

BELMONT VISION 21 IMPLEMENTATION COMMITTEE
MEETING MINUTES
TUESDAY, JANUARY 30, 2018
BOARD OF SELECTMEN ROOM, TOWN HALL, 7:00 PM

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PRESENT: Members present: Chair Natalie Leino, Jennifer Page, Mary Power, Kevin Dorn, Erica Zidel

Members not in attendance: Juan Montoya, Gang Zhao, Doug John

Natalie Leino called the meeting to order at 7:08 p.m.

I. INTRODUCTION OF PATRICE GARVIN, TOWN ADMINISTRATOR

Patrice Garvin, newly appointed Town Administrator, attended the meeting to introduce herself to the committee. Natalie provided Patrice with an overview of the VIC including the history of the committee, the committee's purpose, and the types of projects the committee undertakes. Natalie also provided Patrice an overview of the Business Community project that is underway for the current year. Patrice noted that she had dealt with similar issues in Shirley and that they had developed an online business directory there. She also noted that the state provides an expedited 43D permitting process which may be useful for the town.

Mary provided an update on her outreach to Linda Bilmes, Belmont resident and public policy professor at the Harvard Kennedy School. Mary noted that Professor Bilmes is an expert in municipality financing and that some of her students may be available to work with the VIC on identifying best practices for Belmont. As this was discussed to be directly applicable to Patrice's work, Mary agreed that she would try to set up a meeting with Professor Bilmes, Patrice, and Natalie. Mary also stated that she would reach out to a fieldwork coordinator at HKS as a next step.

Natalie shared that the VIC is on the agenda for the next Board of Selectmen meeting on Monday, February 26th to discuss the Meet Belmont event and request forming a separate committee to run the event.

Natalie talked about the podcast series where the VIC interviewed the other town committees and stated that we are looking to get these linked to on the town website. Patrice suggested her assistant, Matt Haskell, could potentially help with this and Kevin took it as an action item to email him.

The committee thanked Patrice for attending, and Patrice departed the meeting.

II. APPROVAL OF 12/19/2017 MINUTES - The minutes were approved unanimously.

III. COMMITTEE ELECTIONS DISCUSSION

The committee discussed when and how election of officers should occur, and it was agreed that it would be useful to look at the process other committees use. In the meantime, the committee decided to have one year position terms with elections in January, as that would give new members the opportunity to get to know the committee better before the election each year. For the current election, Mary nominated Kevin for Vice Chair and Natalie for Chair, Jennifer seconded, and both were unanimously approved.

The committee then discussed term limits. While it was agreed this can bring new perspective, the downside of losing institutional knowledge when members are forced to retire was discussed. Using a shared web source (such as google drive) and a shared inbox that can be accessed by whoever the

current chair/committee members are at a given time was discussed as a potential solution. Mary agreed to discuss the use of such a system with Ellen Cushman, Town Clerk. She also noted that she would ask if there is a template for elections that other committees use or a governance document that could be leveraged.

IV. UPDATE ON TALK OF THE TOWN

Natalie shared that Carol Trager would be unable to attend the next VIC meeting (the only one before the Talk of the Town event), so it was decided that Natalie would reach out to Carol and set up a call with her and the subset of members with volunteer assignments to discuss logistical planning for the event.

V. CONTINUED DISCUSSION REGARDING BUSINESS COMMUNITY PROJECT

The committee reviewed the document put together by Kevin and discussed what next steps should be taken. It was agreed that at the next meeting, the committee would review all the findings of the surrounding town research. Each committee member agreed to be prepared to present their findings at the February meeting and what they thought the town of Belmont could leverage from them.

It was agreed that parallel to the best practice research, the committee should be talking to businesses in town to get their feedback of what's working/what's not. For the next meeting, the committee also determined that it should be ready to commit to a plan for how this outreach will occur. Jennifer agreed to find a directory of Belmont businesses with any contact info and bring to that meeting.

VI. GOALS FOR NEXT MEETING

The following action items were agreed to:

- 1) Jennifer to find directory of Belmont businesses
- 2) Each committee member to be prepared to present their findings on the surrounding town research and what they think the town of Belmont could leverage/learn
- 3) Natalie to reach out to Carol Trager and set up a conference call with her and the committee to discuss planning for Talk of the Town. Natalie will also ask Carol about designing a vision board that we could display around town
- 4) Mary to ask Ellen Cushman if we can use Google Drive to store public committee documents and if there are any open meeting implications that need to be considered. Will also ask if there is a template/governance document for committee elections that other committees use
- 5) Natalie to send thank you email to Patrice for attending our meeting
- 6) Kevin to email Matt Haskell about getting the podcast interviews up on the town website
- 7) Mary to connect with fieldwork project coordinator at the Kennedy School
- 8) Mary to reach out to Linda Bilmes to invite her to meet with Patrice and Natalie

VII. OTHER BUSINESS

- A.) Next Meeting: TUESDAY, FEBRUARY 27, 2018, 7-9 PM
- B.) Committee discussed that it would be useful to have the town vision more prominently displayed in locations around Belmont. Natalie took as an action item to ask Carol Trager about designing large poster boards with the vision on them, or suggestions of someone else who might be willing to help us with this.

VIII. ADJOURN

The meeting adjourned at 9:03 pm.

Respectfully submitted,

Erica Zidel