

**MINUTES  
TOWN OF BELMONT  
BOARD OF SELECTMEN  
SELECTMEN'S MEETING ROOM  
Monday, January 19, 2012  
1:00 PM**

**CALL TO ORDER**

A regular meeting of the Board was called to order in open session at 1:05 pm by Chair Jones in the Selectmen's Meeting Room. Selectmen Firenze and Paolillo were present. Acting Town Administrator Richard Kelliher and Assistant Town Administrator Kellie Hebert were present.

Chair Jones began with a short statement regarding the Bike Path Committee indicating that there are over 20 applicants for this committee.

**Preliminary Budget Discussion**

Ms. Hebert noted that the next steps in the (preliminary) budget process include following the local aid picture closely. She noted that capital budget requests have been submitted and are currently being compiled and that additional operating budget materials are also being compiled.

She indicated that there have been supplemental departmental requests that exceed the level services budgets. These requests total \$400K. \$80K has been set aside for the Board to evaluate priorities with regard to the supplemental requests.

Next steps, she continued, include meeting with the department heads to discuss the supplemental requests and priorities. Those meetings begin the week of February 6<sup>th</sup>.

Chair Jones suggested that the Board analyze the supplemental requests and create tiers of priorities. Selectman Paolillo brought up the topic of meeting with the community in March to discuss the budget process.

**Interim Town Administrator**

Chair Jones, on behalf of the Board, thanked Mr. Kelliher for his brief, but extremely valuable contribution to the budget process.

Mr. Kelliher summarized his recommendations to the Board. He began by recommending that Assistant Town Administrator Hebert be appointed Interim Town Administrator. He noted her outstanding work on the budget process. He then recommended that Mr. Tony Torrisi (former Financial Director from Andover) continue to provide services to the town on a limited basis. Kelliher then suggested that temporary part-time budget analyst Mr. Glen Castro be named the temporary full-time

budget analyst through the remainder of the budget season. He also noted that a consultant from the Collins Center would be hired to assist with the TA search.

Mr. Kelliher informed the Board that Town Accountant Chitra Subramanian prepared a spreadsheet that outlined what these recommendations would cost. He suggested that the unspent funds from the presently unfilled Director of Recreation position be reallocated to support the recommendations listed above. TM would need to approve this reallocation of funds.

Town Accountant Subramanian reviewed the salary numbers that would need to be transferred to cover the recommendations. Mr. Kelliher noted that the money transferred would be less than the net available.

The Board then reviewed the fiscal numbers and further discussed the TA search expenses, including the probable need for a Reserve Fund Transfer request in the amount of \$15K. Selectman Paolillo stressed that new funds are not required to meet the budget goals, but rather a reallocation of existing funds.

*The Board moved:* To appoint Assistant TA Kellie Hebert as Interim TA effective Monday, January 23, 2012 with a starting pay of \$120K.  
The motion passed unanimously (3-0).

*The Board moved:* To shift the Budget Analyst position from temporary part-time to temporary full-time through May 31, 2012; to retain outgoing Interim TA, Richard Kelliher, under the terms of his original appointment for up to 25 hours of assistance with the TA search; to continue the services of Mr. Anthony Torissi, through the Center for Public Management of U/Mass Boston, as needed; and to authorize the Town Accountant to prepare an article for the 2012 Annual TM for an interdepartmental transfer of funds in amounts determined appropriate by the Town Accountant to accomplish the purposes outlined above.  
The motion passed unanimously (3-0).

Chair Jones acknowledged the very strong department heads who run the town exceedingly well.

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

Mr. Kelliher reported on the following items:

- Mr. Kelliher introduced Ms. Mary Aicardi from the Collins Center, University of MA, Boston. He briefly reviewed her credentials and experience. Ms. Aicardi will assist with the TA search, beginning with the TA profile. Ms. Aicardi spoke to the development of the TA profile, which begins with a series of interviews.
- Mr. Kelliher noted that the appointments to the TA screening committee would need to happen by February 6.

**Executive Session**

*The Board moved:* To enter into executive session at 1:42 p.m. to discuss strategy with respect to litigation (as an open meeting discussion would likely have detrimental effect on the litigation position). The Board will not return to open session.

The motion passed unanimously with a roll call vote (3-0).

The Board moved to adjourn the meeting at 2:15 pm.

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Interim Town Administrator