

2019 APR -2 PM 2:43

Minutes

Town of Belmont

APPROVED
BOARD OF SELECTMEN
DATE: 2/4/2019

Joint Meeting of the Board of Selectmen,

School Committee, Warrant Committee and Capital Budget Committee

Board of Selectmen's Meeting Room

Monday, December 10, 2018

7:00pm

CALL TO ORDER:

A joint meeting of the Board of Selectmen with the School Committee, Warrant Committee, and Capital Budget Committee was called to order at 7:02pm by Chair Adam Dash. Vice Chair Mark Paolillo and Selectmen Tom Caputo were present. Town Administrator Patrice Garvin was present.

Laurie Slap (Vice Chair, Warrant Committee) called the Warrant Committee meeting to order. Susan Burgess-Cox (Chair, School Committee) called the School Committee meeting to order. Anne Marie Mahoney (Chair, Capital Budget Committee) indicated that the Capital Budget Committee did not have a quorum.

COMMUNITY ANNOUNCEMENTS:

- Christmas tree pick-up will occur from January 7-17, no exceptions so please plan ahead.
- There will be a cardboard drop-off event Saturday January 5, 9am-12noon at the DPW yard, 37 C Street.
- The Belmont Gallery of Art *Small Works Show and Sale* will be held December 13-16 in the Homer Building.
- *Robots: An Innovation in Health Care* will be held Friday December 21, 1:15pm at the Beech Street Center.

COMMENTS FROM TOWN RESIDENTS:

- *Lucille White (85 Cross St.):* Spoke about the speed table on Cross Street in front of her house, stating that it was causing vibrations in the house and leading to cracks in the walls/foundation. Her daughter, Nina White, rose to speak about her experience as well. She stated that the shaking was constant, causing her to wake up in the middle of the night, and was interfering with her homework. Both expressed that they felt the speed table was not slowing down traffic as intended.
- *Donald Mercier (96 Cross St.):* Supported L. White and asked that the Board remove the speed table within the week. He asserted that clay below the ground in this area was the cause of the vibrations, adding that this was resulting in damage to nearby buildings (including his house) and posed a safety concern due to gas lines in the area.

Glenn Clancy (Director, Community Development) stated that the Office of Community Development had been investigating the matter, but had not yet been able to substantiate the claims regarding vibrations

caused by the speed table. However, the Office was currently testing an application that could measure vibrations, and intended to use the device to assess whether any action should be taken to address the complaint. He stressed that speed tables were an important traffic mitigation tool for the community, and that it was important to follow through an objective process before having one removed. A. Dash and M. Paolillo expressed that they took the complaint seriously, but also noted that traffic was a major issue for the Town, and that it was important for Community Development to be allowed to conduct the proper investigation. G. Clancy stated that January was a reasonable timeframe to assess the complaint and provide a decision on how best to move forward.

ACTION BY CONSENT:

Collins Center Presentation – Forecast and Policies Discussion and Possible Vote

Stephen Cirillo and Anthony Torrisi from the Collins Center were present at the meeting. S. Cirillo explained that the current presentation was a follow-up from the previous meeting, where he had gone through the revenue-expenditure forecast and gap analysis. The gap analysis had identified deficits in fiscal years 2020-2024; while the FY20/21 deficits were manageable, a significant structural deficit was projected for 2022, when the General Stabilization Fund (GSF) from a previous override would be depleted. With this context, he would present results from several 'what-if' scenarios, representing actions that could be taken to reduce the deficits without having to rely on another override.

The following scenarios were presented:

1. *Original forecast:* These were the numbers from the gap analysis presented at the previous meeting, to provide a baseline for comparison. The key year was FY22, when the GSF was exhausted, resulting in a \$2.3 million deficit.
2. *Increased new growth assumption:* The original forecast has assumed \$900k in new growth for FY 19, and then \$700k per year out to FY24. Recently, actual new growth had been certified at ~\$1 million. Therefore, this scenario incorporated the actual new growth for FY19 plus an additional \$50k per year in new growth, out to 2024. S. Cirillo noted that the 11 year average for new growth was \$816k, and so he considered this be a safe assumption.
3. *Lowered salary steps:* The assumption was that the growth in salary/wages was reduced from 2.5% to 2.25%. This assumption was related to salary/wage steps, not collective bargaining.
4. *No inflation factor for FY20:* Assumed that the budget for FY 20 was level-funded versus a 2% inflation factor built in to the original forecast. This assumption applied only to non-school expenses.
5. *Increased local receipts:* This scenario represented an assumed increase of \$150k in local receipts for FY20; based on the historical data, S. Cirillo considered this to be a very safe assumption.
6. *Water/Sewer Enterprise Funds, overhead correction:* The biggest component of this adjustment was a result of accurately building in the amount for retirement costs to be fully funded; these estimates had been taken directly from the Town's actuarial consultant. A smaller component of the increased overhead would be from charging a small percentage for services provided, e.g., 1% of Town Administration going towards managing the water/sewer funds.
7. *Establishing a Recreation Enterprise Fund:* A potential fund was estimated to contribute ~\$100k back to the Town's general fund once up and running. S. Cirillo noted that many communities have enterprise funds for recreation.

S. Cirillo finished by showing how each scenario impacted the projected deficits out to 2024. The biggest impact would be from the Water/Sewer Enterprise Funds adjustment. By implementing all the options, the deficit in FY22 could be reduced from \$2.3 million to \$714k. S. Cirillo stressed that any savings should be directed towards replenishing the GSF in order to maintain a level of liquidity that would preserve the Town's bond rating.

A. Dash opened up the meeting for discussion, noting that the Board's plan was to establish a new Financial Task Force to take up these issues and make recommendations on potential actions to take.

M. Paolillo asked how much rates would increase in order to facilitate the overhead correction to the Water/Sewer Enterprise Funds; he noted that such a correction would be passed on to consumers in the form of rate increases. S. Cirillo did not know the number off-hand. T. Caputo noted the Enterprise Funds should operate on a cost recovery principle, which means the Town is currently under-charging for these services.

M. Paolillo asked for clarification on whether the level-funding scenario for FY20 applied to salaries; S. Cirillo said that it did not apply to salaries, it only applied to level-funding of non-school services.

Anne Helgen (Warrant Committee) said that in the past, \$625k was included in the budget from the Enterprise Funds to the general budget; S. Cirillo confirmed that this was still the case in the model, and that the scenario proposed to add additional funds in order to fully cover retirement costs and other services. Michael Crowley (Warrant Committee) confirmed with S. Cirillo that the retirement costs which were currently not covered by the enterprise funds showed up as line items in the general fund. S. Cirillo explained that this was the reason why correcting the overhead charges would free up money in the general fund that could be used to reduce the deficits.

T. Caputo asked if the projections factored in assumptions about changing macroeconomic conditions. S. Cirillo said that no such changes were assumed in the forecasting model, and that it was a principle of revenue-expenditure forecasting not to make such assumptions; however, a softening in the economy would of course show up in building permits, new growth, excise taxes etc. A. Torrisi added that the Town could use the budget model in collaboration with the Planning Board/Building Department to factor in and study the effects of possible changes to the economy.

A. Helgen asked whether the model/scenarios accounted for increases in local receipts due specifically to newer developments such as Uplands or Cushing Square. S. Cirillo indicated that the model did not explicitly take these into account.

T. Caputo asked whether there was any consideration of adjusting the PILOT from Belmont Light. S. Cirillo said there had been discussion about the possibility of establishing overhead charges - similar to another enterprise fund - and that more analysis should be done with respect to Belmont Light's contributions to the Town.

M. Paolillo expressed support for the establishment of an enterprise fund for recreation. He also took seriously the message about maintaining an appropriate level of liquidity, and in turn, the Town's high bond rating.

[The Warrant Committee adjourned; the School Committee adjourned.]

Financial Task Force Charge – Discussion and Possible Vote

A. Torrisi stated that the Collins Center was still working to finalize the Financial Policies document for the Town, which was intended to contain best practices, in addition to documenting financial policies that the Town currently has in place. He noted that bond rating agencies placed importance on towns having guiding financial policies. Ultimately, the document represented the Collins Center's proposal, and the Town would have to adapt the policies as it saw fit.

A. Dash stated that the Financial Policies document would serve as a jumping-off point for the new Financial Task Force (FTF), the goal of which would be to make recommendations on which financial policies the Town should ultimately adopt.

M. Paolillo made the following suggestions regarding the draft of the charge: that the FTF should review the recommendations made by the previous version of the task force; that the Board of Assessors should have representation on the FTF; that School Superintendent John Phelan should be able to appoint a designee, if desired.

T. Caputo suggested that the FTF provide input on the FY20 budget process if possible; also that the FTF comment on the Collins Center proposal regarding enterprise funds.

S. Burgess-Cox asked that the draft charge be read aloud, and A. Dash did so. S. Burgess-Cox expressed that the School Committee would like to review the language more carefully; A. Marie Mahoney suggested that the draft charge be circulated to the relevant chairs for review. It was agreed that P. Garvin would make revisions to the charge and circulate by next Monday.

High School Traffic Working Group (HSTWG) Motion from 11-16-2018 Meeting Discussion and Vote

[A. Dash recused himself from the meeting.]

Dana Miller (Vice Chair, TAC) joined the meeting. M. Paolillo explained that the Working Group had been continuing to meet. The recommendation under discussion was to evaluate restricting access to Goden Street, Oak Street, and Orchard Street from Concord Avenue, from 7-9am.

There was discussion on how best to prioritize and implement the various recommendations made by the HSTWG. G. Clancy explained that the new Transportation Advisory Committee would function to provide vetting by the public; further, consultants would be brought on-board to assess and recommend implementation of potential traffic calming measures. Additionally, it would be necessary to evaluate how projects would integrate with the Complete Streets program; certain recommendations not addressed by Complete Streets would need to be funded internally, and funding sources would need to be identified.

Motion: To evaluate access restriction to Goden Street, Oak Street, and Orchard Street from Concord Avenue from 7-9am. (Vote passed 2-0)

[A. Dash rejoined the meeting.]

Approve Annual Victualler License Renewal – Star Market; Approve Liquor License Renewal – Star Market

A. Dash recalled that this item had previously been postponed to allow for verification of the conditions originally established in the granting of the liquor license. Steve Durant (Store Manager, Star Market) joined the meeting and stated that nothing had changed in the store since the license was first issued.

G. Clancy confirmed that an inspection had been carried out and the store was in compliance with the regulations specified in the license. In fact, the square footage allowed under the permit was greater than what was currently being used.

A. Dash expressed concern that alcohol related displays, e.g., red cups and ping pong balls, were being placed at the end of food aisles, not in the area designated for liquor.

Motion: To approve the annual victualler license renewal for Star Markets Company, Inc., 535 Trapelo Road. (Vote passed 3-0)

Motion: To approve the liquor license renewal for Star Markets Company, Inc., 535 Trapelo Road. (Vote passed 3-0)

Accept Gift from Cummings Properties Employee Directed Giving in the Amount of \$1,000 to the Belmont Fire Department

David Frizzell (Fire Chief) explained the gift was from a former Belmont resident, to be used for employee appreciation.

Motion: To accept the gift from Cumming Properties Employee Directed Giving in the amount of \$1,000 to the Belmont Fire Department. (Vote passed 3-0)

Accept Gift from Belmont Soccer Association in the Amount of \$10,000

D. Frizzell explained that the gift would be directed to the purchase of Automated External Defibrillators (AEDs) to be located at athletic fields in Town. The AEDs required conditioned and locked cabinets. The models to be purchased give voice prompts to aid the user, monitor CPR, and do not allow a shock to be administered if a heartbeat is detected.

June Howell (Recreation Department) said the fundraising effort was joint among several youth groups, and that Belmont Soccer had stepped up with a major contribution. Fundraising would continue in order to set aside funds for the continued maintenance and operation of the AED units. J. Howell would work to implement training for coaches, and Chief Frizzell would also run training sessions and inform the public about the units.

Motion: To accept the gift from Belmont Soccer Association in the amount of \$10,000. (Vote passed 3-0)

Discuss and Sign Sustainable Materials Recovery Program – Grant Award from Mass Department of Environmental Protection

P. Garvin stated that the grant would go towards reimbursing the cost of the new recycling carts. This would in turn free up money in the DPW budget.

Motion: To approve the signing of the sustainable materials recovery program grant award from the Massachusetts Department of Environmental Protection. (Vote passed 3-0)

Discussion of Youth Commission Charge and Possible Vote

Wes Chin (Director, Board of Health) and David Alper joined the meeting. A. Dash reviewed the history of the Youth Commission, explaining that it had lost funding during the recession and ultimately had to be shut down. Given the increasing youth population it was now the right time to bring back the Commission, and the Board was looking to approve a new charge.

D. Alper, who had served as Chair of the Youth Commission in the past, commended the Board for bringing it back. He stated that the number of appointments was statutorily set at a wide range (from 3 to 21 members), however he recommended the size to be 5-7 members. It was his view that volunteerism was key to the success of the Commission.

A. Dash proposed a small change to the charge to the effect that the Commission should coordinate efforts with the Belmont Wellness Coalition (BWC) and Wayside Youth, to avoid duplication. Lisa Gibalerio (Wayside Youth) noted that the BWC had recently received two grants for programs having overlapping goals with the Youth Commission. She would communicate with the BWC to seek out names to apply for the Youth Commission, and supported collaboration with the Commission going forward.

Motion: To approve the charge of the Belmont Youth Commission, with changes as noted. (Vote passed 3-0)

The window for applications to the Youth Commission would be left open to the end of the year.

Discussion and Vote of One Day Liquor License Application for Event on December 15, 2018 at the Beech Street Center

Motion: To approve the One Day Liquor License application as noted above. (Vote passed 3-0)

Business License Renewals – Cityside Subaru

Motion: To approve the business license renewal for Cityside Subaru. (Vote passed 3-0)

Vote to Approve the Renewal of the Following Business Licenses:

Motion: To approve the renewal of the following Livery License:

- Boston Executive Coach, (Armen Grigorian), 500 Common St

(Vote passed 3-0)

Motion: To approve the renewal of the following Class II Licenses:

- Brother's Auto Service, Inc., (Yeghie Aroyian), 337 Mill St.,
- Waverly Auto Exchange, (Frank Basile), 134 Waverly St.

(Vote passed 3-0)

Motion: To approve the renewal of the following Common Victualler Licenses:

- Ani Catering, (John Janessian), 687 Belmont St.;

- *Gen Sushi/HG Asia, Inc., (Teresa Liang), 61 Concord Ave.;*
- *Rancatore's Ice Cream, (Joe Rancatore, Jr.), 36 Leonard St.;*
- *Spoodles Soup Factory, (Jose Rios), 374 Trapelo Rd.;*
- *My Other Kitchen / Take Away 762, LLC, (George Manetas), 762 Pleasant St.;*
- *Breugger's Bagel Bakery, (Tim Staffanson), 41 Leonard St.;*
- *Gregory's House of Pizza, (Tony Tzovaras), 27-29 Leonard St.;*
- *Seta Café, Seta's Mediterranean Foods, Inc., (Seta Dakessian), 271 Belmont St.;*
- *Vicki Lee's, (Vicki Lee Boyajian), 105 Trapelo Rd.*

(Vote passed 3-0)

Vote to Approve the Renewal of the Following Liquor License

Motion: To approve the renewal of the liquor license for Shangri-La, 149 Belmont St., Wine and Malt Beverages. (Vote passed 3-0)

TOWN ADMINISTRATORS REPORT:

P. Garvin reviewed the Town Administrator's Report:

- The Recreation Commission had met with the candidate for the Assistant Town Administrator's position on December 4th. The candidate, John Marshall, is currently the Recreation Director in Arlington. P. Garvin will bring his appointment to the Board at the next meeting, December 17.
- The application to the Community Preservation Committee for Phase 1b of the Community Path has been filed. The Community Path Project Committee has begun to meet, and are working on an RFP to select a design firm.
- The Complete Streets process has begun, including a meeting with VHB Engineering firm to begin prioritization of the list of ~150 suggestions obtained through the portal, as well review of the Town-wide Traffic Study. A public meeting will be held to discuss the prioritization of projects. The deadline to submit the final list of projects to the State is April 1, 2019.
- The Belmont Business Study Committee has come up with a survey, and are asking for businesses in Town to complete the survey and provide input on how to improve business conditions in Belmont.
- The temporary four way stop implementation at Marsh/Concord has been successful. P. Garvin requested to continue the stop permanently. The Board was supportive of this measure.
- The Town submitted its Green Communities Report to the State.

BOARD OF SELECTMEN COMMITTEE LIAISON REPORTS:

A Dash was unavailable to attend Warrant Committee meeting on Wednesday; M. Paolillo would try to fill-in. A. Dash requested the Board email P. Garvin to begin organizing Selectmen office hours into 2019.

APPROVAL OF MEETING MINUTES:

- *October 15, 2018, Regular Session:* A. Dash corrected the spelling of Anthony Ferrante's name.

Motion: To approve the October 15, 2018 regular session minutes, as amended. (Vote passed 3-0)

- *October 18, 2018, Regular Session:* A. Dash corrected the spelling of Russ Leino's name; he requested that the representative from Stone Hearth have his full name identified for the record.

Motion: To approve the October 18, 2018 regular session minutes. (Vote passed 3-0)

- *November 13, 2018 pre-Special Town Meeting session:*


Motion: To approve the November 13, 2018 pre-Special Town Meeting minutes. (Vote passed 3-0)

- *November 14, 2018 pre-Special Town Meeting session:*

Motion: To approve the November 14, 2018 pre-Special Town Meeting minutes. (Vote passed 3-0)

ADJOURNMENT:

Motion: To adjourn. (Vote passed 3-0)


Respectfully Submitted,

Patrice Garvin, Town Administrator