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Minutes  
Town of Belmont  
Board of Selectmen  
Selectmen's Meeting Room  
Wednesday, April 4, 2018  
8:15am

APPROVED  
BOARD OF SELECTMEN  
DATE: 9/17/2018

**CALL TO ORDER:**

An organizational meeting of the Board of Selectmen was called to order at 8:15am by Chair Mark Paolillo. Vice Chair Adam Dash and Selectmen Tom Caputo were present. Town Administrator Patrice Garvin was present.

A moment of silence was held for former Selectmen William Skelley on his passing.

**COMMUNITY ANNOUNCEMENTS:**

Congratulations to Thomas Caputo on his election to the Board of Selectmen. Congratulations to Susan Burgess-Cox and Tara Donner on their elections to the School Committee.

**QUESTIONS FROM TOWN RESIDENTS:**

[There were none.]

**ACTION BY CONSENT:**

**Board of Selectmen re-organization and vote**

M. Paolillo explained concerns with the existing Chair appointment process and outlined a proposal to change the process to a rotating one based on year of the term. In the first year of the term a Board of Selectmen member would serve as Selectmen; in the second year as Vice Chair; in the third year as Chair.

A. Dash agreed that it was important to de-politicize the Chair appointment process but expressed concern about the Chair serving in an election year. He proposed instead that a member serve as Chair in the second year of the term, and Vice Chair in the third and final year. He also expressed support for decoupling the Chair of the Board of Selectmen from the Chair of the Light Board.

T. Caputo further agreed that it was important to de-politicize the process and that a year-to-year structure made sense, but agreed with A. Dash's proposal that the Chair should serve in the second year of the term.

There was support among the Board that this policy should be codified in the future so that the Chair appointment process is transparent going forward.

Motion: To nominate Adam Dash as Chair of the Board of Selectmen for the upcoming year. *Vote passed 3-0.*

Motion: To nominate Mark Paolillo as Vice Chair of the Board of Selectmen for the upcoming year. *Vote passed 3-0.*

A. Dash thanked the Board for the appointment to Chair and proposed three guiding rules for his tenure: 1) no drama, 2) be respectful, and 3) don't waste people's time.

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A. Dash invited T. Caputo to say some words as a newly elected Selectmen regarding his upcoming term. T. Caputo stressed the need for a strategic planning process and the importance of prioritization in the context of upcoming major projects for the town. Further, he sought to address ways of generating additional revenue for the town.

A. Dash raised the issue of Board of Selectmen office hours, explaining that while organization of the office hours was ad-hoc, it was important to send them in advance to the Town Administrator's office in order to notify the public and ensure no conflicts. M. Paolillo asked if there was a better way to organize/implement the office hours. T. Caputo suggested to consult town calendar of events, and try to schedule adjacent to major events where many residents will already be present. M. Paolillo suggested to work with the Town Administrator going forward to improve the process for scheduling and holding office hours.

#### **Board of Selectmen Committee/Board/Commission Liaison Assignment Discussion and Vote**

The Board discussed the assignments and settled on the following:

*T. Caputo* – High School building committee; School committee; Permanent audit committee; Community Preservation committee.

*M. Paolillo* – Capital Projects working group; Board of Library trustees; Capital Budget committee; Community Path implementation advisory committee; Council on Aging.

*A. Dash* – Capital endowment; conservation commission; recreation commission, traffic advisory committee; Light board advisory committee.

The Board discussed the dormant Economic Development Advisory Committee (EDAC). A. Dash explained he would like to re-form the committee by first establishing a year-long study committee to assess impediments to business in Belmont. The recommendations of the study committee would be used to develop a mandate for a new iteration of the EDAC. M. Paolillo and A. Dash were supportive of this initiative.

The Board discussed committees with no designated Board of Selectmen liaison. M. Paolillo suggested that representatives from these bodies be put on the agenda for Board of Selectmen meetings on an ongoing basis, so that the Board can be updated on their activities and provide input as requested.

#### **TOWN ADMINISTRATOR'S REPORT**

[None]

Next meeting at on April 9 at 7pm; prior to the meeting at 5pm will be interviews for final two candidates for General Manager position with the Belmont Light Board.

Motion: To adjourn at 8:40am. *Vote passed 3-0.*

Respectfully Submitted,

  
Patrice Garvin, Town Administrator