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Minutes

Town of Belmont

Board of Selectmen

Selectmen's Meeting Room

Monday, October 15, 2018

7:00pm

APPROVED
BOARD OF SELECTMEN
DATE: 12/10/2018

CALL TO ORDER:

A regular meeting of the Board of Selectmen was called to order at 7:04pm by Chair Adam Dash. Vice Chair Mark Paolillo and Selectmen Tom Caputo were present. Town Administrator Patrice Garvin was present.

COMMUNITY ANNOUNCEMENTS:

- US flag retirement ceremony will be held at 10am on October 20 at Claypit Pond.
- Belmont Town Employees will be hosting a Halloween event on October 29. Children are invited to visit Town Hall from 4-6pm for Trick-or-Treating.
- *One Book One Belmont*, celebrating 200 years of Mary Shelley's *Frankenstein*. A read-aloud marathon will be held October 20 from 8am till the end of the book, at 79 Leonard St.
- As of October 1, trash carts not completely closed will not be picked up.
- Community Media Day will be held Saturday October 20 at 1pm.
- Call for applicants for the Transportation Advisory Committee. Deadline is November 1 through the Town web portal.
- Early voting for the November 6 election starts October 22.

COMMENTS FROM TOWN RESIDENTS:

[There were none]

ACTION BY CONSENT:

Proclamation for the Girl's High School Rugby Team

A. Dash read the proclamation honoring the team for winning the State Championship.

Accept Resignation of Angelo Firenze from the Board of the Belmont Media Center

Motion: To accept the resignation of Angelo Firenze from the Board of the Belmont Media Center.
(Vote passed 3-0)

Discussion and Possible Appointment of Member to the Board of the Belmont Media Center

Ralph Jones put forth an application to fill the vacant seat; Jeffrey Hansel (Executive Director, Belmont Media Center) had sent a letter highly endorsing Ralph Jones.

Motion: To appoint Ralph Jones to the Board of the Belmont Media Center for a term expiring in 2019. (Vote passed 3-0)

APPROVED
High School Traffic Working Group Update

[A. Dash recused himself because he lives on Goden St.; M. Paolillo took over as acting Chair]

Anne Paulsen (Vice Chair, BHS Traffic Working Group), Bill Lovallo (Chair, BHS Building Committee), Dana Miller (Vice-Chair, Traffic Advisory Committee), Jessie Bennet (Town Meeting Member, Precinct 1) appeared before the Board to discuss recommendations from the Belmont High School (BHS) Traffic Working Group.

A. Paulsen outlined three motions set forth by the BHS Traffic Working Group, which she hoped the Board would vote to support:

- 1) To have the Board of Selectmen and Office of Community Development engage a consulting engineer to implement a trial drop-off location on Concord Ave.
 - 2) Review School St. from Temple to Common, and Goden St. from Concord to Washington, with respect to observation of the 25mph speed limit, ensuring sufficient space for walking and biking, and for potential implementation of traffic mitigation and safety improvements.
 - 3) Evaluate Hittinger St. and Trowbridge St. neighborhood for possible traffic mitigation and pedestrian/bike safety measures in anticipation of the new school building project.
- M. Paolillo noted that Trowbridge St. and surrounding neighborhood should also be revisited with respect to the Sidewalk Policy. J. Bennet added that the crossings on Concord Ave. into this neighborhood should also be evaluated.

M. Paolillo clarified that the motions were drafted to be broad in order to allow Glenn Clancy to move forward at his discretion.

T. Caputo asked whether the consulting engineer would be specifically asked to implement a test of the drop-off location; M. Paolillo confirmed. T. Caputo clarified whether a consultant would also be engaged for motions 2 and 3; M. Paolillo confirmed, stating that the group would need to rely on professional expertise.

T. Caputo asked whether the motions would focus specifically on school related traffic or traffic issues more broadly. M. Paolillo explained that many of the issues in these neighborhoods are ongoing and will only be exacerbated by the new school project; measures can be taken now to address some of the existing problems.

Motion: That the Board of Selectmen direct the Office of Community Development to engage a consultant to review and comment on the design for trial drop-off lanes on the west- and east-bound of Concord Ave. (Vote passed 2-0)

Motion: That the Board of Selectmen direct the Office of Community Development to evaluate School St., from Temple St. to Common St., and Goden St. from Concord Ave. to Washington St., for the purposes of implementing traffic mitigation and pedestrian and bicycle safety improvements. (Vote passed 2-0)

Motion: That the Board of Selectmen direct the Office of Community Development to evaluate the Hittinger St. / Trowbridge St. neighborhood, generally bounded by Underwood St., Hittinger St., Brighton St. and Concord Ave. for the purposes of implementing traffic mitigation and pedestrian and bicycle safety improvements. (Vote passed 2-0)

P. Garvin will meet with G. Clancy to move forward on the motions.

A. Paulsen proceeded to summarize a proposed Memorandum of Understanding (MOU) drafted by the BHS Traffic Working Group. She explained that the Working Group aimed to pull together various groups who could provide input and expertise, including: the Board of Selectmen, the BHS Building Committee, the School Committee, the Traffic Advisory Committee and the Planning Board. The MOU would document background facts/context, identify key issues, and signify a commitment to working together on traffic related issues going forward beyond the November 6 vote. A. Paulsen explained that the BHS Traffic Working Group was currently working together with various bodies to refine the language.

T. Caputo was supportive of the MOU in principle, but hesitant that the Board commit to taking specific actions in the future that might change based on new information. M. Paolillo suggested a red-lined draft be circulated to T. Caputo for feedback. M. Paolillo hoped to converge on a final draft of the MOU that would be supported and signed by the Board at an upcoming meeting.

Discussion and Possible Vote for Zero Net Energy Resolution for New 7-12 School

Jacob Knowles, who helped submit the draft of the resolution, appeared before the Board. M. Paolillo questioned the intent of the resolution, as he was supportive of the idea but thought that it was outside the scope/authority of the Board of Selectmen. J. Knowles and B. Lovallo clarified that the building would be Zero Net Energy (ZNE) ready, but that the ZNE concept applied to the actual operation of the building, hence Belmont Light and the Facilities Department would be stakeholders.

J. Knowles further explained that the plan for ZNE was classified as 'Class D', meaning that additional energy credits needed to be purchased to offset non-renewables. However, incentives offered by the State for operation as a ZNE building would offset these credits and in fact provide net savings to the Town.

T. Caputo asked if Belmont Light could use existing credits and J. Knowles confirmed, stating that the credits purchased by Belmont Light were voluntary and hence could be applied to the High School.

M. Paolillo advised J. Knowles to seek approval from the School Committee for the resolution as well.

Motion: To approve the Class D Zero Net Energy Resolution for the new 7-12 school. (Vote passed 2-0).

[Meeting was in recess for 5 minutes, after which A. Dash returned to the meeting]

Update from Council on Aging (COA)

Nava Niv-Vogel (Director, COA) and Maryann Scali (Chair, Board of COA) appeared before the Board. M. Scali reviewed that the COA serves around 40% of the ~6,000 seniors in Town. Recent efforts have been made to provide education on technology, e.g. computers, cell phones, Uber.

N. Niv-Vogel stressed that the 11 person Board of the COA was very supportive, and effective and timely in their decision making. They had provided support recently by helping to hire an Assistant Director, hosting the Staff Appreciation Lunch and reviewing other towns' seniors programs. The Board was currently drafting a renewed mission statement which would be shared with the Selectmen when ready.

A. Dash asked if there was a way to get senior volunteers – for e.g. participants in the Senior Tax Work-off program - more involved across a range of Town departments. M. Scali stated that many seniors were interested in volunteering. N. Niv-Vogel agreed and wondered if a process could be used similar to that for filling committee positions, i.e. a clearing house/portal for volunteer opportunities. A. Dash further suggested that department heads could post volunteer opportunities online and take in applications, similar to a job application process.

M. Scali raised that some seniors had expressed concerned about taxes and wondered if relief could be provided, even if on a small-scale, similar to other towns such as Waltham. N. Niv-Vogel raised that transportation – for e.g. a shuttle bus - for seniors was a pressing issue. Taxi services were becoming less available and ride-share services were not always equipped to meet the needs of seniors. The Board encouraged the COA to include a wish-list of requests in the budget book for the upcoming budget season and expressed support for the COA in applying for the Age Friendly Belmont program.

Discussion and Possible Approval of Recreation Director Job Position Description and Possible Approval and Update on the Recreation Strategic Plan

Anthony Ferrante (Chair, Recreation Commission) and Marsha Semuels (Vice Chair, Recreation Commission) appeared before the Board.

P. Garvin outlined her proposal for addressing the Recreation Director position. Given that current funding would only allow for a one-year dedicated Recreation Director position, she proposed instead to re-define the Assistant Town Administrator position to focus mainly (~90%) on recreation. This would allow it to be a permanent position, elevate the profile in order to attract better quality candidates, and also meet the need of providing support for the Town Administrator.

A. Dash suggested two additions to the job description: 1) add a clause re: coordination with the School Department; 2) under finance, add a point re: implementing policies to increase revenue from recreational assets.

A. Ferrante expressed support for the proposal, indicating he thought there would be greater success via offering a permanent position. He stressed the need to recruit someone with a vision for the Recreation Department.

P. Garvin would tweak the job description and move forward with recruiting candidates under the Assistant Town Administrator position.

A. Ferrante provided an overview of key priorities of the strategic plan: 1) establishing an identity 2) tell our story, i.e. improved communication 3) improve fiscal condition 4) maintain and update existing infrastructure. He highlighted that long-term goals for the Recreation Commission were to improve programming, utilization of resources, and cost recovery, including generation of new revenue opportunities.

T. Caputo asked whether adult education was part of the strategic plan and if there was potential to expand in this area. M. Semuels shared work she had done studying adult/community education, noting that other towns have a full-time director of community education position; also that other towns target

Belmont as a market for their community education programs, since Belmont has limited offerings. T. Caputo added that other towns generate revenue from these types of programs.

Discussion and Vote on Stone Hearth Application for Outdoor Seating

Frank Castagno (representative from Stone Hearth) appeared before the Board to discuss the application. The outdoor seating was intended to increase the profile of the restaurant. P. Garvin relayed a conversation with M. Castagno reviewing the conditions, including no alcohol to be served outside.

Motion: To approve the Outdoor Dining Application for Stone Hearth Pizza, 57 Leonard St. (Vote passed 3-0)

Approval of Crackseal and Patch Maintenance Contract

P. Garvin explained that this contract was usually under the \$100k threshold, however this time around it was slightly above and therefore required approval of the Board. She confirmed to A. Dash that the amount was already accounted for in the budget. The list of streets receiving work would be posted online for the public.

Motion: To approve the crackseal and patch maintenance contract in the amount of \$102,530. (Vote passed 3-0)

Accept Donations for Crosswalk Signs at Trapelo Road and Williston Roads from Residents

A. Dash read the names of the residents who donated the funds.

Motion: To accept the donations for crosswalk signs at Trapelo and Williston Roads. (Vote passed 3-0)

Discussion and Possible Vote Fall Town Meeting Warrant

P. Garvin stated that the Warrant for Fall Town Meeting was recently sent to Town Counsel for review. A. Dash explained there was still time to vote positions on the Warrant Articles at the upcoming meeting dealing with the incinerator site.

P. Garvin asked if the Board wanted to vote to open the Warrant. A. Dash stressed that citizen petitions are ideally for Annual Town Meeting, and that Fall Town Meeting was intended for dealing with discrete, time-sensitive issues; however, in order to maintain an open process he recommended opening the Warrant for one day.

Motion: To open the Special Fall Town Meeting Warrant from October 16, 2018 at 8:00am to October 17, 2018 at 4:00pm. (Vote passed 3-0)

Discussion on Town Offices' Late Monday night schedule and December 24th

P. Garvin reviewed data from the Town Clerk's office showing utilization of the late Monday night hours, especially in early September. She explained that the union had taken a vote to on October 10 to keep the hours in place going forward. The Board discussed positive feedback from having the late Monday hours.

Motion: To make permanent the late Monday evening and early Friday afternoon schedule. (Vote passed 3-0)

P. Garvin brought forward a proposal to adjust the hours for Town Hall on December 24th. Given that this would be a Monday and that the union was only required to work 4 hours on Christmas Eve day, she proposed to keep Town Hall open a full business day the Friday prior (Dec. 21), and then have a full closure on December 24th. A. Dash raised that this change should be well publicized so that people would not expect Town Hall to be open on December 24th; in general the Board was in agreement with the plan. P. Garvin was waiting to hear back from the union before taking action.

Vote and Approve Request from Belmont Center Business Association for Holiday Celebration / Tree Lighting Ceremony on November 29, 2018

Motion: To approve request from Belmont Center Business Association for Holiday Celebration / Tree Lighting ceremony on November 29, 2018. (Vote passed 3-0)

Discussion and Vote of Members for the Community Path Project Committee (CPPC)

The Board discussed 10 potential applicants for the remaining 2 available spots on the committee. There was agreement that Jennifer Durso had outstanding qualifications, including having worked with the DEP. M. Paolillo advocated for Bonnie Friedman as someone who had attended all the previous meetings related the Community Path and who could build bridges and engage with the community on the project.

Motion: To appoint Bonnie Friedman to the Community Path Project Committee. (Vote passed 3-0)

Motion: To appoint Jennifer Durso to the Community Path Project Committee. (Vote passed 3-0)

The 6 final Board of Selectmen appointees to the CPPC are: Michael Cicalese, Vincent Stanton, Roy Epstein, Russ Leino, Jennifer Durso and Bonnie Friedman. P. Garvin asked if the CPPC should start meeting, and the Board agreed that it should. A. Dash further suggested it would also be appropriate to disband the Community Path Implementation Advisory Committee at this time.

Motion: To disband the Community Path Implementation Advisory Committee, effective immediately. (Vote passed 3-0)

Accept Resignation of Faustino Lichauco from the Zoning Board of Appeals

Motion: To accept the resignation of Faustino Lichauco from the Zoning Board of Appeals. (Vote passed 3-0)

Discussion and Possible Appointment of Associate Member from Zoning Board of Appeals to Full Member

A. Dash explained that the associate member slot on the ZBA attended all the meetings, but did not vote; it made sense to promote the associate member to being a full member for the remainder of Mr. Lichauco's term, so that the ZBA would be fully functioning. Later, a new associate member could be appointed.

Motion: To appoint Phil Ruggiero to be a full member of the Zoning Board of Appeals. (Vote passed 3-0)

TOWN ADMINISTRATORS REPORT:

P. Garvin reviewed the Town Administrator's Report:

- The Belmont Business Study Committee has starting meeting. P. Garvin secured a grant of \$27,500 for consulting assistance to aide this committee in developing its deliverables for the Board.
- P. Garvin will be attending the Seniors Center coffee and conversation on October 17.
- Attended a town management meeting for Minuteman Regional High School where an update was given on the construction of the project budget timeline.
- Drafting a traffic calming policy for the Town for submission to (new) TAC for review.
- The CPC moved the Board's request for \$1 million in funding for design of Phase 1b of the Community Path.
- Trash barrels were returned to Town Field and Joey's Park. Jay Marcotte (Director, DPW) reported that in 2 weekends the DPW had collected 51 bags of trash from all 8 parks in Town. He will continue to monitor trash levels collected on weekends, as well as the rat situation.
- It was reported that the Massachusetts Department of Public Utilities (DPU) had ordered National Grid to halt all non-emergency and non-compliance work pending further safety review. The Town has not received any official notice from the DPU regarding this action.

BOARD OF SELECTMEN COMMITTEE LIAISON REPORTS:

A. Dash reviewed the CPC presentation given to the Warrant Committee.

M. Paolillo said the Capital Budget Committee would meet on November 8 to vote on Special Town Meeting Warrant Articles; A. Dash would attend in place of M. Paolillo.

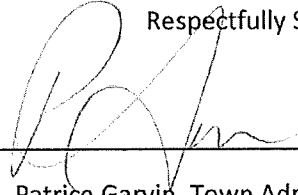
APPROVAL OF MEETING MINUTES:

- *December 11, 2017 regular session:*
Motion: To approve December 11, 2017 regular session minutes. (Vote passed 2-0; T. Caputo abstained)

ADJOURNMENT:

Motion: To adjourn. (Vote 3-0)

Respectfully Submitted,


Patrice Garvin, Town Administrator