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Minutes

Town of Belmont

Board of Selectmen

Selectmen's Meeting Room

Monday, July 30, 2018

7:00pm

APPROVED
BOARD OF SELECTMEN
DATE: 1/28/2019

CALL TO ORDER:

A joint meeting of the Board of Selectmen with the School Committee and Warrant Committee was called to order by Chair Adam Dash. Vice Chair Mark Paolillo and Selectmen Tom Caputo were present. Town Administrator Patrice Garvin was present. Chair Roy Epstein called the Warrant Committee to order; Chair Susan Burgess-Cox called the School Committee to order.

COMMUNITY ANNOUNCEMENTS:

- A. Dash reviewed the rules for trash collection under the new system. Trash should be placed in official carts at the curb by 7am on collection day; overflow trash can be disposed of by purchasing overflow bags.
- The DPW will hold a cardboard and old trash barrel recycling day on Saturday September 29, 2018.
- No early voting is available for the September 4th State primary election; absentee voting is available, contact the Town Clerk's office for details.
- The 2018 National Purple Heart Day will be observed on August 7th. A ceremony will be held at 10am at the Belmont Public Library.

COMMENTS FROM TOWN RESIDENTS:

[There were none]

ACTION BY CONSENT:

Collins Center Budget Model Presentation in Joint Meeting with School Committee and the Warrant Committee

Stephen Cirillo and Anthony Torrisi from the Collins Center were present at the meeting.

S. Cirillo presented the results of the Collins Center's work to model the finances of the Town via revenue-expenditure forecasting. He first reviewed the assumptions of the model from both the revenue and expenditure side. He then showed the results of the gap analysis, highlighting the annual and cumulative deficits faced by the Town out to 2024.

Following this, S. Cirillo presented several 'what if' scenarios, changing certain variables of the model one at a time to see the impact on the deficits. For example, he showed the impact of a reduction of 0.5 percentage points in the amount of collective bargaining; and, of a 1 percentage point decrease in health insurance costs.

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S. Cirillo stressed that the budget model was a tool that could be used by the Town going forward, updated to reflect changing assumptions and used to conduct further 'what if' analyses. To that end, the model came with a user guide and S. Cirillo recommended that the Town designate a person to become familiar with using the model on an ongoing basis.

S. Cirillo summarized the work of the Collins Center with the following high-level points: there was 2 years to resolve the structural deficit before the General Stabilization Fund (GSF) from the override would be depleted; there was unused capacity in local receipts to help reduce, but not eliminate, the deficit; it was recommended the Town allocate 5% of net revenue towards capital expenses on an ongoing basis; it was recommended to shift towards less reliance on Free Cash for recurring expenses in the operating budget, and in so doing to shift any surplus Free Cash to the GSF to maintain a sufficient level of liquidity; S. Cirillo considered the inflation rate of SPEC to be unsustainable.

A. Dash opened the meeting for questions/comments from participants from the Warrant Committee and School Committed. Key discussion points were: clarification of the deficit calculations, given that Towns are legally required to balance budgets annually; phasing out of Free Cash for operating expenses; assumptions used for enrolment in Belmont Schools and the decision for the Minuteman School; given the assumption of level funding in the model, that maintaining level services would imply that deficits are actually larger than projected.

R. Epstein lauded the work of the Collins Center as the most sophisticated effort to organize the Town's budget and proposed the Warrant Committee begin to work with and further refine the model. A. Dash thanked S. Cirillo and A. Torrisi for the presentation.

Minuteman Regional Vocational Technical School District Update

John Phelan (School Superintendent) and Jim Gammill (BOS Representative, Minuteman School Committee) appeared before the Board. J. Phelan recalled that Town Meeting had previously decided to withdraw as a member from the Minuteman (MM) Regional Vocational and Technical High School district; a vocational education working group had been established to investigate options for moving forward with respect to vocational/technical education for Belmont students. The working group had presented their findings to the School Committee on June 19, 2018, and J. Phelan and J. Gammill were now updating the Board.

J. Gammill explained the working group had identified three viable options: 1) continuing to utilize the MM school; 2) utilize the Shawsheen Regional Technical School; 3) utilize the Cambridge-Waltham-Medford-Somerville-Boston network. Ultimately the working group recommended the MM School as the preferred and best option. J. Phelan concurred, stating that it was the most sustainable option and allowed for a learning community for Belmont students and families pursuing vocational education.

J. Gammill then described the options for accessing the MM school. The current path was to exit the network as planned in 2020, and then participate on a year-to-year basis as a non-member seeking spaces. Alternatively, the Superintendent could engage in talks with the School Committee towards revisiting the decision to withdraw as a member. Finally, as a middle ground, the School Committee and MM School Committee could pursue some sort of agreement to participate as a non-member, but ensuring higher priority access.

M. Paolillo noted that the main issue in the decision to leave the MM network was the discrepancy between members and non-members, including that non-members did not have pay capital charges. J. Gammill said that the MM School Committee was aware of this issues and was taking steps to implement a debt service charge for non-members.

There was general discussion about the process for re-entering the MM School Network and how that would potentially play out. Bob McLaughlin (Warrant Committee) urged the Chair that this was not the appropriate forum to revisit the decision to withdraw from the network and that the issue should be addressed after the vote for the High School Project.

M. Paolillo asked about the Board's involvement in this issue in terms of next steps; J. Phelan replied that the path forward was to continue bringing together the relevant committees for discussion, and wanted to make sure at this stage that the results of the working group were brought before the Board.

[Chair Roy Epstein entertained a motion to adjourn the Warrant Committee which passed unanimously; the School Committee also adjourned.]

CLC Café (442 Common Street) Outdoor One Day Liquor License Discussion and Vote

A. Dash provided context for the discussion that the application for an outdoor liquor license from CLC Café had highlighted a grey area in the Town's liquor regulations. Town Counsel had advised that the Board does have the power to grant such a license, however it was not something that was typically done. A. Dash had requested that Counsel propose alterations to the regulations, in order to provide added clarity regarding outdoor liquor licenses.

Robert Pelletier and Mary Westcott from the CLC Café provided details for the proposed event. The restaurant already has outdoor seating which would be cordoned off for the event. TIPS certified staff would check IDs and provide wristbands for of-age patrons, as well as keep count of the number of people in order to observe capacity for the restaurant. TIPS certified staff would be serving only beer for the event. Patrons would have access to the restrooms inside the restaurant, and proper insurance had been obtained to cover the event. A. Dash noted that this was good model and way to experiment with the granting of outdoor liquor licenses. P. Garvin would follow up to ensure the Police Chief had no concerns.

Motion: To approve an outdoor liquor license as discussed for the CLC Café for Saturday September 22, 2018 from 12noon-4pm, contingent on approval from the Police Chief. (Vote passed 3-0)

Annual Crate Escape CCC 5k Road Race Approval

Motion: To approve the annual Crate Escape 5k Road Race on Sunday October 21, 2018 with a 10am start. (Vote passed 3-0)

Execution of FY19 Cooperative Fuel Bid Contracts for Diesel Fuel with Diesel Direct for \$93,197.00, for Gasoline with Dennis K. Burke for \$131,029.00 and for No. 2 Fuel with Devaney Energy for \$88,899

Jay Marcotte (Director; DPW) joined the meeting. He explained the Town has participated in the cooperative for the past 20 years and that it helped to secure good prices for fuel; the vendors often change from year to year, but all were reliable and acceptable.

Motion: To approve the three fuel contracts described above. (Vote passed 3-0)

Execution Bituminous Concrete Permanent Patching Trench and Gutter Repair Contract for \$198,000

As per the memo from Mike Santoro (Assistant Director, DPW), J. Marcotte explained this was a standard annual contract for 6000 square yards for blacktop repair. Costs are commodity based and affected by petroleum markets; the cost has been relatively flat for the past 6 years. The Town had used N. Sacca and Sons for other contracts and J. Marcotte stated they were reliable and do quality work.

Motion: To approve the bituminous concrete permanent patching trench and gutter repair contract with N. Sacca and Sons of Arlington for \$33 / square yard. (Vote passed 3-0)

Execution of FY19 HVAC R&M Contract with Ambient Temperature in the amount of \$396,997.00

Steve Dorrance (Director, Facilities) joined the meeting. He noted that this contract differed from the previous contract, as he had built in new controls. For example, contractors would be required to log time-in/time-out for service calls and provide a signature; also, parts would be delivered to the Facilities office to be checked before being used in repair/maintenance.

S. Dorrance proposed that the Board consider adopting an 'in-house' approach to HVAC in the future, arguing this would make better use of the allocated budget versus contracting out the work. He planned to conduct staffing benchmarking, suggesting that staffing levels were not where they should be.

Motion: To approve the HVAC repair and maintenance contract with Ambient Temperature in the amount of \$396,997.00.

Conservation Committee Update

Cultural Council Update on Mass Cultural Council

[The above two items were deferred due to time constraints.]

Time Accrual Update, Discussion and Possible Vote

P. Garvin explained that currently each department was accruing vacation/sick time individually, which had led to confusion and over-accruals. She proposed to centralize accruals in the Town Administrator's office to ensure accuracy and consistency in the procedure across departments. In addition, centralization would allow for time accruals to be printed on pay stubs as part of the payroll system. P. Garvin had discussed the matter with department heads and was seeking a vote of support from the Board.

Motion: That the Board of Selectmen approve the establishment of time accrual system under the Town Administrator or designee. (Vote passed 3-0)

Committee Appointments, Discussion and Possible Vote

Adam Dash stated that several committee vacancies needed to be addressed:

Visions 21 Implementation Committee. There were 5 vacancies; the Chair had provided 3 recommendations.

Motion: To appoint Renee Guo, Rogelio Fussa, and Taylor Yates to the Vision 21 Implementation Committee for three terms, expiring in 2021. (Vote passed 3-0)

Motion: To appoint Nien Lieu to the Vision 21 Implementation Committee to fill a resigned seat, for a term expiring in 2020. (Vote passed 3-0)

Motion: To appoint Terese Hammerle to the Vision 21 Implementation Committee to fill a resigned seat, for a term expiring in 2019. (Vote passed 3-0)

Meet Belmont.

Motion: To appoint Chay Lim to the Meet Belmont Committee to a term expiring in 2021. (Vote passed 3-0)

Constables.

Motion: To appoint James Tortola as a Constable for the Town of Belmont. (Vote passed 3-0)

Registrar of Voters. There was one opening slot, which by regulation had to be filled by a Republican in this case, since there needed to be at least one Republican and one Democrat. Joseph Zarro had applied, but his party affiliation was unknown and would need to be determined before making an appointment.

Warrant for 2018 State Primary – Vote to Approve

Motion: To approve the Warrant for the 2018 State Primary. (Vote passed 3-0)

Update Post-Closure Use of the Incinerator Site Matrix

P. Garvin described changes to the matrix since the last iteration. Of note was an additional column for 'public safety concern'. Based on the changes, the top seven options were: solar, anaerobic digester, bike/skate park, food/leaf composting, ice rink, open space, and transfer station. The Board was in agreement to move forward with investigating these options further, after which another public forum would be held.

TOWN ADMINISTRATORS REPORT:

P. Garvin reviewed the Town Administrator's Report:

- Requesting that Jessica Porter (HR Director) be appointed as acting Town Administrator during P. Garvin's vacation, August 4-11.
 - *Motion: To appoint Jessica Porter as acting Town Administrator, August 4-11, 2018. (Vote passed 3-0)*
- The Board of Health recently voted new regulations concerning tobacco/vaping, including capping the number of vaping retailers. Details can be found on the Board of Health website.
- Discussed with Chris Roy (Director, Belmont Light) about increasing Belmont Light's OPEB contribution. This will be an item for discussion at an upcoming Light Board meeting.
- Circulated a memo on capital to all departments, for them to list all capital items valued at \$10k or above, including items currently belonging to operating budgets. This is a new process that will allow for review and prioritization of capital investment based on needs; ultimately a capital plan for 2020-2025 will be circulated for approval by the CBC.

- Requested additional economic development funding from the State via Senator Brownsberger, including \$150k for feasibility studies on land parcels that could potentially be used for economic development. P. Garvin will inform the Board if these items get funded.

BOARD OF SELECTMEN COMMITTEE LIAISON REPORTS:

[None]

APPROVAL OF MINUTES:

[None]

[A. Dash recused himself from the meeting so the Board could discuss matters related to the High School building project.]

High School Traffic Working Group Appointments

Motion: To appoint Cate Bowen as the School Committee representative to the High School Traffic Working Group. (Vote passed 2-0)

Motion: To appoint Dana Miller as the Traffic Advisory Committee representative to the High School Traffic Working Group. (Vote passed 2-0)

Motion: To appoint Bill Lovallo as the High School Building Committee representative to the High School Traffic Working Group. (Vote passed 2-0)

Motion: To appoint Sgt. Ben Mailhot as the Police Department representative to the High School Traffic Working Group. (Vote passed 2-0)

Motion: To appoint Jay Marcotte as the Department of Public Works representative to the High School Traffic Working Group. (Vote passed 2-0)

Motion: To appoint Glenn Clancy as the Office of Community Development representative to the High School Traffic Working Group. (Vote passed 2-0)

Motion: To appoint Anne Marie Mahoney, Anne Paulsen, and Mary Wybieralla as resident representatives to the High School Traffic Working Group. (Vote passed 2-0)

Additional resident appointees to the committee could be considered at a later date if necessary. P. Garvin would be receiving the name for the Planning Board representative and this appointment would be made at the next meeting.

ADJOURNMENT:

Motion: To adjourn. (Vote passed 2-0)

Respectfully Submitted,


Patrice Garvin, Town Administrator