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BOARD OF SELECTMEN
DATE: 4-11-2016

MINUTES
TOWN OF BELMONT
BOARD OF SELECTMEN
SELECTMEN'S MEETING ROOM
Tuesday, March 8, 2016
8:30 AM

CALL TO ORDER

A regular meeting of the Board was called to order in open session at 8:38 p.m. by Chair Sami Baghdady in the Selectmen's Meeting Room. Selectmen Mark Paolillo and Jim Williams were present. Town Administrator David Kale and Assistant Town Administrator Phyllis Marshall were also present.

Chair Baghdady reviewed the agenda. He noted that the main purpose of the meeting would be to meet with Department Heads to discuss the FY17 budget.

ACTION BY APPOINTMENT

Department Head Budget Meetings

Town Clerk's Office – Ms. Ellen Cushman, Town Clerk

Ms. Cushman appeared before the Board to provide an overview of the FY17 Town Clerk's Office budget. She provided a brief review of the functions of the TC's Office: managing town records, answering residents' questions, running town elections, and overseeing Town Meeting. She reviewed the number of daily public visits and the number of emails.

Ms. Cushman noted that fees generate about \$100K. She then briefly reviewed the following: the processes in the Office, the new database system, the GIS index system, yard sale registration, information accessibility, and the summer internship program.

She touched on the managing of meeting minutes and the posting of meetings. The Board discussed the process surrounding meeting minutes. She is developing a template to make taking meeting minutes more easy.

Concerning the budget, it is \$450K – up about 4% – mostly due to the elections. She broke down some of the budget numbers.

The Board asked several general questions concerning the TC Office. Chair Baghdady commended Ms. Cushman for her excellent job.

Information Technology – Mr. Dave Petto, Director

Mr. Petto appeared before the Board to provide an overview of the FY17 Information Technology's Office budget. He provided a review of the programs offered: desktop computers,

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BOARD OF SELECTMEN

the help desk, phones, MUNIS, GIS database administration, email, system backups, and technical training. He noted that he is in communication with all the departments concerning software and various systems. He reviewed cyber security measures that have been taken, explained the computer replacement system (usually every 3 years), reviewed how data is stored (and backed up), and reviewed the new applications that have been developed.

Mr. Petto finished by stating that the budget had briefly decreased this year.

The Board then asked brief questions and thanked Mr. Petto for his expertise.

Treasurer's Office – Mr. Floyd Carman, Town Treasurer

Ms. Carman appeared before the Board to provide an overview of the FY17 Town Treasurer's Office budget. He began by reviewing the office's responsibilities: debt issuance, banking services, investment activity, payroll, parking fee collection, etc. He works with the Permanent Audit Committee, Community Preservation Committee, the Art Gallery, the Credit Union, and the Capital Endowment Committee.

He then reviewed the process concerning the collection of taxes and the debt issuance. He reviewed the budget numbers (total budget is \$681,379, up 5.2%). He outlined where the increases are from.

He noted that the town receives a AAA rating from the rating agencies. He explained the paperless tax billing and the on-line payment service. He reviewed the five major projects that debt has been issued for. The Belmont High School project will be a significant one for the town.

Mr. Carman touched on some of his long-term concerns: security breaches, maintaining infrastructure, residents suffering from override/debt exclusion fatigue, plans for the parking at the business centers in town, plans for the old light building, and the overall impact of the Uplands and Cushing Village (which together total an influx of 450 housing units).

The Board briefly discussed some of the issues raised by Mr. Carman. They thanked him for his excellent service.

Assessor's Office – Mr. Daniel Dargon

The Assessor's Office budget will be reviewed on March 28.

Department of Facilities – Mr. Gerry Boyle, Director

Mr. Boyle and Ms. Cindy Papa (Administrative Assistant) appeared before the Board to provide an overview of the FY17 Facilities' Office budget. He began by noting some of the changes that have occurred within the department. The school/town oversight of the buildings is being consolidated. Also, the maintenance budget of the Library will now be handled by his office. He then reviewed some of the work that has been accomplished.

The School Department's Facilities budget will be phased into the Combined Facilities Department. This process will occur over several years. Mr. Boyle touched on potential areas of savings as well as the benefits of consolidating these two departments.

He then touched on some challenges, including the BHS project, modular units, the Library's next steps, and the DPW facility (which is in dire need of repair). Also, the rink, the White Field House, and the Police Station are all also in need of repair.

The Board briefly discussed some of the issues raised by Mr. Boyle, specifically, finding the funding to maintain the infrastructure and the phased consolidation of the school and town facilities departments. They thanked him for his excellent service.

Office of Community Development/Planning – Mr. Glenn Clancy, Director

Mr. Clancy appeared before the Board to provide an overview of the FY17 Community Development Office's budget. He began with several accomplishments: the sewer program (which he presented to the Board several weeks ago), McLean Hospital, the engineering contract, sidewalk and pavement management coordination, and the Trapelo Road reconstruction project (the major intersections were briefly discussed).

He noted that the Belmont Center Reconstruction should be finished this June. The green space delta and plantings still need attention. He discussed the water run-off process and the by-pass driveway/access road in front of the bank.

Mr. Clancy then discussed sewer projects that are underway, as well as future projects. He tied this into the Charles and Mystic River watershed run-off issues, the home-rule petition, and what will be required by the state, down the road.

Concerning staffing, Mr. Clancy noted that a full-time planner is in the budget. All Planning Board applications require research and planning specific to that property. This will alleviate the pressure on the Mr. Wheeler's workload. He also noted that there is money allocated to cleaning up Rock Meadow, but more money may be needed.

The Board briefly discussed some of the issues raised by Mr. Clancy, specifically, the illicit home plumbing hook up connections. They thanked him for his excellent service.

The Board took a brief break.

Department of Public Works (including Recreation) – Mr. Jay Marcotte, DPW Director

Mr. Marcotte and Mr. Michael Santoro (DPW Assistant Director) appeared before the Board to provide an overview of the FY17 DPW's budget. Mr. Marcotte reviewed the accomplishments, including: the Grove Street master plan, installation of PQ tennis courts, the recreation strategic plan, the trash contract extension, water and sewer software system, dealing professionally with record-breaking snowfall last winter, sidewalk repair, the planting of shade trees, and the water-main system improvement program.

The Board briefly discussed the FY16 snow/ice budget. Seventy percent of the budget has been spent.

Mr. Santoro added that the successful Underwood Pool opening marks another accomplishment.

Concerning challenges, Mr. Marcotte noted that the water meters are getting old; it might be time to convert to the smart meter program. Mr. Michael Bishop, Water Division Manager, briefly explained how smart meters work, which piggy-back on the new light meters. The light and water meters are connected. This represents new technology for the town.

Mr. Marcotte then touched on the budget numbers. He noted where some of the increases were found (the price of road salt has risen). Regarding the aging DPW site, Mr. Marcotte noted that the building is 75 years old. There are issues with space, air quality, outdated lifts, bathroom facilities, etc.

Mr. Bishop informed the Board that there is no lead in Belmont's water supply. He explained the testing programs that are in place and noted that there is no leaching.

The Board thanked the DPW team for their outstanding work.

Council on Aging – Ms. Nava Niv-Vogel, Director

Ms. Niv-Vogel and Ms. Mary Ann Scali appeared before the Board to provide an overview of the FY17 Council on Aging's Office budget. Ms. Niv-Vogel stated that the budget is up 2.9% for salary increases, utilities, etc. Things, she said, are holding steady budget wise. The participant numbers are rising. She reviewed some of the new programs that have been added over the year, and noted that a subset of programs are taped by the Belmont Media Center (BMC) and so participation is "virtual".

She reviewed that there are business donations for the COA, and that grant funding is being sought for programming and planning purposes (specifically, age-friendly initiatives, such as housing). The Board discussed the need for housing for seniors who want to stay in the community but can't maintain a home.

She then discussed intergenerational programming and explained the program at the Butler School. Other collaborations include working with the Library and the BMC.

Mr. Jim Staton, COA member, joined the conversation.

Goals for the coming year include: updating the website, the age-friendly initiative, and funding for housing alternatives. The FY17 budget includes money for a PILOT program for a summer social work intern.

Selectman Williams asked some specific questions about the COA budget numbers.

The Board expressed its support for the work of the COA.

Approval of contract with Jupiter Electric Co. of Salisbury, Massachusetts for Belmont High School Fire Alarm System Repair Project in the amount of \$607,569.00

Mr. Gerry Boyle, Facilities Director, and Mr. John Marzec, Contracts Management, appeared before the Board to discuss the contract with Jupiter Electric Co. of Salisbury, Massachusetts for Belmont High School Fire Alarm System Repair Project in the amount of \$607,569.00.

Chair Baghdady summarized that the alarm system is aging. A new system is needed now (even though a renovation of the high school is now in the pipeline) as it is a life-saving piece of equipment. The money for a new alarm system was allocated by the CBC last spring. Mr. Boyle explained the bid process and noted that the bid came in under the allocation.

The Board moved: To approve the contract with Jupiter Electric Co. of Salisbury, Massachusetts for Belmont High School Fire Alarm System Repair Project in the amount of \$607,569.00.

The motion passed unanimously (3-0).

The Board signed the contract.

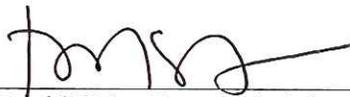
NEXT MEETINGS

Thursday, March 10, 2016, 8:30 a.m. – Town Hall, Selectmen's Room

Monday, March 14, 2016, 7:00 p.m. – Town Hall, Selectmen's Room

Monday, March 28, 2016, 7:00 p.m. – Town Hall, Selectmen's Room

The Board moved to adjourn the meeting at 11:48 a.m.



Mr. David Kale, Town Administrator

