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MINUTES  
TOWN OF BELMONT  
BOARD OF SELECTMEN  
SELECTMEN'S MEETING ROOM  
Friday, April 29, 2016  
8:00 AM

APPROVED  
BOARD OF SELECTMEN

DATE: 7-25-16

**CALL TO ORDER**

A working session meeting of the Board was called to order in open session at 8:23 a.m. by Chair Mark Paolillo in the Selectmen's Meeting Room. Selectmen Sami Baghdady and James Williams were present. Town Administrator David Kale and Budget Analyst Glen Castro were also present.

Chair Paolillo turned to the license renewals agenda item.

**ACTION BY CONSENT**

**Annual License Renewals**

- Renewals of Existing Antique / Second Hand Good Licenses:
  - Belmont Jewelry Place (Levon Terzian); 5 Williston Road
  - All That Matters (Ursula Weaver); 400 Trapelo Road
- Renewals of Existing Taxi Cab Licenses:
  - Red Cab (Sandro Mathieu); 375 Concord Avenue
  - Yellow Cab of Belmont (Louis Truscello); 61 White Street R

*The Board moved:* To approve the license renewals, as submitted, details noted above.

The motion passed unanimously (3-0).

**Annual Town Meeting**

The Board reviewed some organization materials in preparation of the Annual Town Meeting.

**FY17 Budget Update / Discussion on FY15 Financial Statements  
Updated Revenue and Expenditure Items to the FY17 Submitted Budget**

***FY17 Capital Budget***

Mr. Kale reviewed several budget adjustments to the Capital Budget, e.g., certain turn-backs, insurance settlements, and state roadway improvement funds (Chapter 90) to fund the FY17 Capital Budget. Some of the revenue adjustments used are a result of using one-time funds and in some cases have been identified in the annual audit management letter Selectman Williams asked who has the authority to address management letter resolutions. Mr. Kale stated that the Town Accountant, Town Treasurer, Town Administrator, and the Board of Selectmen are

APPROVED

Mr. Kale is in charge of dealing with these types of fiscal matters. Chair Paolillo raised the role of the Permanent Audit Committee (PAC) in this process. Selectman Williams stressed the point that zeroing out certain budget areas should be one person's sole responsibility. Selectman Baghdady noted that \$13,700 is a tiny percentage of the overall budget, as an example of one of the close-out items used in the Capital Budget

Concerning the Facilities request, Mr. Kale explained how the classroom "fit-outs" for new classroom spaces for the 16-17 school years would be financed (using \$105,000 from free cash via the operating budget).

[Ms. Phyllis Marshall, Assistant Town Administrator, joined the meeting at 9:00 a.m.]

Chair Paolillo explained the conversation that occurred at the Capital Budget Committee table (Thursday morning's meeting) concerning some of the Capital budget line items. He then noted that he recommended that the sidewalk study (\$50,000) be funded to help prioritize the sidewalks and Town/ school security requests. He explained how the money (\$105,000) was rearranged to fund these items. Selectman Williams suggested that sidewalk policy should include installation on one side of the road only.

***Library Revised Supplemental Request***

Mr. Kale noted that \$28,000 has been allocated to the Library budget to allow for additional night hours for the Children's Library (Monday, Tuesday, Wednesday until 8:00 p.m.). This is a pilot program.

***Review of Community Development Staff Planner Job Description***

Mr. Kale stated that the Planner position will have a salary of \$56,000. This person will provide much needed professional support to the Community Development Office.

***Review of Unfunded Supplemental Requests***

Mr. Kale noted that, while there is not funding for an ALS (Advanced Life Saving) coordinator, the next priority should be to add data analyst to support the Fire and Police Department. He noted that the COA, Health Department, and Facilities Department received funding to address supplemental requests. These additions are on top of the Community Development Staff Planner, the Parking Control Officer, and the supplemental library hours. He noted that adding these positions will impact the long-term budget planning of the town.

***SPED Stabilization Fund***

Mr. Kale referenced the \$150,000 in unused FY17 levy capacity; this is money that could be allocated to the SPED Stabilization Fund or remain not levied. There is only \$4,000 left in the SPED Stabilization Fund. Chair Paolillo stated that the \$150,000 in excess levy capacity as a result of the Town receiving additional State aid should be placed in the SPED Stabilization Fund or in the General Stabilization Fund. Selectman Baghdady suggested that the \$150,000 get

divided as \$105,000 toward the Capital budget (for school-related needs) and \$45,000 going into the SPED Stabilization Fund.

### ***Harris Field Unexpended Funds***

Regarding the Harris Field Press Box project, Mr. Kale noted that there is \$40,000 unexpended from the Harris 1 project and \$125,000 unexpended from the Harris 2 project (pending Town Meeting approval). The Harris Field Boosters/ Friends Group have pledged to raise \$50,000, and will be asked to raise another \$25,000. The total of these items will cover the projected cost of \$240,000.

The Board discussed the proposal for funding the Press Box. Chair Paolillo stated that the money that will need to be raised by the Harris Boosters will need to be raised in a timely manner. Mr. Kale will confirm this plan with Mr. Hall, Town Counsel.

### ***Projection Model***

Mr. Kale reviewed the projection model of balancing the FY18 and FY19 budgets. He noted that there is a citizen's petition to add funds from Free Cash to the General Stabilization Fund. Mr. Kale stated that the immediate goal/plan is to balance the FY17 budget.

Chair Paolillo reviewed some of the data on the model.

The Board agreed that it will need additional time to delve into the projection model after Town Meeting.

### ***FY15 Financials***

Selectman Williams reviewed some of the financial statements, e.g., the financial summary page, the town's balance sheet, the statement of activities, etc. He said \$7M a year is being lost. He asked – who is managing this data? In terms of net revenue, he said the town is \$86M in the red. The financials are weak (thin). Chair Paolillo said that the town received the Moody's AAA bond rating, which does not reflect weakness. He said it would be helpful to have Powers and Sullivan present to the Board and explain the financial statements. The Board will raise questions at that time.

### ***Budget Vote***

The Board resumed discussion of where to place the \$150,000 in FY17 excess levy capacity. Chair Paolillo suggested placing it in the General Stabilization Fund (GSF). This was discussed. Selectman Baghdady noted that the School Department is expecting this money to replenish the SPED Stabilization Fund.

The Board opted to place the \$150K in the GSF, noting that there may be an amendment to fund the SPED fund.

*The Board moved:* To use the excess levy capacity of \$150,000 and to transfer this

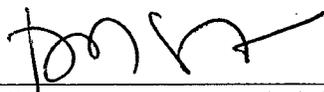
amount to the General Stabilization Fund.  
The motion passed unanimously (3-0).

*The Board moved:* To approve the amendments to the proposed FY17 budget presented by the Town Administrator  
The motion passed unanimously (3-0).

**NEXT MEETING**

Monday, May 2, 2016 at 6:00 p.m. High School Conference Room

The Board moved to adjourn the meeting at 10:04 a.m.

  
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Mr. David Kale, Town Administrator