u>	 <u>\$ (453,192)</u>	 <u>\$ 5,301,583</u>

At June 30, 2013, receivables for the enterprise funds consist of the following:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<u>Receivables:</u>			
Water user fees.....	\$ 1,329,644	\$ -	\$ 1,329,644
Water enterprise tax liens.....	17,608	-	17,608
Sewer user fees.....	1,978,100	-	1,978,100
Sewer enterprise tax liens.....	27,955	-	27,955
Sewer intergovernmental.....	61,132	-	61,132
Light user fees.....	1,760,812	-	1,760,812
 Total.....	 <u>\$ 5,175,251</u>	 <u>\$ -</u>	 <u>\$ 5,175,251</u>

Governmental funds report deferred revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current fiscal year, the various components of deferred revenue reported in the governmental funds were as follows:

	General Fund	Community Preservation Fund	Nonmajor Governmental Funds	Total
<u>Receivable and other asset type:</u>				
Real estate, personal property and tax deferrals....	\$ 2,580,098	\$ 8,735	\$ -	\$ 2,588,833
Tax liens.....	1,093,884	-	-	1,093,884
Motor vehicle and other excise.....	225,747	-	-	225,747
Intergovernmental.....	834,000	470,418	698,293	2,002,711
Departmental.....	414,602	-	12,025	426,627
 Total.....	 <u>\$ 5,148,331</u>	 <u>\$ 479,153</u>	 <u>\$ 710,318</u>	 <u>\$ 6,337,802</u>

**NOTE 4 – CAPITAL ASSETS**

Capital asset activity for the fiscal year ended June 30, 2013, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Governmental Activities:</b>				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 16,194,930	\$ -	\$ -	\$ 16,194,930
Construction in progress.....	<u>255,690</u>	<u>315,670</u>	<u>(255,690)</u>	<u>315,670</u>
Total capital assets not being depreciated.....	<u>16,450,620</u>	<u>315,670</u>	<u>(255,690)</u>	<u>16,510,600</u>
<u>Capital assets being depreciated:</u>				
Land improvements.....	3,613,685	216,109	-	3,829,794
Buildings.....	129,377,097	1,563,512	-	130,940,609
Machinery and equipment.....	12,331,756	811,653	-	13,143,409
Vehicles.....	4,390,927	357,975	-	4,748,902
Infrastructure.....	<u>32,098,034</u>	<u>2,146,844</u>	<u>-</u>	<u>34,244,878</u>
Total capital assets being depreciated.....	<u>181,811,499</u>	<u>5,096,093</u>	<u>-</u>	<u>186,907,592</u>
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(2,249,317)	(105,179)	-	(2,354,496)
Buildings.....	(39,244,866)	(1,577,646)	-	(40,822,512)
Machinery and equipment.....	(8,890,297)	(1,590,533)	-	(10,480,830)
Vehicles.....	(3,360,464)	(350,186)	-	(3,710,650)
Infrastructure.....	<u>(8,585,410)</u>	<u>(627,987)</u>	<u>-</u>	<u>(9,213,397)</u>
Total accumulated depreciation.....	<u>(62,330,354)</u>	<u>(4,251,531)</u>	<u>-</u>	<u>(66,581,885)</u>
Total capital assets being depreciated, net.....	<u>119,481,145</u>	<u>844,562</u>	<u>-</u>	<u>120,325,707</u>
Total governmental activities capital assets, net.....	<u>\$ 135,931,765</u>	<u>\$ 1,160,232</u>	<u>\$ (255,690)</u>	<u>\$ 136,836,307</u>

**Business-Type Activities:**

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Water:</b>				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 3,138	\$ -	\$ -	\$ 3,138
Construction in progress.....	-	825,510	-	825,510
<b>Total capital assets not being depreciated.....</b>	<b>3,138</b>	<b>825,510</b>	<b>-</b>	<b>828,648</b>
<u>Capital assets being depreciated:</u>				
Land improvements.....	7,822	-	-	7,822
Buildings.....	519,034	-	-	519,034
Machinery and equipment.....	551,499	-	-	551,499
Vehicles.....	896,812	-	-	896,812
Infrastructure.....	28,334,255	720,291	-	29,054,546
<b>Total capital assets being depreciated.....</b>	<b>30,309,422</b>	<b>720,291</b>	<b>-</b>	<b>31,029,713</b>
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(7,822)	-	-	(7,822)
Buildings.....	(146,275)	(15,922)	-	(162,197)
Machinery and equipment.....	(383,678)	(77,190)	-	(460,868)
Vehicles.....	(612,820)	(78,344)	-	(691,164)
Infrastructure.....	(18,442,226)	(196,006)	-	(18,638,232)
<b>Total accumulated depreciation.....</b>	<b>(19,592,821)</b>	<b>(367,462)</b>	<b>-</b>	<b>(19,960,283)</b>
<b>Total capital assets being depreciated, net.....</b>	<b>10,716,601</b>	<b>352,829</b>	<b>-</b>	<b>11,069,430</b>
<b>Total business-type activities capital assets, net.....</b>	<b>\$ 10,719,739</b>	<b>\$ 1,178,339</b>	<b>\$ -</b>	<b>\$ 11,898,078</b>

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Sewer:</b>				
<u>Capital assets being depreciated:</u>				
Machinery and equipment.....	\$ 950,909	\$ 182,595	\$ -	\$ 1,133,504
Vehicles.....	524,185	-	-	524,185
Infrastructure.....	21,666,930	891,326	-	22,558,256
Total capital assets being depreciated.....	23,142,024	1,073,921	-	24,215,945
<u>Less accumulated depreciation for:</u>				
Machinery and equipment.....	(763,739)	(177,563)	-	(941,302)
Infrastructure.....	(2,663,832)	(365,771)	-	(3,029,603)
Total accumulated depreciation.....	(3,427,571)	(543,334)	-	(3,970,905)
Total capital assets being depreciated, net.....	19,714,453	530,587	-	20,245,040
Total business-type activities capital assets, net.....	\$ 19,714,453	\$ 530,587	\$ -	\$ 20,245,040
	Beginning Balance	Increases	Decreases	Ending Balance
<b>Light:</b>				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 9,349	\$ -	\$ -	\$ 9,349
Construction in progress.....	1,742,685	5,608,536	-	7,351,221
Total capital assets not being depreciated.....	1,752,034	5,608,536	-	7,360,570
<u>Capital assets being depreciated:</u>				
Distribution Plant.....	16,990,121	532,283	(493,861)	17,028,543
General Plant.....	7,982,383	265,616	-	8,247,999
Total capital assets being depreciated.....	24,972,504	797,899	(493,861)	25,276,542
<u>Less accumulated depreciation for:</u>				
Distribution Plant.....	(13,164,694)	(849,506)	493,861	(13,520,339)
General Plant.....	(4,350,415)	(398,418)	-	(4,748,833)
Total accumulated depreciation.....	(17,515,109)	(1,247,924)	493,861	(18,269,172)
Total capital assets being depreciated, net.....	7,457,395	(450,025)	-	7,007,370
Total business-type activities capital assets, net.....	\$ 9,209,429	\$ 5,158,511	\$ -	\$ 14,367,940

Depreciation expense was charged to functions/programs of the primary government as follows:

<b>Governmental Activities:</b>	
General government.....	\$ 818,583
Public safety.....	740,149
Education.....	1,727,139
Public works.....	830,390
Human services.....	24,535
Culture and recreation.....	<u>110,735</u>
Total depreciation expense - governmental activities.....	<u>\$ 4,251,531</u>
<b>Business-Type Activities:</b>	
Water.....	\$ 367,462
Sewer.....	543,334
Light.....	<u>1,247,924</u>
Total depreciation expense - business-type activities.....	<u>\$ 2,158,720</u>

**NOTE 5 – CAPITAL LEASES**

During fiscal year 2007, the Town entered into a lease agreement to finance the acquisition of energy conservation equipment. During fiscal year 2012, the Town entered into a lease agreement to finance the acquisition of an ambulance and other public safety related equipment. These lease agreements qualify as capital leases for accounting purposes, and therefore, have been recorded at the present value of the future minimum lease payments as of the inception date.

The following identifies the asset value acquired through the capital lease agreement:

	<u>Governmental</u>
	<u>Activities</u>
<u>Asset:</u>	
Machinery and equipment.....	\$ 2,141,096
Less: accumulated depreciation.....	<u>(1,156,462)</u>
Total.....	<u>\$ 984,634</u>

The future minimum lease obligation and the net present value of the minimum lease payment at June 30, 2013, follows:

<u>Fiscal Years</u>	
<u>Ending June 30</u>	<u>Governmental</u>
	<u>Activities</u>
2014.....	\$ 317,997
2015.....	317,997
2016.....	317,997
2017.....	<u>99,069</u>
Total minimum lease payments.....	1,053,060
Less: amounts representing interest.....	<u>(64,129)</u>
Present value of minimum lease payments.....	<u>\$ 988,931</u>

**NOTE 6 – INTERFUND TRANSFERS**

Interfund transfers for the fiscal year ended June 30, 2013, are summarized as follows:

Transfers Out:	Transfers In:			Total	
	General Fund	Non-Major Governmental Funds	Light Enterprise Fund		
General Fund.....	\$ -	\$ 3,406,107	\$ 163,809	\$ 3,569,916	(1)
Nonmajor Governmental Funds....	160,000	160,004	-	320,004	(2)
Water Enterprise Fund.....	157,873	-	-	157,873	(3)
Sewer Enterprise Fund.....	125,000	-	-	125,000	(3)
Light Enterprise Fund.....	719,000	-	-	719,000	(4)
Total.....	\$ <u>1,161,873</u>	\$ <u>3,566,111</u>	\$ <u>163,809</u>	\$ <u>4,891,793</u>	

- (1) Transfers represent amounts voted to fund various capital projects and the transfer of a premium on the issuance of Light Department BAN's used to offset interest costs.
- (2) Transfers represent amounts voted from receipts reserved for appropriation to fund the operating budget and amounts between various non-major funds.
- (3) Transfers represent the reimbursement of indirect costs form the Water and Sewer enterprise funds.
- (4) Transfers represent amounts related to a payment in lieu of taxes and funds transferred to cover an ongoing information technology project.

The variance in transfers in and out of the general fund and the light enterprise fund represents transfers made by and between the two funds that occurred subsequent to the light departments calendar year end of December 31, and prior to the Town's fiscal year end of June 30.

**NOTE 7 – SHORT-TERM FINANCING**

Short-term debt may be authorized and issued to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).

Short-term loans are general obligations and carry maturity dates that are limited by statute. Interest expenditures and expenses for short-term borrowings are accounted for in the general fund and enterprise funds.

Short term debt outstanding for the Light Department as of June 30, 2013 was as follows:

Type	Purpose	Rate (%)	Due Date	Balance at June 30, 2012	Renewed/ Issued	Retired/ Redeemed	Balance at June 30, 2013
BAN	Bond Anticipation Note.....	1.50%	05/25/13	\$ -	\$ 14,000,000	\$ 14,000,000	\$ -
BAN	Bond Anticipation Note.....	1.25%	05/25/14	-	14,000,000	-	14,000,000
Total Light Department.....				\$ -	\$ 28,000,000	\$ 14,000,000	\$ 14,000,000

**NOTE 8 - LONG-TERM DEBT**

Under the provisions of Chapter 44, Section 10, Municipal Law authorizes indebtedness up to a limit of 5% of the equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit". In addition, however, debt may be authorized in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit".

In prior fiscal years, certain general obligation bonds were defeased by placing the proceeds of bonds in an irrevocable trust to provide for all future debt service payments on the refunded bonds. Accordingly, the trust account's assets and liabilities for the defeased bonds are not included in the basic financial statements. At June 30, 2013, \$5,000,000 of governmental fund bonds outstanding from the advance refunding transaction is considered defeased.

Details related to the outstanding indebtedness at June 30, 2013, and the debt service requirements follow.

**Bonds Payable Schedule – Governmental Funds**

Project	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2012	Issued	Redeemed	Outstanding at June 30, 2013
Septic Loan 97-2002.....	2020	\$ 60,160	0.00	\$ 25,244	\$ -	\$ 3,191	\$ 22,053
Town Hall Renovation.....	2023	11,950,000	3.00-4.75	600,000	-	600,000	-
Outdoor Athletic Facility.....	2013	2,200,000	3.00-3.75	220,000	-	220,000	-
Fire Station Construction.....	2024	8,500,000	3.00-5.00	850,000	-	425,000	425,000
Fire Land Acquisition.....	2024	1,500,000	3.00-5.00	150,000	-	75,000	75,000
Communications Tower.....	2014	126,000	3.00-5.00	20,000	-	10,000	10,000
Fire Station Construction.....	2026	2,030,000	3.00-5.00	1,400,000	-	100,000	1,300,000
Land Acquisition.....	2025	780,000	4.00-6.00	520,000	-	40,000	480,000
Senior Center.....	2026	3,310,000	5.00	2,725,000	-	195,000	2,530,000
High School HVAC.....	2014	600,000	3.50	240,000	-	120,000	120,000
FY10 Debt Refunding.....	2015	5,455,000	2.70	3,275,000	-	1,075,000	2,200,000
Wellington Elementary School....	2035	26,700,000	2.00-3.00	25,310,000	-	730,000	24,580,000
FY12 Debt Refunding.....	2024	9,956,000	3.00-5.00	9,956,000	-	-	9,956,000
Total.....				\$ 45,291,244	\$ -	\$ 3,593,191	\$ 41,698,053

Debt service requirements for principal and interest for Governmental bonds payable in future fiscal years are as follows:

Fiscal Year	Principal	Interest	Total
2014.....	\$ 3,364,191	\$ 1,945,977	\$ 5,310,168
2015.....	3,203,191	1,563,411	4,766,602
2016.....	2,113,134	1,401,417	3,514,551
2017.....	2,138,134	1,306,704	3,444,838
2018.....	2,163,134	1,213,074	3,376,208
2019.....	2,198,134	1,129,630	3,327,764
2020.....	2,223,135	1,047,707	3,270,842
2021.....	2,240,000	955,439	3,195,439
2022.....	2,285,000	866,186	3,151,186
2023.....	2,325,000	775,326	3,100,326
2024.....	1,840,000	685,701	2,525,701
2025.....	1,435,000	618,851	2,053,851
2026.....	1,435,000	561,275	1,996,275
2027.....	1,190,000	509,400	1,699,400
2028.....	1,240,000	461,800	1,701,800
2029.....	1,290,000	412,200	1,702,200
2030.....	1,345,000	360,600	1,705,600
2031.....	1,400,000	306,800	1,706,800
2032.....	1,465,000	250,800	1,715,800
2033.....	1,530,000	192,200	1,722,200
2034.....	1,600,000	131,000	1,731,000
2035.....	1,675,000	67,000	1,742,000
Total.....	\$ 41,698,053	\$ 16,762,498	\$ 58,460,551

**Bonds Payable Schedule – Enterprise Funds**

Project	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2012	Issued	Redeemed	Outstanding at June 30, 2013
MWRA Water Main.....	2014	\$ 650,000	0.00	\$ 130,000	\$ -	\$ 65,000	\$ 65,000
MWRA Water.....	2018	714,000	0.00	428,400	-	71,400	357,000
MWRA Water.....	2019	872,000	0.00	610,400	-	87,200	523,200
MWRA Water.....	2021	1,977,570	0.00	1,680,935	-	197,755	1,483,180
MWRA Water.....	2022	1,000,000	0.00	1,000,000	-	100,000	900,000
MWRA Water.....	2023	500,000	0.00	-	500,000	-	500,000
Total Water.....				3,849,735	500,000	521,355	3,828,380
MWRA Sewer.....	2014	3,754,230	0.00	150,172	-	75,086	75,086
Sewer & Surface Drains.....	2027	2,479,000	4.10-5.00	1,840,000	-	125,000	1,715,000
MWPAT Sewer.....	2031	7,226,667	0.02	6,929,839	-	302,825	6,627,014
MWPAT Sewer.....	2017	559,406	0.00	559,406	-	111,881	447,525
MWPAT Sewer.....	2033	1,579,600	2.00	1,579,600	-	-	1,579,600
Total Sewer.....				11,059,017	-	614,792	10,444,225
Total Enterprise.....				\$ 14,908,752	\$ 500,000	\$ 1,136,147	\$ 14,272,605

Debt service requirements for principal and interest for enterprise fund bonds payable in future fiscal years are as follows:

*Water Enterprise*

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2014.....	\$ 571,356	\$ -	\$ 571,356
2015.....	506,358	-	506,358
2016.....	506,356	-	506,356
2017.....	506,358	-	506,358
2018.....	506,356	-	506,356
2019.....	434,958	-	434,958
2020.....	347,759	-	347,759
2021.....	248,879	-	248,879
2022.....	150,000	-	150,000
2023.....	50,000	-	50,000
Total.....	\$ <u>3,828,380</u>	\$ <u>-</u>	\$ <u>3,828,380</u>

*Sewer Enterprise*

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2014.....	\$ 684,805	\$ 234,292	\$ 919,097
2015.....	617,349	221,603	838,952
2016.....	625,136	208,760	833,896
2017.....	633,083	194,665	827,748
2018.....	529,309	180,409	709,718
2019.....	537,583	167,083	704,666
2020.....	546,028	153,624	699,652
2021.....	554,645	139,961	694,606
2022.....	563,438	126,029	689,467
2023.....	572,411	111,859	684,270
2024.....	581,568	97,505	679,073
2025.....	585,914	82,968	668,882
2026.....	595,450	68,454	663,904
2027.....	585,182	53,748	638,930
2028.....	495,112	39,695	534,807
2029.....	505,248	29,692	534,940
2030.....	515,589	19,484	535,073
2031.....	526,144	9,066	535,210
2032.....	94,093	2,863	96,956
2033.....	96,138	961	97,099
Total.....	\$ <u>10,444,225</u>	\$ <u>2,142,721</u>	\$ <u>12,586,946</u>

The Commonwealth has approved school construction assistance to the Town. The assistance program, which is administered by the Massachusetts School Building Authority, provides resources for future debt service of general obligation school bonds outstanding. During fiscal year 2013, approximately \$383,000 of such assistance was received and approximately \$937,000 will be received in future fiscal years. Of this amount, approximately \$103,000 represents reimbursement of long-term interest costs, and approximately \$834,000 represents reimbursement of approved construction costs. Accordingly, an \$834,000 intergovernmental receivable and

corresponding deferred revenue have been reported in governmental fund financial statements. The deferred revenue has been recognized as revenue in the conversion to the government-wide financial statements.

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit.

At June 30, 2013, the Town had the following authorized and unissued debt:

Purpose	Amount
Wellington school.....	\$ 2,868,181
School vehicle.....	30,000
Fire station.....	115,398
Fire truck.....	1,390,000
Water.....	5,627,000
Sewer .....	2,300,000
Municipal light plant construction.....	<u>39,700,000</u>
Total.....	<u>\$ 52,030,579</u>

**Changes in Long-Term Liabilities**

During the fiscal year ended June 30, 2013, the following changes occurred in long-term liabilities:

	Balance June 30, 2012	Additions	Reductions	Balance June 30, 2013	Current Portion
<b>Governmental Activities:</b>					
Long-Term Bonds.....	\$ 45,291,244	\$ -	\$ (3,593,191)	\$ 41,698,053	\$ 3,364,191
Other Postemployment Benefits.....	40,246,870	17,300,183	(4,171,727)	53,375,326	-
Landfill Closure.....	3,807,500	-	(763,300)	3,044,200	824,000
Compensated Absences.....	1,253,489	213,912	(62,674)	1,404,727	70,236
Unamortized Premium on Bonds ...	2,178,686	-	(129,647)	2,049,039	129,647
Capital Leases.....	<u>1,267,940</u>	<u>-</u>	<u>(279,009)</u>	<u>988,931</u>	<u>287,900</u>
Total governmental activity long-term liabilities.....	<u>\$ 94,045,729</u>	<u>\$ 17,514,095</u>	<u>\$ (8,999,548)</u>	<u>\$ 102,560,276</u>	<u>\$ 4,675,974</u>
<b>Business-Type Activities:</b>					
Long-Term Bonds.....	\$ 14,908,752	\$ 500,000	\$ (1,136,147)	\$ 14,272,605	\$ 1,256,161
Other Postemployment Benefits.....	3,728,959	937,326	(410,101)	4,256,184	-
Compensated Absences.....	<u>311,917</u>	<u>-</u>	<u>(18,859)</u>	<u>293,058</u>	<u>14,651</u>
Total business type activity long-term liabilities.....	<u>\$ 18,949,628</u>	<u>\$ 1,437,326</u>	<u>\$ (1,565,107)</u>	<u>\$ 18,821,847</u>	<u>\$ 1,270,812</u>

The long-term liabilities will be liquidated in the future by the general fund and enterprise funds.

**NOTE 9 – GOVERNMENTAL FUND BALANCE CLASSIFICATIONS**

The Town classifies fund balance according to constraints imposed on the uses of those resources.

GASB 54 provides for two major types of fund balances, which are nonspendable and spendable. Nonspendable fund balances are balances that cannot be spent because they are not expected to be converted to cash or they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund. The Town has reported principal portions of endowment funds as nonspendable.

Massachusetts General Law Ch.40 §5B allows for the establishment of Stabilization funds for one or more different purposes. The creation of a fund requires a two-thirds vote of the legislative body and must clearly define the purpose of the fund. Any change to the purpose of the fund along with any additions to or appropriations from the fund requires a two-thirds vote of the legislative body.

At year end, the balance of the General Stabilization Fund is \$6,915 and is reported as unassigned fund balance within the general fund; the balance of the Ash Landfill Stabilization Fund is \$3,376,536 and the balance of the SPED Stabilization Fund is \$250,575, both of these are reported as committed fund balance within the general fund.

In addition to the Nonspendable fund balance, GASB 54 has provided a hierarchy of Spendable fund balances, based on a hierarchy of spending constraints.

- Restricted: fund balances that are constrained by external parties, constitutional provisions, or enabling legislation.
- Committed: fund balances that contain self-imposed constraints of the government from its highest level of decision making authority.
- Assigned: fund balances that contain self-imposed constraints of the government to be used for a particular purpose.
- Unassigned: fund balance of the general fund that is not constrained for any particular purpose

The Town has classified its fund balances with the following hierarchy:

	GOVERNMENTAL FUNDS				
	General	Wellington School Construction	Community Preservation Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>FUND BALANCES</b>					
Nonspendable:					
Permanent fund principal..... \$	- \$	- \$	- \$	2,239,691 \$	2,239,691
Restricted for:					
Community Preservation Fund.....	-	-	2,005,105	-	2,005,105
Nonmajor governmental funds.....	-	-	-	10,590,435	10,590,435
Committed to:					
Ash Landfill Stabilization Fund.....	3,376,536	-	-	-	3,376,536
SPED Stabilization Fund.....	250,575	-	-	-	250,575
Assigned to:					
General government.....	323,257	-	-	-	323,257
Public safety.....	40,306	-	-	-	40,306
Education.....	123,909	-	-	-	123,909
Public works.....	368,750	-	-	-	368,750
Human services.....	7,937	-	-	-	7,937
Culture and recreation.....	4,279	-	-	-	4,279
Free cash used for fiscal 2014 appropriations.....	2,000,000	-	-	-	2,000,000
Release of overlay for fiscal 2014 budget.....	235,000	-	-	-	235,000
Free cash used to offset 2014 property tax debt exclusion.....	46,234	-	-	-	46,234
Free cash used to offset future property tax debt exclusion principal and interest.....	280,288	-	-	-	280,288
Free cash used for the fiscal 2014 OPEB contribution.....	242,342	-	-	-	242,342
Unassigned to:					
Kendall School Fire.....	3,042,955	-	-	-	3,042,955
Other unassigned.....	7,336,690	(200,756)	-	-	7,135,934
<b>TOTAL FUND BALANCES..... \$</b>	<b>17,679,058 \$</b>	<b>(200,756) \$</b>	<b>2,005,105 \$</b>	<b>12,830,126 \$</b>	<b>32,313,533</b>

**NOTE 10 – LANDFILL CLOSURE**

State and federal laws and regulations require the Town to close its old landfill site when it stops accepting waste and to perform certain maintenance and monitoring functions at the site after closure. The Town operated a solid waste landfill that ceased operations in 1973. The Town has reflected \$3.0 million as the estimate of the landfill closure liability at June 30, 2013. This amount is based on estimates of what it would cost to perform all future closure and post closure care in fiscal year 2013.

Actual costs may be higher due to inflation, changes in technology, or changes in regulations. Town meeting has voted a special purpose stabilization fund for this liability, which had a balance of \$3.4 million at fiscal year end.

**NOTE 11 – RISK FINANCING**

The Town is self-insured for its health insurance activities. The health insurance activities are accounted for in the internal service fund where revenues are recorded when earned and expenses are recorded when the liability is incurred.

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported (IBNR). The result of the process to estimate the claims liability is not an exact amount as it depends on many factors. Accordingly, claims are reevaluated periodically to consider the effects of inflation, recent claims settlement trends, and other economic and social factors.

*Health Insurance*

The Town estimates Incurred But Not Reported (IBNR) claims based on an approximate two month claims paid average. The Town purchases individual stop loss insurance for claims in excess of the \$100,000 coverage provided by the Town. At June 30, 2013, the amount of the liability for health insurance claims totaled \$1,800,000.

Changes in the reported liability since July 1, 2011, are as follows:

	Balance at Beginning of Fiscal Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Fiscal Year-End
Fiscal Year 2013.....	\$ 1,600,000	\$ 13,765,146	\$ (13,565,146)	\$ 1,800,000
Fiscal Year 2012.....	1,900,000	11,495,228	(11,795,228)	1,600,000

*Insurance*

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance.

*Workers' Compensation*

The Town participates in a premium based workers' compensation insurance plan for its employees, except for police officers and firefighters for which the Town is self-insured. The Town's liability related to incurred but not reported claims for police officers and/or firefighters workers compensation is not material at June 30, 2013, and is therefore not reported.

*General Liability*

The Town is self-insured for its general liability insurance. MGL Chapter 258 limits the liability to a maximum of \$100,000 per claim in all matters except actions relating to federal/civil rights, eminent domain, and breach of contract.

**NOTE 12 - PENSION PLAN**

*Plan Description* - The Town contributes to the Belmont Contributory Retirement System, a cost-sharing multiple-employer defined benefit pension plan administered by the Belmont Contributory Retirement Board. All employees working twenty five or more hours a week are members of the System, except for public school teachers and certain administrators who are members of the Massachusetts Teachers Retirement System, to which the Town does not contribute. Pension benefits and administrative expenses paid by the Teachers Retirement Board are the legal responsibility of the Commonwealth. The amount of these on-behalf payments totaled \$8,959,461 for the fiscal year ended June 30, 2013, and, accordingly, are reported in the general fund as intergovernmental revenues and pension expenditures.

The System provides retirement, disability and death benefits to plan members and beneficiaries. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living

adjustments granted after 1997 must be approved by the Belmont Contributory Retirement Board and are borne by the System. The System issues a publicly available unaudited financial report in accordance with guidelines established by the Commonwealth’s PERAC, as well as, an audited financial report. Both of these reports may be obtained by contacting the System located at Town Hall, 455 Concord Ave., Belmont, Massachusetts 02478.

At December 31, 2012, the System’s membership consists of the following:

	<u>2012</u>
Active members.....	458
Inactive members.....	139
Disabled members.....	41
Retirees and beneficiaries currently receiving benefits.....	<u>310</u>
Total.....	<u><u>948</u></u>

*Funding Policy* - Plan members are required to contribute to the System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the System its share of the system-wide actuarial determined contribution that is apportioned among the employers based on active current payroll. Administrative expenses are funded through investment earnings. The current and two preceding fiscal years apportionment of the annual pension cost between the two employers required the Town to contribute approximately 98%, respectively, of the total. Chapter 32 of the MGL governs the contributions of plan members and the Town.

*Annual Pension Cost* - The Town’s contributions to the System for the fiscal years ended June 30, 2013, 2012, and 2011 were approximately \$6,466,000, \$6,062,000, and \$5,525,000, respectively, which equaled its required contribution for each fiscal year. The required contribution was determined as part of the January 1, 2012, actuarial valuation using the entry age normal actuarial cost method. The actuarial assumptions included a 7.75% investment rate of return and projected salary increases of 3.75% - 6% per year for non-public safety employees and 4.25% - 7% per year for fire and police employees; and annual cost of living adjustments of 3%. The actuarial value of the System’s assets was determined using the fair value of the assets. The System’s unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll. The remaining amortization period at January 1, 2012, was 15 years.

**Schedule of Funding Progress**

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Entry Age (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
1/1/2012	\$ 67,144,549	\$ 134,522,071	\$ 67,377,522	49.9%	\$ 183,857,670	36.6%
1/1/2010	63,499,612	123,684,550	60,184,938	51.3%	180,889,933	33.3%
1/1/2008	61,969,418	112,124,213	50,154,795	55.3%	181,335,100	27.7%
1/1/2006	53,736,253	101,659,952	47,923,699	52.9%	164,549,300	29.1%
1/1/2004	53,364,538	94,947,822	41,583,284	56.2%	146,655,300	28.4%
1/1/2002	52,838,407	87,176,074	34,337,667	60.6%	131,319,000	26.1%

Funding progress is reported based on the biennial actuarial valuation performed by the System, and is being accumulated on a biennial basis. The Town is responsible for approximately 98.65% of the unfunded liability.

**NOTE 13 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS**

*Plan Description* – The Town of Belmont administers a single-employer defined benefit healthcare plan (“the Retiree Health Plan”). The plan provides lifetime healthcare and life insurance for eligible retirees and their spouses through the Town’s group health and life insurance plans, which cover both active and retired members. Chapter 32B of the MGL assigns authority to establish and amend benefit provisions of the plan. Benefit provisions are negotiated between the Town and the unions representing Town employees and are renegotiated each bargaining period. The Retiree Health Plan does not issue a publicly available financial report.

*Funding Policy* – Contribution requirements are also negotiated between the Town and union representatives. The required contribution is based on a pay-as-you-go financing requirement. Retired plan members and beneficiaries currently receiving benefits are required to contribute 20% of the costs of benefits for the HMO and 50% of cost of benefits for the PPO plans if they are not participating in the Medicare Plan. Medicare eligible retirees and their spouses contribute 50% of the cost of the Medicare Enhance Supplement plan and the First Seniority. For fiscal year 2013, the Town contributed \$4.6 million to the plan.

*Annual OPEB Cost and Net OPEB Obligation* – The Town’s annual other postemployment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The components of the Town’s annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Town’s net OPEB obligation are summarized in the following table:

Annual required contribution.....	\$	19,375,232
Interest on net OPEB obligation.....		2,174,660
Adjustment to annual required contribution.....		<u>(3,312,383)</u>
Annual OPEB cost (expense).....		18,237,509
Contributions made.....		<u>(4,581,828)</u>
Increase in net OPEB obligation.....		13,655,681
Net OPEB obligation - beginning of year.....		<u>43,975,829</u>
Net OPEB obligation - end of year.....	\$	<u><u>57,631,510</u></u>

The Town’s annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for fiscal year 2013 was as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/2013	\$ 18,237,509	25%	\$ 57,631,510
6/30/2012	18,525,794	43%	43,975,829
6/30/2011	17,856,626	41%	33,355,819

*Funded Status and Funding Progress* – As of July 1, 2012, the most recent actuarial valuation date, the actuarial accrued liability for benefits was \$196.0 million, of which was the Town has funded approximately \$1.3 million.

The covered payroll (annual payroll of active employees covered by the plan) was \$44.0 million, and the ratio of the UAAL to the covered payroll was 442%.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

*Actuarial Methods and Assumptions* – Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2012, actuarial valuation, actuarial liabilities were determined using the projected unit credit cost method. The actuarial assumptions included a 4.5% investment return assumption, which is based on the expected yield on the assets of the Town, calculated based on the funded level of the plan at the valuation date, and an annual medical/drug cost trend rate of 10% initially, graded to 5% over 5 years. The UAAL is being amortized using level dollar method over the maximum acceptable period of 30 years. The remaining amortization period at June 30, 2013 is 30 years.

#### **NOTE 14 - COMMITMENTS**

The Town has entered into, or is planning to enter into contracts totaling approximately \$52.0 million related to water and sewer infrastructure upgrades, for education and public safety vehicles, construction on a fire station, construction of a new municipal light plant, and for construction of the new Wellington School.

#### **NOTE 15 - CONTINGENCIES**

The Town participates in a number of federal award programs. Although the grant programs have been audited in accordance with the provisions of the Single Audit Act Amendments of 1996 through June 30, 2013, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although it is expected such amounts, if any, to be immaterial.

Various legal actions and claims are pending. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2013, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2013.

**NOTE 16 – FUTURE IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS**

During fiscal year 2013, the following GASB pronouncements were implemented:

- GASB Statement #60, *Accounting and Financial Reporting for Service Concession Arrangements*. The implementation of this pronouncement did not impact the basic financial statements.
- GASB Statement #61, *The Financial Reporting Entity: Omnibus*. The implementation of this pronouncement did not impact the basic financial statements.
- GASB Statement #63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. Financial statement changes include net assets changing to net position and invested in capital assets, net of related debt changing to net investment in capital assets. Notes to the basic financial statements were changed to provide additional disclosure on deferred outflows of resources and deferred inflows of resources.
- GASB Statement #66, *Technical Corrections – 2013, an amendment of GASB Statements No. 10 and No. 62*. The implementation of this pronouncement did not impact the basic financial statements.

The following GASB pronouncements will be implemented in future fiscal years:

- The GASB issued Statement #65, *Items Previously Reported as Assets and Liabilities*, which is required to be implemented in fiscal year 2014.
- The GASB issued Statement #67, *Financial Reporting for Pension Plans, an amendment of GASB Statement No. 25*, which is required to be implemented in fiscal year 2014.
- The GASB issued Statement #68, *Accounting and Financial Reporting for Pensions, an amendment of GASB Statement No. 27*, which is required to be implemented in fiscal year 2015.
- The GASB issued Statement #69, *Government Combinations and Disposals of Government Operations*, which is required to be implemented in fiscal year 2015.
- The GASB issued Statement #70, *Accounting and Financial Reporting for Nonexchange Financial Guarantees*, which is required to be implemented in fiscal year 2014.

Management is currently assessing the impact that the implementation of these pronouncements will have on the basic financial statements.

# ***Required Supplementary Information***

**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**BUDGET AND ACTUAL**

FISCAL YEAR ENDED JUNE 30, 2013

	Budgeted Amounts		
	Amounts Carried forward From Prior Year	Original Budget	Final Budget
<b>REVENUES:</b>			
Real estate and personal property taxes, net of tax refunds.....	\$ -	\$ 71,204,782	\$ 71,204,889
Tax liens.....	-	-	-
Motor vehicle and other excise taxes.....	-	2,795,000	2,795,000
Charges for services.....	-	1,725,670	1,725,670
Penalties and interest on taxes.....	-	180,000	180,000
Licenses and permits.....	-	715,000	715,000
Fines and forfeitures.....	-	148,435	148,435
Intergovernmental.....	-	8,092,628	8,092,628
Investment income.....	-	115,000	115,000
<b>TOTAL REVENUES.....</b>	<b>-</b>	<b>84,976,515</b>	<b>84,976,622</b>
<b>EXPENDITURES:</b>			
Current:			
General government.....	113,663	4,118,459	3,755,514
Public safety.....	93,105	11,902,675	12,042,664
Education.....	234,080	44,242,571	44,242,571
Public works.....	289,779	8,756,757	9,308,998
Human services.....	3,115	805,901	818,623
Culture and recreation.....	16,505	2,674,418	2,702,265
Pension benefits.....	-	5,282,835	5,282,835
Employee benefits.....	-	2,006,993	1,787,141
State and county charges.....	-	1,643,598	1,643,595
Debt service:			
Principal.....	-	3,593,191	3,593,191
Interest.....	-	1,704,237	1,704,237
<b>TOTAL EXPENDITURES.....</b>	<b>750,247</b>	<b>86,731,635</b>	<b>86,881,634</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....</b>	<b>(750,247)</b>	<b>(1,755,120)</b>	<b>(1,905,012)</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in.....	-	1,161,873	1,161,873
Transfers out.....	-	(2,582,000)	(2,745,916)
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>-</b>	<b>(1,420,127)</b>	<b>(1,584,043)</b>
<b>NET CHANGE IN FUND BALANCE.....</b>	<b>(750,247)</b>	<b>(3,175,247)</b>	<b>(3,489,055)</b>
<b>BUDGETARY FUND BALANCE, Beginning of year.....</b>	<b>-</b>	<b>10,352,305</b>	<b>10,352,305</b>
<b>BUDGETARY FUND BALANCE, End of year.....</b>	<b>\$ (750,247)</b>	<b>\$ 7,177,058</b>	<b>\$ 6,863,250</b>

See notes to required supplementary information.

Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
\$ 71,309,897	\$ -	\$ 105,008
252,308	-	252,308
3,024,663	-	229,663
2,070,994	-	345,324
378,917	-	198,917
1,032,556	-	317,556
228,339	-	79,904
8,410,483	-	317,855
144,780	-	29,780
<u>86,852,937</u>	<u>-</u>	<u>1,876,315</u>
3,305,469	323,257	126,788
11,704,673	40,306	297,685
44,099,276	123,909	19,386
8,214,116	368,750	726,132
779,276	7,937	31,410
2,564,609	4,279	133,377
5,281,527	-	1,308
1,452,565	-	334,576
1,642,046	-	1,549
3,593,191	-	-
1,651,735	-	52,502
<u>84,288,483</u>	<u>868,438</u>	<u>1,724,713</u>
<u>2,564,454</u>	<u>(868,438)</u>	<u>3,601,028</u>
1,161,873	-	-
(2,745,916)	-	-
<u>(1,584,043)</u>	<u>-</u>	<u>-</u>
980,411	(868,438)	3,601,028
<u>10,352,305</u>	<u>-</u>	<u>-</u>
\$ <u>11,332,716</u>	\$ <u>(868,438)</u>	\$ <u>3,601,028</u>

# Other Postemployment Benefit Plan Schedules

The Schedule of Funding progress compares, over time, the actuarial accrued liability for benefits with the actuarial value of accumulated plan assets.

The Schedule of Employer Contributions presents, over time, the ratio of the actual annual employer contributions to the annual required contribution.

The Schedule of Actuarial Methods and Assumptions presents factors that significantly affect the identification of trends in the amounts reported.

**OTHER POSTEMPLOYMENT BENEFIT PLAN**  
**SCHEDULE OF FUNDING PROGRESS AND EMPLOYER CONTRIBUTIONS**

JUNE 30, 2013

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Projected Unit Credit (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
7/1/2012	\$ 1,316,700	\$ 195,943,349	\$ 194,626,649	0.67%	\$ 44,045,000	441.9%
7/1/2010	1,009,894	184,907,102	183,897,208	0.55%	39,766,311	462.4%
7/1/2008	501,409	166,550,323	166,048,914	0.30%	33,252,323	499.4%

Schedule of Employer Contributions

Fiscal Year Ended	Annual Required Contribution	Actual Contributions Made	Percentage Contributed
2013	\$ 19,375,232	\$ 4,581,828	24%
2012	18,970,005	7,905,784	42%
2011	18,153,513	7,387,738	41%
2010	16,797,954	7,041,276	42%

See notes to required supplementary information.

**OTHER POSTEMPLOYMENT BENEFIT PLAN**  
**ACTUARIAL METHODS AND ASSUMPTIONS**

FISCAL YEAR ENDED JUNE 30, 2013

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Actuarial Methods:

Valuation date	July 1, 2012
Actuarial cost method	Projected Unit Credit
Amortization method	Level Dollar, Open
Remaining amortization period	30 Years as of June 30, 2013
Asset valuation method	Market

Actuarial Assumptions:

Investment rate of return	4.5%
Medical/drug cost trend rate	10% graded to 5% over 5 years

Plan Membership:

Current retirees, beneficiaries, and dependents	493
Current active members	<u>670</u>
Total	<u><u>1,163</u></u>

See notes to required supplementary information.

**NOTE A - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY****A. Budgetary Information**

Municipal Law requires the adoption of a balanced budget that is approved by the Board of Selectmen (the "Board"). The Board presents an annual budget to the representative Town meeting, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. The representative town meeting, which has full authority to amend and/or reject the budget or any line item, adopts the expenditure budget by majority vote.

Increases or transfers between voted functions subsequent to the approval of the annual budget, requires a vote at a special Town meeting.

The majority of appropriations are non-continuing which lapse at the end of each fiscal year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior fiscal year be carried forward and made available for spending in the current fiscal year. These carry forwards are included as part of the subsequent fiscal year's original budget.

Generally, expenditures may not exceed the legal level of spending (salaries, expenses and capital) authorized for an appropriation account. However, the payment of debt service is statutorily required, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by two-thirds majority vote of the Town meeting.

An annual budget is adopted for the general fund in conformity with the guidelines described above. The original fiscal year 2013 approved budget authorized approximately \$89.3 million in appropriations and other amounts to be raised.

The Town Accountant's office has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the accounting system.

**B. Budgetary - GAAP Reconciliation**

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary-basis to GAAP-basis results for the general fund for the fiscal year ended June 30, 2013, is presented below:

Excess (deficiency) of revenues and other financing sources (uses) over expenditures - budgetary basis.....	\$ 980,411
<u>Perspective difference:</u>	
Activity of the Stabilization Funds recorded in the General Fund for GAAP.....	(812,834)
<u>Basis of accounting differences:</u>	
Net change in recording tax refunds payable.....	(237,000)
Net change in recording 60-day receipts accrual.....	102,115
Recognition of revenue for on-behalf payments.....	(8,959,461)
Recognition of expenditures for on-behalf payments.....	<u>8,959,461</u>
Excess (deficiency) of revenues and other financing sources (uses) over expenditures - GAAP basis.....	<u>\$ 32,692</u>

**NOTE B – OTHER POSTEMPLOYMENT BENEFITS**

The Town administers a single-employer defined benefit healthcare plan (“The Retiree Health Plan”). The plan provides lifetime healthcare and life insurance for eligible retirees and their spouses through the Town’s group health and life insurance plans, which cover both active and retired members.

The Town currently finances its other postemployment benefits (OPEB) on a pay-as-you-go basis, but has established an Other Postemployment Benefit Trust fund to accumulate assets to help mitigate the costs of these benefits. As of the most recent actuarial report dated July 1, 2012, the Town had contributed approximately \$1.3 million to the fund. As a result, the funded ratio (actuarial value of assets expressed as a percentage of the actuarial accrued liability) is .67%. In accordance with Governmental Accounting Standards, the Town has recorded its OPEB cost equal to the actuarial determined annual required contribution (ARC) which includes the normal cost of providing benefits for the year and a component for the amortization of the total unfunded actuarial accrued liability of the plan.

The Schedule of Funding Progress presents multi-year trend information which compares, over time, the actuarial accrued liability for benefits with the actuarial value of accumulated plan assets.

The Schedule of Employer Contributions presents, over time, the ratio of the actual annual employer contributions to the annual required contribution.

Projections of benefits for financial reporting purposes are based on the substantive plan and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations. The Schedule of Actuarial Methods and Assumptions presents factors that significantly affect the identification of trends in the amounts reported.



# **Town of Belmont, Massachusetts**

## **Calendar Year 2013 Annual Town Report**

**Report Compiled by Robert P. Reardon Jr.**  
**Office of the Town Administrator / Board of Selectmen**

*Hard copies of this document are available for viewing at the Office of the Town Clerk, Office of the Town Administrator / Board of Selectmen, and the Belmont Public Library. Digital copies can be obtained online at [www.belmont-ma.gov](http://www.belmont-ma.gov)*